

JOUR 3700, “Fundamentals of Photojournalism,” Spring 2026

INSTRUCTOR CONTACT

Thorne Anderson

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TA CONTACT

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Weekly Class Meetings: Tuesdays, 11:00 am - 1:50 pm

Meeting Location: Sycamore 223

Office Hours: Tuesdays, 2:00 pm – 4:00 pm Sycamore 250. You may reserve appointment times by email.

Virtual Office for Individual Appointments: [Check email and save the link I send you there.](#)

Communication Expectations: The best way to reach me is via the UNT email address listed above. I'll get back to you within one business day. Please give your email clear, informative subject lines.

The CLEAR office has a webpage for students that provides [Online Communication Tips](#)

COURSE DESCRIPTION

This course provides instruction in fundamental photojournalism skills and methods including image production and digital post-production, candid documentary observation, visual sequencing, photography critique, visual news judgement, photojournalism writing, and ethical and legal limits concerning photographic coverage and publication. Assignments for the course require covering a variety of photographic subjects outside of class. The course also prepares students to be effective problem solvers for situations that may arise during the scope of their reporting. The course gives an overview of the history of photojournalism that laid the groundwork for today's profession, while also taking into consideration the technological advances and ever-changing business practices and opportunities facing the profession.

COURSE STRUCTURE

This course will be administered through the Canvas learning system and taught in person. The class will meet weekly at the assigned time. The classes are highly interactive, and we may leave the classroom for skills exercises in small groups. Class attendance is critical.

COURSE PREREQUISITES OR OTHER RESTRICTIONS

Students must have completed JOUR 3300 and either JOUR 3321 or JOUR 3323. Students must have Journalism Major or Minor status. Students who don't meet prerequisites must have consent from the Mayborn School of Journalism.

COURSE OBJECTIVES

By the end of this course, students will be able to:

- Produce pictorial photography which meets high aesthetic standards.
- Practice candid photojournalism.
- Adhere conventional journalism style for photojournalism.
- Practice ethical visual communication.
- Understand the basic history of American photojournalism.

You will be empowered to:

- Evaluate photojournalism through aesthetic and journalistic lenses.
- Create bold pictorial photography meets high aesthetic standards.
- Tell stories intimately by capturing candid expressions of emotion and interaction.
- Engage in immersive reporting.
- Think critically about the role of photojournalism in journalism and in society at large.
- Express criticism constructively and accept constructive criticism.
- Practice resiliency and overcome technical and reporting obstacles

COURSE REQUIREMENTS

This course requires weekly photography assignments and written critiques, detailed reporting and caption writing, and story research. You will be graded on your writing skills as well as your photography skills. The course will require some facility with computers for processing of photography and audio and transmission of those files. The course will also likely require learning new computer software, largely on your own time, including Adobe Photoshop, PhotoMechanic, Audacity, and Adobe Premiere.

Free software tutorials are available to UNT students at: <http://it.unt.edu/lynda>

Foundational Skills - SINGLES

This course will proceed through a series of "foundational skills" assignments in which students will experiment with creating the building blocks of visual storytelling. The foundational skills assignments include exercises in controlled exposure, rich pictorial photography, portraiture, action photography, and capturing candid emotion and interaction.

Storytelling Skills - STORIES

The course also includes several “story” assignments in which students will submit multiphoto “packages.” Students will learn to combine multiple still images into photo sequences, essays, and stories leveraging action, emotion, interaction, detail, sequences, visual metaphor, and symbolism.

GRADING

Your cumulative grade will be determined by your individual grades in roughly the following manner (percentages may be adjusted slightly as the course proceeds):

ASSIGNMENT	Percentage of Final Grade
“Singles” Assignments	40%
“Story” Assignments	40%
History Exam	10%
Additional Small Assignments	5%
Participation	5%
TOTAL	100%

This is the scale used for grading in this course:

A =	90% - 100%
B =	80% - 89%
C =	70% - 79%
D =	60% - 69%
F =	0% - 59%

Late Assignments & Resubmissions

Deadlines are a fact of life for journalists. If you can't meet deadlines, then you are in the wrong field. If you know at least two days ahead of time that due to extraordinary circumstances you can't meet a deadline then contact me immediately and we may be able to arrange an alternate deadline for you. Otherwise, the first assignment turned in late will be penalized by the equivalent of one letter grade. The second late assignment will be penalized by the equivalent of two letter grades, and so on.

Note: One (and only one) assignment may be resubmitted for a potentially higher grade, but only if the original assignment was handed in on time.

COURSE POLICIES

Assignment Policy

Assignments will be posted in Canvas. Some assignments may be made through email.

Potential Technical Problems

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Attendance Policy

One absence in the course is the limit without penalty toward your final grade, unless you have communicated with your instructor in advance about an extraordinary problem. Coming to class late or leaving early may constitute an absence for that day. This is a seminar course, and it requires your attendance and participation each class meeting. Participation includes showing meaningful work of your own and providing meaningful constructive critique of others' work.

I emphasize that your weekly participation in class discussion is extremely important.

Course Recording Policy

In the case of online course meetings, 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.

ASSIGNMENT SUBMISSION GUIDE

All photos must be shot with cameras which have full manual ISO, aperture & shutter speed adjustment controls. (Not all assignments will require full manual settings, but your camera must have the option.)

All work you submit (except the portfolio presentation) must be your own original work created this semester. Photography you submit for an assignment must have been taken AFTER the assignment was made. All assignments must be submitted through Canvas.

**ALWAYS HAVE YOUR COMPLETE RAW TAKE ON HAND IN CLASS
("RAW TAKE" = ALL THE OUTTAKE PHOTOS YOU SHOT FOR THE ASSIGNMENT)**

Remember this all the way through the semester:

Every picture you make for this class should fit the assignment and have:

- Accurate caption
- Sensible point of focus
- Expert aperture, shutter speed, ISO, and DOF choices
- Definitive point of view and crop
- Careful composition (no distractions or background interference)
- Good timing of the moment
- Interesting subject matter

Put some love into every assignment. Exceed the basic requirements in creativity and journalistic enterprise.

Filesize and type

Digital submissions must be:

- JPEG format – Compression 12 (maximum quality / minimal compression)
- At least 2000 pixels on the longest dimension

Filename

I strongly urge you to follow this naming convention:

YYMMDDxxxx_YourName_AssignmentSlug.jpg
(where xxxx is the unique sequence number)

CAPTION REQUIREMENTS

Captions must be embedded in the IPTC metadata and include a dateline, a credit line, and an informative caption in AP style with no mistakes in grammar or spelling.

EMBEDDED CAPTION

A complete caption must be embedded in the IPTC "description" metadata field of each image you submit. Photoshop allows you to type a caption in the menu, FILE > FILE INFO...

Photo Mechanic allows you to type a caption by clicking the "info" button.

**** Missing captions will result in a loss of a letter grade for that assignment. ****

Caption Style and Format of Caption:

Captions typically begin with a present-tense sentence with critical identification information and a description of what's happening in the photograph. Subsequent sentences, written in AP style and usually (but not always) in the past tense, give secondary identification, supplementary information, and contextual information which indicates the news, thematic, or narrative value of the image.

The typical format for captions for this class will be as follows:

Dateline MM/DD/YYYY

Begin with a present-tense description. The middle section of the caption is where you identify the who, what, when, where, and why of the photo. Use complete sentences. Identify the significant people in the photo by name. Take good notes when you are working in the field so you can write a strong caption.

Credit: Your Name

For Example:

Najaf, Iraq 08/27/04

A lone man walks through a decimated business and residential street west of the Imam Ali shrine in Najaf. The street was a front-line fighting position for American army and Mehdi Militia fighters during a nearly three-week battle that left much of the old city of Najaf and surrounding neighborhoods in ruins. An agreement was reached yesterday for the withdrawal of Moqtada al-Sadr's Mehdi Militia from Najaf and, for the first time in three weeks, residents were able to check up on their homes and businesses in the battleground. The shrine is at the center of an American siege of the old city of Najaf where Mehdi Militia fighters loyal to Moqtada al-Sadr staged a rebellion against the Iraqi government and American military occupation.

Credit: Thorne Anderson / Corbis

also

TRANG BANG, VIETNAM 6/8/1972

South Vietnamese forces follow after terrified children, including 9-year-old Kim Phuc, center, as they run down Route 1 near Trang Bang after an aerial napalm attack on suspected Viet Cong hiding places on June 8, 1972. A South Vietnamese plane accidentally dropped its flaming napalm on South Vietnamese troops and civilians. The terrified girl had ripped off her burning clothes while fleeing. The children from left to right are: Phan Thanh Tam, younger brother of Kim Phuc, who lost an eye, Phan Thanh Phouc, youngest brother of Kim Phuc, Kim Phuc, and Kim's cousins Ho Van Bon, and Ho Thi Ting. Behind them are soldiers of the Vietnam Army 25th Division.

Credit: Nick Ut / Associated Press

COURSE & CLASS PARTICIPATION

Expectations

This class operates like a participatory workshop. Students are expected to participate thoughtfully, respectfully, critically, and energetically in all class activities. Participation is essential to both your own and your fellow classmates' intellectual growth. For the student whose work is being critiqued, a dead zone of silence can be excruciating. Bring energy to the conversation. Your classmates will return the favor.

Rules of Engagement

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

- Treat your instructor and classmates with respect in email or any other communication.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Ariel, Calibri or Times New Roman and use a size 10 or 12-point font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and others').
- Do not send confidential information via e-mail
- See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

Virtual Meeting Etiquette / Zoom Etiquette

In case we have to have a class meeting online, it is important to the cohesion of our virtual classroom that we feel your “presence.” In preparation for our Zoom classroom meetings, make an effort to secure a location where you can safely turn on your camera. If you prefer to use a “virtual” background, that's fine, but you need to have your camera turned on.

We all understand there may be times when you may need to temporarily disable your camera, but to be frank it feels disrespectful to your instructor and your classmates when your camera is regularly disabled. “Show up” for online class meetings.

TEACHING PHILOSOPHY

My teaching brings students into interactive discussions. So much of the learning in this course will come through class critique of the work students produce during the course. It is essential that you “show up” for these critiques. That means you have your heart and your head in the game on behalf of your fellow students.

DIGITAL MEDIA FILE RETENTION

Students must retain ALL of the photography they produce in this class for the duration of the semester. Each student is responsible for acquiring their own hard drive space required for their file storage. It is also the student's responsibility to back up his or her work. I will not accept flash storage or hard drive loss or hard drive failure as an excuse for failure to complete a project on deadline.

Please read that last sentence again – this time with a shudder.

REQUIRED TEXTS AND EQUIPMENT

There will be no textbook expenses for this course. All course readings will be either from library reserves or from the internet.

Free software tutorials are available to UNT students at: <http://it.unt.edu/lynda>

Click on the large button that says “Sign In.”

Students will be required to complete assignments using Adobe Photoshop software. Many UNT open-access student computer labs, including the computer lab in the Mayborn School of Journalism, are equipped with Adobe Photoshop. However, for those students who choose to work remotely and for ALL students in the event of a campus shut-down, it is the students' individual responsibility to gain access to a computer with Adobe Photoshop and a license. Adobe offers student discounts for software licenses.

REQUIRED PHOTOGRAPHY EQUIPMENT FOR ASSIGNMENTS

- A DSLR or mirrorless camera interchangeable lens capability and manual control of aperture, shutter speed, and ISO, and focus. (You can check these out for free from our equipment room.)
- Lenses (or a zoom lens) with "wide," "normal," and some degree of "telephoto" focal lengths
- Capture cards with plenty of recording space (16 Gb?)

Recommended Photography Kit

- UV (or clear) lens filters to better protect your lenses from scratching
- A tripod (preferably with an interchanging plate system for a monopod)
- A high-quality audio recorder with uncompressed .wav recording (Zoom H5 or better)

Optional software

We use Photoshop and Photo Mechanic extensively in this class. The classroom computers and lab computers have this software. You may find it useful to have this software on your own computer. Adobe (Photoshop) has reasonable monthly student fees for its software. Students can run Photo Mechanic on a free demo license for 21 days: <http://www.camerabits.com/products/>

To receive an educational discount (40% off) the purchase of PhotoMechanic

Follow this link:

<https://services.sheerid.com/verify/655676fbcd458f50a7cf573b/?layout=landing>

ADOBE SOFTWARE

Adobe Access

UNT has a contract with Adobe for special student discounts. In addition to a discounted price, you may be able to opt-out of an existing agreement that if you are currently subscribed at a higher price:

<http://www.unt.edu/adobe>

TECHNICAL REQUIREMENTS & SKILLS

Minimum Technology Requirements

Students are responsible for acquiring and maintaining access to:

- Computer capable of running professional video editing software
- Reliable internet access
- Speakers (internal computers speakers are fine)
- Microphone (internal computer mic is usually fine)
- PREFERRED: headphones with built in or USB mic
- Adobe Photoshop Subscription
- Text editing software capable of producing .docx and .pdf files
- [Canvas Technical Requirements](https://clear.unt.edu/supportedtechnologies/canvas/requirements)
(<https://clear.unt.edu/supportedtechnologies/canvas/requirements>)

Computer Skills & Digital Literacy

To succeed in this course learners must be able to:

- Use Canvas
- Use email with attachments
- Download and install software
- Use spreadsheet programs
- Use presentation and graphics programs
- Use software for audio/video editing, exporting, and sharing
- Operate audio/visual recording equipment

GETTING TECHNICAL HELP

Technical Assistance

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

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

Additional support at [Canvas Technical Help](https://community.canvaslms.com/docs/DOC10554-4212710328) (<https://community.canvaslms.com/docs/DOC10554-4212710328>)

PROFESSIONAL TIPS

Recommended Photojournalism Communities:

Photojournalism Links

<https://www.facebook.com/PhotojournalismLinks/>

UNT Photojournalism

<https://www.facebook.com/groups/untphotojournalism/>

Photojournalism and Multimedia Internships & Jobs

<https://www.facebook.com/groups/608650785837641/>

CONTEST ENTRIES

Students are advised to enter their work in as often as possible in as many contests as possible. This kind of recognition goes a long way in job or grant applications. Below is a list of the most widely-respected journalism contests available to students.

CPOY: College Photographer of the Year

<https://www.cpoy.org/?s=Home>

POY: Pictures of the Year International

<https://www.poy.org/competition.html>

NPPA Best of Photojournalism (Annual Competition)

<https://competitions.nppa.org/best-of-photojournalism/>

NPPA Student Quarterly Clips Competitions (Stills & Multimedia)

<https://competitions.nppa.org/student-quarterly-clip-contest/>

NPPA (Professional) Quarterly Multimedia Contest

<https://competitions.nppa.org/quarterly-multimedia-contest/>

NPPA (Professional) TV Quarterly Contest

<https://competitions.nppa.org/tv-quarterly/>

NPPA (Professional) Monthly News Clip Contest (Stills)

<https://competitions.nppa.org/monthly-news-clip-contest/>

NPPA Contests Complete List

<https://competitions.nppa.org/>

Hearst College Journalism Contest (Enter with instructor consent)

<http://www.hearstawards.org/guidelines/entry-guidelines/>

White House News Photographers Association Eyes of History Awards

<https://www.whnpa.org/main/the-eyes-of-history/>

Society of Professional Journalists Mark of Excellence Awards

<https://www.spj.org/a-moe.asp>

Texas Intercollegiate Press Association Awards (Coordinated by NT Daily)

<http://texasipa.org/>

Online News Association: **Online Journalism Awards** (Entry fee)

<https://awards.journalists.org/awards/>

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>)

1800 Chestnut St. (Chestnut Hall)

940-565-2333

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

2. [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](#) – 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>)

940-565-2333

5. [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): (<http://www.suicidepreventionlifeline.org>)

UNT & JOURNALISM REQUIREMENTS & GUIDELINES

JOURNALISM COURSE REGISTRATION

- 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 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

One absence in the course is the limit without penalty toward your final grade, unless you have communicated with me from the beginning about an extraordinary problem. Coming to class late or leaving early may constitute an absence for that day. This is a seminar course, and it requires your attendance and participation each class 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 [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 have been unknowingly 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.

UNT Spring 2026 Semester Calendar

Academic Calendar is subject to change

KEY SEMESTER DATES	Full Semester Jan. 12-May 8	3 week I Winter Session Dec. 15-Jan. 9	8 week I Session Jan 12-Mar. 6	8 week II Session Mar. 16-May 8
Schedule of Classes Available on myUNT	Sept. 22	Sept. 22	Sept. 22	Sept. 22
Registration Opens <small>For specifics by student group/class: https://registrar.unt.edu/when-can-i-register</small>	Oct. 6	Oct. 6	Oct. 6	Oct. 6
Prerequisite Drop <small>Students not meeting course prerequisites will be dropped from their courses.</small>	Dec. 16	Dec. 15	Dec. 16	Mar. 16
Regular Registration Ends	Jan. 8	Dec. 11	Jan. 8	Mar. 12
Late Registration Period—For Students not Registered for the Term	Jan. 9-16	Dec. 12-15	Jan. 9-16	Mar. 13-20
Last Day to Withdrawal from Entire Term on myUNT <small>Courses do not appear on the transcript. After this date see Dean of Students to withdrawal from the entire term.</small>	Jan. 11	Dec. 14	Jan. 11	Mar. 15
Classes Begin	Jan. 12	Dec. 15	Jan. 12	Mar. 16
Last Day to Add a Class or Swap Sections <small>A swap is switching sections of the same course in the same session.</small>	Jan. 16	Dec. 15	Jan. 16	Mar. 20
Last Day to Drop a Class Section Without a W (Census) <small>Courses dropped before this date will not appear on official transcript. (Dropping courses may impact financial aid and degree completion. See advisors.)</small>	Jan. 24	Dec. 16	Jan. 17	Mar. 21
Drop with a Grade of W Begins <small>Course appears on the transcript with a grade of W and tuition and fees remain. (Dropping courses may impact financial aid and degree completion. See advisors.)</small>	Jan. 25	Dec. 17	Jan. 18	Mar. 22
Last day to change to pass/no pass grade option (undergrads)	Feb. 20	Dec. 19	Jan. 30	April 3
Midpoint of the Semester	Mar. 6	Dec. 24	Feb. 6	April 10
Last day for a student to drop a course or all courses with a grade of W.	April 10	Jan. 6	Feb. 20	April 24
First day to request a grade of Incomplete	April 11	Jan. 7	Feb. 21	April 25
Pre-Finals Days	April 29-30	N/A	N/A	N/A
Last Regular Class Meeting	April 30	Jan. 8	Mar. 5	May 7
Reading Day—No Classes	May 1	N/A	N/A	N/A
Final Exams	May 4-8	Jan. 9	Mar. 6	May 8
Last Day of Session	May 8	Jan. 9	Mar. 6	May 8
University Grade Submission Deadline 4 pm	May 11	Jan. 12	Mar. 9	May 11
Grades/Academic Standing posted on the Official Transcript 6pm	May 13	May 13	May 13	May 13
Winter Break (no classes; university closed)	December 24-26, December 29-January 2			
Martin Luther King Jr. Holiday	Jan. 19, 2026			
Spring Break	March 9-15, 2026			
University Commencement	May 7-11, 2026			

Last Modified: December 3, 2025

ACCREDITATION

The Mayborn, which is one of over 100 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.

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.

Adobe Access

UNT has a 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: <https://cvad.unt.edu/cvad-it-services/it-services-adobe-cloud-access.html>

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

JOURNALISM EQUIPMENT CHECK OUT

Checkout length for the **Canon Mirrorless Camera, Batteries, Lighting Gear, Mirrorless Tripods, Individual Lenses, and Accessories** can be checked out up to 72 hours.

To checkout a **Canon Mirrorless Camera and items listed above** longer than 72 hours, the Professor for the course will need to approve the request.

Checkout length for the **Panasonic Video Camera, Batteries, SDXC, and Tripods** can be checked out up to 24 hours.

To checkout a **Panasonic Video Camera and items listed above** longer than 72 hours, the Professor for the course will need to approve the request.

Please send extended reservations approval from the Professor to the following email: mayborn-equipment@unt.edu

Journalism Equipment Room - Location and Contact Information

The Journalism equipment room is located at **Chilton Hall 410 S. Ave. C, Room 155**.

Equipment room phone number is **940-565-3580**.

Equipment room email is mayborn-equipment@unt.edu.

Equipment room supervisor can be reached at ladaniel.maxwell@unt.edu

Journalism Equipment Room - Operating Hours

Monday/Wednesday: 9 a.m. – 9:00 p.m.

Tuesday/Thursday: 9 a.m. – 9:00 p.m.

Friday: 9 a.m. - 6 p.m.

Sat-Sun: 12 p.m. - 6 p.m.

Journalism Equipment Room - Agreement Form

Anyone who plans to check out equipment during the semester must complete the checkout agreement form found below:

[Journalism Web Checkout Agreement Form](#)

This form must be completed prior to checking out equipment and only needs to be done once per semester.

Journalism Equipment Room - Late Returns/Abuse of Checkout Policy

For every hour the student is late; a ban will be placed on the student's account accumulating the same amount of time.

A **ban** restricts the student from checking out any equipment within the Journalism Equipment Room.

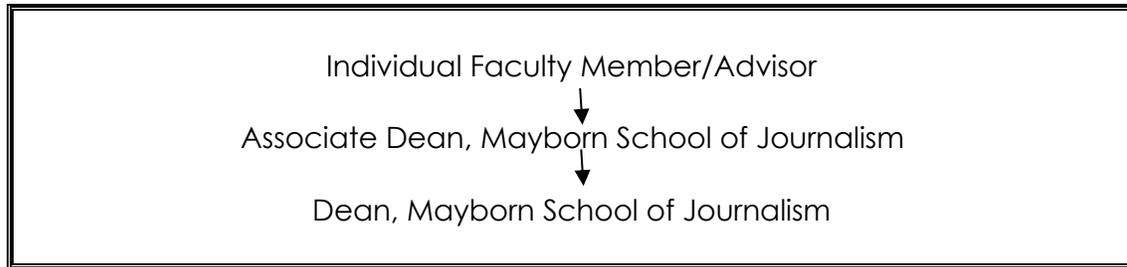
For example, if the student returns equipment 2 hours late, a 2 hour ban will be placed on the student's account.

If the student returns equipment 72 hours late, a 72 hour ban will be placed on the student's account.

If you are going to be late or unable to return equipment that you checked out on time, please email mayborn-equipment@unt.edu or ladaniel.maxwell@unt.edu

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 steps outlined below:



OFFICE OF DISABILITY ACCESS

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 Access (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 Access](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.

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). 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 ensure 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). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials. If Canvas is not accessible during the emergency, contact me via email or phone for more information. Students should confirm that their Eagle Alert contact information is correct via the myUNT portal.

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) or email spot@unt.edu.

Spots survey dates:

Term	Survey Administration Dates
Regular Academic Session	April 14 – April 30
8W1	February 24 - March 05
8W2	April 28 – May 07
3W1	January 07 – January 08

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 on the [Dean Of Students website](http://www.deanofstudents.unt.edu) (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>)

1800 Chestnut St. (Chestnut Hall)

940-565-2333

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

2. [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](#) – 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>)

940-565-2333

5. [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): (<http://www.suicidepreventionlifeline.org>)

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