# JOUR 3322 - Editing

Tuesdays and Thursdays 11 a.m. – 12:20 p.m. Sycamore 224  
August 2025

## Instructor Contact

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**Office Hours:** By appointment.

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## Welcome to UNT!

## This course introduces students to the theory and practice of editing text for digital media, with an emphasis on news stories. The course will focus on fundamental grammar, punctuation and journalistic style. We will also cover the fundamentals of headline and caption writing and editing for public relations and marketing. The purpose of this course is to assist students in becoming critical consumers of news and develop skills that can help them write for news audiences on online platforms.

## Course Structure

The course will be conducted in-person. Content will be delivered in class via lectures and discussions, and all course materials will be posted on Canvas. All assignments are to be submitted on Canvas. The fall semester lasts for 16 weeks, and there are 16 modules in the course. Each module lasts one week.

## Course Prerequisites or Other Restrictions

Students who are majoring in journalism need to have a passing score on the GSP (Grammar, Spelling & Punctuation) exam and should have successfully completed JOUR 1210 and JOUR 2310.

Students who are minoring in journalism should have a passing score on the GSP (Grammar, Spelling & Punctuation) exam, passed JOUR 2310, and received consent from the school. Students who take this class should be familiar with the inverted pyramid style of news writing and grammar basics before the course starts.

## Course Objectives

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

1. Recall key aspects of concepts learned through class.
2. Apply basic numerical and statistical concepts
3. Analyze, correct and strengthen media writing, while retaining the author’s original voice and intentions.
4. Evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness.
5. Demonstrate the ability to write for news audiences and understand news values and journalistic ethics.
6. Demonstrate writing and editing rules that apply to digital platforms.
7. Demonstrate a solid understanding of the need for and importance of fact checking and using various resources to fact check a news story.
8. Demonstrate an understanding of diversity in society in relation to mass communications.

## Materials

**Required texts**

* Vincent Filak. (2019). *Dynamics of Media Editing.* Washington, D.C.: CQ Press. Available at the campus bookstore as well as on Amazon and other online retailers. You may choose to use the e-book or paperback version. You could also split the cost of the book with a classmate and share it with them.
* *The 2024-2025 Associated Press Stylebook*. Available online via UNT Library free of charge. Paper versions of the book are available through online retailers.
* I recommend reading at least one major U.S. daily to stay current on news.

## Course Technology & Skills

### Minimum Technology Requirements

The minimum technology requirements for students are:

* Computer
* Reliable internet access

### Computer Skills & Digital Literacy

Students must have the following technical skills to succeed in the course:

* Using Canvas
* Using email with attachments

### Rules of Engagement

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

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

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

**Communication Expectations:** In addition to our interactions in class, I will be using email and Canvas Announcements to communicate with you. If you have concerns or questions please send me an email at david.mcphate@unt.edu. You can expect to receive a response to emails within 24 hours on weekdays (usually sooner). It will take me longer to respond over the weekends. I will grade assignments, provide feedback, and post grades within 10 days of the submission deadline. Please be courteous and clear when you communicate with me. UNT provides [Online Communication Tips](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) that you can check out for tips on communicating clearly and effectively.

## Course Requirements

Below are all the required assignments and graded activities for the course, along with the points possible.

| ***Assignment*** |  | ***Percentage of Final Grade*** |
| --- | --- | --- |
| ***Weekly assignments*** |  | *30%* |
| ***Weekly AP Style quizzes*** |  | *15%* |
| ***Weekly chapter quizzes*** |  | *15%* |
| ***Two Exams*** |  | *30%* |
| ***Participation*** |  | *10%* |

## Grading

A = (90% - 100%)

B = (89% - 80%)

C = (70% - 79%)

D = (60% - 69%)

F = (50% - 59%)

Extra Credit and Late Work

I will provide various extra credit opportunities throughout the semester. Please watch the Announcements tab on Canvas for these. I normally do not accept late work, but if you are sick, or have an emergency, please let me know asap.

All work turned in after the deadline will receive a grade of zero unless you have a university-excused absence (https://policy.unt.edu/policy/06-039) and provide documentation within 48 hours of the missed deadline. Please email me/talk to me if you think you will need an extension due to an emergency, illness, etc.

## **Course Evaluation**

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. SPOT evaluations will be available between November 15 and December 2, 2021.

## Course Policies

### Assignment Policy

Assignment instructions and due dates for each assignment will be posted on Canvas in the modules and will be available on the Course Calendar in Canvas. Assignments should be saved as .DOC or .DOCX) and submitted via Canvas.

I will not be using Lockdown Browser or webcams for assignments, exams or quizzes.

In the event of any unexpected server outage or technical difficulty which prevents you from completing a time-sensitive assessment activity, you should immediately report the problem to the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The Help Desk will work with you to resolve any issues at the earliest possible time.

### Examination Policy

All exams and quizzes are open-book. If you do not complete an exam by the deadline, you will not be allowed to take a makeup exam without documentation about a university-excused absence, prior consultation with me, or documentation related to an emergency.

Attendance PolicyTreat this class as your job. You are expected to arrive on time and to meet all deadlines. You **must**attend class. Tardiness or leaving early may constitute an absence for that day.

If you must miss or missed a class for an excused absence, (i.e. serious illness, participation in an official university function, religious observance, etc.) **you must submit third-party documentation**within a week of your absence. Please see the UNT policy for details. While issues such as lack of sleep, computer glitches, car trouble or work schedules are awful, they are not excused absences.  
  
You will have one week to make up work for an excused absence once that documentation is received. It is your responsibility to follow-up on this.

Life happens, so you will be granted TWO free unexcused absences during the course of the semester without harm to your final grade. If you miss more than twice – or miss without a university-approved excuse – then your final grade will be impacted with a 5-point penalty for each absence.

Please note that you CANNOT make up missed work for an unexcused absence.

Class meetings and labs are NOT recorded, so please get notes on what you missed from a classmate.

Communication is key.

I will post all materials online. These will usually be posted in advance of class. I am unable to post in-class discussions on Canvas or email you a recap of what we discussed in class. All assignments, quizzes, etc. will be due on Canvas. We will spend class time going over the assigned readings, discussing examples, and working on practice or homework assignments.

If you can’t come to class for any reason, you should check Canvas and complete the assignments by the deadline specified.

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

AI PolicyAll work submitted for this class must be your original work—that is, it cannot have been published already online, submitted for any other class, or created or adjusted by generative AI. Remember that many grammar-checking, paraphrasing, word processing programs also employ generative AI.

TurnItin will flag instances of plagiarism as well as the use of generative AI. The use of generative AI in this class, unless specified in the instructions of an assignment, will be considered a form of cheating, and will be assigned the same penalties as cheating. The UNT Academic Integrity Policy may be found here:  <https://vpaa.unt.edu/ss/integrity>

Syllabus Change PolicyI reserve the right and have the discretion to change this syllabus. While I will make every effort to follow this syllabus as closely as possible, sometimes modifications need to be made. I will announce such adjustments to the class in person and via Canvas Announcements and will make changes accordingly to the class calendar on Canvas. It is your responsibility to keep up with this syllabus and the assignments. Each class contains quite a bit of material. All of the assigned readings from the textbook and other sources are listed on the Canvas modules.

Course Calendar

I will make every effort to adhere to the following schedule. It is your responsibility to check this schedule every week and meet deadlines as indicated.

| **Week** | **Topic/Reading** | **Assignment/Task** | **Homework** |
| --- | --- | --- | --- |
| **Week 1**  Aug. 19 | Introductions | Download and read the syllabus. | None |
| Aug. 21 | Chapter 1- Audience-centric editing | Read Chapter 1 and go through the chapter PowerPoint on Canvas. | 1) Quiz 1 2) Assignment 1 |
| **Week 2**  Aug. 26 | 1) Chapter 2- Editors as Leaders and Managers. 2) AP Style | Read Ch. 2 and go through the PowerPoint. | 1) Quiz 2 2) AP Style Quiz 1 |
| Aug. 28 | 1) Inverted pyramid writing (Leads) 2) AP Style | Go through the PowerPoints posted on Canvas. | 1) AP Style Quiz 2 2) Assignment 2 |
| **Week 3**  Sept. 2 | 1) Inverted pyramid writing contd. (Quotations) 2) AP Style | Go through the PowerPoints posted on Canvas. | 1) Assignment 3 2) AP Style Quiz 3 |
| Sept. 4 | 1) Inverted pyramid writing contd.  2) AP Style | Go through the PowerPoints posted on Canvas. | 1) Assignment 4 2) AP Style Quiz 4 |
| **Week 4**  Sept. 9 | 1) Chapter 5- Punctuation. 2) AP Style | Read Ch. 5 and go through the PowerPoint. The stylebook also has a section on punctuation. | 1) AP Style Quiz 5 2) Assignment 5 |
| Sept. 11 | 1) Chapter 6 - Improving sentences and using proper grammar 2) AP Style | Read Ch. 6 and go through the PowerPoint. | 1) Quiz 3 2) Assignment 6 3) AP Style Quiz 6 |
| **Week 5**  Sept. 16 | 1) Chapter 7- Editing for the bigger picture. 2) AP Style | Read Ch. 7 and go through the PowerPoint. | 1) Quiz 4 2) Assignment 7 3) AP Style Quiz 7 |
| Sept. 18 | 1) Editing for the bigger picture contd. 2) AP Style | Go through the notes and examples posted on Canvas. | 1) Assignment 8 2) AP Style Quiz 8 |
| **Week 6**  Sept. 23 | Chapter 12- Editing for news. | Read Ch. 12 and go through the PowerPoint. | 1) Quiz 5 2) Assignment 9 3) AP Style Quiz 9 |
| Sept. 25 | AP Style practice (online class) | AP Style practice  (online class) | Assignment 10 (online class) |
| **Week 7**  Sept. 30 | Chapter 8- Headlines. | Read Ch. 8 and go through the PowerPoint. | 1) Quiz 6 2) Assignment 11 3) AP Style Quiz 10 |
| Oct. 2 | Chapter 9- Photography. | Read Ch. 9 and go through the PowerPoint. | 1) Quiz 7 2) Assignment 12 |
| **Week 8**  Oct. 7 | Midterm Exam  Review | Midterm Exam  Review | Midterm Exam  Review |
| Oct. 9 | Midterm Exam | Midterm Exam | Midterm Exam |
| **Week 9**  Oct. 14 | Chapter 10- Information Graphics. | Read Ch. 10 and go through the PowerPoint. | 1) Quiz 8 2) Assignment 13 3) AP Style Quiz 11 |
| Oct. 16 | Chapter 13- Social Media. | Read Ch. 13 and go through the PowerPoint. Read the section on social media guidelines from the stylebook. | 1) Quiz 9 2) Assignment 14 3) AP Style Quiz 12 |
| **Week 10**  Oct. 21 | Editing for digital media | Read the notes posted on Canvas | 1) Assignment 15  2) AP Style Quiz 13 |
| Oct. 23 | Math for journalists | Read the notes posted on Canvas. Read the section on data journalism and polls and surveys from the AP stylebook. | 1) Assignment 16 |
| **Week 11**  Oct. 28 | AP Style practice (online class) | AP Style practice  (online class) | 1) Assignment 17 |
| Oct. 30 | Chapter 14- Editing for PR. | Read Ch. 14 and go through the PowerPoint. | 1) Quiz 10 2) AP Style Quiz 14 |
| **Week 12**  Nov. 4 | Chapter 15- Editing and Marketing. | Read Ch. 15 and go through the PowerPoint. | 1) Quiz 11 2) Assignment 18 |
| Nov. 6 | Chapter 3- Media Law | Read Ch. 3 and go through the PowerPoint. | 1) Quiz 12 2) Assignment 19 3) AP Style Quiz 15 |
| **Week 13**  Nov. 11 | Chapter 4- Media Ethics | Read Ch. 4 and go through the PowerPoint. | 1) Quiz 13 2) Assignment 20 |
| Nov. 13 | Chapter 11-Publication Design (online class) | Read Ch. 11 and go through the PowerPoint. | 1) Quiz 14 2) AP Style Quiz 16 |
| **Week 14**  Nov. 18 | Possible Guest Speaker | | |
| **Nov. 20** | Final Exam Review | | |
| **Week 15**  Nov. 26 | Fall break | No class | No class |
| Nov. 28 | Fall break | No class | No class |
| Week 16  Dec. 2 | Final exam posted  (No class) | Final Exam posted  (No class) | (No class) |
| Dec. 4 | Last date to submit final exam  (No class) | Last date to submit final exam  (No class) | No class |

# **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. The textbook is needed to do classwork.

## **OFFICE HOURS**

I’ll be in my office from 12:20 p.m. to 1:20 p.m. Tuesdays and Thursdays; other office hours are available by appointment. My virtual office is always open; just email me, and I’ll do my best to respond within 24 hours, except on weekends.

## **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.

## **A green and white calendar with white text AI-generated content may be incorrect.**

## **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](mailto: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**](mailto: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**](mailto:mayborn-equipment@unt.edu)**.**

Equipment room supervisor can be reached at [**ladaniel.maxwell@unt.edu**](mailto: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:

<https://forms.office.com/r/q9fakNFTM8>

This form should 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**](mailto:mayborn-equipment@unt.edu)or[**ladaniel.maxwell@unt.edu**](mailto: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:

| Individual Faculty Member/Advisor  Associate Dean, Mayborn School of Journalism  Dean, Mayborn School of Journalism |
| --- |

## **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](about:blank) (<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.

## **ACCESS TO INFORMATION**

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

## **Courses in a Box**

Any MSOJ equivalent course from another university must receive prior approval from the MSOJ academic advisor to 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](mailto:international@unt.edu)) to get clarification before the one-week deadline.

## **EMERGENCY NOTIFICATION & PROCEDURES**

UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence).  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](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](http://www.spot.unt.edu/) ([www.spot.unt.edu](http://www.spot.unt.edu)) or email [spot@unt.edu](mailto:spot@unt.edu). Spots survey dates:

| **Term** | **Survey Administration Dates** |
| --- | --- |
| [Regular Academic Session](https://vpaa.unt.edu/spot/calendars/fall-calendars/fall-regular.html) | November 11 - December 04 |
| [8W1](https://vpaa.unt.edu/spot/calendars/fall-calendars/fall-8w1.html) | September 30 - October 09 |
| [8W2](https://vpaa.unt.edu/spot/calendars/fall-calendars/fall-8w2.html) | December 02 - December 11 |

## **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](http://www.deanofstudents.unt.edu)).

## **Classroom Policies**

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

## **SEXUAL DISCRIMINATION, HARRASSMENT, & ASSAULT**

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

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

## **MENTAL HEALTH SERVICES**

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

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

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

1800 Chestnut St. (Chestnut Hall)

940-565-2333

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

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

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

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

940-565-2741

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

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

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

Dean of Students, University Union

940-565-2648

[careteam@unt.edu](mailto:careteam@unt.edu)

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

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

940-565-2333

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

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

940-369-8773

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

* National Suicide Hotline 800-273-8255
* Denton County MHMR Crisis Line 800-762-0157
* Denton County Friends of the Family Crisis Line (family or intimate partner violence) 940-382-7273
* UNT Mental Health Emergency Contacts
  + During office hours, M-F, 8 a.m. to 5 p.m: Call 940-565-2741
  + After hours: Call 940-565-2741
  + Crisis Line: Text CONNECT to 741741
  + [Live chat](http://www.suicidepreventionlifeline.org/): [(](about:blank)<http://www.suicidepreventionlifeline.org>)

## **STATEMENTS OF STUDENT LEARNING OUTCOMES**

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

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

This course, JOUR 3322, will help to meet the student learning outcomes that have been checked by your professor, Christian McPhate.

Each graduate must:

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