

# Public Relations Writing

## JOUR 3420 • Spring 2026

<b>Professor</b>	Kimberly Keller, APR, M.A.
<b>Classroom</b>	Sycamore 222
<b>Class times</b>	Tuesdays and Thursdays 12:30-1:50 p.m. in SYC 222
<b>Phone</b>	940-369-5329
<b>Office</b>	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:

I'm available to meet with students Tuesdays from 9:30-11:30 a.m. and Thursdays from 2-4 p.m. If you would like to meet virtually during office hours, please send me an email and I will send you a link. Other times available by appointment. Office hours are first-come, first-served.

**Final exams:** Thursday, May 7 from 10 a.m. to noon

### Description:

This class is designed to develop students' professional public relations research, analytical and writing skills. To become effective public relations professionals, students will work and act proactively in response to tight deadlines.

### Prerequisites:

Students must complete JOUR 2310, 2400 and 3322 as prerequisites to this course.

### Recommended Textbooks:

- Associated Press. (2024-2026). *The Associated Press Stylebook and Briefing on Media Law*.
  - Available free from UNT Library database.
  - This book is updated every two years. Older versions may not be accurate.

### Course Objectives and Student Learning Outcomes:

1. Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve.
2. Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness.
3. Understand how to create a variety of public relations documents appropriate for various audiences and media.
4. Demonstrate an understanding of public relations communication and writing concepts.

5. Conduct research and evaluate information by methods appropriate to the public relations profession.
6. Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society
7. Understand concepts and apply theories in the use and presentation of images and information
8. Demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity.
9. Think critically, creatively and independently.
10. Apply tools and technologies appropriate for the communications professions in which they work.
11. Understand how to best use media for public relations communications.
12. Recognize legal and ethical challenges involved with public relations writing.
13. Recognize opportunities to think creatively in designing and writing work products.
14. Work proactively to complete and correct assignments under deadline pressure.
15. Interact with a selected nonprofit organization with professional integrity and courtesy.

## Course Policies

### Attendance

This is a seminar course, and it requires your attendance and participation each class meeting. Remember the following:

1. The more classes you miss, the less education you receive and the worse grades you earn.
2. All assignments must be submitted before their deadline, even if you are absent.
3. Regardless of the reason you miss class, you are still responsible for obtaining information about the assignment and class from your classmates. Plus, you cannot make up points for extra credit, participation, or in-class assignments (for unexcused absences).
4. 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: Use your own words. Always.

Because this is a professional writing course, students must convey their thoughts in their own words. Cutting and pasting text from an online or written source – *even if the source is cited* – can be considered copyright infringement or plagiarism in the professional sector. People lose their jobs over it.

All your work is run through TurnItIn software. The system will give you a report within a few minutes regarding how much content is similar to other sources. My basic rule of thumb is to rewrite the document if you have a similarity score of 12 percent or higher.

Make sure what you write is accurate and reliable; fabrication can also lead to unemployment.

Assignments that contain AI-based, fabricated, plagiarized or copyrighted material will earn a ZERO. This includes work products previously produced by other students. ANY assignment or test which demonstrates dishonesty will receive a zero. Recirculating assignments done in classes is academic dishonesty, and those assignments will receive zeros. See the University and MSOJ Academic Integrity policies for more details.

### **Use of artificial intelligence (AI) is prohibited in this class**

All 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 enhanced by generative AI. Remember that many grammar-checking, paraphrasing, word processing programs also employ generative AI. (Before you submit your work, you may wish to run your work for AI flags.)

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. Your instructor may use other AI-detection programs as well. The UNT Academic Integrity Policy may be found here: <https://vpaa.unt.edu/ss/integrity>

### **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. For more information, visit the [UNT Policy Office](#) or [Copyright.gov](#). In addition, sharing such information on websites or in other contexts may be considered a violation of the [Academic Integrity Policy](#).

### **Deadlines and Late Work**

The deadlines for the AP/GSP quizzes, lesson quizzes and in-class assignments are firm and cannot be extended or rescheduled. The major written assignments are due on or before the deadline – even if you are absent. Late work for these will lose 10 percent of its points for each day/portion of day late; this penalty includes weekend days as well.

### **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. Stay off your cell phone during class. 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 Content**

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. Course content is subject to change.

Please note that even though I provide student notes to you via Canvas, you are responsible for 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.

### **Grading: Distribution of Points**

All deadlines for quizzes, assignments and in-class work are firm. (Point totals and assignments are subject to change. Please follow the class Canvas site for up-to-date information.) Please see the prior note about late work and deadlines. Subject to change.

#### ***Participation (100 points)***

12 quizzes x 10 points each (I will drop your lowest two grades)

You can earn up to five points for each class meeting; this equates to 10 points per week. These points cannot be made up for ANY reason, and you must be present in the class room to earn them. See details in Canvas.

#### ***Lesson Quizzes (110 points)***

12 quizzes x 10 points each (I will drop your lowest score.)

The purpose of these quizzes is for you to keep up with the lessons and retain concepts shared during class discussions. Due dates for these quizzes are listed in the Canvas content modules. Deadlines are firm.

#### ***AP and GSP Quizzes (45 points)***

3 quizzes x 15 points each

The purpose of these quizzes is to help you review your basic AP Style, grammar, spelling and punctuation skills. Due dates for these quizzes are listed in the Canvas content modules. Deadlines are firm. No scores are dropped.

#### ***Assessments (365 points)***

These include an AP and GSP test (40), a one-on-conference (25), portfolio project (200) and final exam. (100). Deadlines are firm. No scores are dropped.

For your portfolio, you will pick four of your best and produce a “new and improved” version of the documents based on my feedback. You must address both content AND AP/GSP issues. The portfolio is due April 28.

#### ***Minor in-class assignments: (160 points)***

We will be working in-class as well. These are unannounced smaller, timed writing assignments. They must be completed within the timeframe allowed and cannot be made up if a student has an unexcused absence.

**Major writing assignments (870 points)**

Since this is an intensive writing class, most of your grade will be based on a variety of public relations writing assignments. You will have one or more assignments due nearly every week.

While you might have some class time to begin or finalize your work, the bulk of your writing and research must be completed on your own. Due dates and assignment details are listed in Canvas and are subject to change.

These assignments include:

Assignment	Due Date	Points Possible	Eligible for rewrite?	Eligible for portfolio?
Feature story packet	Feb. 5	115	Yes	Yes
Client fact sheet	Feb. 3	30	No	No
Media release packet	Feb. 19	115	Yes	Yes
Resume, cover letter and "about me"	Feb. 26	50	No	Must be included
Position paper	March 5	115	Yes	Yes
Social media content	March 26	100	Yes	Yes
Brand journalism article	April 2	115	Yes	Yes
Speech packet	April 9	115	No	Yes
YouTube and podcast script	April 16	115	No	No

**Rewrite opportunity:**

You can resubmit up to two assignments\* for a better grade (up to 20 points). (See above.) Review the feedback and then prepare a two-paragraph reflection statement that tells me about the things you did incorrectly, why they were done incorrectly and steps you will take to do better in the future.

You must then rewrite the article based on the feedback that was provided. Address all content and AP/GSP issues and return a "new and improved version" within a week. Please note that you must address EVERYTHING. \*More details in Canvas.

**Grading: Letter scale**

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

### Grading: Criteria for Writing Assignments

In the real world of professional communication, writers are expected to know proper usage and form. As indicated above, you will use the AP book as your guide for proper style and grammatical rules in everything you write. In keeping with professional writing standards, your assessment will be based on the following:

A	90-100 percent	<p>Exceptional work that is ready to go to the client. [and/or]</p> <p>Meets all assignment requirements for content. [and/or]</p> <p>Clear thinking reflected in clear writing. [and/or]</p> <p>Uses appropriate style for type media. [and/or]</p> <p>Knows and uses preferred formatting. [and/or]</p> <p>Excellent use of research and valid, reputable sources. [and/or]</p> <p>No more than three errors in AP Style, grammar, punctuation or spelling. [and/or]</p> <p>Adapted to intended audience (public).</p>
B	80-89.99 percent	<p>Very good work that is almost ready to go to the client. [and/or]</p> <p>Meets all assignment requirements for content. [and/or]</p> <p>Lacks polish (style) of A work. [and/or]</p> <p>Formatting is correct. [and/or]</p> <p>Good use of research and valid, reputable sources. [and/or]</p> <p>No more than five errors in AP Style, grammar, punctuation or spelling. [and/or]</p> <p>Adapted to intended audience.</p>
C	70-79.99 percent	<p>Good work for the classroom, but not ready for the client [and/or]</p> <p>Missing assignment requirements for content. [and/or]</p> <p>Formatted incorrectly. [and/or]</p> <p>Lacks clear thinking, clear writing. [and/or]</p> <p>Not usable professionally without further editing/corrections. [and/or]</p>

		<p>Fair use of research and valid, reputable sources; needs further research/source checking [and/or]</p> <p>No more than eight errors detected. [and/or]</p> <p>Not well adapted to intended audience or medium.</p>
D	60 – 69.99 percent	<p>Work needs development [and/or]</p> <p>Missing assignment requirements for content. [and/or]</p> <p>Formatted incorrectly. [and/or]</p> <p>Lacks clear thinking, clear writing. [and/or]</p> <p>Needs significant work in form and/or style. [and/or]</p> <p>Poor use of research and valid, reputable sources; needs significant further research/source checking [and/or]</p> <p>Up to 10 errors detected. [and/or]</p> <p>Little consideration of needs/interests of intended audience or of medium.</p>
F	59.99 percent and below	<p>Work is poor [and/or]</p> <p>Missing assignment requirements for content. [and/or]</p> <p>Formatted incorrectly. [and/or]</p> <p>Lacks clear thinking, clear writing. [and/or]</p> <p>Unacceptable in form and style. [and/or]</p> <p>Fails to adapt to audience or medium. [and/or]</p> <p>Poor use of research and valid, reputable sources; needs significant further research/source checking [and/or]</p> <p>11 or more errors detected. and/or]</p> <p>Little or no consideration of needs/interests of intended audience or of medium.</p>

**Other grading information**

- **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. These meetings are limited to just you and the instructor.

- **Extra credit opportunities:** There are many extra credit opportunities in the course, so please take full advantage of them. Extra-credit opportunities cannot be made up, regardless of reason. 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.

## Tentative Lesson Schedule

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

- Week 1: Course overview; Review of AP Style and GSP
- Week 2: Readability, SEO and publics
- Week 3: Feature stories and using media databases
- Week 4: Working with journalists
- Week 5: Working with journalists
- Week 6: Working in PR
- Week 7: Persuasion
- Week 8: Writing conferences
- Week 9: Spring break
- Week 10: Writing for websites and social media
- Week 11: Writing for brand journalism
- Week 12: Speeches and presentations
- Week 13: Writing for audio and video
- Week 14: Legal issues for PR Writing
- Week 15: Writing with AI prompting
- Week 14: Portfolio presentations
- Week 15: Thanksgiving break
- Week 16: Portfolio presentations
- Week 17: Final

# MAYBORN SCHOOL OF JOURNALISM SYLLABUS STATEMENTS

## 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:

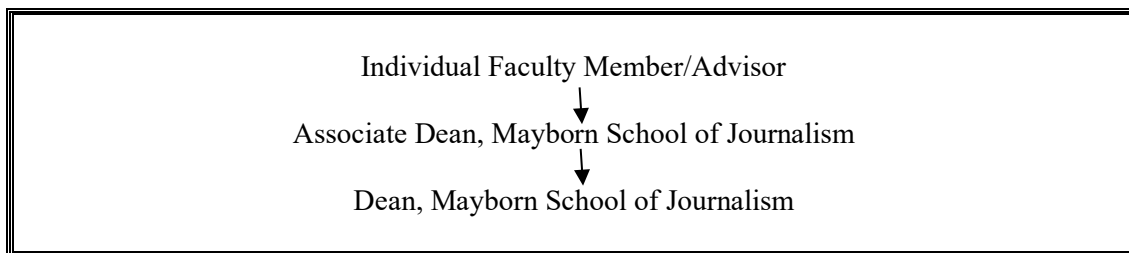
<https://forms.office.com/r/q9fakNFTM8>[Links to an external site.](#)

### 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:



### 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 do so, 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:

<b>Term</b>	<b>Survey Administration Dates</b>
<a href="#">Regular Academic Session</a>	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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