NNHS Advanced Media Lab Syllabus
Instructor: Mitch Martin
Instructional Coordinator: Helena Hitzeman

Mission
To educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers, and community contributors. To prepare students to be model digital citizens and First Amendment leaders.

Course Learning Standards
Writing (40%)
- stories and multimedia productions
Speaking & Listening (40%)
- monthly evaluations of collaboration and work completion
Reading (20%)
- news quizzes and fact checks

Grading:
Your course grade will reflect what you have learned, not what you have completed!

Overall Semester grade:
90% Coursework 10% Final exam

Course Grade
Within each unit, summative and formative sections are weighted as follows:

100% Summative (all items on monthly evaluation; news quizzes)
0% Formative (First drafts; editing process)

Grading Disbursement:
A= 90-100 B= 80-89 C= 70-79 D=60-69 F= <59

Reassessment Policy
Summative Assignments (final stories, news quizzes, multimedia projects): These assignments must be completed by the established deadline. Late summative assignments will be penalized a full letter grade for each day it is late.

Formative Assignments (writing/editing process work): No grade is given for formative assessments. The student will be given feedback on what revisions need to be made, and a deadline will be established.

Due to the nature of this course, in that students are creating products for publication, the reassessment policy varies from other courses. Students have multiple opportunities for formative feedback prior to a deadline. Deadlines are firm. Failure to meet deadlines will result in a reduced grade. Students may have opportunities to revise products after deadline only under certain time constraints. Students who do not meet a standard of journalist ethics may be barred from publication.
Revision Policy:
1. Students may be required to make multiple corrections on any product to make it publication-ready.
2. The product's final score will not impacted due to the need for revision of early drafts unless the revised product is submitted after the deadline.
3. Students may be required to work outside of class to complete revision process.

Communication
● Teachers make every effort to respond to emails and phone calls within 48 hours during the workweek.
● The best way to communicate with teachers is through email; however, if you haven’t received a response in 48 hours, please resend the email or call their voicemail. Your email may have gone into the spam folder.

Course Expectations
As members of the student press your job is to:
1. Report the news
2. be accurate
3. uncover injustice
4. tell compelling stories
5. sustain the NNHS community
6. And continually improve your reading, reporting, writing and multimedia skills.

Late work/deadlines:
Deadlines are essential in journalism. Staff members who miss deadlines are shifting their workload to other staff members and lowering the quality of the products we aim to create. Thus, deadline schedules will be enforced strictly by the editors and the advisers. These are not merely guidelines; assignments must be turned in on the assigned date, during the class period, or students will lose points for that assignment. NO EXCUSES.

Excused Absences: Given the nature of the publications course and the importance of making deadlines, students who have excused absences will need to be diligent in getting in work on time, regardless of the excuse. If a student knows ahead of time of his/her absence, it is her responsibility to plan ahead with regard to his/her assignment. If a student is unexpectedly absent from school (ill, emergency, etc.), he/she will be expected to be responsible, and to send the assignment to the adviser and the editor-in-chief by the time the class meets.

Adviser email: mmartin@naperville203.org

Digital Citizenship: Students must be model digital citizens. Students in this class are held to the highest standards of digital citizenship as they serve as a voice for the student body.
**Cheating:** Plagiarism on any assignment will result in a grade of zero being issued for the entire writing assignment. It is not tolerated in the professional world; it will not be tolerated here.

**Rules for Co-curricular Participation:** Advanced Media Lab is a course, but it is also an extracurricular activity. Students found in violation of the participation code are subject to loss of publishing privileges, exclusion from competition and/or reduction in staff rank or role. Students who violate the code of journalistic ethics are subject to these consequences as well.