Editorial Leadership Teaching Schedule

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One week summer course · Columbia Scholastic Press Association
Columbia University, New York

Ten sessions from Sunday through Friday. Times are local to New York. This teaching sequence accompanies the Course Guide; adjust share-outs to enrollment while keeping each session's end time. Students prepare a working Style & Policy Manual and an Editorial Leadership Action Plan.

Session 1 Sunday

Reading a Partner Publication as an Outside Audience

3:00–6:00 p.m.

Time	Min	Activity	Mode
3:00	15	Welcome; who's-in-the-room (site / paper / yearbook / combo); map of the week + the two things you'll present Friday	Whole
3:15	15	David Cutler shares the patterns he saw across submitted surveys	Mini-lesson
3:30	15	The reader-review protocol + what specific feedback sounds like	Mini-lesson
3:45	30	Review your partner's actual work as a first-time audience member (cross-media pairs)	Individual → Pairs
4:15	15	Share-out: each pair offers one specific, useful note	Whole
4:30	10	Break	—
4:40	15	Snapshot Audit: the five areas; strong vs. weak audit answers	Mini-lesson
4:55	35	Work on your Publication Snapshot Audit	Individual
5:30	20	Finish the Snapshot Audit and identify one priority. Save group reactions for Monday morning.	Individual
5:50	10	Close + tonight's task	Whole

Ends at 6:00. Session: 180 minutes; learning activities: 170 minutes; break: 10 minutes.

Session 2 Monday

Overall Coverage The Whole Community Picture

9:30 a.m.–12:30 p.m.

Time	Min	Activity	Mode
9:30	15	Name your “one problem to solve this week”; group reactions	Whole
9:45	15	Narrow coverage; problem → leadership cause	Mini-lesson
10:00	30	Coverage audit: your last 15–20 stories/spreads — who appears, who’s missing?	Individual (laptops)
10:30	15	Pairs compare findings; name your single biggest gap	Pairs
10:45	10	Break	—
10:55	20	Beats + weak vs. strong story ideas	Mini-lesson
11:15	45	Build your coverage map + 10 story ideas with assigned beats	Individual / Small groups
12:00	20	Pitch round: share two ideas; the group sharpens one	Small groups
12:20	10	Choose your flagship + brief tonight’s task	Whole

Ends at 12:30. Session: 180 minutes; learning activities: 170 minutes; break: 10 minutes.

Session 3 Monday

Training Delegation the Adviser Line

2:00–4:30 p.m.

Time	Min	Activity	Mode
2:00	10	Recap + frame	Whole
2:10	20	The hero-editor trap; fixing vs. teaching	Mini-lesson
2:30	25	“Fix vs. teach”: take a real weak excerpt and write the teaching response, not the fix	Pairs
2:55	10	Share + discuss	Whole
3:05	10	Break	—
3:15	25	Support vs. control; the three adviser-line scenarios	Mini-lesson
3:40	25	Draft your internal adviser-relationship policy, then rehearse a “claiming-ownership” conversation	Pairs
4:05	15	Debrief: where is your real adviser line this year?	Whole
4:20	10	Close + takeaway (tonight: finish the adviser section)	Whole

Ends at 4:30. Session: 150 minutes; learning activities: 140 minutes; break: 10 minutes.

Session 4 Tuesday

AI and Editorial Judgment

9:30 a.m.–12:30 p.m.

Time	Min	Activity	Mode
9:30	10	Recap + frame	Whole
9:40	20	Where AI helps — and where it doesn't	Mini-lesson
10:00	25	AI audit: list every place AI already touches your workflow, then sort into "may / may not"	Individual → Pairs
10:25	10	Share-out	Whole
10:35	10	Break	—
10:45	20	Acceptable vs. unacceptable cases; image integrity; disclosure	Mini-lesson
11:05	30	Case workshop: small groups judge 4–5 real scenarios — acceptable? how would you disclose?	Small groups
11:35	35	Draft your AI + image-integrity policy — your first complete manual section	Individual
12:10	15	Red-team a partner's policy for loopholes	Pairs
12:25	5	Close	Whole

Ends at 12:30. Session: 180 minutes; learning activities: 170 minutes; break: 10 minutes.

Session 5 Tuesday

Interviewing Profiles Precise Writing

2:00–4:30 p.m.

Time	Min	Activity	Mode
2:00	10	Recap + frame	Whole
2:10	20	Better questions (open vs. closed); show, don't tell	Mini-lesson
2:30	10	Write five strong questions for your partner	Individual
2:40	25	Paired interviews (≈10 min each direction)	Pairs
3:05	10	Break	—
3:15	15	Profile openings, captions, the revealing detail	Mini-lesson
3:30	35	Draft your profile (≤300 words)	Individual
4:05	20	Trade and edit using the checklist	Pairs
4:25	5	Close + Broadway noticing brief	Whole

Ends at 4:30. Session: 150 minutes; learning activities: 140 minutes; break: 10 minutes.

Session 6 Wednesday

Opinion Editorial Voice Community Dialogue

9:30 a.m.–12:30 p.m.

Time	Min	Activity	Mode
9:30	10	Recap + frame; the morning runs on the deck “How to Write Award-Worthy Opinion Articles”	Whole
9:40	20	Deck, part 1 — relevant, interesting, and timely; reporting, analysis, and links; offer a path forward, not just grievances	Mini-lesson
10:00	25	Mentor gallery: in pairs, read one award-winning op-ed and name what makes it work (the lede, the stance, the walk-off)	Pairs
10:25	10	Share-out	Whole
10:35	10	Break	—
10:45	25	Deck, part 2 — the architecture: the top (lede + nut graph), the middle, the walk-off, and cherries on top	Mini-lesson
11:10	25	What should your publication help your community talk about more seriously, honestly, and openly? Think of 3 topics and how you can tackle in in opinion section. How would you go about it? As a one-off? A package? A series? What voices should be included in each story? What angle? How can you be as inclusive as possible?	Pairs
11:35	10	Share-out	Whole
11:45	35	Write a brief 300-word editorial, tackling one of your topics.	Individual
12:20	10	Close + bridge to this afternoon’s editorial board	Whole

Ends at 12:30. Session: 180 minutes; learning activities: 170 minutes; break: 10 minutes.

Session 7 Wednesday

The Editorial Board Taking a Stand on a Hard Story

2:00–4:30 p.m.

Time	Min	Activity	Mode
2:00	10	Recap + frame; put the morning's op-ed architecture to work on a real, hard story	Whole
2:10	15	Read the story (The Gator's racist-graffiti report); the angle-finding process; the four approaches	Mini-lesson
2:25	15	In your group of six, find your angle and lock one arguable stance on the worksheet	Small groups
2:40	20	Editorial board: argue the strongest case for and against, vote on the record, settle dissent	Small groups
3:00	10	Break	—
3:10	40	Draft the editorial together — lede + nut-graph stance, a reported middle with links and facts, a walk-off with a concrete ask	Small groups
3:50	30	Read it aloud: each group reads; the room names the strongest line + one thing to sharpen	Whole
4:20	10	Close + tonight's brief (polish to ~300 words; it feeds Thursday)	Whole

Ends at 4:30. Session: 150 minutes; learning activities: 140 minutes; break: 10 minutes.

Session 8 Thursday

Censorship Self-Censorship Controversial Coverage

9:30 a.m.–12:30 p.m.

Time	Min	Activity	Mode
9:30	10	Recap + frame	Whole
9:40	20	Censorship vs. self-censorship; the chilling effect	Mini-lesson
10:00	20	Honest inventory: stories we've avoided — and why	Individual → Small groups
10:20	15	Discussion: which avoidances are protection, which are comfort?	Whole
10:35	10	Break	—
10:45	20	Know your context: public/private, Tinker/Hazelwood, New Voices (18 states), SPLC; the five-question test	Mini-lesson
11:05	35	Scenario carousel: small groups work four cases (incl. a takedown demand), apply the test, decide publish or hold	Small groups
11:40	10	Share scenario decisions — and disagreements	Whole
11:50	10	Advertise your state: New Voices 30-second stand-ups + the takedown principle	Whole
12:00	25	Draft your "what we won't flinch from" standard	Individual
12:25	5	Close	Whole

Ends at 12:30. Session: 180 minutes; learning activities: 170 minutes; break: 10 minutes.

Session 9 Thursday

Systems the Manual Then a Real Draft

2:00–4:30 p.m.

Time	Min	Activity	Mode
2:00	10	Recap + frame	Whole
2:10	20	The manual menu: design, roles, corrections, takedowns, deaths, social standards — with a model for each	Mini-lesson
2:30	25	Build your masthead (news/yearbook) + draft your highest-priority new policy (takedowns or deaths)	Individual
2:55	15	Build your ranked repair list (fix now / this semester / later)	Individual
3:10	10	Break	—
3:20	15	Action-plan components + the critique protocol	Mini-lesson
3:35	35	Draft your action plan	Individual (work block)
4:10	15	Paired critique using the protocol	Pairs
4:25	5	Close + tonight's brief: revise the plan, assemble the manual	Whole

Ends at 4:30. Session: 150 minutes; learning activities: 140 minutes; break: 10 minutes.

Session 10 Friday

Presentations Closing

9:30–11:30 a.m.

Time	Min	Activity	Mode
9:30	15	Required CSPA digital survey	Individual
9:45	10	Presentation format + logistics (3 min each + 1 min feedback)	Whole
9:55	45	Action plan + manual presentations — round 1	Whole
10:40	5	Break	—
10:45	30	Presentations — round 2	Whole
11:15	15	Synthesis + closing	Whole

Ends at 11:30. Session: 120 minutes; learning activities: 115 minutes; break: 5 minutes.

Session totals

Session	Total minutes	Activity minutes	Break minutes
1	180	170	10
2	180	170	10
3	150	140	10
4	180	170	10
5	150	140	10
6	180	170	10
7	150	140	10
8	180	170	10
9	150	140	10
10	120	115	5

Friday includes a five minute break. The remaining 115 minutes are available for course activities.