

COMM 112: Media Writing

Shippensburg University, Spring 2025

Tuesdays and Thursdays, 12:30 – 1:45 p.m., Rowland Hall 206

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NOTE: Adjustments may need to be made to this syllabus and the course schedule. Check the D2L site and your Ship email account regularly for announcements.

Student consultation hours

In-person (Rowland 123):

Tuesdays, 11 – 12:30 p.m.

Schedule an appointment online at

<https://calendly.com/krheim/officehours>

Virtual (via Zoom):

Mondays and Wednesdays: Noon – 2 p.m.

Schedule an appointment online at

<https://calendly.com/krheim/zoomhours>



ChatGPT/DALL-E 3

Don't hesitate to meet with me whenever you have questions. Sign up for an appointment at the links above. If none of the available times works, please email me, and we can arrange a different time.

D2L site and email communication

All course assignments and handouts will be posted to the course D2L site (<https://d2l.ship.edu>), and all assignments must be submitted to D2L, unless I tell you otherwise. D2L materials are organized into weekly content modules. **Be sure to consult the D2L site several times per week throughout the semester. In addition to checking the D2L site, please check your Ship email account daily.** I frequently use email to communicate important class information to students. I will contact you at your Ship address (not your Gmail or other address).

When corresponding with me by email, please **use your Ship account and include a subject line.**

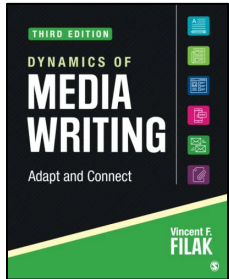
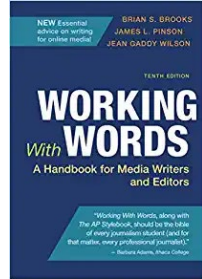
Always mention that the email is regarding COMM 112 (Media Writing). Please allow 24 hours for a response or up to 48 hours on a weekend. I am always happy to answer a question, but check the syllabus and the D2L site to see if it can be answered there first.

Course overview

Course description

COMM 112 is designed to teach you the building blocks of effective writing. The course focuses on the fundamentals: grammar, mechanics and spelling. COMM 112 also provides an introduction to writing

techniques used by the mass media, including techniques for print, radio and television, public relations and the web. **NOTE: Students in the Communication, Journalism and Media major or minor must score at least 70% on the proficiency exam AND earn a grade of C or better in COMM 112 in order to move forward in the major or minor. Any student who scores below 70% on the proficiency exam or earns a D or F in COMM 112 must repeat the course to continue in the major or minor.**

	<p>REQUIRED texts</p> <p><i>Dynamics of Media Writing: Adapt and Connect</i> (3rd edition, 2022). Vincent F. Filak. ISBN: 978-1544385686.</p> <p><i>Working With Words: A Handbook for Media Writers and Editors</i> (10th edition, 2020). Brian S. Brooks, James L. Pinson & Jean Gaddy Wilson. ISBN: 978-1319201173.</p>	
<p>Recommended but not required: <i>Associated Press Stylebook 2024-2026</i>, 57th edition</p>		

Course objectives

The student who successfully completes this course will:

- Develop an understanding of the Communication, Journalism and Media Department's professional concentrations and how these concentrations relate to the fields of print, online and broadcast journalism, public relations and visual media.
- Understand news audiences and learn how to assess the newsworthiness of information.
- Learn principles of journalism ethics as related to accuracy, interviewing sources, attribution, evaluation of source material, and proper word usage, and apply these in their own writing.
- Learn how to gather, analyze and synthesize information from various sources for presentation in news and public relations materials.
- Learn how to work independently to create content for various mass media outlets (print, online, radio, TV and public relations).
- Develop grammar, spelling and general writing skills, and learn to write actively and concisely.
- Learn basic copy-editing and revision techniques.

Professional values and competencies for CJM majors and minors

The Communication, Journalism and Media Department faculty sets the goal of developing within each student several core professional values and competencies as defined by the Accrediting Council for Education in Journalism and Mass Communication. This course addresses the following competencies:

- Demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity.
- Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve.
- Apply critical thinking skills in conducting research and evaluating information by methods appropriate to the communications professions in which they work.
- Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness.

Dropping or withdrawing from the course

A student may drop a course within the drop/add period without ramifications to the student's transcript, but after that time frame, a withdrawal from the course will result in a W grade on the transcript. **The last day to**

add or drop spring courses is Tuesday, Jan. 28. The deadline to withdraw with a W grade is Tuesday, April 1. More information is available at the [Registrar's site](#).

Academic dishonesty, plagiarism and use of AI

Academic dishonesty policy

Students are expected to complete individual and original work for this class. Plagiarism, cheating and other forms of academic dishonesty will not be tolerated and will be handled according to the university's [Academic Dishonesty Policy](#). All instances of academic dishonesty will be reported to the department chair, the Dean's Office and the Office of Student Affairs. Penalties for violation of the Academic Dishonesty Policy include grade reduction, assignment of a failing grade for the course, suspension and expulsion from the university.

Use of artificial intelligence (AI)

Generative artificial intelligence, including Large Language Models (LLMs) or chatbots, can be an excellent tool for brainstorming ideas and answering some simple questions. AI models are not search engines or research tools, however, and the information they provide is often fabricated or inaccurate. **Submitting work in this course containing content that was wholly or partially produced or edited by AI, unless you are explicitly instructed to do so, is a form of academic dishonesty and will be treated as such,** in accordance with the university's Academic Dishonesty Policy. Assignments in this course may be analyzed using multiple AI and plagiarism-detection tools.

Attendance and classroom participation

Attendance policy

- **Attendance is mandatory**, and students must arrive on time. An attendance sheet will be circulated at the start of class each day. It is your responsibility to sign the sheet. The attendance sheets will serve as the official record of attendance. If you come to class late, after the attendance sheet has circulated, you may be marked absent that day.
- **If you are absent, you are still responsible for material covered in class that day.** Consult a classmate and the D2L site to obtain any assignments you missed. If you have additional questions, email me or meet with me during consultation hours. I do not give "repeat lectures" or provide detailed "here's what you missed" emails to students who miss class, and I do not distribute copies of class notes.
- **Class will start on time.** Please be on time so you don't miss anything or disrupt the class. **If you miss an in-class quiz, assignment or exercise because you are late to class, it cannot be made up.**
- **An absence will be excused ONLY** if you (1) notify the instructor of the absence via email **before** class, **AND** (2) provide official written or emailed documentation (e.g., an official signed, dated note from a doctor, coach, lawyer, other instructor, etc.) **on the day you return to class**. If you need to miss multiple classes, it is recommended that you notify the Dean's Office, which will notify all your instructors of your absences (NOTE: Notifying the Dean's Office does not automatically excuse an absence. You still must provide appropriate documentation when you return.)
- Vacations, weddings, car repairs and meetings with other professors are **NEVER** excused absences.
- Arriving to class late, leaving class early, sleeping during class or not participating in class activities may count as an unexcused absence for that class period.

- **Students are permitted no more than 3 unexcused absences during the semester.** More than 3 unexcused absences will result in the lowering of your final course grade as follows:
 - **4 or 5 unexcused absences** = final grade lowered by a **half-grade** — for example, from an A- to a B+ or from a C+ to a C. NOTE: Ship does not use C- or D+ grades, so a C would be lowered to a D.
 - **6 or 7 unexcused absences** = final grade lowered by a **full letter grade** — for example, from a B to a C.
 - **8 or more unexcused absences** = student automatically **fails the course (grade of F)**, regardless of his or her performance on exams and assignments.
- **Any unexcused absence during a class when there is a quiz or exam will result in a score of zero.**
- Prolonged or repeated absences will make it difficult to pass this course. In such situations, please meet with me so that we may discuss the situation and consider options such as withdrawal from the course or a leave of absence from the university.

Classroom participation and etiquette

- You are expected to be an active, engaged class participant and contribute to class discussions.
- Inappropriate, rude or disrespectful language or behavior of any kind will not be tolerated. This may include (but is not limited to): talking or not paying attention during a lecture; using inappropriate language; being disrespectful to your instructor or classmates; texting, emailing, listening to music or other use of electronic devices during class; sleeping during class; and tardiness.
- **The use of phones, headphones or earbuds, and other electronic devices in the classroom is not permitted** because the devices will distract you and nearby students, making it difficult to learn and succeed in the course. Phones are to be turned off and put away during class.
- **Class lectures, discussions and activities may not be recorded in audio or video format without official written approval from the Office of Accessibility Resources (OAR).**
- No food or drink is permitted in the computer labs.

Coursework

Proficiency pretest and tutoring sessions

Pretest: During our second class meeting (Thursday, Jan. 23), you will take a pretest in class on D2L to evaluate your proficiency in grammar, punctuation and spelling. The pretest is designed to identify any deficiencies in language skills so you can get one-on-one tutoring tailored to your specific areas of weakness. The pretest score will NOT count toward your course grade, but it will determine how many tutoring sessions you must complete at the Learning Center during the semester:

- Students who score **69% or lower** on the pretest must complete a minimum of **eight** tutoring sessions during the semester.
- Students who score **70% to 79%** on the pretest must complete a minimum of **four** tutoring sessions during the semester.
- Students who score **80% or better** on the pretest are **not required** to attend tutoring sessions.

Tutoring sessions - first half of semester (worth 15 points): You must complete at least half of your required tutoring sessions by the middle of the semester, or you will be penalized points:

- Students requiring eight sessions must complete **at least four of them by Thursday, March 6.**
- Students requiring four sessions must complete **at least two of them by Thursday, March 6.**
- Students who meet this requirement during the first half of the semester (and those who do not require any tutoring) will earn **15 points**. Students who fail to meet the tutoring requirement for the first half of the semester will earn **0 points**.

Tutoring sessions - second half of semester (worth 15 points): If you score below 70% on the midterm proficiency exam, you must complete all of your remaining tutoring sessions before Friday, May 2, or you will be penalized points:

- Students who score below 70% on the midterm proficiency exam and complete **all of their required tutoring sessions by Friday, May 2**, will earn **15 points**. Students who fail to complete all required tutoring sessions will earn **0 points**.
- Students who score 70% or better on the midterm proficiency exam will **NOT** be required to complete any remaining tutoring sessions and will automatically earn **15 points**.

Scheduling of tutoring sessions: You are responsible for scheduling your own tutoring sessions through the MyShip portal. It is best to schedule sessions as early as possible in the semester. Avoid waiting until the week or two before midterm because the Learning Center gets very busy during this time and there may not be any available slots. Tutoring sessions must be **at least 30 minutes in length** and must be formally documented by the tutor in order to count.

Proficiency exam

The Communication, Journalism and Media Department requires that students pass a proficiency examination **AND** achieve a grade of C or better in COMM 112 in order to proceed in the major or minor. The proficiency exam covers spelling, grammar, punctuation, and active and concise writing. **You must pass the proficiency exam with a score of 70% or better in order to pass COMM 112 (but passing the proficiency exam does not guarantee that you will pass the course). The proficiency exam score counts as 50% of your final course grade in COMM 112.**

You will have two opportunities to take and pass the exam: at midterm (Thursday, March 6), and during finals week. There is no additional final exam for this course. If you take the proficiency exam both times, only the higher of the two scores will count toward your course grade. **IMPORTANT: Even if you earn a passing grade in the coursework, if you do not pass the proficiency exam, you will earn a D for the course and must repeat it if you intend to major or minor in Comm, Journalism and Media.**

Other quizzes and assignments

In addition to the proficiency exam, coursework will include a syllabus quiz due on D2L during the second week of classes; grammar and spelling quizzes during the first half of the semester; several practice assignments to help you master basic grammar and writing skills; several larger writing assignments to acquaint you with the writing styles for print journalism, broadcast journalism and public relations; and several in-class quizzes on the assigned reading.

Assignment submission and deadlines

Submitting assignments

- All writing assignments must follow the instructions for submission and formatting given in class and on D2L. You will be asked to upload writing assignments to D2L as Microsoft Word files (*.doc or *.docx format). Assignments submitted in pdf or Apple Pages format or as images or links will not be accepted. Submitting the wrong file, an improperly formatted file, a corrupt file or the wrong file type will count as not submitting the assignment. Handwritten and emailed assignments will not be accepted.
- Although you are encouraged to study and review notes with a classmate or friend, all work submitted for this class must be original and your own, not a collaboration with anyone else.
- **Always proofread your work before submitting it.**

Meeting deadlines

- It is your responsibility to make sure that you are completing all work and meeting deadlines. **If you run into problems affecting your course progress or your ability to meet deadlines, let's chat. Email me or meet with me so we can discuss the situation** to ensure that you succeed in the course.
- All assignments must be properly submitted on time to receive credit. Missed or late work is unacceptable in this course. **Late assignments will be penalized with a 10% deduction in points (approximately one full letter grade) for each day past the deadline** unless appropriate arrangements were made and approved at least 24 hours in advance. **Assignments submitted more than a week after the deadline will not be accepted. NOTE: There is no grace period.** The late-assignment penalty takes effect immediately after the deadline has passed, and a partial day counts as a day. For example, if an assignment is due at 9 a.m. on a Monday, submitting the assignment at 10 a.m. Monday would count as one day late, leading to a 10% deduction. Submitting it at 10 a.m. Tuesday would count as two days late, leading to a 20% deduction.
- Deadline extensions are granted at my discretion and may require documentation of extreme circumstances, such as illness or an emergency. My definition of "extreme circumstances" is probably much narrower than yours. Extensions must be requested via email at least 24 hours before the assignment is due. I do not grant extensions after the assignment deadline has passed.

Keeping copies of assignments and emails

Keep an electronic copy of all assignments and course-related email messages. Do not delete any course-related files or emails until you receive your final grade at the end of the term. If there are questions about assignments, you may be asked to produce the original emails and files.

Grading

Point system

The breakdown of coursework and corresponding point values for the semester:

Proficiency Exam (midterm and final; only the higher score counts)	300 points	50% of grade
Writing Assignments	150 points	25% of grade
1. Print News Story (50 points)		
2. Radio News Story (30 points)		
3. TV News Story (30 points)		
4. News Release (40 points)		
Grammar/Spelling Quizzes (3 quizzes worth 20 points each)	60 points	10% of grade
Reading Quizzes (3 quizzes worth 10 points each)	30 points	5% of grade
Practice Assignments (5 assignments worth 5 points each)	25 points	4% of grade
Tutoring (15 points at midterm, 15 points at end of semester)	30 points	5% of grade
Syllabus Quiz/Course Contract	5 points	1% of grade
TOTAL	600 points	

Point totals at the end of the semester will be converted to letter grads using a percentage-based scale:

Point Total	Grade	Point Total	Grade	Point Total	Grade
558 – 600 (93%)	A	480 – 497.5 (80%)	B-	0 – 359.5	F
540 – 557.5 (90%)	A-	450 – 479.5 (75%)	C+		
522 – 539.5 (87%)	B+	420 – 449.5 (70%)	C		
498 – 521.5 (83%)	B	360 – 419.5 (60%)	D		

Reminder: More than three unexcused absences will result in the lowering of your final course grade. Incompletes will be issued only in emergency situations as defined in the university catalog. Grades will be recorded on the D2L site. It is your responsibility to monitor your grades. Questions regarding grades should be raised when an assignment or exam is returned, not at the end of the semester.

How work will be evaluated

Some grammar practice assignments may be graded for completion (meaning you will earn the full point value for satisfactorily completing the assignment), but all writing assignments will be graded in detail, with points deducted for any errors, according to the following description of scores:

- A Superior work** that is publishable or usable as is. *It has very few, if any, spelling, grammar, punctuation or style errors.* It shows a superior command of facts, news judgment, organization and writing. News judgment includes an engaging, effective lead and selection of newsworthy facts and quotes. Organization includes items such as order of information, transitions, readability and following the proper format, such as inverted pyramid.
- B Publishable with some revision.** Reflects good news judgment, organization and writing but contains some minor errors.
- C Average work.** Not something that someone would stop and read unless he or she had to. Basic organizational, news judgment and/or writing problems. May omit an important fact or element.
- D Poor work.** Lacks fundamental news judgment and/or writing skills. May contain a fact error or major spelling or grammatical errors. Omits two or more important facts or story elements. Contains major problems in organization or language usage. Fails to meet basic writing and/or journalistic standards. Needs substantial editing, rewriting and/or reorganization.
- F Unacceptable work.** This includes work that misses a deadline; is incomplete; is inaccurate; contains fabricated/plagiarized elements; does not follow directions; contains a major fact error, such as a misspelled name, misquote, or unattributed material or quotes. May also include work that has so many errors of grammar, spelling, punctuation or style that it is difficult to read and understand.

Extra credit

Generally, I do not provide extra-credit work. However, some extra-credit opportunities may appear by surprise during the semester. For example, the syllabus quiz might give you the opportunity to earn 2 extra-credit points if you remember the magic word “fantastic.”

Technology

I am happy to answer any questions regarding course content and assignments, but technical questions should be addressed to people who are much more knowledgeable about the technology:

General information

More information about technology resources at Ship is available [at this site](#).

D2L assistance

If you need technical assistance with the D2L system, contact the SU Student Helpdesk at (717) 477-HELP (x4357) or helpdesk@ship.edu. You may also call the D2L 24/7 Help Desk at 1-877-325-7778. More

information about D2L, including tutorials, is available at the [at this site](#).

Microsoft Office

Microsoft Office (including Word and PowerPoint) is available to download and install for free to all Ship students. Instructions are [at this site](#).

Computer labs

The CJM Department has labs with Mac desktop computers available for your use in Rowland 202 and 206. The hours when the labs are available are posted on the door of each lab. In addition, the university offers four public computer labs available to all students, faculty and staff in Math & Computing Technologies Center 054, Grove Hall 106/108, Shippen Hall 240 and Lehman Library 112. More information about the university's public computer labs is available [at this site](#).

Tentative course schedule

This schedule is subject to change. The timeline may need to be adjusted due to inclement weather or other unforeseen circumstances. Changes will be announced via email and/or D2L.

Reading must be completed **BEFORE** the date on which it is listed.

We will not meet in person for class sessions marked as **online asynchronous**. However, you will be required to complete work online in place of class on those days. Failure to complete this work by the deadline will be treated as an unexcused absence for the day. Check your email and the course D2L site on the morning of an online asynchronous class for details and instructions.

PowerPoints from class will be posted to a special “Class PowerPoints” folder in the course D2L site under Content. PowerPoints will not be posted until **after** class (usually, within 24 hours). Not everything you need to know will be on the PowerPoints, however, and the posted PowerPoints are not a substitute for taking good notes in class.

NOTE: This is an abbreviated schedule. Please see each week’s module (in the D2L course site under “Content”) for due dates and the full list of materials for the week.

WEEK 1 (Jan. 21, 23)

Tuesday, Jan. 21 – Introduction to the course

Thursday, Jan. 23 - PROFICIENCY PRETEST IN CLASS

- **Read:** “10 Words You Need to Stop Misspelling” (<https://theoatmeal.com/comics/misspelling>)
- **Read:** “The 11 extremely common grammar mistakes that make people cringe—and make you look less smart” (<https://www.cnbc.com/2021/03/24/common-grammar-mistakes-that-make-people-criinge-and-make-you-look-less-smart-word-experts.html>)

WEEK 2 (Jan. 28, 30)

Tuesday, Jan. 28 – Explanation of tutoring requirement; Parts of speech

- **Read:** Working With Words, Chapter 9 (Grammar Basics) – NOTE: This chapter is posted as a pdf file on D2L in case you have not yet been able to purchase the book.
- **DUE by noon Tuesday: Course contract/syllabus quiz (complete and submit on D2L outside of class)**

Thursday, Jan. 30 – Sentences and clauses

- **Read:** Working With Words, Chapter 10 (Phrases, Clauses and Sentences) – NOTE: This chapter is posted as a pdf file on D2L in case you have not yet been able to purchase the book.
- **DUE by noon Thursday: Practice #1**

WEEK 3 (Feb. 4, 6)

Tuesday, Feb. 4 – Sentence errors; Restrictive vs. nonrestrictive clauses

- Spelling A-D Review (Spelling lists are posted in D2L under Content > Spelling Words.)
- **DUE by noon Tuesday: Practice #2**

Thursday, Feb. 6 – Subjects and objects — Online asynchronous class

- **Read:** Working With Words, Chapter 11 (Subjects and Objects)
 - **GRAMMAR/SPELLING QUIZ #1** (covering parts of speech; sentence errors; independent and dependent clauses; punctuating sentences; spelling words A-D)
-

WEEK 4 (Feb. 11, 13)

Tuesday, Feb. 11 – Personal and relative pronouns

- Spelling E-H review

Thursday, Feb. 13 – Pronoun-antecedent and subject-verb agreement

- **Read:** Working With Words, Chapter 13 (Making the Parts Agree)
 - **DUE by noon Thursday: Practice #3**
-

WEEK 5 (Feb. 18, 20)

Tuesday, Feb. 18 – Commas

- **Read:** Working With Words, Chapter 15 (Getting Words in the Right Order and Punctuation)
- Spelling I-M review
- **DUE by noon Tuesday: Practice #4**

Thursday, Feb. 20 – Punctuating quotations — Online asynchronous class

- **GRAMMAR/SPELLING QUIZ #2** (covering restrictive and nonrestrictive clauses; subjects and objects; pronouns; pronoun-antecedent and subject-verb agreement; commas; spelling words E-H and I-M)
-

WEEK 6 (Feb. 25, 27)

Tuesday, Feb. 25 – Hyphens, dashes, colons, semicolons; active and passive voice

- **Read:** Working With Words, Chapter 12, pp. 166-169 (Active voice versus passive voice)
- Spelling N-Q and R-Z review
- **DUE by noon Tuesday: Practice #5**

Thursday, Feb. 27 – Word usage — Online asynchronous class

- **Read:** Working With Words, Chapter 8 (Choosing Your Words)
 - **GRAMMAR/SPELLING QUIZ #3** (covering punctuation; active and passive voice; word usage; spelling words N-Q and R-Z)
-

WEEK 7 (March 4, 6)

NOTE: Midterm tutoring requirement (completion of at least 4 sessions for those who are required to attend 8 sessions during the semester, or completion of at least 2 sessions for those who are required to attend 4 sessions during the semester) must be fulfilled by Thursday, March 6. Failure to complete this midterm requirement will lead to a loss of 15 points in your overall course grade.

Tuesday, March 4 – Writing concisely; in-class review for Midterm Proficiency Exam

Thursday, March 6 – MIDTERM PROFICIENCY EXAM IN CLASS

SPRING BREAK (Week of March 10-14)

No classes 😊

WEEK 8 (March 18, 20)

Tuesday, March 18 – Review proficiency exam; News fundamentals

- Read: Filak, Chapter 1 (Know Your Audience)

Thursday, March 20 – News fundamentals (cont.) — Online asynchronous class

- Read: Filak, Chapter 2 (Being Accurate, Relying on the Facts)
-

WEEK 9 (March 25, 27)

Tuesday, March 25 – Writing for print

- Read: Filak, Chapter 4 (Basic Media Writing)

Thursday, March 27 – Writing for print (cont.)

- Read: Filak, Chapter 10 (Writing for Traditional Print News Products)
 - **READING QUIZ #1 in class** (covering Chapters 4 and 10)
-

WEEK 10 (April 1, 3)

Tuesday, April 1 – CJM Day

Thursday, April 3 – Writing for the web

- Read: Filak, Chapters 6 (Writing for Websites and Blogs) and 7 (Social Media)
 - **DUE by noon Thursday: Writing Assignment #1** – Print news story
-

WEEK 11 (April 8, 10)

Tuesday, April 8 – Broadcast journalism

Thursday, April 10 – Writing for radio and TV

- **Read:** Filak, Chapter 11 (Writing for Broadcast)
 - **READING QUIZ #2 in class** (covering Chapter 11)
-

WEEK 12 (April 15, 17)

Tuesday, April 15 – Writing for radio and TV (cont.); Working with audio in Audition

- Assemble/edit radio stories in Adobe Audition in class
- **DUE by noon Tuesday: Writing Assignment #2** – Radio news story

Thursday, April 17 - TV script preparation in Inception

- Revise TV scripts in Inception in class
 - **DUE by noon Thursday: Writing Assignment #3** – TV news story
-

WEEK 13 (April 22, 24)

Tuesday, April 22 – Writing for public relations

- **Read:** Filak, Chapter 12 (Public Relations)
- **READING QUIZ #3 in class** (covering Chapter 12)

Thursday, April 24 – TV recording

- Meet at TV studio in Grove Hall 006; bring a printed-out copy of your script
-

WEEK 14 (April 29, May 1)

NOTE: All tutoring sessions must be completed by Friday, May 2. Failure to complete the tutoring requirement will lead to a loss of 15 points in your overall course grade.

Tuesday, April 29 – Writing for public relations (cont.)

Thursday, May 1 – Course wrap-up

- Review for final proficiency exam
 - **DUE by noon Thursday: Writing Assignment #4** – News release
-

FINALS WEEK (May 5-9)

FINAL PROFICIENCY EXAM (Thursday, May 8, at 1 p.m.)

For those who did not pass the first proficiency exam and for those who would like to take it again to try to improve their scores. For those students who take both the midterm proficiency exam and the final proficiency exam, only the higher of the two scores will count toward the course grade.

University resources and policies

Academic success resources

The Learning Center: If you feel you need extra help to improve your academic performance in this course or in any of your other courses, please consider making an appointment with a tutor or learning specialist in the Learning Center. The Learning Center is located in Mowrey Hall and can be reached at (717) 477-1420. More information is available at the [Learning Center's website](#).

The College of Arts & Sciences Advising Center (CASA): Located in DHC 216, CASA is a walk-in office that offers several types of academic support, from advice and help on time management, test anxiety and study skills to discussions about what major might be right for you. Email casa@ship.edu or call (717) 477-1150 to set up a time to meet with a success coach or faculty adviser.

Accessibility resources

Shippensburg University is committed to providing equal opportunity for participation in all programs, services and activities. The University welcomes all students with disabilities into all of the University's educational programs and strives to make all learning experiences as accessible as possible. Any student who feels they may need an accommodation based on the impact of a disability should contact the Office of Accessibility Resources (OAR) to discuss specific needs. OAR is located in Mowrey Hall 252 and can be reached by phone at (717) 477-1364 or via email at oar@ship.edu.

Student support resources

More information about the support services that Ship offers to students, including academic support, professional support, physical health, mental health and spiritual health resources, can be found [here](#).

Title IX - Commitment to a safe learning environment

Shippensburg University of Pennsylvania and its faculty are committed to assuring a safe and productive educational environment for all students. To comply with the requirements of Title IX of the Education Amendments of 1972 based on the 2020 Regulations and the university's commitment to offering supportive measures in accordance with the 2020 regulations issued under Title IX, Shippensburg University requires faculty members to report incidents of sexual violence shared by students to the university's Title IX Coordinator, Dr. John Burnett (JABurnett@ship.edu), or Title9@ship.edu. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a university-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the person designated in the university's Protection and Supervision of Minors on Campus Policy. Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence are available on the Office of Human Resources website:

https://www.ship.edu/about/offices/hr/title_ix_statement/

Link for the online reporting form: (This is for reporting an issue, not making a formal complaint)

https://cm.maxient.com/reportingform.php?ShippensburgUniv&layout_id=3

Link for the Formal Complaint form:

https://cm.maxient.com/reportingform.php?ShippensburgUniv&layout_id=21

Link for campus resources:

https://www.ship.edu/about/offices/hr/title_ix_statement/resources/