Writing Fundamentals (JMC:1600:0005)
Spring 2020
11 a.m.-1:30 p.m. Fridays, April 10-May 8
W332 Adler Journalism Building

Instructor: Lillian Martell (she/her)
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Phone: 319-335-5961
Office location and drop-in hours: W343 AJB 12:20-1:20 p.m. Mondays, 9-10:30 a.m. and 12:30-1 p.m. Wednesdays, and by appointment
SJMC DEO: David Ryfe, david-ryfe@uiowa.edu Office: E305 AJB, Phone: 335-3486

Course description (from catalog): “The importance of grammar; recognition of common errors in the student’s own writing with a focus on fixing these problems.”

Further description: This class offers an intensive review of the fundamentals of grammar and punctuation in preparation for the next level of writing classes in the School of Journalism and Mass Communication and writing assignments in other disciplines.

Required text:

The textbook is available at the University of Iowa Bookstore and will be useful not only for this class but for reference in any discipline. Students proceeding into the journalism program may need the text in future classes.

SJMC Learning Outcomes

The School of Journalism and Mass Communication is committed to your academic and professional success. In line with this commitment, we have identified particular learning outcomes that every student should obtain by the time they earn a JMC degree. We regularly assess the curriculum to determine whether students are achieving these outcomes. This course contributes to these learning outcomes by helping you develop the abilities to access, analyze, evaluate, and create media messages across multiple media domains and to communicate effectively with the highest, professionally accepted standards in all work. Achieving these outcomes means:
- You will demonstrate an ability to anticipate and recognize ethical issues when they arise and to reason through them taking multiple perspectives and contexts into account.
- You will demonstrate knowledge of the basic tenets of media literacy and how media literacy relates to your personal media habits and professional development.
- You will develop critical thinking skills to analyze and interpret media messages through an understanding of media practices and institutions.
- You will learn how to create and disseminate media messages in various forms.
- You will demonstrate the ability to gather factual story elements, and to evaluate and express them in logical, narrative forms for multiple media and audiences.
You will display the ability to access and analyze data, report facts accurately, research and edit information responsibly and in a manner commensurate with professional standards.

You will demonstrate the ability to apply above concepts in a manner that is sensitive to audiences across all media.

**Missed assignment policy:** This class primarily will operate asynchronously using ICON. Students will be expected to use the required class time twice: 11 a.m. April 10 for an overview of class expectations and 11 a.m. May 8 for the final exam. The only exceptions will be for students who have overlapping classes; these students must notify the instructor by email for instructions and to provide evidence of the class schedule conflict.

Despite the asynchronous setup, student must meet deadlines for assignments and quizzes. These deadlines are outlined in a chart on Page 5 of this syllabus. The assignments and quizzes cannot be made up unless students provide evidence of illness or family emergency. If this occurs, the work must be completed within one week after the initial due date. For details about University policies, please refer to https://clas.uiowa.edu/faculty/teaching-policies-resources-student-absences.

*The schedule for making up missed work or quizzes will be strictly enforced. Students will not be allowed to make up missed assignments beyond the time frames outlined in this syllabus.*

**Grading:**

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\begin{align*}
A &= 93 \text{ percent to } 100 \text{ percent} \\
A- &= 90 \text{ to } 92 \text{ percent} \\
B+ &= 87 \text{ percent to } 89 \text{ percent} \\
B &= 83 \text{ percent to } 86 \text{ percent} \\
B- &= 80 \text{ percent to } 82 \text{ percent} \\
C+ &= 77 \text{ percent to } 79 \text{ percent} \\
C &= 73 \text{ percent to } 76 \text{ percent} \\
C- &= 70 \text{ percent to } 72 \text{ percent} \\
D &= 60 \text{ percent to } 69 \text{ percent} \\
F &= 59 \text{ percent and below}
\end{align*}
\]

Percentages will be rounded to the nearest whole number when grades are assigned at the end of the semester.

Quizzes 20 points \( \times 3 = 60 \) (25 percent)
Homework 20 points \( \times 4 = 80 \) (33 percent)
Participation exercises 5 \( \times 5 = 25 \) (10 percent)
Final exam = 75 points (31 percent)
Total = 240 points
General expectations

- Use the textbook. The quizzes and the final exam will be based on material covered in lectures, and the textbook will provide further explanation. The assigned readings cover additional grammar conventions that will not be addressed in lectures, and students should become familiar with this content so they can use the textbook for reference in their academic and professional careers.

- Be prepared to share assignments with others in class.

- Check the ICON Announcements regularly. Most announcements will be delivered through ICON and not through email. Chrome is the recommended browser for ICON.

Academic honesty and grading: Professional communication is fact-based. Aside from selected mock assignments given by the instructors, students’ work will be original and factual. Plagiarism and fabrication are treated with the utmost seriousness in professional workplaces and will be regarded the same way for this course. Any student who plagiarizes or fabricates information will receive a “zero” on the assignment and will be reported to the college for further disciplinary action. See the paragraph on Academic Honesty in the last section of the syllabus for further information. In addition, collaboration is not permitted unless the instructor gives specific assignments that require teamwork. In situations where students are writing about the same event or issue, they must work independently and may not share notes, recordings, or any other material or information related to that assignment. Students must do all work themselves including quizzes and the exam; anyone who does not follow this policy will fail the course and be reported to the College of Liberal Arts and Sciences.

Accommodations: Students who have documentation from Student Disability Services (SDS) for accommodations must present the documents and meet with the professor via Zoom before the second week of classes. Simply emailing the forms to your TA and professor is not sufficient. For more information, please see the section titled Accommodations for Disabilities under The College of Liberal Arts and Sciences: Policies and Resources page at the end of the syllabus. If you have other health or personal circumstances (not covered by SDS) that might affect your ability to be successful in this course, please speak with the professor as soon as possible.

Rubric for attendance and participation:

ICON allows the instructor to see whether students are viewing lectures and documents. The instructor will check each student’s activity on a weekly basis and assign up to 5 points for viewing lectures and engaging with the practice exercises.

Quizzes and exams
Twenty-point quizzes will be given on Fridays during Weeks 2, 3 and 4. The fourth 20-point quiz will be given on Thursday, May 7. The quizzes cover lecture and practice material made available during the preceding week. The 75-point final exam will be from 11 a.m. to noon on Friday, May 8. Students with class conflicts must consult the instructor as noted previously on the syllabus.
Homework
Homework will be assigned each week and due by 11 a.m. each Friday during Weeks 2 through 5. Students who provide evidence of illness or an emergency may be granted up to one week past the deadline to turn in the assignment without penalty. Homework will be graded based on instructions given with each assignment and will be worth 20 points each.

See the tentative course schedule on the next page:
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignments due</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>• Introductions&lt;br&gt;• Syllabus review&lt;br&gt;• Spelling and style&lt;br&gt;• Sentence structure</td>
<td>• In-class exercises</td>
<td>• “Understanding in More Depth” pp. 133-139&lt;br&gt;• The “Commonly Confused Words” and “One Word or Two” document posted on ICON.&lt;br&gt;• Chapter 7, pp. 141-151, “Phrases, Clauses and Sentences”</td>
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<td>Week 2</td>
<td>• Nouns&lt;br&gt;• Pronouns&lt;br&gt;• Prepositions</td>
<td>• Quiz over Week 1 presentations and readings to be taken any time on Friday, April 17&lt;br&gt;• Homework posted on ICON due by 11 a.m. Friday, April 17</td>
<td>• Chapter 8, pp. 152-169, “Subjects and Objects”</td>
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<td>Week 3</td>
<td>• Verbs&lt;br&gt;• Adjectives&lt;br&gt;• Adverbs</td>
<td>• Quiz over Week 2 presentations and readings to be taken any time on Friday, April 24&lt;br&gt;• Homework posted in ICON due by 11 a.m. April 24</td>
<td>• Chapter 9, “Verbs”&lt;br&gt;• Chapter 10, “Making the Parts Agree”&lt;br&gt;• Chapter 11 “Modifiers and Connecting Words.”</td>
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<td>Week 4</td>
<td>• Conjunctions and interjections&lt;br&gt;• Punctuation</td>
<td>• Quiz over Week 3 presentations and readings to be taken any time on Friday, May 1&lt;br&gt;• Homework posted on ICON due by 11 a.m. Friday, May 1</td>
<td>• Chapter 15 on punctuation.&lt;br&gt;• Review the “Commonly Confused Words” and “One Word or Two” document posted on ICON.</td>
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<td>Week 5</td>
<td>Reinforcement and review</td>
<td>• Quiz over Week 4 presentations and readings to be taken any time <strong>Thursday, May 7</strong>&lt;br&gt;• Homework due by 11 a.m. Friday, May 8&lt;br&gt;• <strong>final exam, 11 a.m.-noon Friday, May 8</strong></td>
<td></td>
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SJMC Social Media:

Follow SJMC on social media to stay in the loop about activities/events, scholarships, internships, awards, current students, alumni and more:

FACEBOOK:  https://www.facebook.com/UISJMC/
INSTAGRAM: https://www.instagram.com/uiowa_sjmc/
TWITTER: https://twitter.com/UIOWA_SJMC
LINKEDIN:  https://www.linkedin.com/school/19128785 (Shortened version)
OR

The College of Liberal Arts and Sciences: Policies and Resources

Administrative Home
The College of Liberal Arts and Sciences (CLAS) is the administrative home of this course and governs its add/drop deadlines, the second-grade-only option, and other policies. These policies vary by college (https://clas.uiowa.edu/students/handbook).

Absent Students
All students have the responsibility of attending class and of contributing to the learning of their peers through active participation. Students are also responsible for knowing the absence policy of their courses, which will vary by instructor. All syllabi must confirm to the UI policy related to student absences, including the Holy Day obligations policy

Accommodations for Disabilities
UI is committed to an educational experience that is accessible to all students. A student may request academic accommodations for a disability (such as mental health, attention, learning, vision, and physical or health-related condition) by registering with Student Disability Services (SDS). The student should then discuss accommodations with the course instructor (https://sds.studentlife.uiowa.edu/).

Nondiscrimination in the Classroom
UI is committed to making the classroom a respectful and inclusive space for all people irrespective of their gender, sexual, racial, religious or other identities. Toward this goal, students are invited to optionally share their preferred names and pronouns with their instructors
and classmates. The University of Iowa prohibits discrimination and harassment against individuals on the basis of race, class, gender, sexual orientation, national origin, and other identity categories set forth in the University’s Human Rights policy. For more information, contact the Office of Equal Opportunity and Diversity (diversity.uiowa.edu).

Academic Integrity
All undergraduates enrolled in courses offered by CLAS have, in essence, agreed to the College’s Code of Academic Honesty. Misconduct is reported to the College, resulting in suspension or other sanctions, with sanctions communicated with the student through the UI email address (https://clas.uiowa.edu/students/handbook/academic-fraud-honor-code).

Electronic Communication
Students are responsible for official correspondences sent to their UI email address (uiowa.edu) and must use this address for all communication within UI (Operations Manual, III.15.2). Making a Complaint
Students with a complaint should first visit with the instructor or course supervisor and then with the departmental executive officer (DEO), also known as the Chair. Students may then bring the concern to CLAS (https://clas.uiowa.edu/students/handbook/student-rights-responsibilities).

Final Examination Policies
The final exam schedule for each semester is announced around the fifth week of classes; students are responsible for knowing the date, time, and place of a final exam. Students should not make travel plans until knowing this final exam information. No exams of any kind are allowed the week before finals (https://clas.uiowa.edu/faculty/teaching-policies-resources-examination-policies).

Sexual Harassment
Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community must uphold the UI mission and contribute to a safe environment that enhances learning. Incidents of sexual harassment must be reported immediately. For assistance, definitions, and the full University policy, see https://osmrc.uiowa.edu/.