

**Fundamentals of Public Relations**  
**JOUR 2400.001 Spring 2026**

**Professor** Kimberly Keller, APR, M.A.  
**Class times** Wednesdays from 11 a.m. to 1:50 p.m.  
**Location:** LANG 310

**Phone** 940-369-5329  
**Office** Sycamore 214

**Contact:**

Always use the Canvas email system. Email sent to the unt.edu system will not be read. I will do my best to respond to Canvas emails within 24 hours - except on weekends. Please do not email me about assignments within 24 hours of their deadline; I may not be able to respond before the assignment is due.

**Office hours:**

- Tuesday from 9:30 a.m. to 11:30 a.m.
- Thursdays from 2-4 p.m.
- Other times by appointment

**Description:**

Your goal in JOUR 3400 is to know what public relations is - and is not, as well as how it has been practiced in various organizational, situational and relational contexts. This course introduces you to not only the basic history, mechanism, processes, practices, writing formats, and legal and ethical practices of public relations, but also implications of today's constant technological changes and rapid globalization for the profession.

The course emphasizes the four-step public relations process, strategic planning, writing formats and real-world cases. In particular, remember that the majority of public relations professionals consider reporting and writing skills as the most important skillset you must possess.

**Prerequisites:**

None

**Textbooks:**

- None
- Readings may be assigned from other sources

**Course Objectives and Student Learning Outcomes:**

Students will understand and apply the basic planning and writing skills used by public relations professionals by:

1. Describing major theories and processes useful in public relations.
2. Identifying the roles of public relations in organizations as well as in society.
3. Using the basic vocabulary of the public relations practitioner.

4. Comparing various public relations writing formats.
5. Examining the importance of reporting and writing skills.
6. Explaining the history and role of professionals and institutions in shaping communications
7. Demonstrating the diversity of peoples and cultures and of the significance and impact of mass communications in a global society
8. Demonstrating legal and professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity

Students will explore the primary beliefs and practices of public relations by completing a variety of assignments, which will include:

- Lesson quizzes
- In-class work
- Written analyses
- Exams

## Course Policies

### Netiquette

Netiquette, or online etiquette, refers to the way students are expected to interact with each other and with their instructors online. Learn more with this [quick guide](#).

### Attendance

This class meets just once a week, so good attendance is very important. 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.

Use this time wisely and don't waste it on "I don't feel like participating today." Give yourself a buffer for illness, schedule conflict, etc. Remember the following:

1. The more classes you miss, the less education you receive and the worse grades you earn.
2. Regardless of the reason, if you miss a day, you are still responsible for obtaining information about an assignment and class from your classmates and for properly submitting assignments on or before due dates. Plus, you cannot make up points for in-class assignments (for unexcused absences) or extra credit.

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.

### Academic honesty

There is one over-arching rule in public relations: Be honest.

Honesty is critical in this profession - and in this class. Use your own words. Don't cheat. Be the person your dog thinks you are.

Submitting your work to this class is equivalent to stating that you have produced the entire work by yourself and **you have not previously produced this work to submit to another class (This includes a class you may be repeating) or any other outlet.** Plagiarism, fabrication, copyright infringement, and similar uses of other people's work are unacceptable, leading to serious consequences for you. Read [UNT Policy No. 06.003 \(Student Academic Integrity\)Links to an external site.](#)

Plagiarism, which in a nutshell, is using other people's work as your own, is a serious offense in any discipline and a firing offense in the professional world. Any situations involving potential academic dishonesty will be handled through procedures established by the UNT Office of Academic Integrity.

In this course, you must use quotation marks and refer to the original source for a string of seven or more consecutive words from other people's work. You also must not use an extensive quote or too many quotes. Always produce your original work.

**The use of artificial intelligence (AI) is prohibited in this class.**

I want you to engage deeply with the materials and develop your own critical thinking and writing skills. For this reason, the use of Generative AI (GenAI) tools like Claude, ChatGPT, Gemini, Bard and others is not permitted. While these tools can be helpful in some contexts, they do not align with our goal of fostering the development of your independent thinking.

Using GenAI to complete any part of an assignment, exam, or coursework will be considered a violation of academic integrity, as it prevents the development of your own skills, and will be addressed according to the [Student Academic Integrity policyLinks to an external site.](#). Additionally, tools like Grammarly (and other grammar checking programs), predictive text, speech-to-text, and translation tools are not allowed as they blur authorship and misrepresent your independent work. All work must be your own.

### **About course material**

Materials used in connection with this course are subject to copyright protection. Materials may include, but are not limited to: documents, assignments, slides, images, audio, and video. Course materials are only for the use of students enrolled in this course, for purposes associated with this course, and may not be shared to third parties without official authorization. Unauthorized retention, duplication, distribution, or modification of copyrighted materials is strictly prohibited by law. Thanks for being a diligent student and reading the syllabus. If you're the first person to use Canvas email to send me a photo of your favorite zoo animal, you'll get a \$6 Starbucks gift card. For more information, visit the [UNT Policy OfficeLinks to an external site.](#) or [Copyright.govLinks to an external site.](#) In addition, sharing such information on websites or in other contexts may be considered a violation of the [UNT Academic Integrity Policy.](#)

### **Deadlines**

Assignments are due on or before the deadline— even if you are absent. Deadlines are FIRM for all quizzes, extra credit, exams and in-class assignments. There is a 10% late penalty per day/portion of day with written assignments. This penalty applies to weekends as well.

Written and in-class assignment will be uploaded to the Canvas assignment as docx or doc files. No assignments will be accepted if they are sent by email.

### **Technology requirements**

You must have a working computer with a keyboard and consistent high-speed internet access during the course of the semester. This is a writing-intensive course, so having a keyboard on which to type your assignments is necessary.

### **Preparation and participation**

I want students to be actively involved in class and to feel comfortable expressing their thoughts and opinions. Please read, do the homework and be prepared to share your insights/reactions in class. Be respectful of others' thoughts, even if you do not agree.

Be respectful when others are talking during discussions or working on assignments.

In the event you are unable to attend class, please ask a classmate for an update on what was covered in class and for her/his notes to complement the lecture.

### **Course requirements**

This course follows a lecture-discussion-writing format. The key to doing well in this course is to attend all class sessions, actively participate in discussions, complete all assignments accurately and within deadline parameters, take good notes and understand them, and do all the class readings.

Please note that even though I provide student notes to you via Canvas, you are responsible for the material that we discuss in class that may not be in that content. In other words, you still need to take notes as you actively listen.

Here's the breakdown:

#### **Exams: 150 points**

- Four exams. All exams are closed-book, closed-notes and will be conducted in the Sage Hall Testing Center. They cover the readings, lessons and videos in each unit.
- Deadlines are absolutely firm. There are no make-up or rescheduled exams.

#### **Written Assignments: 250 points**

- There are five written assignments worth 50 points each. These assignments must be uploaded to Canvas. See the modules for deadlines and details.
- There is a 10% per day/portion of the day late penalty that includes weekends.
- View the rubrics to see how you will be graded.
- I will drop your lowest written assignment grade.

#### **Reading quizzes: 140 points**

- 15 available quizzes x 10 points each.
- Deadlines are absolutely firm. There are no make-up or rescheduled quizzes.

- I will drop your lowest quiz grade.

### **In-class assignments: 50 points**

- There are three in-class assignments that are due by the end of class. I will drop your lowest score. Deadline is absolutely firm. You must be physically in class during the assignment to get credit.

## **Grading**

### **Grading criteria for final grades**

- A: 90-100%
- B: 80-89.99%
- C: 70 to 79.99%
- D: 60-69.99%
- F: 0-59.99%

### **Other Grading Information**

**Quality of work:** In this class, an A earned on an assignment means that you've done outstanding work and demonstrated exceptional critical thinking. A B is very good work with very good critical thinking. A C means your work is good for the classroom, but it needs more thought and analysis. For nearly all assignments, you'll have to do external research beyond the lesson materials. While this isn't a writing course, clean writing is important in all your assignments.

**Turn-around time:** I aim to return graded work to you within one week of the due date. When this is not possible, I will send an announcement to the class.

**Grade disputes:** You are required to wait 24 hours before contacting me to dispute a grade. Within that time, I expect that you will review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, email me to set up a meeting (I cannot discuss grades over email). You should come to our scheduled meeting with specific examples that demonstrate that you earned a higher grade than you received. If you miss your scheduled meeting, you forfeit your right to a grade dispute. If you do not contact me to schedule a meeting within seven days of receiving your grade, you also forfeit your right to a grade dispute.

**Extra credit opportunities:** There are a few extra credit opportunities built into the course, so please take full advantage of them. Because these items are available to help boost your grade, I do not round-up grades at the end of the semester, and I do not respond to requests asking for this consideration.

## **Course Schedule**

This is subject to change pending needs of class. Please see the Canvas modules, assignments and quizzes tabs for full and up-to-date information.

### **Unit 1**

- Nature of PR and Jobs in PR
- History of PR
- Publics
- Communication Theory
- Exam 1

## **Unit 2**

- Legal issues
- Ethics
- Exam 2

## **Unit 3**

- Research
- Planning
- Communication and Evaluation
- Exam 3

## **Unit 4**

- Message Development
- Online PR
- Crisis Communication
- Cross-Cultural PR
- Exam 4

# MAYBORN SCHOOL OF JOURNALISM SYLLABUS STATEMENTS UNDERGRADUATES

## 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.

## OFFICE HOURS

See information in the Course Specific section of the syllabus.

## ATTENDANCE

See information in the Course Specific section of the syllabus.

## 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.

### IMPORTANT DATES FOR SPRING 2026

## 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 <i>For specifics by student group/class: <a href="https://registrar.unt.edu/when-can-i-register">https://registrar.unt.edu/when-can-i-register</a></i>	Oct. 6	Oct. 6	Oct. 6	Oct. 6
Prerequisite Drop <i>Students not meeting course prerequisites will be dropped from their courses.</i>	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 <i>Courses do not appear on the transcript. After this date see Dean of Students to withdrawal from the entire term.</i>	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 <i>A swap is switching sections of the same course in the same session.</i>	Jan. 16	Dec. 15	Jan. 16	Mar. 20
Last Day to Drop a Class Section Without a W (Census) <i>Courses dropped before this date will not appear on official transcript. (Dropping courses may impact financial aid and degree completion. See advisors.)</i>	Jan. 24	Dec. 16	Jan. 17	Mar. 21
Drop with a Grade of W Begins <i>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.)</i>	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, was reaccredited in 2023. 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

The following items can be checked out for up to 72 hours: Canon mirrorless camera, batteries, lighting gear, mirrorless tripods, individual lenses and accessories.

- To check out a Canon mirrorless camera and the items above for MORE than 72 hours, the professor for the course will need to approve the request.

The following items can be checked out for up to 24 hours: Panasonic video camera, batteries, SDXC and tripods.

- To check out a Canon mirrorless camera and the items above for MORE than 72 hours, the professor for the course will need to approve the request.

Send extended reservations approval from the professor to the following general email: [mayborn-equipment@unt.edu](mailto:mayborn-equipment@unt.edu).

### **Location and contact information**

Chilton Hall, Room 155 (410 S. Avenue C)

Phone number is 940-565-3580

Email is [mayborn-equipment@unt.edu](mailto:mayborn-equipment@unt.edu)

Supervisor is Ladaniel Maxwell at [ladaniel.maxwell@unt.edu](mailto:ladaniel.maxwell@unt.edu)

### **Operating hours**

- Monday and Wednesday: 9 a.m. to 9 p.m.
- Tuesday and Thursday: 9 a.m.–9 p.m.
- Friday: 9 a.m.–6 p.m.
- Saturday and Sunday: Noon to 6:00 p.m.

Anyone who plans to check out equipment during the semester must complete the checkout agreement form. This form should be completed prior to checking out equipment and only needs to be done once per semester. Here's the form:

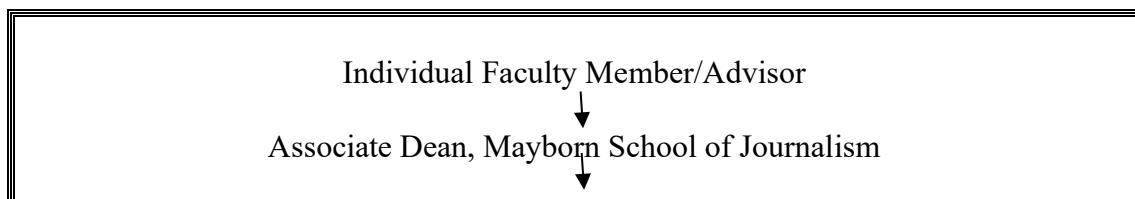
<https://forms.office.com/r/q9fakNFTM8> Links to an external site.

### **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:



## 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](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. **See more information in the Course Specific section of the syllabus.**

### 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. See more information in the Course Specific section of the syllabus.

### 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](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) or email [spot@unt.edu](mailto:spot@unt.edu).

SPOT survey dates:

Term	Survey Administration Dates
Regular Academic Session	April 14-30

<a href="#">8W1</a>	Feb. 24 – March 5
<a href="#">8W2</a>	April 28-May 7

## 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](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>)

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](mailto: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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