

“No matter how imperfect things are, if you've got a free press, everything is correctable. Without it, everything is concealable.”
--Tom Stoppard from his play, “Night and Day”

JOUR 3321-002

News Reporting, Writing and Editing

Fall 2017

Instructor: Mark Donald

Class: TU/TH, 9:30 a.m. – 10:50 a.m., Sycamore 220

Lab: TU, 4:00 p.m. – 5:30 p.m., Sycamore 220

TA/Mentors:

TBA

Books and required reading:

- ✓ Inside Reporting, a Practical Guide to the Craft of Journalism, Third Edition by Tim Harrower, McGraw Hill
- ✓ *When Words Collide: A Media Writer's Guide to Grammar and Style*, Ninth Edition, by Lauren Kessler and Duncan McDonald
- ✓ *When Words Collide Exercise Book*, (same as above)
- ✓ North Texas Daily (at ntdaily.com)
- ✓ *AP Stylebook*. Always have this with you.
- ✓ *Dallas Morning News* e-edition
- ✓ A book of your choice to review (list provided first week of class)
- ✓ A book of your choice to review (list provided first week of class)

Let's talk!

Office: Sycamore 217

Office hours:

Monday:

- 9:30 a.m. – 10:45 a.m.

Tuesday:

- 11:00 a.m. – 12:30 p.m.

Wednesday:

- 9:30 a.m. – 10:45 a.m.

By appointment

- Virtual office is always open. Just give me 24 hours to respond to your email.

Cell phone: 214-402-6518

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.

Course Objective 1: In this practical class, you work as a beat reporter for UNT's student newspaper, the *North Texas Daily* and/or its online version *ntdaily.com*. You will further develop the reporting and writing skills you learned in Journalism 2310 (or its equivalent), applying these by finding, reporting and writing your own news and feature stories for the *Daily*.

Part of this class is learning how to work with others, an important component of the professional world. Working closely with an assigned mentor/editor (me), you will write stories incorporating various reporting techniques, sources, databases, state and federal open records laws, journalism ethics and legal issues, multiculturalism and diversity, multi-platform and explanatory journalism, specialty and investigative reporting, and feature writing.

You will develop your critical thinking skills by:

- Learning to evaluate the credibility of sources
- Honing your news judgment skills
- Learning to gather information quickly on deadline, even when sources are uncooperative

Other Course Objectives include:

- Understanding the “real world” of a journalist in today’s global news environment
- Developing a showcase for your news writing for display to interested viewers
- Communicating effectively with multiple audiences across multiple platforms
- Working individually and collaboratively to produce publishable work
- Learning basic editing skills such as proof reading, copyediting and story editing that will make your work more professional and publishable. (For labs, always bring a red pencil so you can edit your own homework in class.)
- Understanding and applying First Amendment principles and the law appropriate to professional practice.
- Demonstrating an understanding of the diversity of groups in a global society in relationship to communications
- Working ethically in pursuit of truth, accuracy, fairness and diversity.
- Critically evaluate your own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness.
- **Major requirements:** This class is for journalism majors, not minors. You must have passed JOUR 2310 or its equivalent before taking this class. *(For students under any catalog before 2009, this is a pre-major class. See your advisor ASAP.)*

Course requirements

A **portfolio** of at least five high-quality, publishable stories: Three must be on your beat, **all** must have a digital element -- photo, video, audio, map, graphic, chart, stats box, etc.

Among your five stories must be one longer story -- in-depth news features, investigative pieces or profiles.

In addition to the five stories, you must write two short calendar pieces for the NT Daily website and keep a blog: Your portfolio grade will be weighted as follows: **(60%)**

Four news stories: 400-500 words (two to three pages, typed/double-spaced). Each must have three quoted human sources. **(9% each)**

One longer story: 800 to 1200 words, with at least four quoted human sources. Stories may not be event coverage. **(14%)**

Two calendar items Since writing short is a valued skill in this wide web of a world, students must write two short calendar pieces for the NTDaily website (about 100- 150 words each). Some form of art will be required. **(5%)**

A well-maintained blog All stories must be posted to your blog that you will maintain throughout the semester. The look and feel of your blog will be a reflection of you to the outside world so I will award style points and points for extra blog postings of which you are particularly proud. Extra points will be awarded for those who produce their own photos, video, etc., particularly if they enhance the story. You will receive a blog grade at mid-term and at the end of the semester. **(5%)**

The rest of your grade **40%** will be based on the following:

Lab editing exercises, tests and homework **(15%)**

Question of the Day (5 %):

Homework, classwork and class participation, including film responses and critiques. **(15%)**

Optional Final Exam: You will be offered the opportunity to take the final exam to replace your lowest grade on your written stories. If you choose to drop one of your **shorter stories**, your final exam grade will replace that story grade if you score higher on the exam than on your story grade. The grade on your final will count as **10 %** of your overall grade. If you choose to drop your **longer story**, your final exam grade will replace that story grade if your exam grade is higher than your story grade. In this case, the grade on your final will count as **15 %** of your final grade.

Pulitzer Prize Team Presentations (5%)

Source lists

All stories must have a list of sources and their contact information (phone, email). Five (5) points will be deducted from each story filed without a list.

You must pass this class with a C or better to proceed in your major.

Lab Format: Do not schedule interviews during this period.

Lab sessions are MANDATORY unless they are designated for another use. The first portion of the class will be devoted to News Editing instruction and exercises. The remaining time can be spent with your mentor discussing the reporting, writing and editing of your stories.

You will be assigned a beat and a TA editor/mentor, who will help you come up with story ideas. Your mentor also may set deadlines and edit final versions of your stories. You are expected to keep in close communication with your mentor about your work, whether in person during lab or by phone or email.

NO STORIES can be submitted to the *NT Daily* without the approval of your mentor or instructor.

Meeting deadlines is crucial, and the failure to do so will affect your grade. You can use some lab time to write your stories, or you can write them on your own time, as long as you meet deadlines.

If you miss a lab for an excused absence, it is your responsibility to contact one of the TAs to make up any missed work. You will have two weeks from the date of your excused absence to make up work done during your absence. Unexcused absences in lab will result in a “O” for that day’s work.

You must have your student ID to check in and use the lab. Lab assistants will not allow lab use absent the presentation of proper student identification. A driver’s license will not do!

Course Management:

- **WordPress:** This semester we’ll be using: markdonaldnewsclass.wordpress.com, as our class website. The site itself is entitled “UNT Campus Beat,” which reflects the focus of many of the stories you will be producing for the NT Daily, both in print and online. The website will be public (unless otherwise indicated), and I will use it to post the class agenda, assignments, readings, resources, syllabus and changes to the class schedule. Unless I indicate otherwise, the website is the final word on your class agenda and takes precedence over the syllabus. So please check it regularly. It will also be a repository of links to each student’s individual blog, which is where you will showcase to the outside world the work you will produce for this class.
- **Dropbox:** We will use the file hosting system Dropbox to submit your stories on deadline. Within the first week of class, you will receive an email from Dropbox inviting you to the JOUR 3321 folder. If you already have a Dropbox account, simply join the folder. Dropbox will also be used to facilitate any story workshopping we might employ during the course of the semester.
- **Blackboard:** To aid transparency, I will maintain your grades on Blackboard, the UNT content management system. Blackboard will allow me to record your grades while maintaining privacy and allowing you “24/7 real-time online access.”

Grading: If a letter grade is given, it will be converted to a numerical equivalent, equi-spaced from each other, based on a 100-point scale. Then, they will be averaged and converted back to the letter grade you will receive as your final grade. As you likely know, UNT has no plus/minus system in its grading.

A+ = 98, A = 95, A- = 92: Outstanding work, publishable as is, or with slight revision

B+ = 88, B = 85, B- = 82: Good work, in need of minor revision

C+ = 78 C = 75, C- = 72: Fair work, needs significant revision

D+ = 68, D = 65, D- = 62: Poor Work; major problems with reporting and writing

F=55-0: Issues with plagiarism, libel or fabrication, deadlines

0: Work not turned in.

More On Course Requirements:

1. You will be required to produce a portfolio of at least five high-quality stories, three of which must be on your beat, one of which will be longer in form. The compilation will serve as a professional portfolio to use when applying for internships, jobs or freelance work.

* Don't procrastinate. Meeting the minimum quota of five stories (plus two calendar items) will be difficult if you get behind. You'll need to develop sources on your beat and conduct numerous interviews before you're able to generate quality stories that can be published.

Deadlines will be strictly enforced:

- Except for excused absences, missing a deadline on a story will result in the loss of ½ a letter grade (5 points) for each day late.
 - Except for excused absences, no story will be accepted unless it is received within 10 days of the date it was due. If received after 10 days, you will get an F for the story, which, as noted above, can range from a 0-55. If the story is not received at all, you will receive a 0 for the story.
 - If you miss a quiz or class assignment and you do not have an excused absence, you will receive a "0" for that day's work.
 - Missing a deadline on homework will result in the loss of ½ a letter grade (5 points) for each day missed.
 - Except for excused absences, no homework will be accepted unless received within three days of the date it was due, and only then if the homework has not been reviewed in class.
 - All work for this class must be typed and double-spaced. No handwritten work will be graded and you will receive a zero for that work.
 - No story will be accepted after the last day of class.
2. **Question of the Day:** Each day, I will ask you to answer one question, which will be taken from current events or your nightly reading assignment. At the beginning of class, I will pass out a notecard for each student who will answer the question and return the same notecard to me daily. This will comprise 5 percent of your overall grade and it will also indicate your attendance, a crucial factor in determining close calls on final grades.

3. **Pulitzer Prize Presentations:** Teams of two will be assigned Pulitzer Prize winning stories taken from the last three years of Pulitzer Prize submissions. Each team must make a 7 to 10-minute oral presentation to the class based on an assigned rubric, deconstructing the story in terms of its reporting, structure and readability, as well as providing context for the story's factual history and reasons why it was so successful.

Official Class Note-takers: Some students are great at taking notes, others not so much. Those who feel they are great note-takers, can receive extra credit if they are willing to take notes and share them with the rest of the class in a designated Dropbox folder entitled "Class Notes." Each note-taker must post his or her weekly notes according to name and date (i.e., Donald 1-27, Donald 1-29) in Dropbox by noon Friday of that week. We can have two note-takers for the semester who must volunteer by contacting me by email on a first come-first serve basis. Extra credit can add as much as two (2) points to your final grade depending on the quality, timeliness and frequency of your notes. Other students can use these notes as a study guide but should rely on them at their own risk.

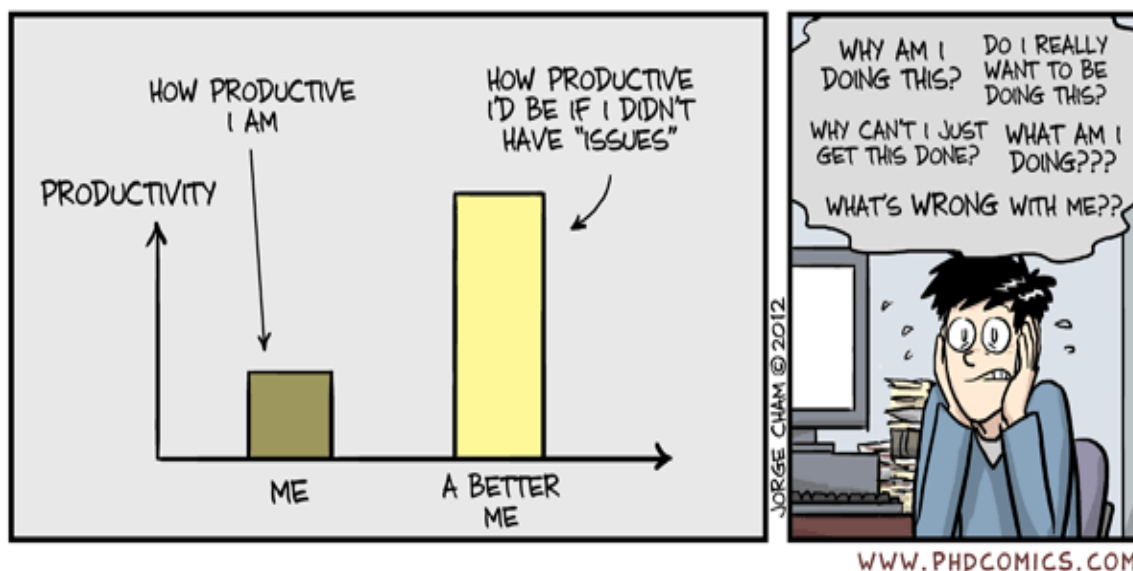
Attendance: Treat this class as a job. You are expected to be present for every class and lab unless otherwise instructed. If you have legitimate reasons for an absence (illness, disaster, family emergency), email me beforehand and present a note from a physician or other official at the next class. If you have a religious holiday, please let me know beforehand. One absence in the course is the limit without penalty toward your final grade, unless you have communicated with me from the beginning about an extraordinary problem. After two unexcused absences, you may lose a half a letter grade (5 points) for each unexcused absence thereafter. The key here is communication, and I am more likely to excuse an absence that I know about in advance.

Being late to class (after I check roll) twice will count as one absence; leaving class early twice will count as one absence; any combination of being late to class and leaving class early will count as one absence. If you come to class late, it is your obligation to notify me at the end of class so I can correct the roll. Failure to notify me will result in your being absent without excuse. This is a seminar course, and it requires your attendance and participation each class meeting.

Attendance at the final is mandatory.

First Class Day Attendance

Journalism instructors reserve the right to drop any student who does not attend the first-class day of the semester.



Saving your work: You are responsible for making copies of all of your work on thumb drives or by e-mailing finished assignments to yourself. You cannot save material on the computers in the lab. Save all graded copies of your work (including labs) that have been returned to you, since this is the only way to resolve any potential discrepancy between the grade you are assigned and your own calculation of your grade.

Cell phone and computer policy: Cell phones should **NEVER** be used in class except for class work. If you use your phone during class, I reserve the right to either confiscate your phone and return it to you after class, or give you a zero for any class work due that day. Habitual cell phone use will seriously affect your class participation/professionalism grade.

Computers should **NEVER** be used in class unless part of a class assignment or used to take notes. Computer technicians can see anything on your computer screen.

Be prepared: For class discussions, each week you should read **IN ADVANCE OF CLASS** the assigned chapters in your textbook and any handouts provided as homework for that class. You also must read:

- The *North Texas Daily* and *The Denton Record Chronicle*, both available free or online.
- *The Dallas Morning News* and/or the *Fort Worth Star-Telegram*, available online.
- Also, check out *The New York Times* (nytimes.com) for examples of excellent reporting and writing. The local alternative weeklies, the *Dallas Observer* and *Fort Worth Weekly*, also will help you develop story ideas and make you a better writer and reporter.
- Current events items for the “Question of the Day” will be based on dallasnews.com and npr.org— and class discussions.

Extra Credit: Extra credit will be awarded for various assignments during the course of the semester. The syllabus contemplates that only Story1 will undergo a course-mandated revision. But if students revise their drafts and show strong improvement, I will award up to two (2) points onto their semester average depending on the number of revisions and the quality of those revisions.

Tentative Class Schedule: Fall 2017

I expect you to read the scheduled chapters and readings (from “Inside Reporting”) as well as any assigned essays, articles and handouts **before** you come to class. Lectures, quizzes and the Question of the Day will cover these and other materials. You will receive your Lab Schedule in a separate document. Lab content also is subject to change.

Week 1- Aug. 29, 31

Lecture 1: Introduction, course overview. What is news? Beats handout. Reporting/Writing Exercise

Lecture 2: Discussion of news literacy. Real news v. Fake News. How to know the difference while not being accused of faking it yourself. IMVAIN Source Reliability.

To read: (and print out for class): <https://www.nytimes.com/2014/06/07/science/in-some-states-emissions-cuts-defy-skeptics.html>

Week 2 –Sept. 5, 7

Lecture 1: Read Chapter 3 “News Writing Basics,” p. 36-63, Chapter 5, “Covering the News,” p. 94-95, Short lecture on writing short, calendar listings assignment explained. Beats assigned. Class exercise: Newsworthiness

Lecture 2: Read Chapter 4 “Reporting Basics,” Quotations, Attributions, p.82-85. Class exercise: Common Story Mistakes and Missteps: Class Exercise: Jumbled Story Form/

Week 3 – Sept. 12, 14

Lecture 1: *Story1 Story Meeting:* bring story proposal/budget to class. Leads Workshop

Lecture 2: Blog Workshop: All student blogs must be launched by Sept. 12, 8 p.m., and must include following Pages: Student bio with photo, About This Blog and Past Writings (if worthy of posting) (Not expecting perfection at this early date.)

*****Group C1 Calendar Item due in Dropbox at start of class Thursday, Sept. 14 *****

Week 4 – Sept. 19, 21

Lecture 1: Information Gathering Part 2: Traditional—The Art of the Interview Read Chapter 4 “Reporting Basics,” p. 74-81. Observation, the art of the interview, the art of listening. Class exercise. ***Pulitzer Prize Presentation Team1***

Lecture 2: More on Traditional Interviewing Techniques. Possible Out of Class Exercise

*****Story 1 due in Dropbox at the start of class Thursday, Sept. 21 *****

Week 5- Sept. 26, 28

Lecture 1: *Story 2 Story Meeting.* Information Gathering Part 2: Digital—Using Social Media as a Reporting Tool; Read Chapter 8 “Digital Journalism,” p. 158-179; Read Chapter 4 “Reporting Basics,” p. 68- 73, Handouts. To Do: Public Records Search Assignment Due in Dropbox at the start of class; ***Pulitzer Prize Presentation Team2***

Lecture 2: Information Gathering, Part 3: Digital/Print Convergence--Class time will be dedicated to Twitter Scavenger Hunt- more to follow/Or New York Times *Insider* podcast on how they get global news stories/ or live blogging from a news event.

*****Group C2 Calendar Item due in Dropbox at start of class on Thursday, Sept 28*****

Week 6- Oct. 3, 5

Lecture 1: Read Chapter 6 “Beyond Breaking News,” How to craft a feature story p. 116-123 You will be receiving a reading assignment to discuss in class; ***Pulitzer Prize Presentation Team3***

Lecture 2: Out-of-Class exercise: The Fine Art of Hanging Out:

***** Revised Story 1 due in Dropbox at the start of class Thursday, Oct. 5 *****

Week 7- Oct. 10, 12

Lecture 1: Read Chapter 6 “Writing Profiles” p.124-125; Read Chapter 5 “Writing Obituaries,” p. 96-97. Handouts to discuss in class. Obit exercise; ***Pulitzer Prize Presentation Team4***

Lecture 2: **Lecture 1:** Read Chapter 5 “Covering the News,” p.108-109 (Government beat); p. 110-111 (political beat); p. 86-87 (Math for journalists) In class exercise: Florida City Council coverage.

***** Story 2 due in Dropbox at start of class Thursday, Oct 12*****

*****Group C3 Calendar Item due in Dropbox at start of class on Thursday, Oct. 12*****

Week 8- Oct. 17, 19

Lecture 1: Story 3 (Long) Story Meeting. Read Chapter 5 “Covering Crime,” p. 102-103, “Covering Courts,” p. 104-105. Handouts aplenty; ***Pulitzer Prize Presentation Team5***

Lecture 1: More on Cops and Courts Reporting—In Class Exercise

Week 9- Oct. 25, 26

Lecture 1: Midterm Story Review- meet-up with me

Lecture 2: Midterm Story Review- meet up with me

Week 10- Oct. 31, Nov. 2

Lecture 1: Reportage Hodgepodge: Read Chapter 5 “Covering accidents and disasters,” p. 98-99, “Covering fires,” p. 100-101, “Covering Sports,” p. 112-113, “Covering Business”: Handouts; ***Pulitzer Prize Presentation Team6***

Lecture 2: Read Chapter 4 “Diversity in News Coverage” p. 88-89. We will watch documentary film “The Paper” (will take up entire class and more) Response Paper handout

*****Story 3 (Long) due in Dropbox Thursday, Nov. 2*****

Week 11 – Nov. 7, 9

Lecture 1: *Story 4 Story meeting*. Finish watching “The Paper” Discussion of film, Response Paper including discussion of ethics regarding diversity and multicultural sensitivity; ***Pulitzer Prize Presentation Team 7***

Lecture 2: Data Journalism: Guest Speaker- Allan Vestal, Dallas Morning News Data Journalist

Week 12 –Nov. 14, 16

Lecture 1: *Media Law*: Read Chapter 7 “Law and Ethics,” p. 140-149. ***Pulitzer Prize Presentation Team 8***

Lecture 2: *Ethics*: Read Chapter 7 “Law and Ethics, p. 150-155. In class exercises

***** Story 4 due in Dropbox at the start of class Thursday, Nov. 16 *****

***** Group C4 Calendar Item due in Dropbox at start of class on Thursday, Nov. 16 *****

Week 13- Nov. 21, 23

Lecture 1: *Story 5 Story Meeting*; Guest Speaker: Pete Freedman, owner of Central Track, taking about media entrepreneurship. In preparation read:

<https://www.poynter.org/2013/8-ways-to-get-funding-for-your-media-startup/211214/>

<https://www.poynter.org/2013/media-entrepreneurs-five-myths-that-can-stop-you-before-you-start-up/226284/>

Lecture 2: No classes- Happy Thanksgiving

Week 14 –Nov. 28, 30

Lecture 1 Read Chapter 6, Enterprise and Investigative Reporting, p. 126-131. ***Pulitzer Prize Presentation Team 9***

Lecture 2. In-class movie “Spotlight,” Running Time: 128 minutes. Handout for response paper.

***** Story 5 due in Dropbox at the start of class Thursday, Nov. 30 *****

Week 15- Dec. 5, 7

Lecture 1: Exciting conclusion of “Spotlight,” discussion of film; discussion of investigative reporting. Response papers due at the start of class in Dropbox.

Lecture 2 (Depending on how far along we are) More Spotlight/Semester wrap-up/ Final Exam Review/Internship-Resume Discussion ***Pulitzer Prize Presentation Team 10***

Week 16 – Thursday, Dec. 14, 8-10

Comprehensive (Lecture and Lab) Final exam

Key Dates

- **Thursday, Sept. 14, Group C1 Calendar Item due in Dropbox at the start of class.**
- **Thursday, Sept. 21, Story 1 due In Dropbox at the start of class**
- **Thursday, Sept 28, Group C2 Calendar Item due in Dropbox at start of class**

- Thursday, Oct. 5, Revised Story1 due in Dropbox at the start of class
- Thursday, Oct. 12, Story 2 due in Dropbox at the start of class
- Thursday, Oct. 12, Group C3 Calendar Item due in Dropbox at start of class
- Thursday, Nov 2, Story 3 (Long) due in Dropbox at the start of class
- Thursday, Nov. 16, Story 4 due in Dropbox at the start of class
- Thursday, Nov. 16, Group C4 Calendar Item due in Dropbox at start of class
- Thursday, Nov. 30, Story 5 due in Dropbox at the start of class.
- Thursday, Dec.14, from 8 a.m. – 10 a.m. Comprehensive Final Exam

JOURNALISM REQUIREMENTS & GUIDELINES

JOURNALISM COURSE REGISTRATION

1. Registration will begin on the dates noted in the schedule of classes each semester. The system is a live, first come/first serve program.
2. By registering for this course, you are stating that you have taken the required prerequisites according to your catalog year and major/minor status. If the instructor later determines that you haven't taken and passed these requirements, then you may be dropped at any point in the semester. If you have questions about your prerequisites, please see an advisor.
3. A journalism major enrolled in any restricted 3000 and 4000 level classes must have taken and passed the GSP test, all foundational courses, and Math 1680/1681. Students must earn and maintain a 2.5 UNT and/or overall GPA (depending upon catalog year) to be eligible for major-level courses.

RE-TAKING FAILED JOURNALISM CLASSES

Students will not be allowed to automatically take a failed journalism course more than two times. Once you have failed a journalism course twice, you will not be allowed to enroll in that course for one calendar year after the date you received the second failing grade. Once a student has waited one calendar year after failing a course twice, the student may submit a written appeal to the director to be approved to enroll a third time. Students will not be allowed to re-take a failed journalism course more than three times.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) UNDERGRADUATES

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per semester. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a

student does not maintain the required standards, the student may lose financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so has the potential to affect your current and future financial aid eligibility.

Please visit <http://financial.aid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with your MSOJ academic advisor or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

ACADEMIC ADVISING

All first-time-in-college students at UNT are required to schedule an appointment with their Academic Advisor and receive an advising code to register for classes both fall and spring semesters of the first year in college. ALL students should meet with their Academic Advisor at least one time per long semester (Fall & Spring). It is important to update your degree plan on a regular basis to ensure that you are on track for a timely graduation.

- It is imperative that students have paid for all enrolled classes. **Please check your online schedule daily through late registration to ensure you have not been dropped for non-payment of any amount.** Students unknowingly have been dropped from classes for various reasons such as financial aid, schedule change fees, parking fees, etc. MSOJ will not be able to reinstate students for any reason after late registration, regardless of situation. It is the student's responsibility to ensure all payments have been made.

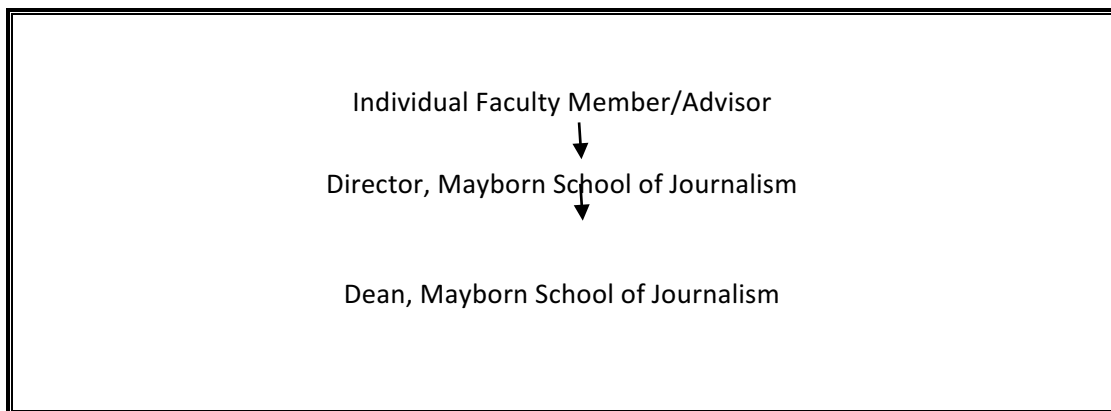
Fall 2017 Important Dates

Deadline	Regular Academic Session	8W1	8W2
Classes Begin.	Aug 28	Aug 28	Oct 23
Labor Day (no classes; university closed).	Sept 4	Sept 4	Sept 4
Census.	Sept 11	Sept 5	Oct 30
Beginning this date a student who wishes to drop a course must first receive written consent of the instructor.	Sept 12	Sept 6	Oct 31
Last day for student to receive automatic grade of W for nonattendance.			
Last day for change in pass/no pass status.			
Last day to drop a course or withdraw from the semester with a grade of W for courses that the student is not passing. After this date, a grade of WF may be recorded.	Oct 6	Sept 15	Nov 10
Beginning this date instructors may drop students with a grade of WF for nonattendance.	Oct 7	Sept 16	Nov 11

Last day to drop with either W or WF.	Nov 6	Oct 2	Nov 27
Last day for a student to drop a course with consent of the instructor. Beginning this date, a student who qualifies may request an Incomplete, with a grade of I.	Nov 13	Oct 2	Nov 27
Last day for an instructor to drop a student with a grade of WF for nonattendance.	Nov 22	Oct 6	Dec 1
Last day to withdraw (drop all classes).		Nov	Nov
	Nov 23-26	23-26	23-26
Thanksgiving Break (no classes, university closed).	Dec 7	Oct 19	Dec 14
Last Regular Class Meeting.			
Reading Day (no classes).	Dec 8	N/A	Dec 8
<u>Final Exams.</u>	Dec 9-15	Oct 20	Dec 15
End of term.	Dec 15	Dec 15	Dec 15

ACADEMIC ORGANIZATIONAL STRUCTURE

Understanding the academic organizational structure and appropriate Chain of Command is important when resolving class-related or advising issues. When you need problems resolved, please follow the step outlined below:



OFFICE OF DISABILITY ACCOMMODATIONS

The University of North Texas and the Mayborn School of Journalism make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA

notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

COURSE SAFETY STATEMENTS

Students in the Mayborn School of Journalism are urged to use proper safety procedures and guidelines. While working in laboratory sessions, students are expected and required to identify and use property safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance for this insurance program. Brochures for this insurance are available in the UNT Health and Wellness Center on campus. Students who are injured during class activities may seek medical attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

ACADEMIC DISHONESTY

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works *without* full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action, which may include expulsion from the university. This is explained in the UNT Student Handbook. If you are caught engaged in conduct deemed academically dishonest, I reserve the right to give you an F for the course, drop you from the class or give you a "0" for the assignment. The severity of the punishment will depend on the severity of the conduct.

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).

FINAL EXAM POLICY

Final exams will be administered at the designated times during the final week of each long semester and during the specified day of each summer term. Please check the course calendar early in the semester to avoid any schedule conflicts.

ACCESS TO INFORMATION

As you know, your access point for business and academic services at UNT occurs within the my.unt.edu site www.my.unt.edu. 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. The website that explains Eagle Connect and how to forward your email: <http://eagleconnect.unt.edu/>

COURSES IN A BOX

Any MSOJ equivalent course from another university must receive prior approval from the MSOJ academic advisor to insure that all MSOJ degree plan requirements are met. For example, courses that are taken online or from a program that offers course material via CD, booklet, or other manner of correspondence must have prior advisor approval.

IMPORTANT NOTICE FOR F-1 STUDENTS TAKING DISTANCE EDUCATION COURSES

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

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

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course,

students should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) to get clarification before the one-week deadline.

DROPPING AN ONLINE COURSE

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

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

EMERGENCY NOTIFICATION & PROCEDURES

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

STUDENT PERCEPTIONS OF TEACHING (SPOT)

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The short SPOT survey will be made available **Apr. 17 – May 4** to provide you with an opportunity to evaluate how this course is taught. For the fall 2016 semester you will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Please look for the email in your UNT email inbox. Simply click on the link and complete your survey. Once you complete the survey you will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu.

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 at www.deanofstudents.unt.edu

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 offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs:

<http://deanofstudents.unt.edu/resources> 0. Renee LeClaire McNamara is UNT's Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

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 3321, will help to meet the student learning outcomes that have been checked by your professor, Mark Donald.

Each graduate must:

- ☐ Understand and apply the principles and laws of freedom of speech and press for the country in which the institution that invites ACEJMC is located, as well as receive instruction

in and understand the range of systems of freedom of expression around the world, including the right to dissent, to monitor and criticize power, and to assemble and petition for redress of grievances

- ☐ Demonstrate an understanding of the history and role of professionals and institutions in shaping communications
- ☐ Demonstrate an understanding of diversity in domestic and global societies in relation to mass communications
- ☐ Demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity
- ☐ Think critically, creatively and independently
- ☐ Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve
- ☐ Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness