#  JOUR 3300 Intro to Visual Communication for News

Senior Lecturer, Carolyn Brown

 Spring 2022

 Section 001 M 9am-11:50 GAB 101

 Section 002 M 9am-11:50 GAB 101

 Section 003 W 9am-11:50 GAB 101

 Section 004 W 9am-11:50 GAB 101

Carolyn Brown’s Office: GAB 101B

Office Hours: Monday: 11:50-1:00pm/ in-person, in office

Wednesday: 11:50-1:00pm/ in-person, in office

Phone: Cell: (551) 208-7949 – use this number for messages, and text messages (please identify yourself in any text messages)

Email: carolyn.brown2@unt.edu

\*Please identify yourself, with first and last name in your email, as I can’t always tell who it is by the email itself.

**COURSE DESCRIPTION:**

This portion of the class is designed to introduce visual storytelling skills to all Mayborn journalism students, and to develop understanding of visual storytelling for the journalist. You will learn how to shoot, transfer and edit video for video stories, and to understand video standards and visual storytelling concepts.

This section of the course focuses on using video effectively to tell a story. This is an overview of the fundamentals of video production, shooting and editing. Students will be introduced to the basics of shooting high-definition digital video and professional non-linear editing.

Students will learn how video can be used to tell a compelling story. The focus will be both on the editorial and technical skills involved in video storytelling. This class is not designed to be an exhaustive examination of video editing or video photography but an introduction to get you started on video storytelling, without voiceover narration (a natural sound story).

Half of the semester the Video portion of the class will be with Carolyn Brown in GAB 101. You will take the digital still photography portion with another Professor. Your final grade will be determined from work performed for both the video and the stills portions of this course.

Students will “switch” sections after 8 weeks. The exact dates will be announced in class.

 **JOURNALISM REQUIREMENTS & GUIDELINES**

**JOURNALISM COURSE REGISTRATION**

* Registration will begin on the dates noted in the schedule of classes each semester. The system is a live, first come/first serve program.
* 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.
* 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.

**ATTENDANCE**

Attendance is vital. Students are required to attend each class and participate in class discussion. Punctual attendance is expected. Attendance will be taken at the beginning of every class. Leaving class early without discussing with Professor is not tolerated.

**For every unexcused class missed students will lose 20 points. Assignments will be explained only in class, so if you are absent, please ask a fellow class member for the assignment. If you have an excused absence, it is your responsibility to reach out to the Professor.**

**Flexibility on attendance will be provided this semester, should you become ill with COVID or another illness.**

**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) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or 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 for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

DEADLINES: Journalists DO NOT miss deadlines. Deadlines will not be extended. Assignments are due at the beginning of class. Anything emailed after the due date, will be considered late.

Make-up assignments will be accepted only in situations involving personal illness with a doctor's written excuse and unavoidable personal problems (such as a family death). Assignments will result in a grade of zero if the absences are not excused. Assignment will not be accepted late without penalty.

**For Work turned in late:**

**Within 24-hours: 20% point deduction**

**2-days late: 30% points deduction**

**More than 2-days: 50% point deduction**

**Office Hours:** Monday: 11:50-1:00pm/ in-person, in office

Wednesday: 11:50-1:00pm/ in-person, in office

Tuesday: 9-10:30am/ Zoom appointments available upon request

**CLASS 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 to participate in fully remote portions of the class.

In the event that University labs are shut down student’s must be prepared to purchase Adobe Premiere Pro to use on their personal computers.

## **Adobe Access**

UNT now has a new contract with Adobe. The following link contains all the information that students will need to purchase a subscription, and opt-out of an existing agreement that is at a higher price: the Adobe general educational offer is $19.99-$29.99 per month, our offer is only $55.55 *total*).  <https://news.cvad.unt.edu/adobe>

The email address for students to ask questions or report problems is unatadobe@unt.edu.

Also, these are the minimum required specs for running Premiere Pro.  Students will need to ensure their computer has these at the least:

Windows:

Processor – Intel 6th Gen CPU (or higher)

Operating System – Microsoft Windows 10 version 1803 (or later)

RAM – 8 GB

GPU – 2 GB of GPU VRAM

Storage – 8GB of disk space needed for installation

MacOS:

Processor – Intel 6th Gen CPU (or higher)

Operating System – macOS version 10.13 (or later)

RAM – 8 GB

GPU – 2 GB of GPU VRAM

Storage – 8GB of disk space needed for installation

Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

**CLASS RECORDINGS**

Synchronous (live-remote) sessions in this course may be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

**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.

**FINAL EXAM**

There is no final exam for this course, but there is a final project.

**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 [UNT Financial Aid](https://financialaid.unt.edu/satisfactory-academic-progress-requirements) (<https://financialaid.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](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fbit.ly%2FMaybornEQR&data=04%7C01%7CCathy.Turner%40unt.edu%7C6a6f1d54d9e540acd09f08d95e96398c%7C70de199207c6480fa318a1afcba03983%7C0%7C0%7C637644821564946485%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=SWaau5Ou%2Ffpj9bsqty9qKhK%2F4HtFmowqtYUbJLJpwqU%3D&reserved=0).

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 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
* Mayborn Equipment Room Staff – 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 checkouts.

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



**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:

|  |
| --- |
| Individual Faculty Member/AdvisorAssociate Dean, Mayborn School of JournalismDean, Mayborn School of Journalism |

**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 website for the [Office of Disability Accommodation](http://www.unt.edu/oda) (<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.

Specific to this class, it is a violation to manufacture information, such as scripting quotes for an interview subject to say, making up names or other information or staging videotape scenes to represent any news event. **No reenactments are allowed.** Other potential violations include but are not limited to 1) Typing another student’s basic script into proper television format. 2) Editing another student’s piece and using it as your own

All work for JOURN 3300 must be original and must be completed specifically for this class during this semester. No duplicate work (work previously done for other classes) will be accepted. Students turning in duplicate work will receive a zero for that assignment and will be subject to sanctions for cheating. If there is a question about duplicate work students are encouraged to discuss it with the Professor before turning anything in. Students will NOT be able to get a grade for work done in their other Journalism courses.

You may not do a story that you are doing for an internship or job. All videos must be original for this class. This means, for example, if you are shooting an entire or even part of a story for your internship at the Dallas NBC station, you may not do that story, or use ANY of that video for your assignments for JOUR 3300.

**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 exams will be administered at the designated times during the final week of each long semester and during the specified day of each summer term. Please check the course calendar early in the semester to avoid any schedule conflicts. There is no final exam for this course.

**ACCESS TO INFORMATION**

As you know, your access point for business and academic services at UNT occurs within the [My.UNT site](http://www.my.unt.edu/)([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. Visit the [Eagle Connect website](http://eagleconnect.unt.edu/) for more information (<http://eagleconnect.unt.edu/>) including tips on how to forward your email.

**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.

# 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) 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 [MyUNT.edu](http://www.my.unt.edu/) ([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.

**STUDENT PERCEPTIONS OF TEACHING (SPOT)**

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 short SPOT survey will be made available to provide you with an opportunity to evaluate how this course is taught. You will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Please look for the email in your UNT email inbox.  Simply click on the link and complete your survey.  Once you complete the survey you will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://www.spot.unt.edu/) ([www.spot.unt.edu](http://www.spot.unt.edu)) or email spot@unt.edu. Spots survey dates:

|  |  |
| --- | --- |
| **Term** | **Survey Administration Dates** |
| 8W1 | 2/28/2022 --/10/2022 |
| SPRING | 4/18/2022 – 5/5/2022 |
| 8W2 | 5/2/2022 – 5/12/2022 |

***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.  The Code of Student Conduct can be found at [www.deanofstudents.unt.edu](http://www.deanofstudents.unt.edu)

***Classroom Policies***

The Mayborn School of Journalism requires that students respect and maintain all university property. Students will be held accountable through disciplinary action for any intentional damages they cause in classrooms. (e.g., writing on tables). Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cellular phones/beepers, dressing inappropriately).

**SEXUAL DISCRIMINATION, HARRASSMENT, & ASSAULT**

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

[UNT’s Dean of Students’ website](http://deanofstudents.unt.edu/resources_0) (<http://deanofstudents.unt.edu/resources_0>) offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs.  Renee LeClaire McNamara is UNT’s Student Advocate, and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648.  You are not alone.  We are here to help.

 **MENTAL HEALTH SERVICES**

UNT provides mental health services 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 issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

1. [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center#programs)

(<https://studentaffairs.unt.edu/student-health-and-wellness-center#programs>)

1800 Chestnut St. (Chestnut Hall)

940-565-2333

M-Th, 8 a.m. to 5 p.m.

2. [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) – Free to UNT Students

(<https://studentaffairs.unt.edu/counseling-and-testing-services>)

801 N. Texas Blvd., Suite 140 (Gateway Center)

940-565-2741

M-F, 8 a.m. to 5 p.m.

3. [UNT CARE Team](https://studentaffairs.unt.edu/care) – Free to UNT Students

(<https://studentaffairs.unt.edu/care>)

Dean of Students, University Union

940-565-2648

careteam@unt.edu

4. [Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)

(<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)

940-565-2333

5. [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) – Free to UNT Students

(<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

940-369-8773

If at any time you are feeling alone or in jeopardy of self-harm, reach out to any of the following:

* National Suicide Hotline 800-273-8255
* Denton County MHMR Crisis Line 800-762-0157
* Denton County Friends of the Family Crisis Line (family or intimate partner violence) 940-382-7273
* UNT Mental Health Emergency Contacts
	+ During office hours, M-F, 8 a.m. to 5 p.m: Call 940-565-2741
	+ After hours: Call 940-565-2741
	+ Crisis Line: Text CONNECT to 741741
	+ [Live chat](http://www.suicidepreventionlifeline.org/): [(](file:///%5C%5Ccas-shared.unt.ad.unt.edu%5CSHARED%5CJOUR%5CFACSTAFF%5CFACULTY%20%26%20STAFF%5CSYLLABI%20%26%20ATTACHMENTS%5CSYLLABI%20ATTACHMENTS%5C2020-2021%5CFALL%202020%5CFROM%20THORNE%20FOR%20CANVAS%5C%28)<http://www.suicidepreventionlifeline.org>)

**STATEMENTS OF STUDENT LEARNING OUTCOMES**

* Understand and apply the principles and laws of freedom of speech and press for the country in which the institution that invites ACEJMC is located, as well as receive instruction in and understand the range of systems of freedom of expression around the world, including the right to dissent, to monitor and criticize power, and to assemble and petition for redress of grievances
* Demonstrate an understanding of the history and role of professionals and institutions in shaping communications
* Demonstrate an understanding of diversity in domestic society in relation to mass communications
* Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society
* 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
* Conduct research and evaluate information by methods appropriate to the communications professions in which they work
* 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 basic numerical and statistical concepts
* Apply tools and technologies appropriate for the communications professions in which they work

**Statement on Accreditation**

The Mayborn, which is one of only 117 journalism programs across the world that are accredited, is renewing its credentials this year. Accreditation is important to you because it means your degree is more valuable than one that comes from an unaccredited school.

As a Mayborn student, you are part of this important process. You might be asked to do a noncredit assignment in a class, you might be asked to participate in a survey or focus group, and you might be asked to visit with an outside team of professionals and educators who will be evaluating the school in the fall. Student participation in the process is essential.

Accreditation has profound benefits. Accredited programs may offer scholarships, internships, competitive prizes, and other activities unavailable in non-accredited programs.

Accreditation also provides an assurance of quality and rigorous standards to students, parents, and the public. Students in an accredited program can expect to find a challenging curriculum, appropriate resources and facilities, and a competent faculty.

Accreditation is our promise to our students that you will receive the best education possible in journalism and mass communication. With today’s technology, anyone can present information to a mass audience. But not all are trained in the creation of ethical messages that reach and serve diverse audiences that our standards uphold. What you learn in an accredited program makes you more marketable and your degree more valuable!

The Mayborn School’s accreditation is determined by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC) through an extensive evaluation process. Accreditation by the ACEJMC council means we embrace the value of a broad, multidisciplinary curriculum that nurtures critical thinking, analytic reasoning and problem-solving skills that are the essential foundation for all mass communication education.

This spring, the Mayborn Faculty and staff are writing our self-study, examining what we have accomplished and provided to our students, community and professions over the last six years. The process will culminate in an ACEJMC evaluation team visiting the school next fall. We hope you, our students, will engage with the team and learn more about what accreditation means.

**REQUIRED COURSE MATERIAL:**

1) There is no textbook for this course, however **you will be assigned to view Lynda tutorials** instead of a text for this class. You can access Lynda with your UNT login here:[**http://it.unt.edu/lynda**](http://it.unt.edu/lynda)

2) Students must purchase their own SD cards (16-32GB) (class 10 or higher). I suggest purchasing at least 2 cards. I also suggest purchasing a SD card hard case.

3) You will need an external hard-drive to save work and avoid losing video. I suggest a 1TB external hard drive. It’s important to make sure that your hard-drive is **FORMATTED for a MAC. To do this go to the spotlight>disk utility> click on your hard drive> erase> under format choose MAC OS Extended Journaled (for MAC use only) OR choose exFAT or FAT32 (for MAC & PC use). I highly suggest you use MAC OS Extended Journaled. Remember you will be erasing your hard drive if you are using an old drive.**

VALIDATION: Once you are given back a graded assignment, it is your responsibility to keep that paper (hard copy and digital versions). If there is any question regarding your final grade in class, you will be asked to produce your papers for proof of submission and grade. You are asked to keep a notebook with all returned assignments.

FOOD AND DRINK: No food and drink of any kind will be allowed in class, per School policy. Spills and crumbs will ruin the new computers and editing equipment.

CELL PHONES/TEXT MESSAGING: Cell phones must be turned off during class. If your cell phone rings or you are caught text messaging, the professor will ask you to leave the class and not return. You will then be counted as absent and will be unable to make up any class work.

PROFESSIONAL STANDARDS: Students are expected to act in a professional manner, meeting deadlines, solving problems, cooperating with classmates and generally contributing in a positive was to the class. Students will be evaluated on their professional demeanor in the classroom. As such, students should not disrupt class sessions with personal conversations, or by accepting cell phone calls or text messaging (see above). Do not use our class time to do homework for other classes, send emails or the like.

**FREE ONLINE TUTORIAL:**

**FREE LYNDA.COM Tutorials:** <http://it.unt.edu/lynda>

CANVAS: The course CANVAS site will be used primarily for the instructor to post handouts and grades. You are expected to be knowledgeable of CANVAS’ functions.

EMAIL: Be sure that you have an UNT email account-that is how I will communicate with you and how our CANVAS site is set up. On any email to me, you MUST put your Name in the subject line of the email and use you’re UNT account. All students MUST check for class-related email at least once a day. Assignments will often be sent out via email later in the week or posted on CANVAS later in the week.

GRADES: Grades will be based on the following point system (subject to change at any time):

First Interview imported………………………….....200 points

2nd Interview & B-roll…...…………………………..200 points

Final Project………………………………………...360 points

Attendance………………………………………….200 points

Discussion Boards…………………………………..40 points

GRADING SCALE:

90-100= A

80-89= B

70-79= C

60-69= D

69 or less= F

GRADING CRITERIA:

A: Superior to above-average work. This work requires few changes, if any, to meet superior standards.

B: Good to average work. This work may have some problems, but generally it could be corrected with a moderate amount of rewriting or re-editing.

C: Satisfactory to below average work. This work may contain problems with accuracy, or the writing may be difficult to understand. Major rewriting or re-editing would be required.

D: Poor work. Usually reserved for exceptionally damaging problems with accuracy, writing, format, style or the flow of ideas.

F: Failure. This grade is usually reserved for assignments that do not make a deadline or work that breaks the ethical codes.

Most grades will reflect the quality of the content of what you write, produce or assemble. Likewise, in production assignments, you want your sound to be crisp and clear. Hazy or muddy sound that makes someone strain to listen also reflects on the quality of your work. Likewise, video should be well shot and edited. The content is of central importance, but how you frame your video work is also important.

I will NOT discuss grades via e-mail or phone, given the insecurity of those communication methods. If you wish to discuss a grade with me, it should be done with me in person and in private. That is out of respect for your privacy.

**SCHEDULE OF COURSE TOPICS AND ACTIVITIES (subject to change at any time, quizzes, readings and assignments may be added):**

**Week 1 (Jan 17-21 )**

Syllabus review, get your hands on the camera, using the camera

**Week 2 ( Jan 24-28 )**

Syllabus review, get your hands on the camera, using the camera (Mon. Class), setting up hard drive, transferring video into Adobe Premiere Pro (APP), shooting & framing, writing natural sound stories

**DUE: story idea due via email by Jan 25, 5pm. Discussion board due Jan 28, 9am, Bring SD Cards & Hard drive, check out camera and shoot some video// Intro, Ch 1, 2, 3- Lynda Tutorial- Premiere Pro CC 2020 Essential Training: The Basics, with Ashley Kennedy**

**Week 3 (Jan 31- Feb 4)**

setting up hard drive, transferring video into Adobe Premiere Pro (APP), shooting & framing, writing natural sound stories, editing intro

**DUE: Bring SD Cards & Hard Drive, Ch 4, 5, 6, 7 Lynda Tutorial- Premiere Pro CC 2020 Essential Training: The Basics, with Ashley Kennedy**

**Week 4 (Feb 7-11)**

audio-editing & other editing techniques

**DUE: 1st interview for final project transferred// Ch 9, 10, 11, 12- Lynda Tutorial- Premiere Pro CC 2020 Essential Training: The Basics, with Ashley Kennedy**

**Week 5 (Feb 14-18)**

Motion on still images, color correction, scripting

**DUE: 2nd Interview for final project & B-roll**

**Week 6 (Feb 21-25)**

using graphics & text, editing in class

**DUE: Ch 13, Conclusion, Lynda Tutorial- Premiere Pro CC 2020 Essential Training: The Basics, with Ashley Kennedy**

**Week 7 (Feb 28-March 4)**

rough cuts & feedback

**DUE: ROUGH CUT**

**Week 8 (March 7-11)**

In-class screening of final videos

**DUE: FINAL VIDEO**

**Spring Break March 14-18**

**Switch class date: March 21**

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**Week 1 (March 21-25)**

Syllabus review, get your hands on the camera, using the camera, **Story idea due via email by March 25, 9am**

**Week 2 (March 28-April 1**)

setting up hard drive, transferring video into Adobe Premiere Pro (APP), shooting & framing

**DUE: Discussion board. Bring SD Cards & Hard drive// check out a camera and shoot some video// Intro, Ch 1, 2, 3- Lynda Tutorial- Premiere Pro CC 2020 Essential Training: The Basics, with Ashley Kennedy**

**Week 3 (April 4-8)**

writing natural sound stories, audio-editing, editing intro

**DUE: 1st interview for final project transferred//- Ch 4, 5, 6, 7, Premiere Pro CC 2020 Essential Training: The Basics, with Ashley Kennedy**

**Week 4 (April 11-15)**

Motion on still images, color correction & more editing techniques

**DUE: 2nd interview for final project transferred & B-roll // Ch 9, 10, 11, 12- Lynda Tutorial- Premiere Pro CC 2020 Essential Training: The Basics, with Ashley Kennedy**

**Week 5 (April 18-22)**

scripting, using graphics & text

**DUE: Ch 13, Conclusion, Lynda Tutorial- Premiere Pro CC 2020 Essential Training: The Basics, with Ashley Kennedy**

**Week 6 (April 25-28)**

rough cuts & feedback

**DUE: ROUGH CUT**

**Week 7 (May 2-5)**

in class screening of final videos

**DUE: FINAL PROJECT**

**Last Day of Classes is May 5, 2022**

**I. Additional Statements:**

**A.** 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.

**B.** ADA Accommodation Statement. 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 at disability.unt.edu.

**C.** 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 Blackboard for contingency plans for covering course materials.

**D.** 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 Blackboard 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.

**E.** 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. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

**F.** Access to Information – Eagle Connect. Students’ access point for business and academic services at UNT is located at: 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: eagleconnect.unt.edu/

**G.** 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 IA System Notification" (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 at www.spot.unt.edu or email spot@unt.edu.

**H.** Survivor Advocacy. UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit 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. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.