

# COURSE SYLLABUS

## Photojournalism

**Course code:** JRN 252

**Semester and year:** Fall 2021

**Day and time:** Wednesday, 8:15 – 11:00

**Instructor:** MA Björn Steinz

**Instructor contact:** bjorn.steinz@aauni.edu

**Consultation hours:** Wednesdays 14:15-15:00

<b>Credits US/ECTS</b>	3/6	<b>Level</b>	Intermediate
<b>Length</b>	15 weeks	<b>Pre-requisite</b>	TOEFL iBT 71
<b>Contact hours</b>	42 hours	<b>Course type</b>	Elective: HSC el, PS el, JC req/el, CEA

### 1. Course Description

This photo course will focus on learning the techniques, skills and basic procedures needed to produce visual stories for today's online and print media. The course is designed for students which understand already the technical basics operating a digital camera as the relationship in-between ISO, Shutter Speed and Aperture.

Much of the course will be taught as a hands-on experience which will incorporate camera and compositional basics, building different visual stories and ethical decision-making. Students will learn to create compelling images in order to tell stories visually and how to edit, caption, keyword, organise and present them professionally for publication. We will explore the history, including economic and technological factors, that have brought Photojournalism where it is today.

The major events and iconic figures, both current and past, that have shaped the profession will be presented through video documentaries, slideshows and online readings. Students will learn through in-class exercises, weekly photo assignments, as well as readings, with a final long-term essay due as the final exam. Each class we will discuss current news events, how they are covered visually, critique and discuss assignments produced for the course and work on the technique to improve their skills.

Students are highly advised to use their own **DSLR or equivalent (mirrorless) digital camera (No smartphones but a real camera with manual functions)**. Further on MacBooks or PCs with photo editing software are important as we will be using them each week for assignment work.

## 2. Student Learning Outcomes

Upon completion of this course, students should be able to:

- Discuss the history and ethical issues related to photojournalism and be able to give specific examples in order to articulate them.
- Use a digital camera to produce assignments for class and professional publication in print and online media.
- Create images that are compelling and relay the intended message to viewers.
- Comprehend and have a clear understanding of independent news gathering and analysis as a visual journalist. Plan, pitch, shoot and edit stories for publication in professional media.

Students will achieve these goals through assignments in and outside of class, slide shows, videos and discussions. Reviewing and feedback sessions to all assignments in class together will be an important part of the class, as we will learn from both each other's mistakes and successes throughout the course. The only way to learn photography is to practise, practise and practise. Today you have the luxury and ability to photograph unlimited amounts of images, so photograph as much as you can. Carrying your camera with you everywhere you go, develop your sense of curiosity about the world, read up on what is happening in it each day and explore art in all forms.

## 3. Reading Material (most of these books are not available the AAU library but can be found online to view or to purchase)

"After Photography" / Fred Ritchin

"Ways of Seeing" / John Berger

"Looking at Photographs" / John Szarkowski

"Magnum Contact Sheets" / Magnum Photo Agency

"A World History of Photography: 5th Edition" / Naomi Rosenblum

"Understanding Photojournalism" / Jeniffer Good and Paul Lowe

"Bending the Frame: Photojournalism, Documentary, and the Citizen" / Fred Ritchin

### **Required Materials**

Kobre, Kenneth **Photojournalism: The Professionals' Approach**, Focal Press; 7 edition (5 Jan. 2017)

- *A few copies will be available in the AAU library. Paperback available for purchase through Amazon or other online book sellers.*

### **Equipment Needed for the Course**

- DSLR (or equivalent) - 2-4 available for check-out from the Journalism office
- SD cards for camera
- Laptop computer with photo editing software (Lightroom, Photoshop or equivalent)
- External hard disk

### **Equipment Recommended for the Course**

- Camera Flash
- Telephoto lens (135mm +)
- Tripod
- Additional external hard disk

Students should also keep up with current events and news in general. For further inspiration and to see professional work see the *New York Times*, *The Guardian* photo reports, along with those of *Al Jazeera English*, *Der Spiegel* and *Der Stern* and others. For Czech news: <https://english.radio.cz>, <https://praguemonitor.com>

### **AAU Photojournalism Book**

The student *Art Fee* for this course will be used to produce a photo book which will be delivered at the end of the semester. This book will be a compilation of photo essays from each student in the class. Subject matter for the essays will be open, but students will be expected to develop and tell a story through a series of still photographs, with appropriate captions and written story introduction. **Due to printing deadlines, all photos and accompanying text must be completed and ready to put in the book by the announced deadline.** Students will have in-class workshops where they will layout, design, edit and prepare themselves the book for printing.

### **Instagram feed**

Each student will be responsible to contribute at least twice during the semester to the Instagram feed with a thematically 3 image edit showcasing work in progress. The purpose of this is to get you in the habit of shooting photos every day and to develop your own style around topics/scenes that interest you. **Please do not post personal party pics or images that do not relate to our coursework. This will also contribute to your overall class participation grade.**

### **AAU Flickr Feed**

Shooting assignments must be uploaded to the individual Flickr feeds before class the day they are due and under the corresponding folders for each assignment (*i.e. Shooting Assignment #1, #2, etc...*)

- Only upload YOUR assignments here. Please feel free to view and comment on other class assignments here but **please do not alter** any photos or folders posted.

- Upload JPEG only files using the slug (for each image) **last-name\_assignment#\_image#**
- Caption each image.

#### 4. Teaching methodology

The class will be informal and interactive. Students will learn by doing. Their work will be discussed and critiqued in class by the instructor and by the students themselves. The instructor will also provide feedback to students individually about their work. Completed assignments will be critiqued in class, and often the photographers will be asked to acquire more information or to do re-editing/re-shooting. As journalists, students will be expected to keep up with the news. In-class exercises will also acquaint students with common technical concerns and journalistic issues and problems to be worked out.

#### 5. Course Schedule

Date	Class Agenda
<b>Class 1</b> 01/09/2021	<p><b>Topic:</b> Introduction lecture</p> <p><b>Description:</b> What to expect ? What is the goal of the course ? Presentation of my own photography. Discussion of resources needed for course.</p> <p><b>Assignments#1/Due 08/09:</b> For next class: 1. Set up your personal flickr account 2. Please bring - if possible - a selection of your best 10 photographs as prints or upload them to your flickr accounts. Please upload the "Personal goal" paper to NEO.</p> <p><b>Writing:</b> "<i>Personal goal for class</i>". Please write a paragraph about your reasons why taking this class, what you hope to learn from it and any past experience you have with photography and journalism.</p> <p><b>Reminder:</b> Bring DSLR, laptop and other equipment to class EACH WEEK</p>

<p><b>Class 2</b> 08/09/2021</p>	<p><b>Topic:</b> The History of Photojournalism - How Photography Changed the Way We Receive News.   Part 1 - The Past</p> <p><b>Description:</b> We take a look at the origins of photojournalism and its journey through history, from historic firsts to controversies and iconic photographers. What is the main difference between photojournalism and documentary photography ?</p> <p><b>Workshop:</b> Introduction about basic Camera techniques#1. Students introducing themselves and their best photography.</p> <p><b>Reading:</b> Ch 17 <i>History</i> - pgs 465-486</p> <p><b>Assignment#2/Deadlines: Due 15/09</b> File 2 images from each of the following techniques: <i>Freeze Motion, Blur, Panning &amp; Depth of Field</i>. Upload JPEG only files using the slug (for each image) <i>last-name_assignment#_image#</i> to your Flickr account under Shooting Assignment #2.</p>
<p><b>Class 3</b> 15/09/2021</p>	<p><b>Topic:</b> The History of Photojournalism - Part 2 - How the digital revolution in Photography Changed the Way We Receive News.   Part 2 - Photojournalism in the digital age and in contrast to so-called "Citizen Journalism".</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>• The Changing Work Practices and Professionalism of Photojournalists in the Digital Age. We will explore new tools and possibilities in reporting and look at some photo agencies, publications and platforms presenting news and at some of the legendary photographers that made photojournalism what it is today.</li> </ul> <p><b>Reading:</b> Ch 17 <i>History</i> pgs:487-511</p> <p><b>Workshop:</b> Introduction about basic Camera techniques#2. Discuss and critique Assignment #2.</p> <p><b>Assignments/deadlines: Due 22/09 Assignment#3.</b> File 2 images from each of the following techniques:</p> <ul style="list-style-type: none"> <li>• Declining Perspective</li> <li>• Frame in Frame</li> <li>• Silhouette</li> <li>• Selective focus</li> <li>• <b>Upload JPEG only files</b> using the slug (for each image) <i>last-name_assignment#_image#</i> to your Flickr account under <b>Shooting Assignment #3.</b></li> </ul>

<p><b>Class 4</b> 22/09/2021</p>	<p><b>Topic:</b> Shooting Features</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>• Feature photos provide readers a break from the news and have become the mainstay of front pages and home pages for some news outlets. They often show the unusual, something counter-intuitive, funny street scenes to moody weather-shots. View and discuss examples of types of feature photos.</li> <li>• How features and news differ</li> <li>• Good feature subjects</li> <li>• Candid, Style, Unique angles</li> <li>• Captions and IPTC data - The 5 W's (Where ?, When ?, Who ?, Why ? What?)</li> </ul> <p><b>Quiz:</b> Ch 17 <i>History</i></p> <p><b>Reading:</b> Ch 4 <i>Features</i></p> <p><b>Workshop:</b> Discuss and critique Assignment #3.</p> <p><b>Assignments/deadlines: Due 29/9 Assignment#4.</b> Shoot 4 different feature photos keeping in mind the techniques and types we covered in class.</p> <ul style="list-style-type: none"> <li>• File 4 final images with full captions.</li> <li>• <b>Upload JPEG only files</b> using the slug (for each image) <b>last-name_assignment#_image#</b> to your Flickr account under <b>Shooting Assignment #4.</b></li> </ul>
<p><b>Class 5</b> 29/09/2021</p>	<p><b>Topic:</b> Ethics and moral responsibility in photojournalism</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>• Foundations of ethical decision making</li> <li>• The Greater Good, The Golden Rule, The Absolute</li> <li>• NPPA code of ethics</li> <li>• Moral dilemmas</li> <li>• Image manipulation and alteration</li> </ul> <p><b>Workshop:</b> Discuss and critique Assignment #4.</p> <p><b>Assignments#5/deadlines: Due 06/10 Writing:</b> Find a controversial "news" image and discuss the photograph why it is not according to the code of ethics. 200 Words</p>

<p><b>Class 6</b> 06/10/2021</p>	<p><b>Topic:</b> The Photo Story - Telling stories with pictures</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>• The era of the modern photo story</li> <li>• Problems vs. solutions</li> <li>• The 'Commitment Statement'</li> <li>• Types of people stories</li> <li>• Three approaches to a topic</li> <li>• Organizing the picture order</li> </ul> <p><b>Quiz:</b> Ch 4 <i>Features</i></p> <p><b>Reading:</b> Ch 11 <i>Photo Story</i></p> <p><b>Workshop:</b> Discuss and critique Assignment#5.</p> <p><b>Assignments/deadlines:</b></p> <ul style="list-style-type: none"> <li>• <b>DUE 13/10 - Assignment #6.</b> Shooting for the final photo essay, prepare captions and short written intro for your story.</li> <li>• <b>Upload JPEG only files</b> using the slug (for each image) <b>last-name_assignment#_image#</b> to your Flickr account under <b>Shooting Assignment #6.</b></li> </ul> <p><b>Bring all exported files and text to class on 13/10, as we will begin laying out our photo book.</b></p>
<p><b>Class 7</b> 13/10/2021</p>	<p><b>Topic:</b> The Assignment</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>• Getting the shot when news happens - radio, TV and social media alerts</li> <li>• Working with reporters</li> <li>• Making the most of an assignment</li> <li>• Covering world events</li> <li>• Generating your own assignments</li> <li>• Shooting like a photojournalist / shooting approaches</li> <li>• <i>Discuss and critique Shooting Assignment #6</i></li> </ul> <p><b>Quiz:</b> Ch 11 <i>Photo Story</i></p> <p><b>Reading:</b> Ch 1 <i>Assignment</i></p> <p><b>Assignments#7/deadlines:</b> <b>DUE 20/10</b> Final photo essay - shooting.</p>

<p><b>Class 8</b> 20/10/2021</p>	<p><b>Topic:</b> Shooting Headline News &amp; General News</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>• From preparing for action to getting along with the police</li> <li>• On the scene, dealing with crisis situations and unrest</li> <li>• The challenge of getting to the scene</li> <li>• The impact of covering tragedy</li> <li>• Media events, photo ops and covering politics</li> </ul> <p><b>Quiz:</b> Ch 1 <i>Assignment</i></p> <p><b>Reading:</b> Ch 2 &amp; 3 <i>News and General News</i></p> <p><b>Workshop:</b> Discuss and critique Assignment #7.</p> <p><b>Assignments/deadlines: DUE 03/11 Shooting Assignment #8.</b> <i>Shoot a self-generated news assignment. It can be spot news, protest, demonstration, rally, a political event, AAU event or panel discussion.</i></p> <ul style="list-style-type: none"> <li>• File 6 final images with full captions</li> <li>• Please try to vary your shots (five shot sequence example) to tell the story and make it visually interesting</li> <li>• <b>Upload JPEG only files</b> using the slug (for each image) <b>last-name_assignment#_image#</b> to the AAU PhotoJ Flickr account under <b>Shooting Assignment #8.</b></li> </ul>
<p>27/10/2021</p>	<p><b>Midterm Break</b></p>
<p><b>Class 9</b> 03/11/2021</p>	<p><b>Topic:</b> Photo Editing</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>• Tracking how readers view newspapers, magazines and websites</li> <li>• Selecting the right photographer for the assignment</li> <li>• Research</li> <li>• Should photographers edit their own work?</li> <li>• Strategies for photo selection</li> <li>• Working with images - layout/cropping/design</li> <li>• Color or Black &amp; White?</li> </ul> <p><b>Workshop:</b> Discuss and critique Assignment #8.</p> <p><b>Quiz:</b> Ch 2 &amp; 3 <i>News and General News</i></p> <p><b>Reading:</b> Ch 7 <i>Photo Editing</i></p>



<p><b>Class 10</b> 10/11/2021</p>	<p><b>Topic:</b> Shooting on Deadline &amp; Covering the Issues</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>• Issue Reporting</li> <li>• Developing a Feature Beat</li> <li>• Getting the idea, research, organization</li> <li>• One story leads to another</li> </ul> <p><b>Quiz:</b> Ch 7 <i>Photo Editing</i></p> <p><b>In-class deadline assignment#9:</b></p> <ul style="list-style-type: none"> <li>• During class, you have 45 min to go out into the streets and shoot a minimum of two feature or two news photos (or a combination of both).</li> <li>• Come back to class.</li> <li>• Edit, caption and export your final 2 photos (JPG) before the end of class</li> <li>• <b>Use the slug (for each image) <i>lastname_deadline_image#</i></b></li> <li>• View and discuss in class, if time allows</li> </ul>
<p>17/11/2021</p>	<p>No lecture: <b>State holiday</b></p>
<p><b>Class 11</b> 24/11/2021</p>	<p><b>Topic:</b> Portraits &amp; Lighting</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>• Types of portraits</li> <li>• Working with your subject</li> <li>• Light as a storytelling element</li> <li>• Compositional elements to add impact</li> <li>• Environmental details tell the story</li> <li>• Flash and available light</li> <li>• Problems to avoid, color balance</li> <li>• Selecting shutter speed and aperture</li> <li>• TTL, effects and strobe placement</li> </ul> <p><b>Reading:</b> Ch 5 &amp; 9 <i>Portraits &amp; Lighting</i></p> <p><b>Assignments/deadlines: DUE 01/12: Shooting Assignment #10 (Final Project)</b> - Second half of class we will work on layout for photo book</p>

<p><b>Class 12</b> 01/12/2021</p>	<p><b>Topic:</b> Photo Book Workshop</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>• Finalize all photo book layouts</li> <li>• Proofread</li> <li>• Review and edit in class</li> <li>• Last minute changes</li> <li>• Send to printer</li> </ul> <p><b>Workshop:</b> Discuss and critique Assignment#10.</p> <p><b>Quiz:</b> Ch 5 &amp; 9 <i>Portraits &amp; Lighting</i></p> <p><b>Assignments/deadlines:</b> Final photo book prep - send to printers</p>
<p><b>Class 13</b> 08/12/2021</p>	<p><b>Topic:</b> Photojournalism and social media. Putting together a portfolio.</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>• Getting funding for projects - grants and fellowships</li> <li>• Making contact with editors</li> <li>• Photo agencies</li> <li>• New media &amp; new ideas</li> <li>• Places to show your work - portfolio - website - promotion</li> <li>• Instagram, Facebook and other possibilities to promote your work</li> </ul> <p><b>Assignments/deadlines: (In class)</b> Prepare a story pitch to a publication for a story idea from Prague/Czech Republic you want to sell. <b>(photo book at printers)</b></p>
<p><b>Class 14</b> 15/12/2021</p>	<p><b>Topic:</b> Final Exam</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>• Delivery of photo books</li> <li>• Review final photo books</li> <li>• Critique each other's work</li> <li>• Critique photo book process &amp; creation</li> </ul>

**6. Course Requirements and Assessment (with estimated workloads):**

<b>Assignment</b>	<b>Workload (average)</b>	<b>Weight in Final Grade</b>	<b>Evaluated Course Specific Learning Outcomes</b>	<b>Evaluated Institutional Learning Outcomes*</b>
Attendance and Class Participation	45	20%	Actively joining in class assignments, discussion, debate and analysis, asking questions and expressing opinions about material and issues covered. Contributing to the Instagram feed with a thematically 3 image edit showcasing work in progress (twice).	1,2,3
Photographic Assignments	35	35%	Proper research and context is critical to good reporting, which is the basis of broadcast news worth airing. Preparation pre-production is essential. There will be 10 assignments and each is 5% of the assignment grade.	1,2,3
Final Photojournalistic Essay	50	25%	Working to develop a telling and cohesive visual story, editing and writing for effective impact.	2,3
Quizzes	20	20%	Online and must be completed on the day assigned.	1,3
<b>TOTAL</b>	<b>150</b>	<b>100%</b>		

**7.**

\*1 = Critical Thinking; 2 = Effective Communication; 3 = Effective and Responsible Action

## 7. Detailed description of the assignments

### Assessment breakdown

Assessed area	Percentage
Attending class each week	50%
Contributing your own ideas, thoughts and questions and discussing with classmates during class	20%
Contributing to the AAU Instagram feed and posting images each day for one week	30%
	100%

### *Personal Goal paper assignment#1 - (due 08/09):*

#### Assessment breakdown

Assessed area	Percentage
Ability to critically review and to put forth personal ideas in an opinion paper.	100%

### Weekly quizzes:

#### Assessment breakdown

Assessed area	Percentage
Ability to retain the information and techniques outlined in the specified chapters.	100%

### *Assignment#2 (due 15/9): Freeze Motion, Blur, Panning & Depth of Field.*

<b>Assessed area</b>	<b>Percentage</b>
Ability to follow instructions and apply the techniques outlined in class.	50%
Ability to turn in the assignment (and upload online) within the given deadline to review in class.	20%
Image exposure, composition and quality.	30%
	100%

**Assignment#3 (due 22/9): Perspective, Frame in Frame, Silhouette, Selective Focus.**

<b>Assessed area</b>	<b>Percentage</b>
Ability to follow instructions and apply the techniques outlined in class.	50%
Ability to turn in the project (and upload online) within the given deadline to review in class.	20%
Image exposure, composition and quality.	30%
	100%

**Assignment#4 (due 29/9): Feature Photos - 4 images.**

<b>Assessed area</b>	<b>Percentage</b>
Ability to follow instructions and apply the techniques outlined in class.	50%
Ability to turn in the project (and upload online) within the given deadline to review in class.	20%
Image exposure, composition and quality.	30%
	100%

**Assignment#5 (due 06/10): Writing related to ethics in photojournalism:  
Assessment breakdown**

Assessed area	Percentage
Ability to critically review and to put forth personal ideas in an opinion paper.	100%

**Assignment#6 (due 13/10): Making News/General News images.**

Assessed area	Percentage
Ability to follow instructions and apply the techniques outlined in class.	50%
Ability to turn in the project (and upload online) within the given deadline to review in class.	20%
Image exposure, composition and quality.	30%
	100%

**Assignment#7 (due 20/10): Final photo essay and text prepared for book.**

Assessed area	Percentage
Ability to follow instructions and apply the techniques outlined in class.	50%
Ability to turn in the project (and upload online) within the given deadline to review in class.	20%
Image exposure, composition and quality.	30%
	100%

**Assignment#8 (due 03/11): Final photo essay and text prepared for book.**

Assessed area	Percentage
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Ability to follow instructions and apply the techniques outlined in class.	50%
Ability to turn in the project (and upload online) within the given deadline to review in class.	20%
Image exposure, composition and quality.	30%
	100%

**Assignment#9 (due 24/11): Final photo essay and text prepared for book.**

Assessed area	Percentage
Ability to follow instructions and apply the techniques outlined in class.	50%
Ability to turn in the project (and upload online) within the given deadline to review in class.	20%
Image exposure, composition and quality.	30%
	100%

**Assignment#10(due 01/12): Final photo essay and text prepared for book.**

Assessed area	Percentage
Ability to follow instructions and apply the techniques outlined in class.	50%
Ability to turn in the project (and upload online) within the given deadline to review in class.	20%
Image exposure, composition and quality.	30%
	100%

**Final Photo Essay – Final exam (due 15/12):**

<b>Assessed area</b>	<b>Percentage</b>
Ability to follow instructions and apply the techniques outlined in class.	30%
Ability to turn in the project (upload online and turn in a video file) within the given deadline to review in class.	20%
Image exposure, composition and quality.	30%
Using allotted class time efficiently to work on final project.	20%
	100%

## **8. General Requirements and School Policies**

### ***General requirements***

All coursework is governed by AAU's academic rules. Students are expected to be familiar with the academic rules available in the Codex and Student Handbook and to maintain the highest standards of honesty and academic integrity in their work.

### **Late work:**

**A deadline is not a goal.**

**Late work WILL adversely affect your final grade. Every element of journalism depends on the photojournalist arriving on time and producing pictures on deadline.** (Even if you can't come to class, you can always upload your assignment by deadline and inform the instructor.)

**Missing a story critique session is the same as missing a deadline. Missing a critique session WILL adversely affect your final mark in the course.**

### **Missed Quizzes:**

Quizzes are online and must be completed in class when assigned, thus cannot be missed without grade reduction (just in the case of illness or similar excused absences exceptions are possible).

### ***Electronic communication and submission***

The university and instructors shall only use students' university email address for communication, with additional communication via NEO LMS or Microsoft Teams. Students sending e-mail to an instructor shall clearly state the course code and the topic in the subject heading, for example, "COM101-1 Mid-term Exam. Question". All electronic submissions are through NEO LMS. No substantial pieces of writing (especially take-home exams and essays) can be submitted outside of NEO LMS.



## **Attendance**

Attendance, i.e., presence in class in real-time, is highly expected and encouraged. Students in Prague are not allowed to join classes online (just in the case of illness or similar issues exceptions are possible). Students who are absent 35 percent of classes will be failed. Students might also be marked absent if they miss a significant part of a class (by arriving late or leaving early) as specified in the syllabus.

### **Absence excuse and make-up options**

Should a student be absent from classes for relevant reasons (illness, serious family matters), s/he can submit to the Dean of Students an Absence Excuse Request Form supplemented with documents providing reasons for the absence. These must be submitted within one week of the absence. If possible, it is recommended the instructor be informed of the absence in advance. Should a student be absent during the add/drop period due to a change in registration this will be an excused absence if s/he submits an Absence Excuse Request Form along with the finalized add/drop form.

Students whose absence has been excused by the Dean of Students are entitled to make up assignments and exams provided their nature allows. Assignments missed due to unexcused absences which cannot be made up, may result in a decreased or failing grade as specified in the syllabus.

Students are responsible for contacting their instructor within one week of the date the absence was excused to arrange for make-up options.

**Late work:** No late submissions will be accepted – please follow the deadlines.

### **Electronic devices**

Electronic devices (e.g. phones, tablets, laptops) may be used only for class-related activities (taking notes, looking up related information, etc.). Any other use will result in the student being marked absent and/or being expelled from the class. No electronic devices may be used during tests or exams unless required by the exam format and the instructor.

**Eating** is not allowed during classes.

### **Cheating and disruptive behavior**

If a student engages in disruptive conduct unsuitable for a classroom environment, the instructor may require the student to withdraw from the room for the duration of the class and shall report the behavior to the Dean.

Students engaging in behavior which is suggestive of cheating will, at a minimum, be warned. In the case of continued misconduct, the exam or assignment will be failed and the student will be expelled from the exam or class.

### **Plagiarism and Academic Tutoring Center**

Plagiarism is “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.” (Random House Unabridged Dictionary, 2nd Edition, Random House, New York, 1993)

Turnitin’s White Paper ‘The Plagiarism Spectrum’ (available at <http://go.turnitin.com/paper/plagiarism-spectrum>) identifies 10 types of plagiarism ordered from most to least severe:

1. CLONE: An act of submitting another’s work, word-for-word, as one’s own.
2. CTRL-C: A written piece that contains significant portions of text from a single source without alterations.
3. FIND-REPLACE: The act of changing key words and phrases but retaining the essential content of the source in a paper.

4. REMIX: An act of paraphrasing from other sources and making the content fit together seamlessly.
5. RECYCLE: The act of borrowing generously from one's own previous work without citation; To self-plagiarize.
6. HYBRID: The act of combining perfectly cited sources with copied passages—without citation—in one paper.
7. MASHUP: A paper that represents a mix of copied material from several different sources without proper citation.
8. 404 ERROR: A written piece that includes citations to non-existent or inaccurate information about sources
9. AGGREGATOR: The "Aggregator" includes proper citation, but the paper contains almost no original work.
10. RE-TWEET: This paper includes proper citation, but relies too closely on the text's original wording and/or structure.

At minimum, plagiarism from types 1 through 8 will result in a failing grade for the assignment and shall be reported to the Dean. The Dean may initiate a disciplinary procedure pursuant to the Academic Codex. Allegations of bought papers and intentional or consistent plagiarism always entail disciplinary hearing and may result in expulsion from AAU. If unsure about technical aspects of writing, students are encouraged to consult with the tutors of the AAU Academic Tutoring Center. For more information and/or to book a tutor, please contact the ATC at: <http://atc.simplybook.me/sheduler/manage/event/1/>.

### ***Course accessibility and inclusion***

Students with disabilities are asked to contact the Dean of Students as soon as possible to discuss reasonable accommodations. Academic accommodations are not retroactive. Students who will be absent from course activities due to religious holidays may seek reasonable accommodations by contacting the Dean of Students in writing within the first two weeks of the term. All requests must include specific dates for which the student requests accommodations.

## 9. Grading Scale

Letter Grade	Percentage*	Description
A	95-100	<b>Excellent performance.</b> The student has shown originality and displayed an exceptional grasp of the material and a deep analytical understanding of the subject.
A-	90-94	
B+	87-89	<b>Good performance.</b> The student has mastered the material, understands the subject well and has shown some originality of thought and/or considerable effort.
B	83-86	
B-	80-82	
C+	77-79	<b>Fair performance.</b> The student has acquired an acceptable understanding of the material and essential subject matter of the course, but has not succeeded in translating this understanding into consistently creative or original work.
C	73-76	
C-	70-72	
D+	65-69	<b>Poor.</b> The student has shown some understanding of the material and subject matter covered during the course. The student's work, however, has not shown enough effort or understanding to allow for a passing grade in School Required Courses. It does qualify as a passing mark for the General College Courses and Electives.
D	60-64	
F	0-59	<b>Fail.</b> The student has not succeeded in mastering the subject matter covered in the course.

## 10.

\* Decimals should be rounded to the nearest whole number.

Prepared by: Björn Steinz (based on the previous structure by James Fassinger)

Date: August 2021

Approved by:

Date: