



SYLLABUS

MEDIA WRITING & REPORTING I

22556 MCOM 1243 201 MEDIA WRITING & REPORTING TR 1230PM 0150PM FA D202

 **TWITTER HASHTAG: #MCOM1243**

A COMPLETE COPY OF THIS SYLLABUS IS AVAILABLE ONLINE UNDER MY PROFILE IN THE UNIVERSITY DIRECTORY, 24 HOURS A DAY, SEVEN DAYS A WEEK. ADA COMPLIANT.

COURSE DESCRIPTION

Prerequisite: Cannot be enrolled concurrently with MCOM 3313.

A workshop course focusing on news reporting and writing techniques used in both traditional print media and Internet publishing. Students will be introduced to the basics of accuracy, clarity, word choice, journalistic style, story structure, and deadlines. Coverage of on-campus news events is supplemented by deadline writing exercises in a classroom laboratory.

COURSE OBJECTIVES

To introduce you to journalistic writing and principles of good journalism. Upon successful completion of this hybrid class you should be able:

1. To use an online educational environment (D2L/Brightspace) to accent learning in a classroom environment;
2. To apply a news sense to finding stories and sources;
3. To have the ability to write a news/feature story whether for a public relations entity, a marketing entity or a news media outlet for both print and online;
4. To apply social media skills to media writing;
5. To evaluate a news/feature story based on criteria established in class including, but not limited to, news value, readability, grammar, spelling and punctuation;
6. To know and apply Associated Press style to ensure consistency;
7. To possess the ability to conduct an interview and gather information;
8. To make decisions based on ethical, legal, technical and journalistic criteria;
9. To understand basics of covering general news, spot news, meetings and speeches; and
10. To work successfully under deadline pressure.

GRADING

40% Stories (eight possible)

40% In-class assignments (including participation, attendance, quizzes, other stories)

10% Mid-term exam online (March 3)

10% Final exam online (Thursday, May 5, 10:30 a.m. - 12:30 p.m.)

NOTES

- I will not discuss grades in any fashion via electronic means. You must discuss grades in person or by videoconference.
- Stories are due with all drafts and notes from classmates at the end of lab.
- Late work receives a grade of zero.
- Any story submitted with a name misspelled in a final draft receives a grade of zero.
- You may not submit a story that has been (or will be) submitted in any other class unless you get my explicit, written permission.
- ANY story (and ALL stories) you write for this class should be considered publishable material and may be submitted to local news media, including MNG Media and *The Wichitan*, for publication. Hence, in ALL cases you should identify yourself as a reporter for MNG Media or *The Wichitan*. Make it clear that your story has an audience broader than just the instructor.
- Initial interviews must be conducted in person, by videoconference or telephone. Reporters may ask follow-up questions via e-mail, texting or social media.
- Avoid all perceived conflicts of interest. You may NOT write a story for which you could be a source. For example, if you are a football player, you may not write a story on the football team or using other football players/coaches as sources. You should NOT use MCOM students as sources except in very rare instances.
- Review and follow the Society for Professional Journalists Code of Ethics available online at <http://www.spj.org/ethicscode.asp>.

REQUIRED

- *The Associated Press Stylebook and Libel Manual* (recent edition), \$20.⁹⁵.
Or online version <http://apstylebook.com/>, \$26/year
- Kahoot! app.
- A public Twitter account.
- Something to write notes on and with; transcribe onto computer later.

TENTATIVE SCHEDULE

Jan. 10	Classes begin
Jan. 11.....	Interviewing skills and attribution, meet a new friend; expectations
Jan. 13.....	Scavenger Hunt; use of social media in reporting
Jan. 17	NO CLASS Martin Luther King's Birthday observed
Jan. 18.....	Write assessment fact sheet story; fundamentals of reporting, using social media as reporters, FOI
Jan. 20.....	Story ideas; the story process
Jan. 21	Presidents' Day
Jan. 25.....	Write classmate profile, story angles/ideas
Jan. 27	MSU Centennial Kickoff Celebration; lead writing; speech stories
Feb. 1.....	Work on stories; story 1 due (fact sheet)
Feb. 2	Groundhog Day
Feb. 3.....	AP style intro; review writing leads; review fact sheet
Feb. 8.....	AP style
Feb. 10.....	story 2 due
Feb. 13	Super Bowl LVI
Feb. 14	Valentine's Day
Feb. 15	review stories; English language common problems
Feb. 17	story 3 due
Feb. 21	Presidents' Day
Feb. 22.....	covering sports
Feb. 24	review stories and English language problems
Feb. 25-26	Association of Texas Photography Instructors
March 1	Primary Election Day; covering sports
March 2.....	Texas Independence Day
March 3.....	ONLINE CLASS: Mid-term
March 3-5	Associated Collegiate Press (Long Beach)
March 4-5	AEJMC Midwinter Conference (University of Oklahoma)
March 8	covering sports part 2
March 8-13	College Media Association (New York City)
March 10.....	ONLINE CLASS: alternative story forms
March 13	Daylight saving time begins at 2 a.m.
March 14-19	NO CLASS Spring Break
March 21	Last Day for "W," 4 p.m.; drops after this date will receive grades of "F."
March 22	ONLINE: map quiz, editing quiz
March 24	ONLINE: story 4 due
March 29	Editing, why it matters; geography
March 31	Cesar Chavez Day; story 5 due
April 5.....	photo captions and review stories
April 7.....	ONLINE CLASS: math for journalists
April 7-9	Journalism Education Association / National Scholastic Press Association (Los Angeles)
April 12	story 6
April 14-15	NO CLASS Spring holiday break (April 15: Good Friday)
April 15	Tax day
April 19	media law and ethics: an intro
April 20-21	Celebration of Scholarship/UGRCA Forum
April 21	San Jacinto Day; story 7 due
April 26	ONLINE CLASS: story 8 (fact sheet)
April 28	media law and ethics: an intro; course evaluation
April 29	Last day of classes
May 5-8	UIL Academic State Meet; Interscholastic League Press Conference
May 5	Cinco de Mayo
May 5.....	ONLINE: MCOM 1243 Media Writing and Reporting final (10:30 a.m. - 12:30 p.m.)
May 6	MCOM senior documentary presentations
May 7	Commencement
May 8	Mother's Day

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NEWS/FEATURE STORIES

I strongly suggest you work with each other and the editors to avoid duplication of topics. Don't turn in a first draft of anything. Until the deadline, almost anyone can edit your story and offer you suggestions at any point, including the course instructor, anyone who has previously taken MCOM 1243 and, especially, anyone else in the class.

Once you have committed to a story idea, write it on the story idea list. If someone has already written that story idea down, you may not choose that topic without communicating with that person and the instructor. If you write a story on the same topic as another person in the class, any student that has not written his or her story on the story idea list may receive a grade deduction.

GRADING:

- Your stories will be graded based on news value (timeliness), readability, evidence of reporting, grammar, spelling, punctuation, style as well as ethical and legal criteria.
- Each of the eight stories is worth about 5% of your final grade.
- Any story submitted with a name misspelled in a final draft receives a grade of zero.
- At the end of the semester, you will have the opportunity to write an additional story. The grade on that story will substitute for your lowest story grade for any story you submitted. It will not substitute for a zero received for not submitting a story.
- Some stories should revolve around the investigation around some issue, not just a routine event. Such feature stories will be well-developed, use multiple (more than three) authoritative sources (not just random students), show evidence of significant background research, in-depth interviews. They will flow well and be free of editing errors.
- Neither plagiarism nor copyright violation will be tolerated whether intentional or not. You must develop your own story idea/angle, do your own background research, conduct your own interviews (at least three), write your own stories and edit your own stories. Any other student in this class or the instructor may provide feedback at any level of the story development, but the story must be the sole work of the person completing it.
- You may not submit a story that has been (or will be) submitted for a grade in any other class unless you obtain my explicit written permission.
- ANY story (and ALL stories) you write for this class should be considered publishable material and may be submitted to local news media for publication.

FORM:

- Your stories should be 500-1,000 words in length and should take the form of a third-person news or feature story.
- It should include no fewer than three primary and authoritative sources.
- Your target audience is the students of Midwestern State University in Wichita Falls, Texas.
- In addition to submitting your stories for peer evaluation and editing, turn in a printed final version along with all drafts with edits by your classmates and others.
- In addition to the final story, you must write a headline (at the top) and an alternative story form sidebar (at the bottom).

PROCESS:

- Story idea
- Background research
- Develop story angle
- Reporting / interviewing
- Draft — just get words on paper
- Editing including fact checking, more reporting
- Rewrite
- Edit / Rewrite until (a) story is as good as it's going to be; (b) you run out of time

STORY IDEAS: Look at msutexas.edu. Follow @wichitanonline and @midwesternstate on Twitter. Look on other local news media. Read flyers posted around campus. Talk to your friends and classmates. Read the *Times Record News*. Watch KFDX and KAUZ.

BACKGROUND RESEARCH: Always review stories written on similar topics on thewichitan.com and other local media. Check other local media outlets.

NUMBER OF SOURCES: All stories should include at least three authoritative sources, avoiding random sources.

SPEECH STORY: You may cover any speech on campus or involving a campus faculty or staff member. No more than one person can write on the same speech, so communication with your classmates is critical. Take a feature approach to the coverage.

SPORTS STORY: A sports story may NOT be a game recap. It might be a story that focus on one player or one aspect of a sport.

FUN IN WICHITA FALLS STORY: You may consider a story about activities for students around town. Your job is to detail something fun for students to do in Wichita Falls rather than just campus events.

COLUMN/REVIEW/EDITORIAL: AFTER one-on-one consultation with the instructor, some students may be allowed to write one subjective piece during the semester. Only one subjective piece will count as a brief, NOT a major story.

DEADLINES:

All stories are due at the end of class, 1:50 p.m. submitted in print and in D2L/Brightspace. Late stories will NOT be accepted.

- Feb. 1.....story 1 due (fact sheet)
- Feb. 10.....story 2 due
- Feb. 17story 3 due
- March 24story 4 due
- March 31.....story 5 due
- April 12story 6 due
- April 21story 7 due
- April 26story 8 due (fact sheet)



Part of working in the mass media is getting new experiences. These are some photos with students at MSU—Texas and with my dog, Koda.

INSTRUCTOR: BRADLEY WILSON, PHD

An associate professor at Midwestern State University, Bradley received his doctoral degree in public administration with research work in media agenda-setting and local governments. He teaches various reporting and other mass communication classes although his particular area of interest is visual communication.

He got his start working as a photojournalist for a weekly newspaper in Austin. Along the way, he has worked as an executive director, public information officer and director of marketing for various companies.

Dr. Wilson is the editor of the national magazine, *Communication: Journalism Education Today*, for the national Journalism Education Association and co-managing editor of *College Media Review* for the College Media Association.

In 2020, the Scholastic Journalism Division of the Association for Education in Journalism and Mass Communication gave him the David Adams Educator of the Year Award.

He has received the Gold Key from the Columbia Scholastic Press Association, the Pioneer Award from the National Scholastic Press Association, the Star of Texas from the Association of Texas Photography Instructors, the Trailblazer Award from the Texas Association of Journalism Educators and the Carl

Towley Award from the Journalism Education Association. In 2014, the National Press Photographers Association named him the Robin F. Garland Educator of the Year and the College Media Association named him a Distinguished Adviser for newspaper advising at a four-year college or university. In 2017, he received the Edith Fox King Award for contributions to scholastic journalism in Texas.

Publications he advised at North Carolina State University for a decade, including a yearbook, a daily newspaper, a literary magazine, a 25,000-watt radio station and video outlet won numerous awards including six Gold Crown awards from the Columbia Scholastic Press Association (four for yearbook and two for literary magazine) and nine Pacemaker from the Associated Collegiate Press (four for yearbook and five for literary magazine).

He worked for more than 20 years as an emergency medical technician – intermediate, the last 11 of them at Cary Area EMS where he was awarded that organization’s highest honor, Squadsperson of the Year, and life membership. He plays euphonium and other low-brass instruments and has been active in numerous community bands.

THOUGHTS TO LIVE BY

Lack of planning on your part does not constitute an emergency on my part | **Good publications are never finished; you only run out of time.** | Don’t think in terms of filling space or time. Think in terms of providing information. | **Web first. Get it online.** | Fair. Accurate. Then first. | **Don’t forget your primary audience. With every story you tell, remember who you’re working for.** | Respect is earned. | **Want to be a better writer? Read.**

CONTACT

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INSTAGRAM:
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SNAPCHAT
wilsonbrad15

STATEMENTS

As the instructor of record for this course, I reserve the right to change any part of this syllabus for any reason. The most current version of the syllabus will be maintained online. I reserve the right to drop — with an F — any students who have excessive absences, who miss assignments, who engage in disruptive behavior, have a poor attitude or who are not taking the class seriously.

ACADEMIC DISHONESTY

Academic honesty is expected of all students in all examinations, papers, classwork, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure, loss of privileges, disqualification and/or dismissal.

Neither plagiarism, the use of someone else's thoughts, words, ideas, or lines of argument in your own work without appropriate documentation, nor copyright violation in any form will be tolerated whether intentional or not. Both plagiarism and copyright violation involve the theft of intellectual property and will be considered not only a violation of the Student Honor Creed as well as University policy and applicable laws. To avoid any instances of plagiarism or copyright violation, credit the sources of all information appropriately and obtain written permission for the use of copyrighted works when necessary.

Fabrication and falsification are unacceptable. Falsification is the changing or omission of research results including misquoting a source. Fabrication is the construction and/or addition of data, observations, or characterizations that never occurred including making up quotations from real or fictional sources.

Cheating and collusion are also unacceptable. Cheating includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. The term "collusion" means collaboration with another person in preparing work offered for credit of that collaboration is not authorized by the faculty.

STUDENT HONOR CREED

"As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so."

As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role in helping mold these responsible

citizens. We believe students themselves play an important part in developing responsible citizenship by maintaining a community where integrity and honorable character are the norm, not the exception. Thus, We, the Students of Midwestern State University, resolve to uphold the honor of the University by affirming our commitment to complete academic honesty. We resolve not only to be honest but also to hold our peers accountable for complete honesty in all university matters. We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one's own, work or ideas which are not entirely one's own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests within each individual student. We expect of ourselves academic integrity, personal professionalism, and ethical character. We appreciate steps taken by University officials to protect the honor of the University against any who would disgrace the MSU student body by violating the spirit of this creed.

WRITTEN AND ADOPTED BY THE 2002-2003 MSU STUDENT SENATE.

STUDENT CONDUCT

Classroom behavior that interferes with either the instructor's ability to conduct the class or the ability of other students to profit from the instruction will result in the removal of that student from class. Such students may be referred to the appropriate university departments including, but not limited to, the University Police, Office of the Dean of Students, Vinson Health Center or the Counseling Center.

TITLE IX

Social justice is one of Midwestern State University's stated core values. The professor considers this classroom to be a place where everyone will be treated with respect as a human being — regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Additionally, diversity of thought is appreciated and encouraged, provided you can agree to disagree. It is the professor's expectation that ALL students consider the classroom a safe environment.

MSU officials strive to create and actively promote a welcoming and supportive environment in order to recruit, hire, retain, and support a culturally diverse faculty, staff, and student body. Midwestern State University officials are committed to providing an environment of nondiscrimination and equal opportunity. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of race, age, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, veteran's status, disability, or citizenship. Retaliation against individuals who in good faith file a claim of discrimination or otherwise oppose discriminatory actions will not be tolerated.

At Midwestern State University, the Title IX Department conducts investigations into possible

violations of MSU's Sexual Misconduct Policy, as well as oversees the university's primary prevention and education programming related to sexual assault, interpersonal violence, and sexual harassment.

Effective Jan. 1, 2020 SB212 creates a Class B misdemeanor offense for a person who is required to make a report of an incident of sexual harassment, sexual assault, dating violence or stalking, to report it but knowingly fails to do so.

The crime must allegedly have been committed by or against a student or employee of the institution and it must be reported, promptly, to the institution's Title IX coordinator or deputy Title IX coordinator.

[HTTPS://MSUTEXAS.EDU/TITLEIX/](https://msutexas.edu/titleix/)

STUDENTS WITH DISABILITIES / SPECIAL NEEDS

The Americans with Disabilities Act is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Support Services.

Students that need course adaptations or accommodations because of a disability, that need to share emergency medical information, or students that require special accommodations in the event of an emergency should contact the instructor.

STUDENT PRIVACY STATEMENT

The Family Educational Rights and Privacy Act prohibits instructors from releasing information about students to certain parties outside of the university without the signed consent of the student. Thus, I will not discuss your academic progress or other matters with your parents or any other party. Do not have them call me.

[HTTP://WWW.ED.GOV/POLICY/GEN/GUID/FP/CO/FERPA/](http://www.ed.gov/policy/gen/guid/fpco/ferpa/)

PERSONAL TECHNOLOGY

Cell phones and tablet devices must be silenced and put away. The first time the instructor sees a device, the student will be warned about the use of the device. The instructor will ask the student to leave the class and to visit with the instructor.

In an emergency requiring the use of a cell phone — on vibrate, notify the instructor and leave the class to handle the emergency.

Research has shown that students retain material better when they write it down. Hence, personal computers are permitted in class only for the purpose of taking notes only if the instructor approves in advance.

Students should never use only technology to record an interview but should instead supplement it with written notes.

ATTENDANCE

Students are expected to be in class each and every time the class meets. Students will not be able to make

up unannounced quizzes given in classes they miss. E-mail Dr. Wilson prior to the absence as a courtesy. Students are responsible for making up any work missed on their own time, working with classmates.

Students who miss class due to University-sponsored events such as field trips or athletics, should visit with the course instructor in advance and will be required to complete the assigned work on or before the due date. Students should submit an official notification form before the absence.

Exams (all of which will be available in D2L/Brightspace for an extended period of time), projects and stories with advance deadlines will not be accepted late. Plan ahead.

After a warning, a student with more than four absences may be dropped from a course by the instructor or summarily given a failing grade.

GRADING

Grading is on a scale of:

≥90	A	Excellent
80-89	B	Good
70-79	C	Satisfactory
60-69	D	Passing
<60	F	Failing

Semester grading follows the same scale. Grading will be determined from specific assignments, projects, written exams, quizzes, a final exam, and class attendance. Assignments are due when announced and will not be accepted late. Any assignment turned in after the deadline receives a grade of zero. Written exams will include material covered in the class and may include, but may not be limited to, multiple choice, short answer and essay questions.

The instructor reserves the right to add, adjust, or cancel assignments as the course progresses. The method of obtaining the final grade will remain essentially the same: the total points achieved will be divided by the total points possible to obtain a percentage, and a grade will be assigned according to a percentage scale.

WRITING PROFICIENCY

All students seeking baccalaureate degrees must fulfill the Writing Proficiency Requirement in ONE of the following ways:

- Take and pass the Writing Proficiency Examination,
- Take and pass ENGL 2113 Intermediate Composition and Grammar, or
- Take and pass two courses designated as Writing Intensive. One of these WI courses may be a Texas Core Curriculum Course, but one of the courses must be outside of the core.

Once a student has passed both communication core courses and completed at least 60 credit hours, he or she is eligible to take the Writing Proficiency Exam or ENGL 2113. Writing Intensive courses may be completed at any time during a student's degree plan. If a student has not met the Writing Proficiency Requirement before completing 90 credit hours, a hold will be placed on the student's account.

[HTTPS://MSUTEXAS.EDU/ACADEMICS/WPR/](https://msutexas.edu/academics/wpr/)

COVID-19

in the spring of 2022

SPRING 2022

The structure of the course this spring has been modified in accordance with guidelines from university officials and the Centers for Disease Control and Prevention. The health, safety and well-being of the students, faculty and staff is the university's top priority.

MASKS

Masks or appropriate face coverings will be required of all faculty, staff and students while in class and in classroom buildings — at all times. If you do not have a mask or are not wearing it, you will be asked to leave.

HAND SANITIZER

Students should use hand sanitizer or should wash their hands before entering class and after leaving class.

STATION SANITIZATION

Students should clean their work area in the classroom before class begins AND before leaving the classroom. Disinfectant will be placed in classrooms along with paper towels for student use.

EXPOSURE TO COVID-19

In the event that a student has been in close contact with someone that tests positive for COVID-19, the student should immediately notify the Vinson Health Center, who will direct him or her in quarantine procedures.

CONFIRMED COVID-19

In the event that a student tests positive for COVID-19, the student should immediately notify his or her physician and Vinson Health Center. Self-isolation procedures will be directed by the appropriate county health department, who will assign a case manager. If a student is required to self-isolate due to a positive test, the student may be asked to temporarily vacate his or her current housing location and return to his or her permanent residence or to move to a different on-campus location to complete self-isolation until the student meets the CDC guidelines for return.

ATTENDANCE

Do NOT come to class if you are exhibiting any of the signs of the COVID-19 or the seasonal flu.

Because this class will use a face-to-face model, students will be required to attend class and will be assigned a seat so that contact with students can be tracked if necessary.

If course enrollment exceeds the maximum capacity for the room as allowed by university guidelines during the pandemic, students will be designed to attend class online or in person. That routine will be worked out with students during the first week of class. However, attendance will still be required and recorded.

After a warning, a student with more than four absences may be dropped from a course by the instructor. Absences due to official university functions or documented illness will be dealt with on an individual basis and should be discussed with the instructor outside of class time.

ONLINE REQUIREMENTS

This class will use some online instruction, students should become familiar with the online learning management system Brightspace by D2L. As it has for more than nine years, this course, as with all courses, will contain the minimum information in Brightspace:

- Syllabus
- Course communication
- Course schedule
- Gradebook
- Online faculty office hours

Students should have access to Brightspace, email and a webcam to complete the online components of the course.

TRANSITION TO ONLINE

If and when mandated by university or state officials, this course may move to an online model. Because some components of this course are already online, this transition should be relatively smooth. However, the class will continue to meet at the scheduled day/time as indicated in the course schedule. Attendance will still be required. After a warning, a student with more than four absences may be dropped from a course by the instructor. Absences due to official university functions or documented illness will be dealt with on an individual basis and should be discussed with the instructor outside of class time. There are no "excused" absences from regular class periods online or in person.

IMPACT

For updates on the impact of the coronavirus, visit <https://msutexas.edu/coronavirus/index.php>

Dr. Wilson's schedule

S P R I N G 2 0 2 2



LAST MODIFIED
JAN. 3, 2022

OFFICE
FAIN D207

OFFICE HOURS
MTWTh 10 -11 a.m.
TTh 2-3 p.m.
Or by appointment.

PHONE
W: 940/397-4797
M: 919/264-6768

E-MAIL
bradley.wilson@
msutexas.edu

MORE INFORMATION
bradleywilsononline.net



FACEBOOK
Bradley Wilson



TWITTER
@bradleywilson09



INSTAGRAM
wilsonbrad83



SNAPCHAT
wilsonbrad15

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 a.m.					
9 a.m.	Media Management 21524 MW 9-9:50 p.m. D202	Research & Service	Media Management 21524 MW 9-9:50 p.m. D202	Research & Service	Media Management 21524 MW 9-9:50 p.m. D202
10 a.m.	Office D207, text or call me	Office D207, text or call me	Office D207, text or call me	Office D207, text or call me	Research & Service
11 a.m.	Publication Design 21994 MW 11 a.m.-12:20 p.m. D202	Editing 21498 TH 11 a.m.-12:20 p.m. FA D202	Publication Design 21994 MW 11 a.m.-12:20 p.m. D202	Editing 21498 TH 11 a.m.-12:20 p.m. FA D202	
noon					
1 p.m.	Research & Service	Media Writing 22556 TH 12:30 -2 p.m. FA D202	Research & Service	Media Writing 22556 TH 12:30 -2 p.m. FA D202	
2 p.m.		Office D207, text or call me		Office D207, text or call me	
3 p.m.		Research & Service		Research & Service	
4 p.m.					
5 p.m.					
6 p.m.					
7 p.m.					
8 p.m.					
9 p.m.					



Department of Mass Communication
Lamar D. Fain College of Fine Arts
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o: 940-397-4670

<http://www.mwsu.edu/academics/finearts/masscomm/>

EQUIPMENT AGREEMENT

As the prices of replacement equipment and repairs continue to increase, it becomes more and more imperative that students exercise proper care in using the equipment. Before being allowed use of this equipment, each student agrees to handle the equipment with proper care and agrees to cover the cost of repairs and/or replacement if he/she is found to be negligent. The chair of the department will make the final determination regarding determination of negligence and any amount owed to the department. *Failure to sign and to return this form in a timely manner will result in the student being denied access to equipment.*

EQUIPMENT

By my signature below, I agree to be liable for all equipment in my care, including, but not limited to, computers, printers, keyboards, jump drives, scanners, cameras, tapes, video-editing equipment, carrying cases, digital recorders, microphones, and all peripherals that may be used. This agreement covers equipment used in the TV-2 Studio, Broadcast Lab, Journalism Lab, *The Wichitan* office and in connection to any class offered in the department. The total replacement cost of these items can run in the thousands of dollars and I may be held responsible for equipment replacement should any parts be damaged, stolen, lost or otherwise returned not working.

- Food and beverages must be kept away from the equipment.
- Smoking is prohibited in all campus buildings and can cause damage to equipment as well as jeopardize the health of others.
- In short, if I break it, I buy it.

I understand that any abuse or misuse of equipment may result in suspension of privileges to use the department's equipment, blocks on registration or graduation, and/or assessment of replacement/repair costs.

I understand that I am obtaining the above-mentioned equipment for the purpose of coursework or research associated with Midwestern State University.

AFTER HOURS ACCESS

I also understand that my ID card may allow me access to labs, offices, the TV-2 studio and/or the D-wing of Fain Fine Arts Center during non-business hours. I understand that anyone not specifically approved by the chair of the department is prohibited from using the facilities, and I agree not to grant such individuals access to any facility. As such, I agree not to prop open any outside doors, and I agree to follow all fire and police codes as well as applicable local, state and federal laws. I understand that I am responsible for any and all damages that might occur while on the premises and that university officials can track electronically who is on the premises and when if electronic ID card access is used. *I understand that failure to follow these rules may result in a permanent suspension of my privileges of access during non-business hours.*

I accept the terms of use of mass communication equipment.

PRINT NAME

SIGNATURE

DATE

M-NUMBER

