

**JOUR 3300.001**  
**Intro to Visual Communication for News**  
**Fall 2021**  
**SYMR 223 - Monday 9:00am – 11:50am**

**Still Photography**

**INSTRUCTOR:**

Bryan Lochhead  
[bryan.lochhead@unt.edu](mailto:bryan.lochhead@unt.edu)  
Phone: 469-387-6027 Cell  
Office hours: SYC 259 or Virtual, Appointment Only.

**TEXT (REQUIRED):**

None. There will be handouts you are expected to read.

**REQUIRED MATERIALS:**

External hard drive such as a Seagate 1TB (under \$100) formatted for **Mac OSX or exFAT**.  
Camera memory card – SDHC Class 10 minimum 8 Gigabyte  
Check [Amazon](https://www.amazon.com) for low price cards. Walmart also has good prices.



**OPTIONAL: Adobe Creative Cloud. You can get a student discount. You will need Photoshop or Lightroom and Premiere Pro. Computer technical specs available if needed.**

**COURSE DESCRIPTION:**

This portion of this course is designed to introduce students to digital still photography, including acquiring a thorough knowledge of the terminology and operation of a DSLR camera, the capture and downloading of digital files to the computer and the output of images for print and web usage. It also includes a basic understanding of lighting techniques, both natural and artificial, for use in visual news reporting and storytelling. Photoshop and editing photos are also part of the course.

This is the still photography portion of JOUR3300. The duration is 8 weeks. The second 8 weeks is video. **THE FIRST DAY OF CLASS FOR VIDEO IS MONDAY OCTOBER 18, 2021. THE VIDEO CLASS LOCATION IS GAB 101 with Carolyn Brown.**

**LEARNING OUTCOMES:**

See attached page.

**ATTENDANCE AND SICK POLICY:**

I will be in class. I expect you to be here, too. Attendance will be taken during the first two minutes of each class period. To be counted as attending you must be in the classroom at your computer by that

time. Be on time. I will take attendance on Zoom classes as well. Come ready to work. This class will be challenging and fun.

If you come in late or miss a class, you will not have the opportunity to learn important information or earn the points available that day.

If you are sick, please email me in advance of your absence. You must bring a *doctor's excuse* to be allowed to make up any work. If someone in your family dies, you must bring documentation. At that time, we will discuss making up missed assignments.

**DEADLINES:**

**Journalism is a business of deadlines.** Assignments must be turned in the due date. Late assignments will be accepted only with approval and will receive a point penalty of -15 points for being late. There will be a Late Assignments folder for turning in past due assignments. Do NOT miss a deadline. I am not going to ask you to turn in your work. It's up to you to remember to turn it in on time. Time in class will often be divided between lectures and hands on exercises.

**EMAIL COMMUNICATION:** Communicating with students using the UNT student email account is part of the university's contract with students.

**LAB RULES:**

Food and drinks are NOT permitted in the classroom or lab at any time. No exceptions.

**CELL PHONE AND COMPUTER POLICY:**

Turn off all cell phones and other electronic devices during class. I will tell you when to turn the computers on and off. If you are online, checking email during class or using the computer without my permission, you may be asked to leave the classroom for that day.

**DUAL SUBMISSION:**

You may not submit your work in this class for any other class or another use or vice versa without prior permission from your instructor.

**HELP:**

Do not wait until the last minute to ask for help. Ask appropriate questions in class or see me before or after class if you need extra help.

**GRADING:**

You may earn up to 1,000 points in this portion of the course. Every student starts with zero.

You may earn points as follows:

|                       |            |                                                       |
|-----------------------|------------|-------------------------------------------------------|
| Shooting Assignments: | 550 points | (5 assignments, 4 at 100 points and the Essay at 150) |
| In Class Assignments: | 200 points | (2 assignments, 100 points each)                      |
| Quizzes:              | 100 points | (2 quizzes, 50 points each)                           |
| Exam:                 | 100 points |                                                       |
| Professionalism:      | 50 points  | (class attendance and on time performance)            |

-----  
Total possible: 1,000 points

**FINAL GRADE SCALE:** 1,000 – 900 = A 899 - 800 = B 799 – 700 = C 699 - 600 = D 599 – below = F

**IMPORTANT NOTE:** The grade from this portion of 3300 is 50% of your final grade and will be averaged with the final grade from the video portion of the class to determine the final grade.

**Shooting Assignments: 550 points (5 assignments)**

During this portion of the course, you will complete five shooting assignments. You will shoot these assignments on your own time. Each assignment must demonstrate visual composition and journalism applications, plus technical use of the camera, including correct exposure, depth of field among other things. More specific details will be given at the time of each assignment. You must follow all directions. You must meet all deadlines.

**In-class Assignments: 200 points (2 assignments, 100 points each)**

During the semester there will be in class assignments that must be completed on deadline during the class period. Specific details will be given at the time of the assignment.

**Quizzes: 100 points (2 Quizzes, 50 points each)**

As a future journalist, you must have an understanding of the terminology, technology and journalism applications of still photography. During this half of this course, there will be two “pop” quizzes over terminology, technical applications, assigned readings, and lectures among other things. These “pop” quizzes are not scheduled for a specific date but will be given randomly at the discretion of the instructor.

**Midterm Exam: (for stills section): 100 points**

For students in the first part of the semester, the exam will be given on the last class period before the switch to video, October 18, 2021.

**Professionalism: 50 Points**

You may earn up to 50 points in the overall evaluation of your on-time performance and attendance. Everyone starts with 50.

**Course Technology & Skills**

- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

**Technical Assistance**

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UIT Help Desk:** [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (http://www.unt.edu/helpdesk/index.htm)

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 130

**Walk-In Availability:** 8am-9pm

**Telephone Availability:**

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

**Laptop Checkout:** 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (https://community.canvaslms.com/docs/DOC-10554-4212710328)

### **Rules of Engagement**

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal, or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

### **JOURNALISM COURSE REGISTRATION**

1. Registration will begin on the dates noted in the schedule of classes each semester. The system is a live, first come/first serve program.
2. By registering for this course, you are stating that you have taken the required prerequisites according to your catalog year and major/minor status. If the instructor later determines that you haven’t taken and passed these requirements, then you may be dropped at any point in the semester. If you have questions about your prerequisites, please see an advisor.
3. A journalism major enrolled in any restricted 3000 and 4000 level classes must have taken and passed the GSP test and all foundational courses. Students must earn and maintain a 2.5 UNT and/or overall GPA (depending upon catalog year) to be eligible for major-level courses.

### **RE-TAKING FAILED JOURNALISM CLASSES**

Students will not be allowed to automatically take a failed journalism course more than two times. Once you have failed a journalism course twice, you will not be allowed to enroll in that course for one calendar year after the date you received the second failing grade. Once a student has waited one calendar year after failing a course twice, the student may submit a written appeal to the director to be approved to enroll a third time. Students will not be allowed to re-take a failed journalism course more than three times.

### **TEXTBOOK POLICY**

The Mayborn School of Journalism doesn't require students to purchase textbooks from the University Bookstore. Many are available through other bookstores or online.

### **OFFICE HOURS**

Office hours are available by appointment only either virtual or in SYC 259. My virtual office is always open; just email me, and I promise to respond within 24 hours, except on weekends.

### **Course Evaluation**

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. **SPOT evaluations become available on November 15, 2021.**

### **Course Policies**

#### **Face Coverings**

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

#### **Attendance**

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

#### **Course Materials for Remote Instruction**

Remote instruction may be necessary if community health conditions change, or you need to self-isolate or quarantine due to COVID-19. Students will need access to a [webcam and microphone – faculty member to include what other basic equipment is needed] to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [list specific software, supplies, equipment, or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>

### **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) UNDERGRADUATES**

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required

number of credit hours based on total registered hours per semester. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose financial aid eligibility.

**If at any point you consider dropping this or any other course, please be advised that the decision to do so has the potential to affect your current and future financial aid eligibility.** Please visit <http://financial.aid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with your MSOJ academic advisor or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

### ACADEMIC ADVISING

All first-time-in-college students at UNT are required to schedule an appointment with their Academic Advisor and receive an advising code to register for classes both fall and spring semesters of the first year in college. ALL students should meet with their Academic Advisor at least one time per long semester (Fall & Spring). It is important to update your degree plan on a regular basis to ensure that you are on track for a timely graduation.

- It is imperative that students have paid for all enrolled classes. **Please check your online schedule daily through late registration to ensure you have not been dropped for non-payment of any amount.** Students unknowingly have been dropped from classes for various reasons such as financial aid, schedule change fees, parking fees, etc. MSOJ will not be able to reinstate students for any reason after late registration, regardless of situation. It is the student's responsibility to ensure all payments have been made.

### JOURNALISM EQUIPMENT CHECK OUT

Anyone who plans to check out equipment during the semester must complete the checkout agreement form found here: <http://bit.ly/MaybornEQR>.

This should be done *prior* to checking out equipment, and only needs to be done once per semester.

Please email the Mayborn Equipment Room at [mayborn-equipment@unt.edu](mailto:mayborn-equipment@unt.edu) to schedule your gear pickup. Hours of operation:

9:00 a.m.–10:00 p.m. - Monday through Thursday

9:00 a.m.-5:00 p.m. - Friday

12:00 p.m. to 6:00 p.m. - Saturday and Sunday.

All equipment must be picked up and returned at a scheduled time within these hours.

We are here to help! Contact us via email or phone with any questions or concerns.

- La Daniel Maxwell, Journalism Equipment Room Supervisor [ladaniel.maxwell@unt.edu](mailto:ladaniel.maxwell@unt.edu)
- Mayborn Equipment Room Staff – [mayborn-equipment@unt.edu](mailto:mayborn-equipment@unt.edu) or 940-565-3580

#### **Violations for late returns are as follows:**

First late infraction – 1 week ban from checking out equipment.

Second late infraction – 3 weeks ban from checking out equipment.

Third late infraction – Semester long ban from any and all equipment checkout.

If you are going to be late returning equipment please email [mayborn-equipment@unt.edu](mailto:mayborn-equipment@unt.edu). Active communication brings leniency in many cases.

## Mayborn School of Journalism – Fall 2021

LaDaniel Maxwell, Journalism Equipment Room Supervisor - [ladaniel.maxwell@unt.edu](mailto:ladaniel.maxwell@unt.edu)

Mayborn Equipment Room Staff – [mayborn-equipment@unt.edu](mailto:mayborn-equipment@unt.edu) (940) 565-3580

The violations for late returns are as follows:

1st late infraction – 1 week ban from checking out equipment. 2<sup>nd</sup> late infraction – 3 weeks ban from checking out equipment. 3<sup>rd</sup> infraction – Semester long ban from any and all equipment checkouts.

If you are going to be late returning equipment, please email [mayborn-equipment@unt.edu](mailto:mayborn-equipment@unt.edu). Active communication brings leniency in many cases.

## UNT FALL 2021 Semester Calendar

Academic Calendar is subject to change

| KEY SEMESTER DATES                                                                                                                                                                                                                                                                                                          | Full Semester<br>AUG. 23-DEC. 10 | 8 week I Session<br>AUG. 23-OCT. 15 | 8 week II Session<br>OCT. 18-DEC.10 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------|-------------------------------------|
| Schedule of Classes Available on myUNT                                                                                                                                                                                                                                                                                      | Mar. 15                          | Mar. 15                             | Mar. 15                             |
| <b>Registration Opens</b><br>for specifics by student group/class: See Fall registration guide<br><br><a href="https://registrar.unt.edu/registration">https://registrar.unt.edu/registration</a>                                                                                                                           | Mar. 22                          | Mar. 22                             | Mar. 22                             |
| <b>Regular Registration Ends</b><br>Full Semester & 8WK1 registration ends at 5:30 p.m. and Tuition and Fees due by 6 p.m.<br>8WK2 registration ends at 11:30 a.m. and Tuition and Fees due by 12 p.m.                                                                                                                      | Aug. 19                          | Aug. 19                             | Oct. 14                             |
| <b>Late Registration Begins—For Students not Registered for the Term</b><br>Students registering late will incur a late registration fee of \$75<br><br>Full Semester & 8WK1 registration ends at 5:30 pm and Tuition and Fees due by 6 pm.<br>8WK2 tuition and fees are due by 5 pm on the same day as class registration. | Aug. 20-27                       | Aug. 20-27                          | Oct. 15-22                          |
| <b>Last Day to Withdrawal from Entire Term on myUNT</b><br>Courses do not appear on the transcript. Eligible for 100% refund. After this date see Dean of Students to withdrawal from the entire term.                                                                                                                      | Aug. 22                          | Aug. 22                             | Oct. 17<br>If only 8 week II        |
| <b>Classes Begin</b>                                                                                                                                                                                                                                                                                                        | Aug. 23                          | Aug. 23                             | Oct. 18                             |
| <b>Last Day to Add a Class Section</b><br>Registered & Tuition and Fees Paid by 6 p.m.                                                                                                                                                                                                                                      | Aug. 27                          | Aug. 27                             | Oct. 22                             |
| <b>Census—Official Enrollment Determined</b><br>Last day to drop a course section to no longer appear on the official transcript and to receive a full refund for the course section.<br>(Dropping courses may impact financial aid and degree completion. See advisors.)                                                   | Sept. 4                          | Aug. 28                             | Oct. 23                             |

**Mayborn School of Journalism – Fall 2021**

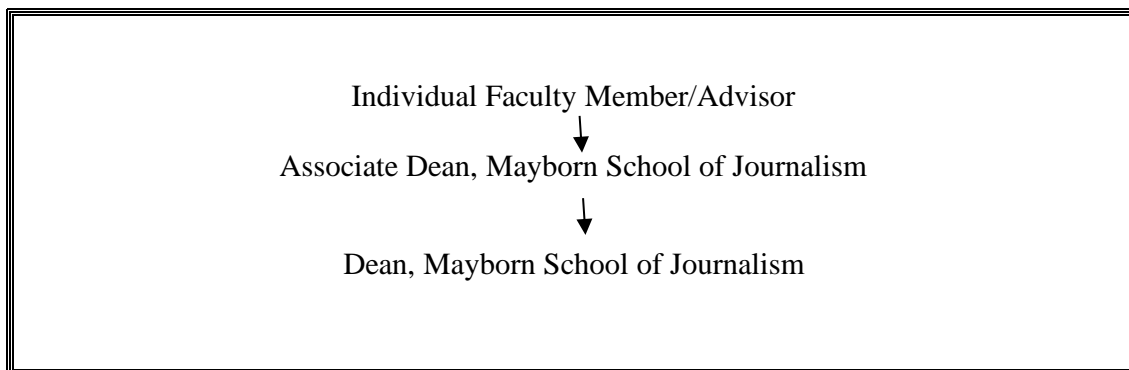
|                                                                                                                                                                                                                                                                                    |           |          |         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------|
| <b>Drop with a Grade of W Begins</b><br>Beginning this date, students can drop a course with a grade of W. The course appears on the transcript with a grade of W and tuition and fees remain.<br>(Dropping courses may impact financial aid and degree completion. See advisors.) | Sept. 5   | Aug. 29  | Oct. 24 |
| <b>Last day to change to pass/no pass grade option (undergrads)</b>                                                                                                                                                                                                                | Oct. 1    | Sept. 10 | Nov. 5  |
| <b>Midpoint of the Semester</b>                                                                                                                                                                                                                                                    | Oct. 15   | Sept. 17 | Nov. 12 |
| <b>Last day for a student to drop a course or all courses with a grade of W.</b>                                                                                                                                                                                                   | Nov. 12   | Oct. 1   | Nov. 19 |
| <b>First day to request a grade of Incomplete</b>                                                                                                                                                                                                                                  | Nov. 13   | Oct. 2   | Nov. 20 |
| <b>Pre-Finals Days</b>                                                                                                                                                                                                                                                             | Dec. 1-2  | N/A      | N/A     |
| <b>Last Regular Class Meeting</b>                                                                                                                                                                                                                                                  | Dec. 2    | Oct. 14  | Dec. 9  |
| <b>Reading Day—No Classes</b>                                                                                                                                                                                                                                                      | Dec. 3    | N/A      | N/A     |
| <b>Final Exams</b>                                                                                                                                                                                                                                                                 | Dec. 4-10 | Oct. 15  | Dec. 10 |
| <b>Last Day of Session</b><br>Last day of Fall Term is December 10.                                                                                                                                                                                                                | Dec. 10   | Oct. 15  | Dec. 10 |
| <b>University Grade Submission Deadline 4 pm</b>                                                                                                                                                                                                                                   | Dec. 13   | Oct. 18  | Dec. 13 |
| <b>Grades/Academic Standing posted on the Official Transcript</b>                                                                                                                                                                                                                  | Dec. 15   | Dec. 15  | Dec. 15 |

Labor Day - No Classes - University Closed                      September 6, 2021  
 Thanksgiving Break - No classes - University Closed    November 25-26, 2021

Last Modified: February 9, 2021

**ACADEMIC ORGANIZATIONAL STRUCTURE**

Understanding the academic organizational structure and appropriate Chain of Command is important when resolving class-related or advising issues. When you need problems resolved, please follow the step outlined below:





## OFFICE OF DISABILITY ACCOMMODATIONS

The University of North Texas and the Mayborn School of Journalism make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

## COURSE SAFETY STATEMENTS

Students in the Mayborn School of Journalism are urged to use proper safety procedures and guidelines. While working in laboratory sessions, students are expected and required to identify and use property safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance for this insurance program. Brochures for this insurance are available in the UNT Health and Wellness Center on campus. Students who are injured during class activities may seek medical attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

## ACADEMIC DISHONESTY

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works *without* full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action which may include expulsion from the university. This is explained in the UNT Student Handbook.

## MSOJ ACADEMIC INTEGRITY POLICY

The codes of ethics from the Society of Professional Journalists, American Advertising Federation and Public Relations Society of America address truth and honesty. The Mayborn School of Journalism embraces these tenets and believes that academic dishonesty of any kind – including

plagiarism and fabrication – is incongruent with all areas of journalism. The school’s policy aligns with UNT Policy 06.003 and requires reporting any act of academic dishonesty to the Office for Academic Integrity for investigation. If the student has a previous confirmed offense (whether the first offense was in the journalism school or another university department) and the student is found to have committed another offense, the department will request the additional sanction of removing the student from the Mayborn School of Journalism. The student may appeal to the Office for Academic Integrity, which ensures due process and allows the student to remain in class pending the appeal.

### **FINAL EXAM POLICY**

Final exam will be administered on the last day of class.

### **ACCESS TO INFORMATION**

As you know, your access point for business and academic services at UNT occurs within the my.unt.edu site [www.my.unt.edu](http://www.my.unt.edu). If you do not regularly check EagleConnect or link it to your favorite e-mail account, please so do, as this is where you learn about job and internship opportunities, MSOJ events, scholarships, and other important information. The website that explains Eagle Connect and how to forward your email: <http://eagleconnect.unt.edu/>

### **COURSES IN A BOX**

Any MSOJ equivalent course from another university must receive prior approval from the MSOJ academic advisor to insure that all MSOJ degree plan requirements are met. For example, courses that are taken online or from a program that offers course material via CD, booklet, or other manner of correspondence must have prior advisor approval.

### **UNT Policies**

#### **Academic Integrity Policy**

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.]

#### **ADA Policy**

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website \(https://disability.unt.edu/\)](https://disability.unt.edu/).

#### **Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)**

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under

applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

### **Emergency Notification & Procedures**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

### **Retention of Student Records**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion.

Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### **Acceptable Student Behavior**

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

### **Access to Information - Eagle Connect**

Students' access point for business and academic services at UNT is located at: [my.unt.edu](https://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

### **Student Evaluation Administration Dates**

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email [spot@unt.edu](mailto:spot@unt.edu).

## **Survivor Advocacy**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-5652648.

## **Important Notice for F-1 Students taking Distance Education Courses**

### **Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination, or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

### **University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

### **Student Verification**

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

### **Use of Student Work**

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the [UNT System Permission, Waiver and Release Form](#)

### **Transmission and Recording of Student Images in Electronically Delivered Courses**

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

### **Academic Support & Student Services Student Support Services**

#### *Mental Health*

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)

- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

#### *Chosen Names*

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

*\*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

#### *Pronouns*

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

#### *Additional Student Support Services*

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

#### **Academic Support Services**

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)

### **IMPORTANT NOTICE FOR F-1 STUDENTS TAKING DISTANCE EDUCATION COURSES**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam,

participating in multiple on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

**Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, students should contact the UNT International Advising Office (telephone 940-565-2195 or email [international@unt.edu](mailto:international@unt.edu)) to get clarification before the one-week deadline.**

### **EMERGENCY NOTIFICATION & PROCEDURES**

UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at [www.my.unt.edu](http://www.my.unt.edu). Some helpful emergency preparedness actions include: 1) ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, your instructor will communicate with you through Blackboard regarding assignments, exams, field trips, and other items that may be impacted by the closure.

### **STATEMENTS OF STUDENT LEARNING OUTCOMES**

#### **Statement of Student Learning Outcomes, UNT Mayborn School of Journalism**

Since 1969, the UNT Department of Journalism (Mayborn School of Journalism effective September 1, 2009) has been accredited by the Accrediting Council on Education in Journalism and Mass Communication. This national accreditation also extends to the Mayborn Graduate Institute of Journalism, the only accredited professional master's program in Texas. About one-fourth of all journalism and mass communication programs in the United States are accredited by ACEJMC. National accreditation enhances your education here, because it certifies that the department and graduate institute adhere to many standards established by the council. Among these standards are student learning outcomes, covered by journalism courses in all sequences.

This course, JOUR 3300, will help to meet the student learning outcomes that have been checked by your professor, Bryan Lochhead.

Each graduate must:

- Understand concepts and apply theories in the use and presentation of images and information
- Demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity

- Think critically, creatively and independently
- Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve
- Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness
- Apply tools and technologies appropriate for the communications professions in which they work

### **FALL 2021 CLASS SCHEDULE**

#### **Jour 3300 Intro to Visual Communications for News (stills/photojournalism)**

For this course, students will study photojournalism using still cameras for half of the semester, and photojournalism using video cameras for the other half of the semester. Each portion of the course is approximately 8 weeks. Students will have a different instructor for each portion of the class. The grades for the two sections will be averaged at the end of the semester for the final course grade. **The schedule below is subject to change during the semester depending on student progress and class needs. Canvas will have the latest information in the weekly modules.**

**WEEK 1:** Syllabus; Equipment Checkout Signup; Intro to the camera, Workflow/Exposure (Assignment #1), \*Learning the DSLR, Intro to Photoshop, Bridge, Camera Raw Filter and submitting your work.\*

**WEEK 2:** Workflow assignment review. Photo Assignment #2 Exposure / Composition – “The World Around Me”, Quiz 1 – Exposure Triangle, Composition Lecture

**WEEK 3:** Labor Day – No Class

**WEEK 4:** Review A2, Quiz 2 - Composition, Assignment #3 Portraits and In Class #1 DOF

**WEEK 5:** Assignment #3 Portraits Photo Assignment #4 Event, In Class 2a – Motion, Blur and Action Freezing

**WEEK 6:** Photo Assignment #4 Event Photo Assignment #5 Photo Essay

**WEEK 7:** Photo Assignment #5 Photo Essay, In Class #2b Motion, Exam Review

**WEEK 8:** Assignment #5 due, Exam