

STUDENT NEWS MEDIA & JOURNALISM PUBLICATIONS

Reference: *U. S. Constitution;
Education Code Sections;
Title 5 §55200*

The Southwestern College Governing Board encourages all Journalism students to participate in news media activities, including the student newspaper. Southwestern College News Media students, faculty and administration agree to the following news media procedures:

Faculty News Media Advisor Procedures:

1. The District acknowledges the Advisor's co-curricular work with students and shall support appropriate reassigned time and stipend to the position comparable to other state and national programs, per contract language. This reassigned time is to support the demanding and time intensive role of the News Media Faculty Advisor.
2. The role of the Student Media Faculty Advisor is to teach the students the fundamentals of newspaper production, the basics of media law and the ethical standards of the profession, including the Society of Professional Journalists Code of Ethics.
3. Faculty Advisor(s) of campus journalism publications shall keep the school dean informed of all awards, commendations and other accomplishments of the program to enable the district to recognize and honor student journalists who achieve notable accomplishments during their studies at Southwestern College and celebrate alumni as they attain success in their field.
4. The cognizant Dean of the School of Arts and Communication will advocate for, protect and defend the college Journalism program from undue influence, intimidation, retribution of any kind by other district administrators or governing board members.
5. The faculty advisor, based on his/her training and experience, shall be responsible for the selection of the program service providers, such as the newspaper printer, website host, and other budgetary and structural decisions that will present themselves as the industry continues to change and evolve. The faculty advisor shall consult with the school dean and provide the dean with the necessary standards in selection of service providers. The selection process will be consistent with College District's budgetary policies and requirements. As the Student Media Faculty Adviser must ensure that the service provider offers a positive learning environment for the students of the journalism program, these curricular matters must meet curriculum standards to meet the academic needs of students, as

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required by the mission and vision statement of the college to support student success. Faculty Adviser will adhere to reasonable budget and purchasing procedures that are in line with the college mission and vision, and support student achievement.

Newspaper Publication and News Media Operational Procedures:

1. Contribution to the campus newspaper is open to any student in good standing enrolled in a Southwestern College Journalism class.
2. The Southwestern Community College District shall fund a minimum of 14 editions of the campus newspaper per year. This will meet the requirements of national student journalism organizations as well as the required 176 contact hours per the course outline. The District will also fund associated educational costs including but not limited to conference attendance, field trips, competitions, supplies, technology and maintenance of facilities to support student success, as the budget allows, in alignment with school budget priorities.
3. Journalism students of the newspaper Editorial Board, defined herein as the section editors and management positions of the campus newspaper and its associated publications, will make editorial decisions regarding news media including but not limited to budgeting of stories, editing, page layout, photography, graphics and other editorial elements, based on professional journalism industry standards and the Society of Professional Journalists Code of Ethics. Student editors are empowered to make editorial and advertising decisions free of interference and retribution by District administration and/or censorship by the faculty adviser.
4. The Student News Media and Journalism Publications Advisor shall be responsible for operational decisions on print and electronic publications, including printing and other expenditures, in consultation with the school dean. These decisions shall be based on academic program review needs, cost effectiveness, service to students, quality and the service provider's willingness to participate in and support the learning process of Journalism students.
5. Newspapers shall be made available in hard copy to the college community and the public at several preselected sites both on campus as well as off campus chosen by the Editorial Board.
6. Newspapers shall also be made easily accessible in electronic form to the college community and the public by ensuring that they are posted in a timely fashion on the home page of the SWC website.

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Journalism Grievance Procedures

In order to provide a way for students, faculty, administrators and community members to protest or clarify items that are published regarding statements made, actions taken and or beliefs held, there shall be a journalism grievance procedure.

Definition of a Grievance: A grievance is a complaint that alleges facts which, if true, would demonstrate a violation of the grievant's right to free inquiry, free speech, or fair treatment; contains allegations that appear to be substantially credible; and is not frivolous.

Grievance Proceedings:

- Grievant must contact the newspaper's faculty adviser about their issue.
- Grievant must request a correction and/or retraction if published information is incorrect.
- Grievant may write a Letter to the Editor expressing their point of view about the grievance.
- News Media Faculty Adviser will brief the dean on serious grievances.
- Other grievances must adhere to the District student grievance process.