

# Journalism 3700.001 Photojournalism Spring 2016

Instructor: Thorne Anderson

Meeting Time & Location: Tuesdays 6:30-9:20 , GAB 111

Office Hours in GAB 110C: Tuesdays & Thursdays 2pm – 4pm

Email: Thorne.Anderson@UNT .edu (my virtual office is always open on weekdays).

**Prerequisite:** Journalism 3300, Introduction to Visual Communications

## Recommended Equipment

Digital full manual control camera with multiple lens focal lengths: wide, normal, and some telephoto. **All photos must be shot with DSLR.**

**Camera must have manual ISO, aperture & shutter speed adjustment controls**

Sufficient capture cards for 300 high-resolution images

Self-powered portable hard drive or USB flash storage (minimum 4Gb)

**Recommended Weekly Reading:** <http://photojournalismlinks.com>

## Lab Equipment for Check Out

(Student ID is required for computer lab access and for camera equipment checkout.)

Some equipment is available for you for three-hour check out as a member of this class:

Basic rules for the use of this equipment:

- You *must* present your UNT ID card every *time* you check gear out
- You must return the gear within a three-hour window (with some overniteeqr@gmail.com exceptions)
- Late returns result in increasing losses of check out privileges
- Check-out privileges may be revoked
- **NOTICE:** *If you check out lab equipment you are financially responsible for any loss or damage to the equipment during the time it is checked out in your name, whether or not the damage is caused by you. Also any equipment not returned within two weeks from the date checked out will be charged to you at fair market value as determined by the Mayborn School of Journalism.*
- **Refer to the Equipment Room checkout rules attached to this syllabus**

**Additional equipment checkout rules may apply at discretion of the equipment manager.**

## Photographic Equipment Lab Hours

Mon	9:00 am	–	10:00 pm
Tue	9:00 am	–	10:00 pm
Wed	9:00 am	–	10:00 pm
Thur	9:00 am	–	10:00 pm
Fri	9:00 am	–	6:00 pm
Sat & Sun	12:00 pm	–	6:00 pm

## Mac Lab Hours

Mon-Thur	9:00 am	–	10:00 pm
Fri	1:00 pm	–	6:00 pm
Sun	1:00 pm	–	8:00 pm

## 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 very 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 (60% off) the purchase of PhotoMechanic

Email:

[sales@camerabits.com](mailto:sales@camerabits.com) or [john@camerabits.com](mailto:john@camerabits.com)

## Course Goals and Outcomes

This course introduces students to the history, prominent forms, styles, practitioners, techniques, practice and ethical concerns of professional photojournalism. We will also explore thematic and narrative visual constructions. Students will develop a vocabulary for critique of visual communication in general and photojournalism in particular. Students will assemble a collection of original images that may be used as a professional photographic portfolio.

## Workload and Grading

This is a heavy-workload course. It involves a great deal of shockingly time-consuming photography and printing, almost weekly written critiques, detailed reporting and caption writing, and out-of-class 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, Audacity, Final Cut Pro X, and Soundslides.

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

- 55% -- Numerous Individual Photo Assignments  
(including one floating NT Daily assignment and one contest entry)
- 25% -- Photo Essay / Photo Story Multipicture Audio Slideshow Project
- 10% -- "Day in the Life" Audio Slideshow Assignment
- 5% -- History of Photojournalism Test
- 5% -- Unannounced Quizzes, Spot Checks, and Class Participation

**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.**

## Deadlines

Rock Solid 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 individual 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. Of this harsh policy I'd like to say "this is going to hurt me more than it is going to hurt you," but that wouldn't be true.

## Statement 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 3700, will help to meet the student learning outcomes that have been checked by your professor, Thorne Anderson .

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

## **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
- Expert post-production  
(especially levels adjustments and color balance)
- And all assignments should be completed in accordance with the ethical norms of our profession

### **First Assignment – Part I – Assignment Slug: firstevent**

This week attend and photograph one *interesting* event on or off campus using any camera you have access to. *Newsworthy* events will get you extra credit. Excellent "Behind the Scenes" photos are encouraged. Post one captioned photo to our online group by the start of the next class. Also submit the photo to the Enterprise server at the start of our next class. Refer to the submission guidelines for further instruction on file sizing and naming.

*Values of newsworthiness: Timeliness, Proximity (Issue Localization), Novelty, Conflict, Prominence, Significance (Impact), Human Interest*

### **First Assignment – Part II – Assignment Slug: portfolio1**

Bring to next class a "portfolio" collection 3-8 photographs which is representative of your photography experience. The photos should be no greater than 1Mb each in filesize. Points will be deducted for failure to meet the assignment criteria.

## Assignment Submission Guide for Photojournalism, JOUR 3700

All work you submit (except the portfolio presentation) must be your own original work from this semester. Photography you submit for an assignment must have been taken AFTER the assignment was made. You must be flexible in adapting to multiple forms of submission. All photography assignments will be submitted digitally through a direct file transfer in class to the Enterprise server.

**If your photo is not on the Enterprise server then, for grading purposes, it doesn't exist!** Some assignments may be submitted by email and some may be submitted as physical prints. We may, in the course of the class, also submit some work through photo sharing sites.

**ALWAYS BRING YOUR COMPLETE RAW TAKE TO CLASS  
(ALL THE OUTTAKE PHOTOS YOU SHOT FOR THE ASSIGNMENT)**

---

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

### **Number of Image Submissions per Assignment: ONE**

Unless specifically requested all assignment submissions must consist of ONE and ONLY ONE photograph.

Editing is one of the most valuable skills you must learn.

### **Filesize and type**

Digital submissions must be:

- \* JPEG format – Compression 12
- \* 1200 pixels on the longest dimension

### **Filename**

Filenames must follow this convention

YYMMDDxxxxYourName\_AssignmentSlug (where xxxx is the unique sequence number)

### **Press Badges**

Students in Journalism 3700 are entitled to a “press badge” which may be useful when prowling the world outside the classroom on assignments subject to the following rules:

- Students bearing badges may not identify themselves as official university representatives
- Press badges may be used for identification only while the student is actively working on a class assignment
- Press badge privileges may be revoked at any time by the instructor at which point the badge must be returned immediately to the instructor

## **EMBEDDED CAPTION**

A complete caption must be embedded in the "file info" of each image you submit. 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 single present-tense sentence with critical identification information describing the photograph. Subsequent sentences, written in AP style and generally in the past tense, give secondary identification, supplementary information, and contextual information which indicates the news, thematic, or narrative value of the image.

The format for this class will be as follows:

Dateline MM/DD/YY

Caption information appears in complete sentences.

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 today, residents were able to check up on their homes and businesses in the battle ground. 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

# Photojournalism JOUR 3700

## Weekly Plan – Subject to Change

### **WEEK 1 – August 30**

Intro to the Course and to the Instructor

Tech Review. Batch Filenaming, Photoshop Image Size & Captioning in File Info

Assignment: First Event (Behind the Scenes)

Assignment: First Portfolio

### **WEEK 2 – Sept 6**

DUE: First Event (Behind the Scenes)

DUE: First Portfolio

Lecture: Mechanics of Photography

Lecture: Basic Composition – Part 1

Assignment: Window Portrait

Assignment: Project Story Proposal (due in 3 weeks)

### **WEEK 3 – Sept 13**

DUE: Window Portrait

Lecture: Basic Composition – Part 2

Assignment: Pictorial

### **WEEK 4 – Sept 20**

DUE: Pictorial

Lecture: Phenomenal Light

Lecture: The Photo Story

Assignment: Phenomenal Light

### **WEEK 5 – Sept 27**

DUE: Project Story Proposal

Due: Phenomenal Light

Lecture: Photojournalism History Part I

Assignment: Honest Emotion

## **WEEK 6 – Oct 4**

DUE: Honest Emotion

Lecture: Photojournalism History Part II

Assignment: Interaction

## **WEEK 7 – Oct 11**

DUE: Interaction

In Class: History of Photojournalism Test

Lecture: Storytelling in Pictures

Assignment: Day in the Life

## **WEEK 8 – Oct 18**

DUE: Project Story First Look

Lecture: Narrative Structure

Assignment: NT Daily Photography

## **WEEK 9 – Oct 25**

DUE: Day in the Life

In Class: Critique

Assignment: Environmental Portrait

## **WEEK 10 – Nov 1**

DUE: Environmental Portrait

Lecture: Audacity and Soundslides

Assignment: Day in the Life Soundslides

## **WEEK 11– Nov 8**

DUE: Day in the Life Soundslides

Lecture: The Business of Photojournalism

Assignment: Freelancer Invoice

## **WEEK 12 – Nov 15**

DUE: Project Story FIRST DRAFT

In Class: Critique

Assignment: Project Story Soundslides



## **WEEK 13 – Nov 22**

DUE: Published Assignment

DUE: Freelancer Invoice

Lecture: Photojournalism Rights and Ethics

## **WEEK 14 – Nov 29**

In Class Exercise

## **WEEK 15 – Dec 6**

DUE: Project Story FINAL DRAFT

DUE: Final day for assignment resubmissions

In Class: FINAL PROJECT PRESENTATIONS

## **WEEK 16 – Dec 13**

DUE: Final Portfolio

### **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
- Expert post-production
- And all assignments should be completed in accordance with the ethical norms of our profession

## **MSOJ Syllabus Statements**

### **JOURNALISM REQUIREMENTS & GUIDELINES**

#### **(Statement for JOUR 1210, 2000, 2300 and 2310 syllabi only)**

For journalism majors, not minors: This is a foundational (formerly called pre-major) class. Once you have completed all foundational requirements you will have access to upper-level journalism courses after visiting the Office of Student Advising. If you have questions about what your foundational requirements are, please see an advisor.

#### **(Statements for all JOUR courses)**

### **JOURNALISM COURSE REGISTRATION**

1. Registration will begin on the dates noted in the schedule of classes each semester. The system is a live, first come/first serve program.
2. By registering for this course, you are stating that you have taken the required prerequisites according to your catalog year and major/minor status. If the instructor later determines that you haven't taken and passed these requirements, then you may be dropped at any point in the semester. If you have questions about your prerequisites, please see an advisor.
3. A journalism major enrolled in any restricted 3000 and 4000 level classes must have taken and passed the GSP test, 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 10 to 11 a.m. Tuesdays & Thursdays, and 2-4 p.m. Other office hours are available by appointment. My virtual office is always open on weekdays; just email me

### 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.

### **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.

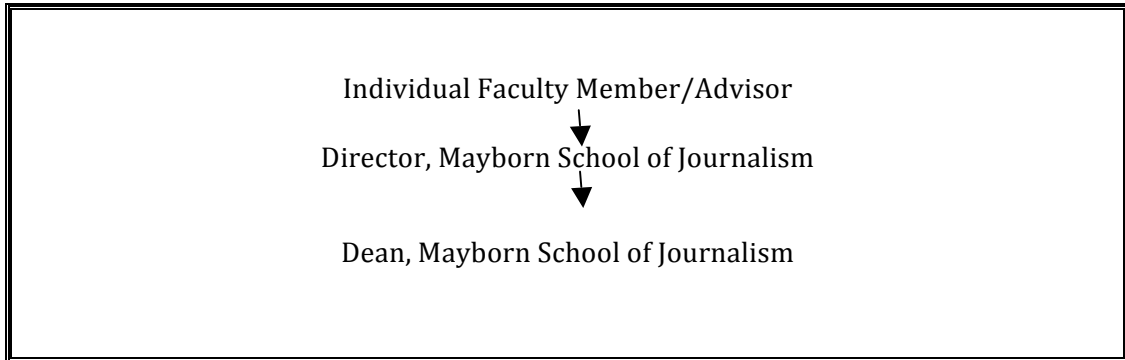
- It is imperative that students have paid for all enrolled classes. **Please check your online schedule daily through late registration to ensure you have not been dropped for non-payment of any amount.** Students unknowingly have been dropped from classes for various reasons such as financial aid,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

Classes Begin.	Aug 29
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.	
	Nov 7
Last day for a student to drop a course with consent of the instructor.	
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).	
	Nov 23
Last day for an instructor to drop a student with a grade of WF for nonattendance.	
	Nov 24-27
Thanksgiving Break (no classes, university closed).	
	Dec 8
Last Regular Class Meeting.	
Reading Day (no classes).	Dec 9
<u>Final Exams.</u>	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.

### **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](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](http://www.my.unt.edu). If you do not regularly check EagleConnect or link it to your favorite e-mail account, please do so, 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.

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

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

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

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

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

### **DROPPING AN ONLINE COURSE**

A student needing to drop an online course should send their instructor an email with their name, student ID#, reason for dropping a course, and date you are sending the email. This *must be done prior to the UNT deadline to drop a course.*

If approved, the instructor will contact the MSOJ Undergraduate Office in GAB 102 where you may obtain a signed drop form. **It is your responsibility to turn in the completed drop slip to the UNT Registrar's office before the deadline to make sure you have been dropped from the course with a "W".** If you are taking only online courses and your instructor approves the drop, please contact the MSOJ head advisor for instructions.

### **EMERGENCY NOTIFICATION & PROCEDURES**

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



### **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 **April 18<sup>th</sup> – May 1<sup>st</sup>** to provide you with an opportunity to evaluate how this course is taught. For the spring 2016 semester you will receive an email on **April 18<sup>th</sup> (12:01 a.m.)** from "UNT SPOT Course Evaluations via *IASystem* Notification" ([no-reply@iasystem.org](mailto: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 at [www.spot.unt.edu](http://www.spot.unt.edu) or email [spot@unt.edu](mailto:spot@unt.edu).

## Syllabus Agreement and Class Contact Form

By signing this form, I agree that I have read and understood the policies laid out in this syllabus for Journalism 3700.001 during the fall semester, 2009. I agree to follow these policies.

---

Signature

---

Date

---

Neatly Printed Name

---

EUID

---

Email Address where you are most readily contacted