

# Writing & Reptg for Newspapers

## COMM-3301

Spring 2021 Section 101 3 Credits 01/09/2021 to 05/11/2021 Modified 01/21/2021

### Description

Basic procedures and techniques for writing and reporting for newspapers. Emphasis on news style and judgment as well as ethical and legal issues.

#### Requisites

Prerequisites:

COMM 1154 Minimum Grade: C and ENGL 1102 Minimum Grade: C

Corequisites:

### Contact Information

#### GENERAL INFORMATION

Instructor: Prof. Andrew Will

Office: 220 Humanities

Department of Mass Communications

University of West Georgia

Office Hours: Tue/Thu – 2pm - 3pm & 5pm – 6:30pm (UWG Carrollton campus)

Friday – 2pm-4pm (CourseDen Only)

Office Telephone: 678-839-5315 or 95315 (campus phones only)

E-mail: [awill@westga.edu](mailto:awill@westga.edu) (Please email me through the course in Gmail which is preferred)

Project Submission : Course Den Assignment Submission Folders

### Meeting Times

Mondays/Wednesdays 2:00 p.m. - 3:15 p.m.

Location: Room 1, City of Douglasville (Douglasville Conference Center)

### Materials

#### TEXT & ADDITIONAL MATERIALS

Required Text: Rich, Carole. *Writing and Reporting News: A Coaching Method* (8<sup>th</sup> ed.). Cengage Learning.

Additional Text: *The Associated Press Stylebook and Briefing on Media Law 2020-2022* edition  
(The 2015 edition is also acceptable)

# Outcomes

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**Course Learning Outcomes:** Students will learn how to research, interview, gather information, organize and write news feature stories for mass media. The course will also focus on various forms of writing for mass communications such as print, broadcast, online, and public relations. The course will emphasize the following aspects of good writing and reporting:

- Accuracy and verification
- Logical thinking
- Precision
- News value
- Ethics

## Evaluation

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### GRADING POLICY

Grades earned in this class are based solely on the following:

Attendance & Class Participation	11%
In-class Writing Assignments (4 x 5 percentage points)	20%
Home Assignments (3 x 4 percentage points)	12%
Quizzes (3 x 4 percentage points)	12%
Examinations (2 x 10 percentage points)	20%
Website/Blog Project	10%
Final Project	15%
<b>Total</b>	<b>100</b>

Grading Scale:

Points needed to receive grade

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

## Criteria

## Breakdown

## Assignments

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\*Note: The instructor reserves the right to change the assignments and percentage values along with adding or subtracting a particular assignment in an effort to meet the objectives of the course. Ample notice will be provided if such changes are made.

Quizzes, exams, home assignments, and in-class assignments will be administered during the semester. All quizzes will consist of

question and answer as it relates to current news topics. Exams will be a combination of Multiple Choice, True/False, List and Explain, Fill-in-the-Blank, and Writing Section or may consist of ONLY one or two of the pre-mentioned areas based instructor discretion. Each will cover textbook chapters, lectures, handouts, etc. Exams may take place in class or online via CourseDen. For exams given in a traditional standardize manner with uses of scantron, You are responsible for bringing a No. 2 pencil and a scantron answer sheet to class on exam days. Purchase scantron form No. 229629 (small, pink/brown). Instructor reserves the right to give any exam by uses of a scantron or by testing students in hardcopy form without use of scantrons. If any exams are given without the use of scantrons, then students must take exam using a black or blue pen. Red or any other color is NOT acceptable. Instructor will decide, upon each in-class test given, whether or not notes will be used. Home assignments will be given periodically throughout semester. Assignments may be on chapter elements or related to current media topics or trends. ALL home assignments will be submitted in two ways: uploaded via Course Den Dropbox and in hardcopy form unless otherwise determined by instructor. All in-class assignments will be writing assignments. It is best to type all home assignments and in-class assignments unless unless instructor decides to accept them hand-written as an option.

Teaching methodology will include, but will not be limited to: Lectures by professor and invited guests if necessary, which may be in form of PowerPoints or videos, quizzes, exams, writing assignments on current media stories, class participation, and home assignments. The professor will direct discussions and give oral or written guidelines for each project or assignment.

## ASSIGNMENTS, TESTS & EXAMS

**Make-up assignments, quizzes & exams:** Any make-up work will be administered at the discretion of the instructor. All requests to make-up missed work must be substantiated with official documentation as to why you were absent and unable to complete your work. Acceptable situations include a serious incapacitating illness or a death in your family, among others.

**\*ALL Make-up assignments must be submitted through the "Excused Make-up Assignments" area which is located in the Assignments Submission location of CourseDen.** A student can only make up an assignment if he or she received prior permission from the instructor. Make-up assignments will not be accepted via email unless approved by instructor. This approval is usually determined if the student is having issues with uploading assignments to CourseDen or if the UWG website is in the maintenance process. If any student is having problems with uploading content to CourseDen, it is recommended that he or she contact the IT department immediately.

**Late assignments:** Late assignments will be accepted at the discretion of the instructor. If a late assignment is deemed acceptable, it will suffer a letter grade deduction penalty for each class day it is late.

## Schedule

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### CLASS SCHEDULE - COMM 3301 Writing & Reporting for Newspapers I – Section 101

(This schedule is subject to change in order to accommodate guest speakers and maintain some flexibility. Additional reading, listening, and viewing assignments may be made throughout the semester. You are responsible for all material assigned.)

Important upcoming due dates highlighted in green. Class meeting days are highlighted in red and No Face-to-face class meetings and highlighted in purple.

January

#### Week One

**Mon. 11- Class will meet on this day.** Syllabus and Class Schedule review and discussion of and important elements of the course discussed. Student introductions will also take place. Home Assignment 1 due on next class period: Complete only Number 1 *Visual awareness* under "Exercises" for Chapter 1 *Changing Concepts of News* and answer all questions (Type-written answers) and bring in chosen newspaper.

**Wed. 13- Class will meet on this day.** Discussion and Submission of Chapter 1 Exercise Home Assignment 1. Read and be ready to discuss Chapter 1 *Changing Concepts of News* on next Wednesday.

#### Week Two

**Mon. 18-Martin Luther King, Jr. Holiday**

**Wed. 20 - Class will meet on this day.** Class discussion on Chapter 1 *Changing Concepts of News*. Read and be ready to discuss

Chapter 2 *The Basic News Story* following *Know Your News Quiz 1* which takes place on Wednesday of next week.

### Week Three

Mon. 25- No Face-to-face class meeting. Continue preparation for Chapter 2 discussion. Wed. 27 – Class will meet on this day. *Know Your News Quiz 1* given at start of class. Lecture and discussion on Chapter 2 *The Basic News Story*. Read and be ready to discuss Chapter 3 *Social Media*.

February

### Week Four

Mon. 01 – No Face-to-face class meeting. Continue preparation for Chapter 3 discussion. Wed. 03 – Class will meet on this day. Lecture and class discussion on Chapter 3 *Social Media*. Read and be ready to discuss Chapter 5 *Interviewing Techniques*.

### Week Five

Mon. 08 - No Face-to-face class meeting. Continue preparation for Chapter 5 discussion along with early preparation for Exam 1 which covers Chapters 1-3 & 5 along with references from AP Stylebook on Monday, February 15<sup>th</sup>. Wed. 10 – Class will meet on this day. Lecture and discussion on Chapter 5 *Interviewing Techniques*. Be ready for Exam 1 which takes place on Monday as previously mentioned.

### Week Six

Mon. 15- No Face-to-face class meeting. Exam 1 – Chapters 1-3 & 5 along with AP Stylebook takes place online via Course Den. Be ready for *Know Your News Quiz 2* which takes place on Wednesday and be ready to discuss Chapter 6 *Mobile and Multimedia Skills*.

Wed. 17- Class will meet on this day. *Know Your News Quiz 2* given at start of class. Lecture and discussion on Chapter 6 *Mobile and Multimedia Skills*.

### Week Seven

Mon. 22 – No Face-to-face class meeting. Students prepare for In-Class Writing Assignment 2 which takes place in class on Wednesday. Details will be given about assignment.

Wed. 24 – Class will meet on this day. In-Class Writing Assignment 2 – Instructor will give details and students will complete during class period and submit at end of class via Assignment Submission. Students MUST bring AP Stylebook to class for writing assignment. Read and be ready to discuss Chapter 8 *Story Organization* for next Wednesday. Home Assignment 2 due on next Monday: Complete ONLY Number 4 *Analyze endings* under “Exercises” for Chapter 8 *Story Organization* and summarize your answers (Type-written) with sources.

March

### Week Eight

Mon. 01 – No Face-to-face class meeting. Students work on Home Assignment 2 and submit assignment via Assignment Submissions folder by end of day.

Wed. 03 - Class will meet on this day. Lecture and discussion on Chapter 8 *Story Organization*. Students will be given guidelines for *Website/Blog* project which they will work on during next Monday outside of class. Project is due on Friday, March 26<sup>th</sup> via Assignment Submissions folder at end of day.

### Week Nine

Mon. 08- Class will meet on this day. Students will work on *Website/Blog* project during class period. On this day, students can select theme, brainstorm different chosen stories and interviews, and also make decision on which website program will be used. Instructor will assist students during process in project decision-making. Read and be ready to discuss Chapter 10 *Storytelling and Feature Techniques* for Wednesday.

Wed. 10 - Class will meet on this day. Lecture and discussion of Chapter 10 *Storytelling and Feature Techniques*. Following lecture, instructor will answer any further questions about the *Website/Blog* project.

### Week Ten

Mon. 15 and Wed. 17 - SPRING BREAK – Lets' Git Lit!!!! (Just playin' - Be safe)

### Week Eleven

Mon. 22 – No Face-to-face class meeting. Continuation of work on *Website/Blog* project and prep for In-Class Writing Assignment 3.

Wed. 24 – Class will meet on this day. In-Class Writing Assignment 3 – Instructor will give details and students will complete during class period and submit at end of class. Students MUST bring AP Stylebook to class for writing assignment.

Home Assignment 3 due on next Monday, March 29<sup>th</sup>: Complete only Number 4 under “Exercises” for Chapter 11 *Broadcast News Writing* (Type-written). Submit assignment via Assignment Submission. *Know Your News* Quiz 3 along with discussion on Chapter 11 *Broadcast News Writing* takes place on Wednesday, March 31<sup>st</sup>.

Fri. 26 – (Non-class meeting day) - Submit *Website/Blog* project by end of day.

### Week Twelve

Mon. 29 - Class will meet on this day. Instructor meet with students to discuss current class status. This is optional for students. Students submit Chapter 11 Home Assignment 3.

Wed. 31 – Class will meet on this day. *Know Your News* Quiz 3 given at start of class. Lecture and discussion of Chapter 11 *Broadcast News Writing*. Read and be ready to discuss Chapter 13 *Public Relations* for Wednesday of next week.

April

### Week Thirteen

Mon. 05 – No Face-to-face class meeting.

Wed. 07 – Class will meet on this day. Lecture and discussion on Chapter 13 *Public Relations Writing*. Final Project guidelines given to students and discussed. Final Project is due on May 10<sup>th</sup> via Assignment Submissions folder. Students will use remaining class period to work on In-Class Writing Assignment 4 in which Instructor will give details and students will complete during class period and submit at end of day via Assignment Submission. Students MUST bring AP Stylebook to class for writing assignment. Read and be ready to discuss Chapter 17 *Profiles and Obituaries*.

### Week Fourteen

Mon. 12- No Face-to-face class meeting. Students continue to prepare for discussion on Chapter 17 and work on topics along with other areas of Final Project.

Wed. 14 – Class will meet on this day. Lecture and discussion on Chapter 17 *Profiles and Obituaries*. Students prepare for Exam 2 which covers Chapters 6, 8, 10, 11, 13 & 17 and takes place on Monday (online).

### Week Fifteen

Mon. 19 – No Face-to-face class meeting. Exam 2 takes place online via Course Den.

Wed. 21 – Class will meet on this day. Guest speaker will appear during this class period or else students will be allowed to work on Final Project.

### Week Sixteen

Mon. 26 – No Face-to-face class meeting. Teacher evaluation takes place this class period. Following evaluation, students can meet with instructor to further discuss final project and/or gradebook averages.

Wed. 28 – Class will meet on this day. Students work on Final Project during class period.

### Week Seventeen

Mon. 03 – No Face-to-face class meeting. This is the last day of class. Students use this period to work on Final Project.

(Class Schedule may change at discretion of instructor)

# \* Course Policies and Resources

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## Course Requirements:

1. Students will be expected to **READ** the assigned text chapters *before* they are presented and discussed in class.
2. Two **EXAMS** will cover information from assigned textbooks and class lectures along with any other materials given by instructor.
3. At least 3 **QUIZZES**, titled “Know Your News (K-Y-Ns),” regarding current news topics will be given throughout the semester at the beginning of class. These quizzes will test students knowledge on current news, sports, and entertainment topics. The topics can range from campus, local, national, to international news stories.
4. At least 3 **IN-CLASS WRITING ASSIGNMENTS** will cover information from materials assigned for a given day and/or test the student’s ability to master writing skills for an immediate deadline.
5. At least 3 **HOME ASSIGNMENTS** will be given throughout semester. These assignments will originate from textbook and most likely come from “Exercises” section at the end of chapters.
6. One **website/blog project** will be given covering current news topics. Detail will be given for this assignment.
7. **FINAL PROJECT** consisting of two news articles (one “hard news” inverted pyramid style story and one feature—both suitable for publication) will be produced by the student during the semester. Each story will require a photo taken to add substance to the story itself. I will have a handout explaining the details of this assignment.

## ATTENDANCE

Your attendance and participation counts as 11 percent toward your final grade. You are expected to attend and participate in all regularly scheduled class sessions. It is also **YOUR RESPONSIBILITY** to take notes and take tests as scheduled, especially if you are a graduating senior. Every class period, a sign-in sheet will be distributed for each student to sign by his/her printed name. You will be marked absent if your name is not signed in the column provided right by your printed name.

It is critical that everyone attends class regularly and punctually. Missing class can cause issues with projects and assignments especially for assignments related to group work. As a group, each of you will depend on each other to carry out specific tasks for class projects, so **PLEASE BE HERE**. If you are absent for a presentation, this will adversely affect your grade.

## BEHAVIOR IN THE CLASSROOM

There is no need to tell you how to behave in a classroom environment. However, I want you to know what I expect from you in order to avoid embarrassing situations.

- You are expected to participate in class discussions and critiques. Comments should be constructive and not personal. Feel free to speak your mind during class, no matter how outrageous your comments may be. I expect, however, that you show respect to your classmates and instructor. If you disagree with their point of view or their artistic interpretation, please express that disagreement in a way that is not offensive. And **ALWAYS** refrain from loud talking, laughing, or any other loud outbursts during class. Absolutely no profanity will be tolerated in class. No eating or drinking is aloud in computer labs if class resides in one or ever visits a computer lab.
- I will be well aware of the time during our class meetings. I will be respectful of your schedules and will not purposely keep you longer than our allotted time unless necessary; there may be occasions that we complete our tasks for the day, but still may need to discuss class assignments or anything class-related.
- Turn off all cell phones or put them on silent. Whenever a phone rings during class, it is deemed as disrespectful to the instructor and other fellow students. If there is an important phone call that you are expecting, I suggest that you place your phone on vibrate mode and politely walk out of class and “handle your business.” However, the instructor is not responsible for giving you missed information due to you not being in the classroom during class discussions.

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## 🎯 College/School Policies

### Mission

Fair, just, and productive societies require the free flow of news, information, and ideas from communicators of knowledge, skill,

and integrity who reflect the diversity of the people they serve. Therefore, the Department of Mass Communications strives to provide high quality academic and experiential learning opportunities to prepare students for successful integration into the global community as industry professionals, leaders, and thinkers in the fields of convergence journalism, digital media and telecommunication, film and video production, and public relations.

## Vision

The Department of Mass Communications is committed to empowering students to communicate clearly, act responsibly, think critically, and understand context(s) to enhance their personal, civic, academic, and professional lives, facilitating active participation in an evolving and increasingly diverse society.

## Strategic Priorities

### *Invested Teaching*

To inspire and equip students to discover their personal, intellectual, and professional potential through personalized teaching, academic coaching, and career mentoring.

### *Experiential Learning*

To offer students early and on-going multiple and diverse hands-on learning to develop and enhance personal, intellectual, and professional growth.

### *Connectedness*

To serve as the hub that connects and cultivates partnerships among key stakeholders to enhance personal, intellectual, and professional growth. Key stakeholders include administrators, faculty, staff, students, alumni, industry, community, and friends.

## Mass Communications Degree Program Learning Outcomes

**ACEJMC Professional Values and Competencies:** The Bachelor of Science degree program in Mass Communications is accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC), and the Department is committed to preparing students with the requisite knowledge and skills to be successful in the media and communications industries after graduation. The Department has adopted as its Mass Communications degree program learning outcomes ACEJMC's 12 professional values and competencies, known as 6 X 6 MASS COMM SUCCESS, that all graduates of an ACEJMC accredited program should be aware of and able to demonstrate as scholars and professionals in the discipline. For the detailed list of the ACEJMC professional values and competencies, see the [UWG Undergraduate Catalog \(https://catalog.westga.edu/preview\\_program.php?catoid=11&poid=1991\)](https://catalog.westga.edu/preview_program.php?catoid=11&poid=1991) or [ACEJMC - Standard 2. Curriculum and Instruction \(http://www.acejmc.org/policies-process/nine-standards/\)](http://www.acejmc.org/policies-process/nine-standards/).

## 6 X 6 MASS COMM SUCCESS

<p style="text-align: center;"><a href="https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG">6 X 6 MASS COMM SUCCESS</a> <a href="https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG">6 X 6 MASS COMM SUCCESS</a> (click to view image)</p>	<ol style="list-style-type: none"><li>1. Freedom of Speech &amp; Press</li><li>2. History</li><li>3. Diversity</li><li>4. Global Impact</li><li>5. Theory</li><li>6. Ethics</li><li>7. Think Critically &amp; Creatively</li><li>8. Research &amp; Evaluate</li><li>9. Write Effectively</li><li>10. Self-Evaluate</li><li>11. Apply Numbers &amp; Statistics</li><li>12. Apply Technology</li></ol>
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# Film & Video Production Degree Program Learning Outcomes

**Overview:** The Bachelor of Science degree program in Film & Video Production is designed to train graduates in the field who are agile, adaptable, and able to employ their skills in an array of roles from entrepreneurial content producers to on-set film work, both above and below the line. It will provide students with a comprehensive understanding of the machinery at work behind media production and distribution, along with a set of tangible, marketable, and transferable skills for an array of positions within the infrastructure of film and content production. The FVP degree program learning outcomes include:

1. Demonstrate critical thinking, aesthetic awareness and technical proficiency in the production and assessment of audio-visual film work.
2. Understand all phases and roles of film production in order to help formulate career goals.
3. Understand the various potentials of film as both a commodity for a targeted audience, and an act of authorship and creative expression.
4. Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of cinema in a global society.

## Institutional Policies

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### Academic Support

**Accessibility Services:** Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact [Accessibility Services \(https://www.westga.edu/student-services/counseling/accessibility-services.php\)](https://www.westga.edu/student-services/counseling/accessibility-services.php).

**Center for Academic Success:** The [Center for Academic Success \(http://www.westga.edu/cas/\)](http://www.westga.edu/cas/) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or [cas@westga.edu](mailto:cas@westga.edu).

**University Writing Center:** The [University Writing Center \(https://www.westga.edu/writing/\)](https://www.westga.edu/writing/) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or [writing@westga.edu](mailto:writing@westga.edu).

### Online Courses

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the [UWG Online \(https://uwgonline.westga.edu/\)](https://uwgonline.westga.edu/) site.

Students enrolled in online courses can find answers to many of their questions in the [Online/Off-Campus Student Guide \(http://uwgonline.westga.edu/online-student-guide.php\)](http://uwgonline.westga.edu/online-student-guide.php).

If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares \(http://www.westga.edu/UWGCares/\)](http://www.westga.edu/UWGCares/) site. [Online counseling \(https://www.westga.edu/student-services/counseling/index.php\)](https://www.westga.edu/student-services/counseling/index.php) is also available for online students.

### Honor Code

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database



collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the [Student Handbook \(https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php\)](https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php).

## UWG Email Policy

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

## Credit Hour Policy

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

## HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance: [http://www.usg.edu/hb280/additional\\_information#](http://www.usg.edu/hb280/additional_information#) ([http://www.usg.edu/hb280/additional\\_information](http://www.usg.edu/hb280/additional_information))

You may also visit our website for help with USG Guidance: <https://www.westga.edu/police/campus-carry.php> (<https://www.westga.edu/police/campus-carry.php>)

## Mental Health Support

If you or another student find that you are experiencing a mental health issue, free confidential services are available on campus in the [Counseling Center](#). Students who have experienced sexual or domestic violence may receive confidential medical and advocacy services with the Patient Advocates in [Health Services](#). To report a concern anonymously, please go to [UWGcares](#).

## ELL Resources

If you are a student having difficulty with English language skills, and / or U.S. culture is not your home culture, specialized resources are available to help you succeed. Please visit the [E.L.L. resource page](#) for more information.

## COVID-19

**Proctored Exams/Online Instruction:** Students should be aware and plan ahead for the possibility of having to complete all courses and/or exams online or in a proctored environment. This means talking with your instructors about what minimum technical requirements (software and hardware) will be required should your class move online or a student's personal needs dictate. This also includes making plans for internet access at whatever location participation may occur.

Virtual or in-person proctored exams, if your instructor should require them, may result in an additional cost to the student. Please discuss these details with your instructor or see the information provided here.

**Face Coverings:** Effective July 15, 2020, University System of Georgia institutions, including the University of West Georgia, will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in campus outdoor settings where social distancing requirements are met. Anyone not using a face covering when required will be asked to wear one or must leave the area.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

**Student FAQs:** For more information about UWG COVID-19 guidance for students visit the [Student FAQ webpage](https://www.westga.edu/student-services/health/coronavirus-info/return-to-campus/students-faq-return-to-campus.php) (<https://www.westga.edu/student-services/health/coronavirus-info/return-to-campus/students-faq-return-to-campus.php>).

## Additional Items

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