

MMJ 002 Statehouse File Activity Credit
--and—
INT 200 Multimedia Journalism Internship
--and--
MMJ 210 Advanced Reporting/Database Research to Immersion

Times vary Monday through Friday
Spring 2023

Instructor Information

Colleen Steffen, executive editor, TheStatehouseFile.com

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Cell: (765) 212-0634

Office hours: Colleen's Meeting Room on Zoom is open 24/7 upon request when not in the Shack—just Slack me to meet me there.

MMJ 002 is a Statehouse File activity credit.

INT 200 is required as part of the journalism immersion experience at FC.

MMJ 210 is a multimedia reporting and writing class in which student journalists develop and enhance the skills necessary to publish professional-level work, including in-depth interviewing and database research.

These classes are conducted together through TheStatehouseFile.com, a news website powered by FC students that shares its work with media partners around Indiana.

Learning Outcomes

At the end of this experience, students should be able to:

- Conduct interviews, compile and analyze database information, use primary and secondary source material, and effectively practice other reporting skills in exploring issues related to the General Assembly, its work and its effect on Hoosiers.
- Write in adherence to a variety of styles and for a variety of purposes.
- Write while observing good grammar/syntax and AP style.
- Receive, respond to and incorporate rigorous editing.
- Generate photos, graphics, video and social media content as warranted.
- Better understand the workings of state politics and professional journalists.

Required Texts

• “Soft Skills: Cultivating the Inner Resources You Need to Succeed” by Colleen Steffen, in the FC bookstore and available for purchase or rental online. You are welcome to share.

Learning Assessments

Since our work is published around the state by professional partners, every story students produce must ultimately be an A story. If a student strives consistently and in earnest to make their work accurate, fair and excellent enough to publish, they will receive an A in this course.

However, unexcused absences or recurring, unresolved work issues that are not corrected after faculty/editor intervention will detract from a student's overall grade. These may include things like persistent tardiness, failure to amend or finish work, refusal to collaborate with others, etc.

Grading Scale

A=Overall good-faith effort to be a fully contributing member of the Statehouse File newsroom.

B=Minor but ongoing attendance/unresolved work issues.

C=Ongoing attendance/unresolved work issues that impeded the student's efforts to be a fully contributing member.

D=Ongoing attendance/unresolved work issues that significantly impeded the student's contributions.

F=An unsuccessful attempt to be a competent member of the team due to poor attendance, work issues, unacceptable personal behavior or an instance of plagiarism.

Please note that a single instance of plagiarism will result in an automatic F in the course.

TSF Orientation Documents

Please refer to the orientation documents in our shared TSF Google Drive folder and in Slack for details about technology use and much more.

Policies on Assignments

Deadlines will vary by the day. Full-time Statehouse Filers can expect to write a minimum of four stories per week, though our schedule is driven by events that often cannot be planned ahead. So communicate clearly with your editor about when a story is due and work to meet those stipulations. Consistently missing deadlines hurts the team as well as your grade.

Attendance Policy

The Statehouse File in operation looks like a full-time, 9-5, Monday-Friday job. Your presence and/or active participation is important not just for your grade but for the operation of our site. If you have an unavoidable conflict, be sure to clear it with an editor first.

The Math Study Center is a mathematics learning lab that empowers students to sharpen their math skills in a warm, welcoming environment. Our peer tutors and professors assist students as they prepare for tests, work through individual problems or assignments, and grasp challenging mathematical concepts. The Math Study Center is operating by **walk-in** and **appointment**.

<i>Location:</i>	HAM 106 (in HamiltonONE)
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<i>Afternoon Hours:</i>	M-R 2-4pm
<i>Evening Hours:</i>	Su-R 8-10pm

*If you wish to schedule an appointment: [Grizlink.franklincollege.edu](https://grizlink.franklincollege.edu) → Math Study Center
For more information, please contact Prof. Angie Walls (AWalls@franklincollege.edu)*

The Write Place: Staffed by trained, advanced students from a variety of disciplines, the Write Place is an excellent resource **for all students at all stages of writing**. Consultations are free, 30 minutes long, and can happen at any point, from deciding on a topic to making final revisions. To keep everyone safe this semester, all students will have the option of virtual or in-person sessions. All students must have an appointment.

<i>Location:</i>	HAM 108 (in HamiltonONE)
<i>Hours:</i>	Posted on GrizLink: https://grizlink.franklincollege.edu/page/all/write-place

*To schedule an appointment: [Grizlink.franklincollege.edu](https://grizlink.franklincollege.edu) → Write Place
For more information, please contact Prof. George Phillips (GPhillips@franklincollege.edu)*

Diversity and Inclusion Statement

It's my goal to facilitate a learning environment in which all people feel welcomed and able to do their best work no matter their background/experiences, sex, gender/gender identity/gender expression, sexual orientation, race, ethnicity/national origin/national identity/region, class, political affiliation/ideology, age, intellectual and physical ability, income/socio-economic class, religion/ faith and non-faith perspectives, military experience/military or veteran status, primary language, education, family status, cognitive style, communication style, genetic information, etc.

It is the ideal (not always realized) of journalism to weigh facts and opinions from all viewpoints without prejudice. We will learn, as journalists, the importance of reaching for this ideal in the work we produce as well as in ourselves. If you feel uncomfortable with anything that has happened with TSF or have any other issue to share, I will be glad to hear from you and help address it.

FC Diversity and Inclusion Statement

Committed to maintaining a diverse community in an atmosphere of mutual respect, Franklin College provides an opportunity for students to live and study among other races, cultures, sexual orientations, economic backgrounds, etc. To be successful in a diverse environment, students can expect support from several administrative and academic departments, including the Center for Diversity and Inclusion (CDI). Please reach out to the CDI for more information around diversity and inclusion initiatives by contacting the Director Dr. Maegan Pollonais at mpollonais@franklincollege.edu.

Franklin College provides support to anyone who encounters misconduct or bias as outlined in policies and procedures of the college. At Franklin College we promote a culture of respect and value all people regardless of race, ethnicity, sex, gender, physical or mental ability. Should you encounter any biased treatment or misconduct, please report it. [REPORT HERE](#)

Disability-Related Accommodations

Franklin College is committed to providing equal access to students with disabilities. Reasonable and appropriate accommodations will be provided to students with disabilities to ensure equal access to academic programs and other college-sponsored activities. It is the responsibility of the student to contact the Academic Resource Center to identify themselves and to formally request accommodations. To connect with the Academic Resource Center, visit HamiltonONE, email ARC@franklincollege.edu, or contact Kellie Schmidt in Student Center 241 or at (317) 738-8286.

FC Counseling Center

The licensed counselors at the Counseling Center provide students with support and resources to help them to achieve their personal goals and enhance their experience at Franklin College, and this service is free of charge. The Counseling Center is in room 222 in the Napolitan Student Center. Hours are 8 a.m. – 5 p.m. Monday-Thursday and 8 a.m.-4 p.m. Friday For more information, visit <https://franklincollege.edu/campus-resources/counseling-center/>.

Classroom Environment Expectations

As an instructor, I personally value good listening, judgment-free sharing and enthusiasm for the field you have chosen. I hope you will help me create a warm, pleasant, collaborative environment in which everyone is treated with tolerance, politeness and respect and feels empowered to do their best work.

With my criticism and advice, my only intention is to be constructive and helpful. You are always welcome to share your thoughts and feelings with me about this process.

Schedule

We will be working together via Zoom, Slack and Google Drive, at home, on campus, and in the Shack at the Indiana Statehouse. Generally, we will work during regular business hours Monday through Friday, but our schedule will be dictated by events. For a detailed weekly schedule, please refer to the TSF Master Sked kept in Google Drive, which is updated daily.

Though we work mainly off campus, we follow the regular Franklin College academic calendar listed here: <https://franklincollege.edu/wp-content/uploads/2022/05/2022-2023-Calendar.pdf>

Ongoing Involvement

After you have successfully trained as a Statehouse File reporter, we invite you back to freelance over school breaks, for which we pay a stipend. For advanced reporters or editors, work-study jobs may be available. Please note that in August, we temporarily change hats to do intensive feature writing at the Indiana State Fair for three weeks. If these or any other opportunities at the Statehouse interest you, please talk with Colleen or John asap.