

# COMM 245A: EDITORIAL BOARD

## Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2025
Credits:	2
Total Contact Hours:	36
Lecture Hours :	36
Lab Hours:	0
Hours Arranged:	0
Outside of Class Hours:	72
Total Student Learning Hours:	108
Strongly Recommended:	COMM 101; ENGL C1000.
Transferable to CSU:	Yes
Transferable to UC:	No
Grading Method:	Standard Letter

## Catalog Course Description

A study of the major aspects of editorial responsibilities. The course provides practical instruction and experience for campus editors in writing, editing, and evaluating editorials in student media, as well as formulating editorial policy. 36 lecture hours.

## Course Objectives

- Write editorials related to campus news as reported in student media according to professional journalism standards.
- Evaluate editorials and other opinion writing in student publications and professional media according to professional journalism standards.
- Anticipate problems related to staff editorials and prepare contingency plans.
- Demonstrate knowledge of press law, taste, ethics, and cultural sensitivity in selection of content for editorials.

## Major Course Content

1. Introduction: opinion writing vs. straight news reporting.
2. Review of Associated Press Stylebook and Libel Manual.
3. Types and function of editorials.
4. Selecting a topic and tone.
5. Researching the editorial.
6. Do's and Don'ts of Editorial Writing.
7. Process of writing an editorial.
8. Purpose and placement of editorial cartoons, comic strips and photo illustrations.
9. The Editorial 'page' -- packaging your material.

## Suggested Reading Other Than Required Textbook

Read professional editorials in newspapers, news magazines and news websites.

## Examples of Required Writing Assignments

Students write various editorial forms as related to campus news reported in student media.

## Examples of Outside Assignments

Watch, listen and evaluate professional broadcasters as they deliver editorial messages.

## Instruction Type(s)

Lecture