

Digital Media for Journalists

JOUR3340.003 – Fall 2016

University of North Texas

Mayborn School of Journalism

Class Time: Tu/Th 5:30 p.m. – 6:50 p.m., GAB 319

Professor: Neil Foote

Office: GAB 102

Phone: 214.448.3765 E-mail: foote@unt.edu

Office Hours: Tuesday /Thursday 2 p.m. – 4 p.m. or by appointment

Required Texts:

- ❖ McAdams, Mindy (2010) *Guide to Multimedia Proficiency*, University of Florida. **FREE** download: <http://www.jou.ufl.edu/faculty/mmcadams/PDFs/RGMPbook.pdf>
- ❖ Additional readings available via email, in class or on Blackboard Learn

Recommended Reading:

- ❖ Briggs, Mark (2012) *JournalismNext, A Practical Guide to Digital Reporting and Editor*, CQ Press
- ❖ Briggs, Mark (2011) *Entrepreneurial Journalism: How to Build What's Next for News*, CQ Press
- ❖ Additional readings will be made available online.

Recommended “tools”:

- ❖ Jump drive/Flash Drive with Min. 2GB or more, to store images and/or video files; or
- ❖ External hard drive
- ❖ Virtual storage (e.g. Google Drive, DropBox, etc)

Course Objectives:

By the end of this class you will be able to:

- Explain how traditional media has transformed from analog to digital
- Practice writing for the web and understand the fundamentals of multimedia storytelling
- Practice posting content – text, pictures video and audio – on the web
- Apply basic principles of capturing, shooting and editing audio, still pictures and video for web publication
- Identify basic concepts of how journalists can use social media as a tool to report, curate and distribute news – text, images, and video
- Publish a final website project showcasing your reporting, writing and multimedia storytelling skills

This class is designed to help you learn how to become an effective online journalist and multimedia storyteller. You'll learn some of the history, theory and strategy of how traditional news websites are transitioning to digital media platforms. You'll learn the importance of how best to engage readers, listeners and viewers as well as use some of the most current digital media tools.

Getting the Most Out of This Class

- ✓ We will be using BlackBoard Learn for this class. Course readings, assignments and some grading will be posted on <http://learn.unt.edu>.
- ✓ In case of inclement weather or campus closure, we will use the virtual classroom or chat programs to conduct coursework.
- ✓ I'll do my best to get all assignments returned to you within 10 days.
- ✓ Since the goal of this class is to prepare you to become a multimedia journalist, you will be expected to become as knowledgeable as possible about the current media trends and issues as well as how news websites are using their websites and social media to report, write, produce and distribute news. You will see several links to industry blogs on Blackboard with which you should immediately become familiar.
- ✓ **TURN OFF YOUR CELL PHONES. DO NOT SURF THE WEB DURING CLASS.** Do not check your email, Facebook, Twitter, SnapChat or text message during class unless it is part of class work. **I will ask you to leave the class – immediately. You will lose 5 points on your next story assignment.**
- ✓ If you are not in class at 11 a.m., you are late and will be marked absent unless you have a written excuse. **More than three (3) times late, you will lose five (5) points on your next story assignment for each lateness after that.**

GRADING:

There are several components of this class that contribute to your grade. This is subject to change, but you will be notified of any changes throughout the course of the semester.

2000 – 1900 = A
1899 – 1800 = B
1799 – 1700 = C
1699 – 1600 = D
< 1599 = F

ASSIGNMENT	POINTS
ARTICLES (3)	750
BLOG POSTS/WRITING (10 posts)	300
QUIZZES	150
FINAL PROJECT Proposal	100
FINAL PROJECT Outline	100
FINAL PROJECT	500
ATTENDANCE	100
TOTAL POSSIBLE	2000

NOTE: The work you do in this class must be original and may not be turned in for any other class. You are allowed to use equipment assigned to this class and, with approval from the professor, other equipment as long as it is similar to the equipment accessible from the University.

You must follow all rules and guidelines related to checking out any audio/visual equipment. Any violation of those guidelines will limit or completely restrict your usage of the equipment. You also are responsible for all costs related to any damage to the equipment.

Multimedia Stories

Online Journalism will work as a “functioning newsroom” where you will work in **two-person** teams to write, shoot stills, capture audio and post stories that may run in the NT Daily and NT Daily.com. You will be assigned a category where you will be assigned to generate stories based on that beat.

You’ll be responsible for coming to class prepared to pitch your story ideas that must include **original reporting and pictures**, live interviews and a written story. It’s up to you and your team member to figure out where to find the story. You can use find your ideas anywhere in North Texas. You’re free to go beyond UNT’s campus into Denton, Dallas, Plano, Frisco, Flower Mound or any of the surrounding communities to report the story.

Your stories will be graded on the following:

- ✓ Originality (You **MAY NOT** use any stories from any other class.)
- ✓ Clear, concise and organized writing
- ✓ Effective use of grammar, punctuation and spelling
- ✓ Extensive use of sources (**Minimum: three (3) people. Best:** As many as possible)
- ✓ Use of pictures to tell a story
- ✓ Effective editing of audio to create a compelling multimedia story

Since this class is preparing you for a real-life journalism experience, you must follow the rules accuracy, clarity, conciseness, spelling, usage, and grammar. You are expected to know and understand AP Style for print or broadcast. You must meet all deadlines. You cannot make up in-class writing assignments.

You will have **four (4) story assignments** throughout the semester that will require original reporting, images and video. The **best stories** will be recommended to the NTDaily for publication. You will be required to write one news story, a profile, an event/meeting/speech and your final project – an in-depth news feature/enterprise piece.

Stories are due:

- **Tuesday, Sept. 27** (250 points)
- **Thursday, October 13** (250 points)
- **Thursday, Nov. 3** (250 points)
- **FINAL STORY/PROJECT: Tuesday, Dec. 6** (500 points)

Your three stories will be graded using the following rubric:

- Depth of reporting (25%)
- Quality of writing (20%)
- Organization of written story (15%)
- Ability to use technology (Soundslides/Adobe Premier/Audacity) for storytelling (10%)
- Proper use of AP Style (10%)
- Grammar/Spelling/Punctuation (Proofreading!!!) (10%)
- Embedding at least three links (5%)
- Embedding at least one picture (or screenshot) (5%)

WRITING ASSIGNMENTS / BLOG ENTRIES

Part of your experience of becoming a journalist of the 21s Century is that you constantly practice the craft. Throughout the course, you must write an item for a blog that will be posted on Blackboard Learn that may discuss and/or analyze topics we discuss in class or items you

find in the news or on media websites. You will be given a specific assignment that will be tied to a certain aspect we are currently studying in class. **Your weekly posting must be made posted by the deadline.**

All of your blog posts will be graded using the following rubric:

- Quality of writing (50%)
- Embedding at least three links (30%)
- Embedding at least one picture (or screenshot) (10%)
- Embedding at least one related video from a **news** website with a YouTube page. (10%)

Blog Posts (300 points) are due BEFORE class times – unless otherwise noted. All blog posts are 30 points. Late blog posts will be worth a maximum of 15 points.

- #1 – **September 8**: Response to “State of the News Media 2016”
- #2 – **September 6**: In class writing exercise
- #3 – **September 15**: Beat Memo
- #4 – **September 22**: Analyze multimedia slideshow
- #5 – **October 6**: In-class “beat blogging” exercise
- #6 – **October 20**: In-class social media exercise
- #7 – **October 20**: Social media strategy analysis
- #8 – **November 10**: Web Analytics
- #9 – **November 17**: In class exercise/StoryMap
- #10 – **November 22**: In class exercise/ThingLink

GUEST SPEAKERS

We will have several guest speakers over the course of the semester. Guest speakers will be joining us in-person or via Skype. You also will need to prepare *at least five questions* to ask the speaker after his/her presentation.

FINAL PROJECT (500 points)

This project is going to reflect a culmination of all your coursework. Your final project is designed to: (1) Take our class readings, discussions and analysis and put them into practice; (2) Tap into your skill as a journalist and novice at understanding how the internet works, particularly how content can be presented on the Internet; and (3) Allow you to create a blog that could serve as an important component of your portfolio. Your final grade for this project will be based on your thoroughness in reporting and writing; use of interactivity (e.g. use of related links, photos, slideshows, audio and video), your creativity and the option to do a 5-minute in-class presentation. You are not expected or required to hire a web designer or a programmer. All the tools you need are readily available for free on the web, and do not require any sophisticated technical knowledge. Your grade will be based on the submission of your idea, your site map and your short presentation during class.

QUIZZES (150 points):

You will have several short in-class quizzes that will be based on your class readings. You will have 24-hours after the quiz is posted to complete it.

Quiz 1 – The Five Cs: **September 8** (6 points)

Quiz 2 – Multimedia Storytelling: **September 22** (20 points)

Quiz 3 – Journalists & Blogging: **October 6** (15 points)

Quiz 4 – Social Media: **October 13** (15 points)

Quiz 5 – Social Media Guidelines: **October 27** (40 points)

Quiz 6 – Law & Ethics: November 3 (20 points)

Quiz 7 – Web Analytics & SEO: November 10 (34 points)

COURSE OUTLINE

(SUBJECT TO CHANGE – Any changes will be announced in class and/or posted on Blackboard.)

WEEK 1 – AUGUST 30 & SEPT. 1

Introduction: Review syllabus, grading, class format. Course goals. Discuss evolution, role and importance of online journalism. Becoming a Digital First Journalist. Evolution of news websites –Web 1.0 to Web. 2.0, now Web 3.0.

>>>> Blog Post #1: DUE: Sept. 8

- ✓ Read the following executive summary of the Pew Center’s “State of the News Media 2016” Report. (<http://www.journalism.org/2016/06/15/state-of-the-news-media-2016/>)
- ✓ Write a **memo** identifying three key issues that are affecting media today. Follow the guidelines for writing a blog posts.

WEEK 2 – SEPTEMBER 6 & 8

Writing for the web. Writing in multiple formats. Content Curation.

- Components of the Online News Story; Story Forms.

>>>>READ FOR THIS WEEK’S CLASSES:

- Writing for the Web: <http://www.poynter.org/uncategorized/11672/writing-for-the-web/>
- The Web & the Future of Writing: <http://www.poynter.org/uncategorized/4907/the-web-and-the-future-of-writing/>
- 8 Common Mistakes on Writing for the Web: <http://onlinejournalismblog.com/2012/02/28/8-common-mistakes-when-writing-for-the-web-and-what-to-do-about-them/>

>>>> Blog Post #2: IN CLASS WRITING assignment

- You will be given a handout in class and instructions.

>>>> Quiz 1, September 8: The Five Cs

WEEK 3 – SEPTEMBER 13 & 15

Beat assignments/Generating Story Ideas / Telling great multimedia stories.

>>>>READ FOR THIS WEEK’S CLASSES:

- ❖ Idea Generators, by Chip Scanlan: <http://www.poynter.org/news/media-innovation/5842/idea-generators-creativity-tools-for-journalists/>
- ❖ Finding and Developing Story Ideas, by Steve Buttry: <https://stevebuttry.wordpress.com/2010/02/16/finding-and-developing-story-ideas/>

>>>> Blog Post #3 DUE: Thursday, Sept. 15

- Beat memo. Describe your beat. Discuss how you will cover your beat. What are some of the key sources? Identify three possible stories.

WEEK 4 – SEPTEMBER 20 & 22

What makes a good audio/visual Slideshow. Defining/Discussing Digital Storytelling. Creating slide shows. Elements of a digital storytelling. Working with audio. Shooting good pictures. / Using SoundSlides. Using Audacity.

>>>>READ FOR THIS WEEK'S CLASSES:

- Picking the Right Media for Reporting Your Story, <http://multimedia.journalism.berkeley.edu/tutorials/picking-right-media-reporting-story/>
- 5 Types of Photos that Make for Strong Photo Essays, Audio Slideshows: <http://www.poynter.org/how-tos/newsgathering-storytelling/visual-voice/171050/5-types-of-photos-that-make-for-strong-photo-essays-audio-slideshows/>
- *The Multimedia Journalist*, UNIT One – “Multimedia Journalism”:
http://www.themultimediajournalist.net/?page_id=755
- Read Chapters 4, 7, 8, 10 and 11, “Reporter’s Guide to Multimedia Proficiency”
- Take a look at these sites:
 - National Press Photographers’ Association website: <https://nppa.org/competitions/best-of-photojournalism>
 - Online News Association: <http://interactivenarratives.org>

>>>> Blog Post #4 DUE: Thursday, Sept. 22

- Find an AUDIO/VIDEO SLIDESHOW on a news website (OUTSIDE OF NORTH TEXAS). Write a detailed blog post that describes what types of multimedia are used (stills, video, audio)? What types of audio? Is there music? How effective or distracting is the music? How effective is the story in engaging you? How long is multimedia story? What would you have done differently?
- **>>>> Quiz 2** September 22: Multimedia Storytelling

WEEK 5 – SEPTEMBER 27 & 29

More on multimedia storytelling. Finding a Job/Internship.

- **STORY 1 - DUE: Tuesday, Sept. 27**



WEEK 6 – OCTOBER 4 & 6

News v. Blogs: Defining the Difference. Are blogs journalism? Analysis of media blogs v. pundits. What are the elements of a blog? What makes a good blog? Crowdsourcing.

>>>> 1 P.M. – 4 P.M., October 6, Fall 2016 Journalism, Media, Communication & Design Internship & Career Fair, Gateway Center Ballroom

>>>> READ FOR THIS WEEK'S CLASSES:

- When Journalists Blog: How It Changes What They Do,” by Paul Bradshaw, Nieman Reports, Winter 2008, <http://niemanreports.org/articles/when-journalists-blog-how-it-changes-what-they-do/>
- The Twisted Psychology of Journalists v. Bloggers, by Jay Rosen, <http://pressthink.org/2011/03/the-psychology-of-bloggers-vs-journalists-my-talk-at-south-by-southwest/>
- US Court: Journalists are Bloggers, Even When They’re Libeling You, by Robinson Meyer, The Atlantic: <http://www.theatlantic.com/technology/archive/2014/01/us-court-bloggers-are-journalists/283225/>
- Top Blogging Statistics: <http://writtent.com/blog/top-blogging-statistics-45-reasons-to-blog/>

>>>> Blog Post #5 – Tuesday, October 6 - IN CLASS BLOGGING Exercise – based off your beat

>>>> Quiz 3: Thursday, October 6 - Journalists & Blogging

WEEK 7 – OCTOBER 11 & 13

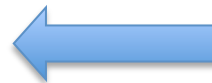
Overview: Social Media for Journalists.

>>>> READ FOR THIS WEEK'S CLASSES:

- Chapter 4, “Microblogging,” **Mark Briggs**, Journalism Next: A Practical Guide to Digital Reporting and Publishing (Available on Blackboard)
- 10 Ways Journalists Can Use Twitter Before, During and After Reporting a Story: <http://www.poynter.org/how-tos/digital-strategies/146345/10-ways-journalists-can-use-twitter-before-during-and-after-reporting-a-story/>

>>>> Quiz # 4 – Thursday, October 13 – Social Media

➤ **HOMEWORK DUE: Story # 2 - October 13**



WEEK 8 – OCTOBER 18 & 20

Social Media for Journalists. What journalists need to know about how to use Facebook, Twitter, YouTube, SnapChat, and Pinterest for covering news.

>>>> READ FOR THIS WEEK'S CLASSES:

READ: (Available on Blackboard Learn)

- Facebook & Journalists: What Works
- Twitter for Journalists

- Snapchat For Journalists: A Beginner’s Guide to Engaging New Audiences in Vertical Video, By Anna Jasinski, <https://mediablog.prnewswire.com/2016/04/28/snapchat-for-journalists-a-beginners-guide-to-engaging-new-audiences-in-vertical-video/> 1/
- 4 Tips for Journalists to Master Snapchat Stories: <http://mediashift.org/2016/06/4-tips-for-journalists-to-master-snapchat-stories/>
- The Five Types of Stories that Make Good Storifys:
 - <http://www.poynter.org/how-tos/newsgathering-storytelling/153697/the-5-types-of-stories-that-make-good-storifys/>

>>>> Blog Post #6 >> **Thursday, October 20** - IN CLASS Social Media Exercise / Creating a Storify.

>>>>BLOG POST #7 - **Social Media Analysis DUE: Thursday, October 20:**

Find a local newspaper or TV station outside of North Texas (go to <http://newslink.org>) and map out your strategy on how the media outlet is using social media. Be specific. Find out if the newspaper or TV station has a Facebook page and/or Twitter accounts. Clearly define how successful these tools are based on our discussion of how we measure social media success.

WEEK 9 – OCTOBER 25 & 27

Social media policies at news organizations. How media companies have adopted policies to provide guidance to journalists

Discussion of final project. Handout distributed. Proposal format discussed.

>>>>READ FOR THIS WEEK’S CLASSES:

- ASNE 10 Best Practices for Social Media
- The Many Rewards & Risks of Social Media for Newspapers

>>>> HOMEWORK DUE:

October 27: Final project proposal.

>>>>>Quiz #5 – Thursday, October 27 – Social Media Guidelines

Week 10 – NOVEMBER 1 & 3

Ethics: Doing the Right Thing Legal/Copyright: Knowing What’s Right.

>>>>READ FOR THIS WEEK’S CLASSES:

From the Tow-Knight Center for Entrepreneurial Journalism

- Copyright, Fair Use & Trademarks: <http://towknight.org/research/law-for-media-startups/chapter-3-copyright-fair-use-and-trademarks/>
- Privacy Policies and Terms of Use: <http://towknight.org/research/law-for-media-startups/chapter-7-privacy-policies-and-terms-of-use/>
- Confidentiality and Government Surveillance, <http://towknight.org/research/law-for-media-startups/chapter-11-confidentiality-and-government-surveillance/>

From Poynter.org

- Ask These 10 Questions to Make Good Ethical Decisions, By Bob Steele, <http://www.poynter.org/news/mediawire/1750/ask-these-10-questions-to-make-good-ethical-decisions/>

>>>> HOMEWORK DUE:

➤ **STORY # 3 - Thursday, November 3**



>>>>> Quiz #6 – Thursday, November 3: Law & Ethics

Week 11 -- NOVEMBER 8 & 10

Understanding Search Engine Optimization. Understanding how to analyze site traffic and impact social media. What makes a successful news website. Measuring success. Website Metrics 101.

>>>>> Blog Post #8, November 10 Web Analytics. Based on our readings and class lectures throughout the semester, describe the key metrics you would use to measure the success of your news organization's website. Be specific.

>>>>> READ FOR THIS WEEK'S CLASSES:

- Search Engine Optimization – Basics:
<http://multimedia.journalism.berkeley.edu/tutorials/seo-search-engine-optimization-basics/>
- Top 5 SEO Tips for Media Owners and Journalists:
<http://www.wordtracker.com/academy/seo-tips-meda-journalists>
- 4 Tips on Writing SEO Friendly Blog Post:
<http://mashable.com/2010/09/01/how-to-seo-blogs/>
- Chapter 11, “Building a Digital Audience for News,” by Mark Briggs, “JournalismNext”

>>>>> QUIZ #7 Thursday, November 10: Web Analytics & SEO

Week 12 -- NOVEMBER 15 & 17

Datavisualization: Creating depth and interactivity to your stories – using maps, Google Fusion Tables, and other tools

- Using StoryMap: <https://storymap.knightlab.com/>
- Maps: Google Maps
- Thinglink: <https://www.thinglink.com/>
- Charts: Google Fusion Tables

>>>> BLOG POST #9 – November 17 - **IN CLASS** StoryMap Exercise

Week 13 – NOVEMBER 22 & 24

New Business Models.

WordPress Workshop. Final project workshop. Additional tools. Be prepared to discuss your

final project.

>>>>READ FOR THIS WEEK'S CLASSES:

- 6 Pillars of a revenue generating business model for digital journalism, <http://www.inma.org/blogs/keynote/post.cfm/6-pillars-of-a-revenue-generating-business-model-for-digital-journalism>
- Why journalists should care more about media business models, <http://www.themediabriefing.com/article/why-journalists-should-care-more-about-media-business-models>

>>>> HOMEWORK DUE: Tuesday, November 22:

– Post an outline of your final blog or a link to the Preliminary Layout of your WordPress Blog. Post on Blackboard

>>>> BLOG POST #10 – Tuesday, November 22 - IN CLASS Thinglink Exercise

Week 14 -- NOVEMBER 29 & DECEMBER 1

Future media trends. Searching for a job.

Week 15– DECEMBER 6 & 8

Wrap Up. Final presentations.

>>>> HOMEWORK DUE: TUESDAY, DECEMBER 6:

– Post a link to your final blog on Blackboard

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, all foundational courses, and Math 1680/1681. 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.

FIRST CLASS DAY ATTENDANCE

Journalism instructors reserve the right to drop any student who does not attend the first class day of the semester.

OFFICE HOURS

I'll be in my office from 2 p.m. – 4 p.m., Tuesdays, and Thursdays; other office hours are available by appointment. Email me if you need to meet outside of those times. We also can set up a 'virtual meeting' via SKYPE, Google Hangout or Go-To-Meeting.

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.

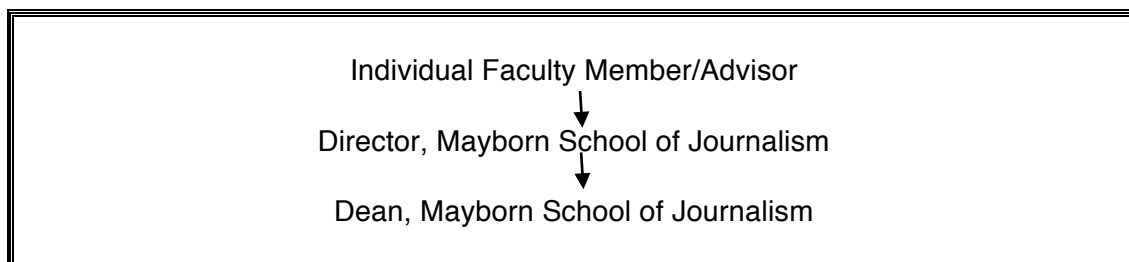
- It is imperative that students have paid for all enrolled classes. **Please check your online schedule daily through late registration to ensure you have not been dropped for non-payment of any amount.** Students unknowingly have been dropped from classes for various reasons such as financial aid, 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.

IMPORTANT DATES FOR FALL 2016

Census.	Sept 12
Labor Day (no classes; university closed).	Sept 5
Beginning this date a student who wishes to drop a course must first receive written consent of the instructor.	Sept 13
Last day for student to receive automatic grade of W for nonattendance.	
Last day for change in pass/no pass status.	
Last day to drop a course or withdraw from the semester with a grade of W for courses that the student is not passing. After this date, a grade of WF may be recorded.	Oct 7
Beginning this date instructors may drop students with a grade of WF for nonattendance.	Oct 8
Last day to drop with either W or WF.	
Last day for a student to drop a course with consent of the instructor.	Nov 7
Beginning this date, a student who qualifies may request an Incomplete, with a grade of I.	Nov 14
Last day to withdraw (drop all classes).	
Last day for an instructor to drop a student with a grade of WF for nonattendance.	Nov 23
Thanksgiving Break (no classes, university closed).	Nov 24-27
Last Regular Class Meeting.	Dec 8
Reading Day (no classes).	Dec 9
Final Exams.	Dec 10-15
End of term.	Dec 16

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. In accordance with the UNT Student Handbook, a full review of the circumstances will take place. If you have been found to have plagiarized, you may face one or more of the following penalties: 1) Loss of a complete grade on that assignment; and/or 2) Loss of a complete grade for the course; or 3) Dropped using the “WF” category.

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 18.1.16 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.

CLASSROOM POLICIES

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 Center for Student Rights and Responsibilities 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 classrooms, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at http://www.unt.edu/csrr/student_conduct/index.html.

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).

STUDENT PERCEPTIONS OF TEACHING (SPOT)

Student Perceptions of Teaching (Spot) is a requirement for all organized classes at UNT. This short survey will be made available towards the end of the semester to provide students a chance to comment on how this class is taught. Student feedback is important and an essential part of participation in this course.

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.

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. 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.

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. 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

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 3340, will help to meet the student learning outcomes that have been checked by your professor, Neil Foote.

Each graduate must:

- 🍏 Understand and apply First Amendment principles and the law appropriate to professional practice.
- 🍏 Demonstrate an understanding of the history and role of professionals and institutions in shaping communications.
- 🍏 Demonstrate an understanding of the diversity of groups in a global society in relationship to communications.
- 🍏 Understand concepts and apply theories in the use and presentation of images and information.
- 🍏 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.