

Broadcast News Wrtnng & Rprtrng

COMM-4450

Fall 2020 Section 01 3 Credits 08/12/2020 to 12/05/2020 Modified 08/12/2020

Description

Coaching and practice in gathering, writing, and reporting television and radio news under deadline. Particular attention given to news style and judgment as well as aesthetic, ethical, and legal issues. Ability to shoot and edit field video is required.

Requisites

Prerequisites:

COMM 3352 and COMM 1154 Minimum Grade: C and ENGL 1102 Minimum Grade: C

Corequisites:

Contact Information

Lecturer: Professor Andrew Will

Email: awill@westga.edu

Office: Room 220

Phone: Mobile 404-375-7274

Meeting Times

Wednesdays - 3pm - 5pm, Tuesdays & Thursdays 5pm - 6:30pm

Room 220 Humanities

All office hours will be held virtually with some exceptions. Students may contact the instructor to request a meeting day and time for an appointment. This appointment may take place on Google Meet, Collaborative Ultra, telephone, or another platform. If for some reason a student wants to meet in person with the instructor then certain accommodations can be made. In that case, both or all parties, student(s) and instructor, will follow the proper guidelines in terms of wearing masks and proper social distance in a safe environment.

Materials

REQUIRED TEXT

Title: Broadcast News Writing, Reporting, and Producing 7th edition preferred, 6th edition acceptable

Authors: [Frank Barnas](#), [Ted White](#)

SUPPLEMENTAL READINGS/ADDITIONAL BIBLIOGRAPHY:

AJC, New York Times, USA Today, CNN News(Internet), Fox News(internet)

REQUIRED SUPPLIES:

You will need at least one (1) SD HC Memory Card (Class 10 [or higher] is recommended; minimum of 16GB-the more gigs the better) for shooting. Do Not use your earbuds for any assignments associated with this course. Assignments will be uploaded to class Assignment Submissions folder. You must cover any other costs incurred during production.

It is best to purchase an External Hard Drive due to the limited space on the Mac editing computers. Be sure the external hard drive is compatible with a Mac. You should purchase a drive with no less than 500 GB of memory in order to avoid major problems (i.e., losing all of your work). Please check with your instructor before you make a purchase to ensure you are purchasing an appropriate external hard drive. Once you've purchased a drive, **IT MUST BE FORMATTED.**

You should have registered accounts with various online podcasting sites such as SoundCloud, Mixcloud, and YouTube, (for radio and television exercises and assignments, etc) in order to share assignments with others for project critiques.

Outcomes

Course Learning Outcomes:

- Have a more advanced understanding of writing copy for broadcast in the forms of news and documentary style scripts
- Be better prepared to conduct broadcast-style interviews for both the radio and television mediums
- Be better prepared to write and produce news stories and features for television programming
- Have a more advanced understanding of using broadcast audio equipment including portables units, editing software, and consoles
- Have a more advanced understanding of using broadcast video equipment including ENG and studio cameras, and non-linear editing systems
- Be able to write, produce, and direct programming for both radio and television

Evaluation

GRADING POLICY

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

Attendance & Class Participation	10%
Group Presentation (1 x 7 percentage points)	7%
Writing for Broadcast Assignments & Exercises (3 x 5 percentage points)	15%
Textbook Assignments (4 x 4 percentage points)	16%
Projects (3 x 8 percentage points)	24%
Examination (3 x 6 percentage points)	18%
Final Project	10%
Total	100

Grading Scale:

Points needed to receive grade

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

Criteria

Exams and home assignments

All exams will be a combination of Multiple Choice, True/False, List and Explain and Fill-in-the-Blank or may consist of ONLY one or two of the pre-mentioned areas. Each will cover textbook chapters, lectures, handouts, etc. Home assignments will be given periodically throughout semester on section at end of chapters titled "Test Your Knowledge." Any assignment or exercise given in class will be uploaded in Course Den. If an assignment or exercise is given in hard-copy form, the proper safety measures will have to take place prior to distributing the hard-copy.

***All assignments are due in the Course Den Assignment Submissions folder.**

Individual and Group Exercises, Assignments and Projects

Students will present or perform group exercises and project assignments during the semester. Group numbers will vary depending on exercise or actual project assignment. The "Class Schedule" gives more details per assignment or exercise. Exercises will consist of one-on-one broadcast-style interviews, gathering sound bites also known as POS or MOS, and various reporting techniques. Project assignments will consist of a group newscast presentation, SOTVO assignment, two news package assignments, and an individual radio interview. The final project will be an individually-produced radio newsbreak program which will consist of various components discussed during the semester such as broadcast writing, script formatting, acquiring sound bites, etc. Guidelines for all projects will be given prior to due date.

Breakdown

Assignments

Schedule

COMM 4450: Broadcast News Writing & Reporting, Section 01

Class Schedule—Fall 2020

Week 1

8/13 Discussion of course syllabus with Group A including upcoming projects and assignments. Introduction of students along with discussion of course supplies and textbook needed. On next week, students will learn the basics news elements of both a television and entertainment program. Students will cite differences between strategies used in both platforms along with innovative techniques used in present-day media.

Week 2

8/18 Discussion of course syllabus with Group B including upcoming projects and assignments. Introduction of students along with discussion of course supplies and textbook needed. On next week, students will learn the basics news elements of both a television and entertainment program. Students will cite differences between strategies used in both platforms along with innovative techniques used in present-day media.

8/20 Students view one TV news program while filling out handouts to critique program along with identifying various news elements or terminology. Following the viewing, instructor and students discuss program critique. **Handouts will be posted online in Course Den for all students in the course to participate.**

Week 3

- 8/25 Students view one TV entertainment program while filling out handouts to critique and compare program to news program. Following the viewing, instructor and students discuss program critique and comparison. Students listen to radio news and sports programs while filling out handouts to critique and compare each. Following the listening session, instructor and students discuss comparisons and contrasts of each. **Handouts will be posted online in Course Den for all students in the course to participate.**
Home Assignment: Read chapters 6-8 of Broadcast News text. Lecture on these chapters will take place beginning next Tuesday.
- 8/27 Class handouts with questions discussing news stories of 2019-2020. Class discussion of students research of answers to questions of news stories.

Week 4

- 9/01 Powerpoint discussion of chapters 6-8 including basics of broadcast writing, slugs, punctuation, timing stories, and leads. This discussion will begin with Group A and finish with Group A next Tuesday.
- 9/03 Continuation of Powerpoint discussion of chapters 6-8 with Group B.
Exam I: Friday, Sept. 11th on Chapters 6-8 along with various terms from each of the three chapters given by instructor. **Presentation – Performing a TV Newscast: Tuesday, Sept 17th.** Students will be placed in groups of 5 persons and prepare and present a 3 to 5 minute TV newscast as a class presentation. Written guidelines will be given for this assignment and posted online. Students who are fully taking the course online will still participate in this presentation by presenting virtually.

Week 5

- 9/08 Continuation of **Presentation – Performing a TV Newscast** discussion. **Textbook Assignment I:** Read and complete Chapter 9 *Fieldwork* and answer complete section at end of chapter, *Test Your Knowledge* for next class period.
- 9/10 **Textbook Assignment I** due at start of class. Groups meet to further discuss upcoming newscast presentation. **Exam I** takes place online on tomorrow.

Week 6

- 9/15 **Group A** presentation of **Performing a TV Newscast.**
- 9/17 **Group B** presentation of **Performing a TV Newscast.**

Week 7

- 9/22 **Group exercise** takes place on reporting techniques and gathering sound bites (POS). If time permits, instructor will meet with groups to discuss Newsbreak presentation grades. **Textbook Assignment II:** Read and complete Chapter 13 *Voiceovers, Packages, and Story Formats* and complete section at end of chapter, *Test Your Knowledge*. **Due on Thu., Sept. 24th.**
Project I – SOTVO Story (Individual project) - Due on Tuesday, Oct. 2nd.
- 9/24 **Textbook Assignment II** due at end of day. **Group exercise** continues on reporting techniques and gathering sound bites (POS). If time permits, instructor will meet with groups to discuss Newsbreak presentation grades.

Week 8

- 9/29 Discussion of Chapter 9 *Fieldwork* including video of Do's with Group A. **Writing for Broadcast Assignment I: Re-write a current Hard news story into a :20 or :30**

second broadcast story. Use ONLY a Hard or Soft lead in Your writing. When submitting your assignment please also include the original article. Due next class period.

Exam II: Friday, Oct. 9th on Chapters 6-9 & 13 online.

10/01 Writing for Broadcast Assignment I due on this day. Continuation of Chapter 9 takes place during this class period with Group B. Project I – SOTVO Story is due tomorrow.

Week 9

10/06 Instructor will show tape of interview from a TV show such as “60 Minutes” and/or other news programs and discuss interviewing techniques. Other things discussed will be camera and mic placement during interview. Textbook Assignment III: Read and complete Chapter 10 *Interviewing* and complete section at end of chapter, *Test Your Knowledge*. Assignment III is due next class period.

10/08 Textbook Assignment III due at start of class. Project II - News Package I: Due on Friday, Oct. 23rd. Class Exercise: Each student will pair with an unknown student from the class to conduct a televised interview. Once establishing the interviewer and the interviewee, personal information will be obtained of the interviewee. With this information, each interviewer will form questions and conduct a short interview in front of class using interviewing methods discussed in class. Interviews will take place following the interviewers gathering enough information of their interviewees for Group B. Group A along with the students who are fully online will also complete this exercise.

Exam II will take place tomorrow online.

Week 10

10/13 Class Exercise of Interviews take place with Group A.

10/15 Discussion of Project III – Radio Interview. Project III due on Friday Oct. 30th. Writing for Broadcast Assignment II: Re-write a current news story into a :20 or :30 second broadcast story. Choose a story in which you can write either a Quote lead or Question lead. When submitting your assignment please also include the original article. Due next class period.

Week 11

10/20 Writing for Broadcast Assignment II due at start of class. Class will not meet. Students use class period to work on Project II.

10/22 Class will not meet. Students use class period to work on Project II. Project II due tomorrow at end of day.

Week 12

10/27 Critique of News Package II from Group A. Textbook Assignment IV: Read Chapter 14 *Producing the Television Newscast* and Chapter 15 *Producing the Radio Newscast* and complete section at end of Chapter 14 ONLY, *Test Your Knowledge*. Due on next class period.

10/29 Students submit Textbook Assignment IV via Assignment Submissions folder. Critique of News Package II from Group B. Project III is due tomorrow.

Week 13

11/03 Critique of Project III from Group A takes place. Project IV - News Package II is due on Tuesday, Nov. 19th at start of class period.

11/05 Critique of Project III from Group B takes place. Students prepare for Exam III which is scheduled for Friday, Nov. 20th on Chapters 10, 14&15. Writing for Broadcast Assignment III takes place the next two class periods. The instructions are as follows: Re-write a current news story into a :20 or :30 second broadcast story. Choose a story in which you can write a Trivia lead. When submitting your assignment please also include the original article.

Week 14

11/10 Students work on Writing for Broadcast Assignment III.

11/12 Students work on Writing for Broadcast Assignment III.

Week 15

11/17 Discussion of Final Project takes place with Group A.

Instructor will give detailed information about the final project. Open discussion about this project will take place. Final Project is due on Thursday, Dec. 4th at 11:59pm via Assignment Submissions folder.

11/19 Discussion of Final Project takes place with Group B.

Instructor will give detailed information about the final project. Open discussion about this project will take place. Final Project is due on Thursday, Dec. 4th at 11:59pm via Assignment Submissions folder.

Exam III takes place tomorrow online.

Students are encouraged to complete teacher evaluation.

Week 16

11/24 Last day of class. Class time spent on completing Final Project.

11/26 – Happy Thanksgiving!!!

(Class Schedule could change due to instructor's discretion)

* Course Policies and Resources

PROJECTS, ASSIGNMENTS & EXAMS

Make-up projects, assignments & 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 day it is late.

Handouts: You are responsible for collecting all handouts at the time they are distributed. If you are absent, you have ONE WEEK to collect the materials. After one week, copies of handouts will not be distributed. Students WILL BE responsible to print out copies of Powerpoint handouts along with any others not given in class and uploaded on CourseDen by instructor. Handouts may be posted via email or CourseDen.

myUWG Campus Pipeline: It will be necessary to keep in contact with one another via the myUWG Campus Pipeline (i.e., e-mail and CourseDen). You will be responsible for checking the Campus Pipeline (<http://myuwg.westga.edu/cp/home/loginf>) on a regular basis for class announcements, assignments, and discussion topics. You are encouraged to use CourseDen, e-mail or your myUWG e-mail address (the University's official method of communication via e-mail) for all class related correspondence or at least have your myUWG e-mail messages forwarded to your personal e-mail account so that you do not miss any important class announcements or information. Necessary responses to your e-mail inquiries will be sent **within 48 hours** or less unless there are extenuating circumstances that do not allow for a response within the designated timeframe.

ACADEMIC DISHONESTY

Academic dishonesty is NOT tolerated. It will result in failure on assignment(s) as well as possible disciplinary sanction(s) as stipulated by university rules. University of West Georgia Student Conduct Code defines academic dishonesty as cheating, fabrication, plagiarism and facilitating or allowing academic dishonesty in any academic exercise.

Cheating: using or attempting to use unauthorized materials, information or study aids

Fabrication: falsification or unauthorized invention of any information or citation

Plagiarism: representing the words or ideas of another as one's own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged.

Academic dishonesty in any form compromises your grade and lowers the quality of your diploma. A fellow student who cheats may actually lower your grade, sometimes causing unfair and inflated grading scales. I hope each of you value your college education enough to protect yourself from dishonest classmates. If you are aware of cheating taking place, please contact Dr. Camilla Gant, Chair of the Department of Mass Communications, or me and proper action will be taken.

SPECIAL NEEDS STUDENTS

I will make special arrangements for students with special needs. If you need special accommodations for tests or exams, let me know **early**, not a few days before. I am here to facilitate your learning, but I need to be informed to do so.

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.

- If taking the course face-to-face, please know that when reporting to class, it is a **MUST that you wear a mask throughout the entire class period**. This includes myself as well. No eating in class will be allowed since you will of course be violating the mask rule when doing so. You can, however, bring, water or perhaps a cold beverage to class, in order to drink every so often during the class period. Please have your mask fully on your face meaning that it is not under your nose the entire time you're in class and properly and securely have your mask over both your mouth and nose. Trust me when I say that I know this is challenging and uncomfortable for you to do throughout a given class period as it will be uncomfortable for me as well but we all know the risks involved. Feel free to walk out of class every so often in case you need some fresh air if you feel that your mask is causing any difficulties. If you have certain medical reasons for not wearing a mask in class, please let me know ahead of time as you will NOT be able to attend face to face classes if a mask is not worn. **Anyone not adhering to the mask policy will be asked to leave class due to the health risks that can be caused by not wearing one.**
- 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.

📍 College/School Policies

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

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.

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.

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)

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

Attendance & Participation

Your participation counts as 10 percent toward your final grade. This current semester is different from normal semesters since some of you have opted out of the face to face sessions and will be completing the course online. The course, like all of your other courses, is set up in a dual modality manner. This means that content given in the classroom will also be available online via Course Den. In terms of how you are to attend and participate in class, see the following guidelines.

Face-to-face Attendance & Participation:

By choosing to report to class in-person, you will still be required to attend classes as in a normal class situation. However, any absence that may occur can be made up in the same day by viewing class content that's posted in Course Den. If a lecture was missed, for instance, on a given day, then a student can view the recording of the actual lecture and receive attendance & participation credit in this manner. The instructor will have the ability to see in Course Den whether or not the student viewed the content for a specific day. If for some reason a lecture or class session was not recorded then the student can receive credit by looking at the content that was shared in Course Den. Students who have chosen to take the course in a face-to-face manner are strongly encouraged to attend the face-to-face sessions but should not attend class if they exhibit symptoms of being ill. If so, please email the instructor if you will not be attending class due to an illness. **If at any time during the semester, a student feels uncomfortable for no longer taking the course in the face-to-face manner, then he or she should immediately contact the instructor to discuss accommodations to complete the course mostly or fully online.**

Online Attendance & Participation:

By choosing to take the course fully online, students will be responsible to view content discussed in class during class time. This content will be recorded and posted in Course Den in order for students to view. In order for the students to receive attendance & participation credit, the content will need to be viewed anytime in the same class day. As mentioned above in the last segment, the instructor will have the ability to see whether or not the student viewed content in Course Den. If a lecture or class session was not recorded then students will earn their attendance & participation credit by viewing content shared in Course Den on a specific day. If a student who opted to take the course fully online was too ill to view content on a specific day, then the student should email the instructor and inform him of being ill on that particular day.

Please know that taking a class in a face-to-face manner is the best option since you can interact with the instructor much better, interact with classmates, listen to classmates' questions and knowledge of a subject matter, etc. However, during the times that we are currently in, each student must decide for himself or herself the best and most safe option in terms of completing a course face-to-face or fully online.

It is critical that everyone attends the class session whether it is in-person or online. 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 ATTEND. If you are absent for a presentation, this will adversely affect your grade.

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. When completing a group project, please contact the instructor immediately following an issue within the group. Once I address the problem, all group members must follow my instruction which may require removal of a group member, splitting up group entirely, or changing a specific topic of the project. All group members will have the opportunity to peer evaluate each group participant. Each student should therefore take group work very serious including group meetings, duties, etc. when completing a group project. All evaluations are taken very seriously by instructor. Each group member may receive a different grade depending on group evaluations.

You are expected to attend and participate in all regularly scheduled class sessions. It is also YOUR RESPONSIBILITY to take notes and take exams as scheduled, especially if you are a graduating senior.