MULTIMEDIA REPORTING
COMM 310-08 and 09 MESSAGE DESIGN AND INFLUENCE
SPRING 2014 Term: 141 Course Numbers: 22199 and 22200
MWF 8-8:50 and 9-9:50 a.m. EDUCATION CENTER 110
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OFFICE HOURS: MWF 10:15-11:45

Course Objectives
Today’s journalists are more and more becoming hybrids of traditional print and electronic reporters. This course will be about the 21st century multi-skilled journalist who can write in the newspaper/Associated Press style, the broadcast style and the online news style. This journalist can also take quality photographs and can shoot and edit video, creating “cross platform” content for the Internet.
Comm 310 courses engage students in the study of both the theory and practice of crafting effective messages for particular contexts and publics. Students will develop advanced writing skills through multiple drafts and revisions and publish or make publicly available class projects/assignments.
At the conclusion of this course, students will be able to identify and analyze the target audience for a specific message, demonstrate proficiency in background research and analysis, demonstrate ability to integrate and apply knowledge and skills from prerequisite courses, demonstrate proficiency in editing, design, evaluate and revise the visual and textual elements of messages intended for mass (media) consumption.
Additional course coverage areas:
• The journalists professional, ethical and legal responsibilities
• Use of latest technology and communication tools to reach intended audiences
• Career opportunities in today’s news and information world

Required Texts and Tools
1. “All the News: Writing and Reporting for Convergent Media” by Thomas Lieb (Allyn and Bacon, 2009)
2. The Associated Press Stylebook (new edition or older one)
3. A camera or smart phone that takes quality still photographs and video
4. You will have different options for video editing (to be discussed and taught)
5. Blog- each student will produce a multimedia news blog that will be used for posting various types of articles, photographs and other types of content.

Method of Instruction
There will be many practical news reporting and production assignments. You will be given detailed feedback on your writing and reporting, which is meant to help you
improve and not repeat mistakes. Each of you will create and develop your own
reporting blog to be used to post various multimedia reports, videos and photos.

I use PowerPoint in previewing book chapters and will post relevant articles and
other material on the class website and Pinterest. We will regularly discuss current news
stories and their coverage, and you are encouraged to bring up such discussion topics.

**Attendance Policy**

An attendance sheet will be at the front of the room each class. Sign or initial by
your name. It is your responsibility to sign in. Do so after class if you don’t before or at
the beginning. Five unexcused absences will result in an automatic half letter final grade
reduction.

**Homework, Tests, Extra Credit**

- Your grade will be determined by how you do on: 1) tests; 2) homework; 3) in-
class work; 4) various writing and reporting assignments/productions; 5) reporting
blog quality; and 6) class participation and attendance.
- Your homework and in-class assignments will receive grades of check plus,
check, or check minus. Your marks will be added together to form your grade for
this part of the class. Example: 24 X 2.5= 60 (24 homework/in-class assignments
times 2.5 points for check pluses equals 60 points, the maximum possible
number.)
- All written homework needs to be typed
- Homework turned in one class period late (unexcused) will automatically receive
a check minus. Homework will not be accepted after that point.
- Midterm Exam: Will be made up of material from the book and posted on the
class website. The tests will consist of multiple choice questions, true/false
questions, short answer questions, terms/definitions (you are given the term, then
you define), and news writing. A study guide will be posted online one week
before the midterm exam.
- A final exam project will be completed instead of a final exam test
- Extra Credit Opportunities: Writing about communication and PR-related events
and speakers on and off campus can be done for extra credit if you post a piece on
your blog. Extra blog postings can be done for extra credit also. Let me know if
you do some.

**Test Grading Scale and Plus/Minus Grading System:**
A 94-100; A- 90-93; B+ 87-89; B 83-86; B- 80-82; C+ 77-79; C 73-76; C- 70-72; D+
65-69; D 60-64; F 59 and under

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**Final Grade Determination**

Two Exams (midterm and final project) 50 percent
Reporting Assignments and Blog 25 percent
Homework and in-class assignments 25 percent

WEEKLY CLASS SCHEDULE
Note: This schedule is regularly updated and modified so do not rely on a schedule printed the first week of class. I will regularly bring up this schedule at the start of class, show you what is due next class and in the classes ahead, and go over what may have been changed in this schedule. Homework assignments and other key assignments are underlined for emphasis.

January 8 (Week 1)
➤ First class: Wednesday, Jan. 8
➤ Course introduction
➤ Friday: Chapter 1, “News in the Age of Convergence” PowerPoint
  o Review Case Study (former President Clinton) on pages 11-14
  o Look at list of assets on page 14
➤ Homework for Monday, Jan. 13
  o Read Chapter 1
  o Complete Assignment Desk exercises:
    ▪ 1.1 on page 10 (only do 50 word capsule and longer 200 word version)
    ▪ And 1.2 on page 15 (list of assets to go with your longer story)
    ▪ Note: Please do something over the weekend that would work for assignment (instead of a past event as directed in the instructions)
  o Type and double space and put each article on its own page in the appropriate news article format per this example (include word counts)
  o Put asset list on a third page
  o This assignment may be your first blog posting so take it seriously!

January 13 (Week 2) Note: Drop/Add last day is Tuesday, Jan. 14
➤ Monday- Discuss, peer review and collect Ch. 1 homework
➤ Distribute Copy Edit symbols sheet
➤ In proofing classmate’s work, look for the following:
  o Proper article formatting: heading info, headline (quality?), byline (italics), double spacing, indenting, short paragraphs
  o Of course, note grammar and spelling errors
  o “more” and ### (at end) included?
  o Is the asset list included on a separate page?
  o After making copy edits and other notes, return to writer
  o Writers make needed corrections and turn in new copies next class
➤ Talk about creating our own reporting blogs using Blogger or WordPress.com
➤ Wednesday, we’ll go through setting up your blogs using classroom computers or your own laptops
➤ Homework for Wednesday, Jan. 15:
  o Make revisions to your Chapter 1 homework, turn in new copy of two pieces with the first versions turned in previously
  o Include your asset list (see page 15, exercise 1.2)
Chapter 2, “Deciding What’s News”
Homework for Friday, Jan. 17:
  o Read Chapter 2
  o Do Assignment Desk 2.1 on page 23- in class make a handwritten list, then for Friday do the research and type your findings- staple the two pages together to indicate your impressions, then the facts regarding these school statistics and percentages. List your sources also. Type.

Friday: In class exercise discuss Assignment Desk 2.3 (p. 29) - I will bring today’s Post and Courier to class and/or look at that online version

Wednesday and Friday: Setting up blogs and posting writing and photographs (demonstrate Blogspot)
Homework: By Wednesday, have your blog set up and post your 200 word piece with your asset link embedded within the piece. Try to have some photos too.

Chapter 14, “Journalistic Principles” and Chapter 15, “Legal Issues and Journalistic Ethics”
Homework due Wednesday, Jan. 22: (no class Monday: MLK Holiday)
  o Read Chapter 14, “Journalistic Principles”
  o Complete Assignment Desk 14.1 on page 253
  o Type and be sure to address all questions posed in this exercise
  o Also (see above) have your blog set up and 200 word piece posted on it

January 20 (Week 3)
Monday, Jan. 20- No class today due to MLK holiday
Wednesday: Chapter 14 homework due and students enter their blog names and URLs on a master list during class
  o Go through Chapter 14 PowerPoint
  o In class Wednesday, handwrite responses to Ch. 14 Discussion Questions 1-3 on pages 264-5
  o Go through Chapter 15 PowerPoint
  o Discuss blog post due Monday

Homework for Friday, Jan. 24:
  o Read Chapter 15, “Legal Issues and Journalistic Ethics”
  o Do Assignment Desk 15.1 on page 274- cite parts of libel and privacy laws that apply to each scenario

Homework for Monday, Jan. 27: “My Favorite Charleston Place” or “My Favorite Thing to Do in Charleston” blog posting
  o This pictorial posting (similar to my Folly Beach one) must have at least seven or eight photos that you take and three to five asset inks.
  o Demonstrate storytelling in how you weave your writing/narrative with the photos you present to tell a story with words and visuals
  o Include appropriate links to related material
  o Be sure to include the Follow My Postings gadget that allows people to give their email addresses and receive notice of new blog postings

January 27 (Week 4)  (No class Wednesday, Jan. 27 due to severe winter weather)
Monday: “Favorite Place/Things to Do” blog post due today
Review students blogs

Discuss “Person on the Street” Report due next Monday- each student needs to come up with a timely “hard news” topic about which to seek comments from CofC students, faculty, etc.

Homework for Wednesday, Jan. 29: (due Friday because of canceled class)
- In Chapter 15, type responses to the five ethical scenarios in Assignment Desk 15.3 on page 285. When appropriate, cite provisions from the SPJ and/or Radio/Television/Digital Codes of Ethics that apply
- Also list three or more topic ideas for your POS post- briefly summarize each topic, why you think each is timely and newsworthy and of interest to your College of Charleston community readers

Homework for Wednesday, Feb. 5:
- Post your POS report. Set up topic clearly and have at least five comments from five different students or faculty. Comments must be full and direct quotes (not paraphrases)
- With each respondent (who is a student) include his/her name, year, major and hometown
- Have each person’s photograph also in your post
- Have links to appropriate and related websites (at least two).
- End report with additional information about your topic, such as what may happen next (according to sources/analysts you site), other significant information, not previously mentioned, or where people can get more information.
- Also, Have a poll/survey related to your topic in your blog’s right (or left, depending on your layout) column. Use Blogger’s “Poll” gadget
- See this example for layout ideas: CofC Hurricane Sandy Reaction (ignore in this post the link to a video report- later in the term you will do a POS video report)

Please bring your Associated Press Stylebooks to class Wednesday and Friday- we will do exercises during class

New Blog Assignment: By Friday, Feb. 14, post on your blog a review you write about a new film, book, local play or theatre performance, TV show, or a trend in film, television, entertainment- or restaurant. Your review, at least 250 words, must be accompanied by at least one visual, such as an image of a book cover, actor (in the movie you are reviewing), or restaurant photo(s), and must have at
least two links within your piece (a poll/survey can also be included, but isn’t required)

- See my CofC Scene blog for examples of book, restaurant and TV sports broadcasting reviews

- **Wednesday and Friday: Associated Press writing style exercises**

- **Homework for Friday, Feb. 7:**
  - Read Ch. 4, “Writing Short News Reports and Leads”
  - Assignment Desk 4.1 page 62: Write a 150 word (approximately) article for tomorrow morning’s newspaper about the city council action last night. Don’t post on your blog, turn in a paper version
    - Make sure to format correctly (one version only- print style), per [this example](#)

- **Homework for Monday, Feb. 10:**
  - Read some movie, book, restaurant, art exhibit, and/or new product reviews. Bring two of such writings to class. Type the following about each review:
    - What is being reviewed and by whom? What is her or her affiliation, i.e. newspaper, magazine, etc?
    - What is the timeliness of this review?
    - How would you describe the writer’s approach in doing this review?
    - What are three facts about the book/restaurant/product that the writer shares in the piece?
    - What are three opinions the writer gives or offers?
    - Does the writer like or dislike what is being reviewed? Or is it somewhere in between?
    - Do you think the review is a fair treatment? Why or why not?

February 10 (Week 6)

- **Monday:**
  - Review homework due
  - Actual blog post review is due this Friday
    - Blog Assignment: By Friday, Feb. 14, post on your blog a review you write about a new film, book, local play or theatre performance, TV show, or a trend in film, television, entertainment- or restaurant. Your review, at least 250 words, must be accompanied by at least one visual, such as an image of a book cover, actor (in the movie you are reviewing), or restaurant photo(s), and must have at least two links within your piece (a poll/survey can also be included, but isn’t required)
    - Be sure to follow the Associated Press writing style

- **Monday: Chapter 13, “Key Story Types”**

- **Homework for Wednesday, Feb. 12:**
  - Read Chapter 13, “Key Story Types”
Then complete Assignment Desk 13.3 on p. 241 - type two different stories per instructions for print/online and broadcast.

- With your 200 word print/online story indicate the assets you would use with the online version, such as website links and video. Format this piece per print news story guidelines (like your city park smoking ban piece)
- For the video news script, write a 45 second TV voice over (VO) script per the split-page example shown on page 240 and the example shown at the end of my Chapter 13 PowerPoint.
- Localize the plane crash story to say the plane was flying the team from Charleston’s Medical University Hospital to Myrtle Beach’s Grand Strand Regional Medical Center
- For the TV story, the video you have is the following: crash site in the Francis Marion Forest near McClellanville, exterior shots of MUSC and Grand Strand hospitals, photos of all of the victims
- Put each story (print and TV) on its own page with proper heading and formatting

- Film/Book/Restaurant/Product Review due Friday, Feb. 14 (extended to Monday, due to severe weather and no class Wednesday)

February 17 (Week 7)

- Film/Book/Restaurant/Product Review due today
- Preview Chapter 5, “Writing the Basic Text Story”
- Homework for Wednesday, Feb. 19:
  - Read Ch. 5, “Writing the Basic Text Story”
  - Rewrite/type the problem quotes in Assignment Desk 5.7 on p. 93
- Discuss next blog posting due Monday, Feb. 24 - cover an event or meeting on or off campus. Details are as follows:
  - Must attend in person as a reporter
  - Posted piece must have quotes from at least three people - can include speaker(s)
  - Also have some reaction comments from people attending the event/meeting
  - Have at least one photograph and two links to related material
  - Writing length should be at least 250 words
  - Write (as always) in the AP style
- Do lead writing exercises this week
- Post Midterm Study Guide - test is Friday, Feb. 28
- Discuss writing part of midterm to be done before the test
- Friday: Look at more meeting/event coverage examples
  - Identifying good and poor news leads
- Due Monday, Feb. 24: Blog post: meeting or event coverage (see guidelines listed above)
February 24 (Week 8)
✓ Monday: Meeting/Event blog post due today- review several in class
✓ Review, proofread and fine tune your several blog postings for a letter-grade critique, which will begin Tuesday, Feb. 25
  ▪ Postings are as follows: Pictorial/Favorite Place; POS; Film/Restaurant (etc.) Review; Event Coverage
  ▪ Make sure you have images and links with each post
  ▪ Make sure posts comply with AP style and proper grammar, spelling and quotation punctuation
✓ Monday and Wednesday: Midterm Exam preparations
  o Go over AP style exercise distributed last class
  o Lead writing exercise in class
  o Historic news leads and feature leads examples
✓ Talk about feature story assignment that can be done during the break that is due next week
✓ Go through feature story and lead Powerpoints
✓ Homework for Monday, March 10
  o Read Chapter 6, “Writing the Advanced Text Story”
  o Come to class with a feature story or two to share with the class
✓ You will briefly stand up and talk about the article, what it’s about, where you found it, and what feature writing elements the writer used (many of which are likely discussed in Chapter 6. This is an in-class “check plus” assignment. Have a printed copy of the article(s) to show the class and turn in.
✓ Midterm Exam: Friday, Feb. 28

March 3 (Week 9)    Spring Break week- no classes
Note: Midterm grades due Sunday, March 9

March 10 (Week 10)
✓ Monday: Return and review midterm exams
✓ Monday: Feature story presentations- see Week 8 description (above)
✓ Chapter 6, “Writing the Advanced Text Story” PowerPoint
✓ Discuss rest of semester assignments/activities
✓ Homework for Wednesday, March 12:
  o Do Assignment Desk 6.1 on pages 107-8. As instructed type two (double-spaced) leads for each of the three stories. Also include what type of feature lead each is: narrative, descriptive, etc. (see types in chapter and my PowerPoint)
✓ Draw names Wednesday for Feature articles due next Monday (post on your blog)
✓ Friday: During class, you will pair up and interview a fellow student for a feature article due Friday
✓ Homework for Monday, March 17:
  o Write a 300-plus word feature article about the classmate you interviewed Friday
  o Include at least three full quotes and other partial and paraphrased quotes from your student
Include one or more photographs of your student
Include appropriate links about your subject such as his or her class blog and/or social media sites such as Twitter
Considering following the Wall Street Journal feature story structure described on pages 110-112
Make sure your piece starts with a feature/alternative lead and not a standard summary/central point lead
Follow AP writing style and rules
Consider using gadget for “About so and so” short bits of information
Post story on your blog

March 17 (Week 11) Note: Friday, March 21 is last day to withdraw with a “W” grade
✔ Monday, March 17: Fellow student feature blog postings due today, peer review feature articles
✔ Chapter 7, “Writing the Basic Online Story”
✔ Homework for Wednesday, March 19
  o Read Chapter 7
  o Critique two of the “Best Blogs on Journalism” from the list on page 137, from blogs I have on the Chapter 7 PowerPoint (last page), or others you like or follow
    ▪ In typed paragraph form, indicate which blogs you reviewed
    ▪ What seems to the purpose of each blog? To inform, persuade, what?
    ▪ Is there a viewpoint expressed, political or otherwise?
    ▪ Who are the blogs geared towards as readers/followers?
    ▪ Who or what is behind each blog? Who writes it?
    ▪ What kind of content does each blog include?
    ▪ What do you like, what do you dislike about each blog?
✔ Wednesday and Friday: Discuss Issue/Controversy news story blog post
✔ Homework for Friday, March 21:
  o Make a typed list of three to five stories that can make good topics for your hard news issue/controversy report due next week
    ▪ Briefly, describe the topic, why you think it is timely and newsworthy and of interest to your blog followers (who are your blog followers?), describe the research you will do for each topic, and who the experts and officials are that you will interview, and who else you will interview
✔ Reminder: Due Friday, March 28
  ▪ Post an article about a timely, newsworthy topic
  ▪ Must have quotes from at least one official or expert
  ▪ And have at least two other reaction quotes
  ▪ Have at least one photograph and two related links
  ▪ Word count should be at least 300 words
  ▪ Make sure the topic is covered in a fair, objective, balanced way
  ▪ Follow Associated Press writing rules
March 24 (Week 12)
✓ Monday: Discuss producing slide shows on Flickr and YouTube
✓ Get updates on issue/controversy news posting due Friday
✓ Wednesday (during class): Timed writing of police-related story
✓ Friday, March 28: Issue/Controversy Blog Posting Due
  ▪ Post an article about a timely, newsworthy topic
  ▪ Must have quotes from at least one official or expert
  ▪ And have at least two other reaction quotes
  ▪ Have at least one photograph and two related links
  ▪ Word count should be at least 300 words
  ▪ Make sure the topic is covered in a fair, objective, balanced way
  ▪ Follow Associated Press writing rules
✓ Friday: Review Issue/Controversy reports during class
✓ Homework for Wednesday, April 2
  o Slideshow/Montage Project
    o Using iMovie or Windows Movie Maker, create a slide show or video montage about a recent CofC or Charleston area event, or a theme-related subject (examples: Spring in Charleston, CofC’s Beautiful Campus, The Holy City: The Churches of Charleston)
    o Have at least 20 different photographs with a variety of wide, medium and close-up shots, angles, etc.
    o Can be done either with still shots or video clips (or a combination)
    o If you produce for YouTube, then the piece must include music
    o Get free, royalty- and lyric- free music on Incompetech.com
    o Length should be around two minutes and have 20 or more scenes/shots
    o Post on your main blog post page using the Insert Video tool
    o For an example of what your post should look like click here (April 2014 book signing) and/or here (Aruba snorkeling)
    o Have at least 100 words before the video and 50-to100 words after the video icon.
    o This is a blog post and letter grade assignment
✓ Friday:
  o Issue/Controversy blog posts due today- see guidelines above
  o Discuss POS video and print report topics
  o Review my Hurricane Sandy POS video posting

March 31 (Week 13)
✓ Monday:
  o Updates on Slideshow/Montage posts due Wednesday
  o Video interview shooting basics
  o Go over video editing in Windows Movie Maker and iMovie
  o Discuss possible POS interview topics for Friday’s field exercise
✓ Homework for Wednesday, April 2
  o Slideshow/Montage Project Due
Using Windows MovieMaker or Apple iMovie create a slide show or video montage

- Have at least 20 different photographs with a variety of wide, medium and close-up shots, angles, etc.
- Can be done either with still shots or video clips (or a combination)
- If you produce for YouTube, then the piece must include music
- Get free, royalty- and lyric-free music on Incompetech.com
- Length should be about two minutes and have 20 or more scenes/shots
- OK to have a title page and end credits page
- Use titling to have information people can read as they watch your video
- Post on your main blog post page using the Insert Video tool
- For an example of what your post should look like click here (April 2014 book signing) and/or here (Aruba snorkeling)
- Have at least 100 words before the video and 50-to100 words after the video icon. End with useful information and/or perspective to properly wrap up the story

This is a blog post and letter grade assignment

**Wednesday:**
- Slideshow/Montages due
- Go over POS story topics
- Preview Chapter 8, “Writing the Basic Audio Story” and Chapter 9, “Writing the Advanced Audio Story”
- Go through some of the Assignment Desks during class such as 9.1 and 9.2
- **Homework for Friday, April 4:** Come up with two POS interview topics-describe each topic, why this is newsworthy now, why people should care about this topic, and specifically what is the angle to the story, what one or two questions will you ask people? Please type.

**Shooting TV/video interviews**

**Scripting audio and video (radio and TV) news stories**

**Discuss video field exercise students will do during Friday’s class**
- Review my Hurricane Sandy POS video posting
- Chapter 10, “Writing the Basic Video Story”

**Friday: Bring camera to class to conduct interviews on campus**
- Each student is expected to record three to five interviews (your video posting must have at least five comments from five different people)
- To get assignment credit, you must return to the classroom to briefly show me your interviews

**Homework for Monday, April 7**
- On your blog post your POS article (print version, not video POS)
- Must have comments/quotes from at least five CofC students, staff, faculty
- Must include images of these people to accompany their quotes
- Have at least two links (as required for every post)
- Consider using a poll or survey
- Be sure to follow AP Style: Joe Blow, Roanoke, Va. (not V.A., VA or Virg.)
April 7 (Week 14)
✓ Monday: POS print reports due- view in class
✓ View “Making Your Standups Stand Out!” PowerPoint
✓ Homework for Wednesday, April 9
  o Write a split-page TV news script for your POS report
  o Follow examples posted on our website: my 9/11 anniversary POS and Hurricane Sandy reaction POS scripts
  o Upload your video clips to an editing program
✓ Wednesday: Review video editing in Windows Movie Maker and iMovie
✓ Friday:
  o During class you will be given time to go out and shoot your POS standup open and closes (final produced report is due Monday, April 14)

April 14 (Week 15)
✓ Monday, April 14: TV news-style POS reports due- on YouTube and your blog
✓ Detail News Blog final project and its elements- the multipart/multimedia reporting package due on the exam date
✓ Review Chapter 12, “Writing the Advanced Online Story”
  o Review Assignment Desk 12.2 on page 219
  o Topics can be three that you are considering for your final project
✓ Review creating timelines using Word, PowerPoint and Prezi
✓ Homework for Monday, April 21: Carefully complete the Final Project Planning Sheet (distributed and on the class website). Make it clear what your topic is, who you will interview, and complete the appropriate “trunk and branches” boxes

April 21 (Week 16)  Friday, April 25: Last class; exams begin Saturday
✓ Monday: Final project planning sheets due
✓ More on final Multipart/Multimedia reporting package due on the exam date
✓ Reviewing Chapters 10-12 will help you in understanding this final project
✓ Final Project Details:
  o Select a newsworthy topic and create a “trunk and branch” multipart, multimedia online package (see Ch. 12 for details on this concept)
  o There should be a main article, 300-500+ words, with two or more photographs and two or more original sources (i.e. people you interview firsthand)
  o There should also be at least two other “branch” stories (200+ words) which are related “sidebar” articles that you write. Think “primer” (p. 216) background/history story; a Q&A piece with key person in your main story; a behind-the-scenes story; a profile/human interest story, for example. These should also have photographs and original interview quotes. Have links to these articles within your main “trunk” story
  o There must be either a timeline link or a FAQ link that you write and create. In Timeline, have at least five to 10 dates. In FAQ, have at least eight to 10 questions and answers
Note: If you produce a timeline using the Microsoft Word program you may need to do a screen shot to get it into your blog
- There must be at least one audio, video or photography slide show/montage link that you create (cannot be something someone else produced)- can be a new video POS report
- At end of “trunk” story also have a list of the above links separate from the links incorporated within the main story. See example of these at the end on page 214
- On our exam date, each of you will bring up your blog on the computer and show us your final project, describing and detailing all of its parts
- Be sure to follow proper Associated Press writing style throughout, use proper attribution and quotation punctuation.
- You will be asked on the exam date to fill out a sheet listing all of your different stories and other parts of this project, listing where, when, how you interviewed people, and citing other sources of information.

**FINAL EXAM:**

Thursday, May 1, 8-11 a.m. (8 a.m. class)
Saturday, May 3, 8-11 a.m. (9 a.m. class)
Final Multipart/Multimedia Reporting Package due on the exam date

**Final Grades Due:** Wednesday, May 7, by noon

**Final Grades available to students on MyCharleston:** Wednesday, May 7

**Spring 2014 Graduation:** Saturday, May 10