

“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 4410.002

Reporting on Public Affairs

Spring 2018

Instructor: Mark Donald

Class: TU/TH, 12:30 p.m. - 1:50 p.m.

Meeting Place: Sycamore 203

Course Description

Read the newspaper, look at television ... go online. Public affairs reporting is all around you. As a reporter, one of your early assignments will be covering cops, courts, governments, civil servants and politicians. It's what makes villages, towns, cities, states and federal governments tick. Public affairs stories address the most mundane issues, but in the long run the subjects of these stories are directly impacting the lives of every reader and viewer. Many of the most coveted awards in journalism are won by journalists who have gone beyond the ordinary, and dug deep to reveal tremendous inconsistencies, illegal behavior and wrongdoings by those in the centerpiece of public affairs.

As part of this course, you will be reporting and writing stories about communities around you as well as participating in active, in-class discussions about public policy, community journalism and media ethics.

Course Design

The design of this course is the brainchild of UNT Journalism Professors Neil Foote, Tracy Everbach, Gary Ghioto and San Francisco State University Professor Rachele Kanigel. With their permission, I am adopting and adapting much of its structure, format and syllabus.

Course Objectives

At the end of this class, you should achieve the following and be ready to go out into the journalism workforce:

- Report and write stories about public institutions
- Learn the organizational structure and basic functionality of key public institutions, such as police departments, the court systems and the school boards/independent school districts
- Learn how to report, research and write short- and long-form investigative stories
- Learn about the depth and breadth of public documents and how to access them
- Understand how to file an open records request
- Understand the fundamental role of a free press, the role of the First Amendment and the importance of open government
- Learn the importance of fairness and ethics in covering government institutions and politicians

Let's talk!

Office: Sycamore 217

Office hours

Monday: 12:30 p.m. –1:30 p.m.

Tuesday: 9:45 a.m. –10:45 a.m.

Wed: 12:30 p.m. – 1:30 p.m.

Thurs: 9:45 a.m. –10:45 a.m.

By appointment

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

My email: mark.donald@unt.edu

My cell phone: 214-402-6518

ACEJMC Competencies (for accreditation purposes)

- 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 gender, race ethnicity, sexual orientation and, as appropriate, other forms of diversity in domestic society in relation to mass communications;
- Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society;
- Demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity;
- Think critically, creatively and independently;
- Conduct research and evaluate information by methods appropriate to the communications professions in which they work;
- Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve;
- Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness;
- Apply basic numerical and statistical concepts;
- Apply tools and technologies appropriate for the communications professions in which they work.

Reading and Textbook Requirements

- **Required:** “The Elements of Journalism, What Newspeople Should Know and the Public Should Expect,” by Bill Kovach and Tom Rosentiel, (Three Rivers Press, 2007, 288 pages). Revised and Updated 3rd Edition. INEXPENSIVE.
- **Required:** Associated Press Stylebook. Can download a mobile version or buy the book. ALSO INEXPENSIVE.
- **Required:** Read daily print or online editions of The Dallas Morning News, The New York Times and/or other daily newspapers, including the North Texas Daily and Denton Record-Chronicle. Read online news from other quality news outlets such as CBS News or BBC News. You cannot do this job without reading news!
- Read additional webinars, articles, essays and case studies as assigned. (some may charge small fees).
- Database Journalism Handbook – Available Online – FREE - <http://datajournalismhandbook.org/1.0/en/>

Attendance

You are required – and expected - to attend every class. Your participation is absolutely essential to your personal success, and to completely engage the class in the learning experience. You cannot make up missed assignments if you have an unexcused absence. The goal is to treat this class as if it were a newsroom. If you’re going to be absent, call me/email me and bring to class the next class meeting immediately following your absence a signed note or letter that supports your absence.

One unexcused absence in the course is the limit without penalty toward your final grade, unless you have communicated with me about an extraordinary problem. After two unexcused absences, you may lose a half a letter grade (5 points) for each unexcused absence thereafter. I reserve the right to drop you from the class after four unexcused absences. The key is communication and I’m more likely to excuse an absence I know about in advance.

Coming to class late (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.

First Class Day Attendance

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

Cell Phone Use

All cell phones must be turned off and placed out of SIGHT AND REACH when entering class. Please bring laptops to class but they can only be used for in-class exercises and activities.

Course Management

- **WordPress**: This semester we'll be using **publicaffairs2017.wordpress.com** as our class website. 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. It will take precedence over the tentative schedule in this syllabus. So please check it daily. You will post your work to your own city-beat blog that we will link to this class blog.
- **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 4410-002 Public Affairs Reporting folder. If you already have a Dropbox account, simply join the folder. Dropbox will also be used to facilitate any story workshoping we might employ during the course of the semester.
- **Blackboard**: To aid transparency, I will maintain your grades using Blackboard's Grade Center, (or Canvas, if launched) which allows me to record your grades while maintaining privacy and allows you 24/7 real-time online access to your grades. At all times, I will strive to return your work in a timely manner.

City Beat/City Blog

You will cover an assigned a North Texas city or town—your **city beat**—from which you will generate many of the stories for this class. Time management is an essential component of this class along with your journalism skills, critical thinking and creativity. So plan ahead.

You will be required to create and maintain a **city blog** on the North Texas city that will be your beat. You will be assigned 3-4 blog posts to report and write. Additional non-mandatory posts will only enhance your blog grade. You also will post to your blog the final drafts of the five (5) required stories for this course. These final drafts should be embedded with digital elements to enhance your storytelling. Even though some blogs don't adhere to the rules of good grammar and style, and the techniques of strong writing—not so with your blog. You will continue to develop these, and the result will be a blog that will serve as a showcase for your good work.

Final Project

Around the sixth week, we'll discuss the Final Project and around the 12th week, you'll be expected to provide a cogent, detailed proposal of what you'll be reporting. The topic for the final project will focus on the 2018 political campaign season, which will be in full swing (primaries) during the course of the spring

semester. If you decide on this topic early enough, you might use sources from your beat to flesh out the political issues, candidates, handlers, hacks, power players and pundits as you write your blog posts and other stories. The goal of this project is to combine all of your journalism skills into a long form profile, investigative article OR explanatory journalism piece that stretches your ability beyond the norm. You will draw upon your experience on what we've learned throughout the semester. The expectation is that this 1,000- to 1,500-word article or 1:30 video package is a great opportunity for you to have a solid piece for your portfolio.

Guest speakers

To help make the class more relevant and interesting, we may have guest speakers – journalists, county officials, attorneys – and others to help you get an up-close, in-person opportunity to talk to people.

Grading: Your grade will be based on:

Assignment	Grade Weight	Due Date (tentative)
Role of a journalist essay	5 percent	Jan. 29
Meeting story	10 percent	Feb.15
Police/crime	10 percent	March 7
Court Story	10 percent	March 23
Third Place Profile	10 percent	April 1
Final Project Proposal	5 percent	April 6
Case Study (possibly WikiLeaks)	5 percent	April 16
Final Project	20 percent	May 1
Blog	15 percent	May 11
Attendance/participation	5 percent	N/A
Mashup: response papers, quizzes, etc.	5 percent	N/A

You will be graded on your ability to turn in your assignments on deadline. They've got to be accurate, clear, use AP style correctly, must be fairly reported and well written. All of the above components will be part of determining your grade.

Extra Credit:

There are four ways to earn extra credit:

1. By one of your stories being accepted for publication in the, NT Daily, either in print or online. Students who do outstanding work will be encouraged to submit.
2. By one of your stories being accepted for publication in a local or regional newspaper, magazine or online journalism site, including but not limited to the *Denton Record Chronicle*, *The Dallas Morning News*, *D Magazine*, *Dallas Observer*, *Fort Worth Weekly*.
3. By maintaining an outstanding blog that goes above and beyond the course posting requirements.
4. By competently executing any assignment designated as extra credit-worthy prior to being assigned.

Deadlines:

Missing a deadline is career suicide. You will be expected to turn in all stories, response papers and case study analyses when due. Except for excused absences, missing a deadline on these will result in the loss of ½ a letter grade (5 points) for each day late. For excused absences, I will allow work to be made up but will only accept it within seven days of the date it was due.

- Except for excused absences, NO story will be accepted unless it is received within seven days of the date it was due. If it is received after 7 days, the student may receive a zero (0) for the draft and may be asked to drop the course.

- If you miss a quiz or other in-class assignment, and you do not have an excused absence, you will receive a zero (0) for that day's work.
- The unexcused missing of a deadline on homework will result in the loss of ½ a letter grade (5 points) for each day late.
- NO homework will be accepted unless it is received within 5 days of the date it was due.

JOUR 4410 Tentative Class Schedule (with the emphasis on tentative)

Each week you should read IN ADVANCE OF CLASS the assigned readings, chapters and handouts provided as homework for that class. When stories, response papers and other written assignments are due, they should be posted in Dropbox unless otherwise indicated. Again, if there is a conflict between this tentative schedule and the class website, the website will control.

WEEK 1 – JAN. 16 & 18

- **TU** (Jan 16) Introduction to class. Course overview. What is public affairs? How much do you know about your government?
- **TH** (Jan. 18) Lecture on news literacy. Real news v. Fake News. How to know the difference while not being accused of faking it yourself. IMVAIN Source Reliability Checklist
To read:
https://www.buzzfeed.com/craigsilverman/viral-fake-election-news-outperformed-real-news-on-facebook?utm_term=.ipk662zEPY#.gwwooNpXZj

https://www.cjr.org/analysis/fake-news-media-election-trump.php?utm_source=CJR+Daily+News&utm_campaign=1d46a6f906-EMAIL_CAMPAIGN_2017_06_05&utm_medium=email&utm_term=0_9c93f57676-1d46a6f906-174400277

WEEK 2 – JAN. 23 & 25

- **TU** (Jan. 23) The Elements of Journalism; Beat Assignments
To Read: Ch. 1-4 "Elements of Journalism"
- **TH** (Jan 25) Blog Workshop- set up City Blog, name blog, find theme art, and post student bio and About This Blog
 - To Do: Write Your Bio for the blog, post in Dropbox before class
 - To Do: Write About this Blog for the blog, post in Dropbox before class

WEEK 3 – JAN. 29 & FEB. 1

- **M** (Jan. 29) *Essay on the role of the journalist (integrating examples from "Elements of Journalism") due in Dropbox by 11:59 p.m.*
- **TU** (Jan. 30) Lecture on civic journalism. What is civic journalism? Why it matters? Community profiles. Defining the components of a community.

To Read:

<http://niemanreports.org/articles/engaging-communities-content-and-conversation/>

<https://www.poynter.org/news/ethics-civic-journalism-independence-guide>

- **TH** (Feb 1) *Out-of-class Beat Tour*- go to your beat (provide proof of your beat presence) to report your City Blog Post 1: First Impressions and Blog Post 2: City Blog Report (see Blog Assignments in Dropbox).

WEEK 4 – FEB. 6 & 8

- **TU (Feb. 6) Covering local government. Developing sources. Role of civic leaders.**

To Do: Blog Post 1 (First Impressions) posted to your blog by 11:59 p.m.

To Read: <https://journalistsresource.org/tip-sheets/reporting/hints-for-covering-government>
<https://journalistsresource.org/tip-sheets/reporting/interviewing-politicians-advice-molly-ball>

- **TH** (Feb. 8) Information gathering; Data Journalism/Dissecting public documents/Freedom of Information and open records requests, the art of the interview

To Do: Blog Post 2(City Blog Report) posted to your blog by 11:59 p.m.

To Read: ALL chapters in the INTRODUCTION of the Database Journalism Handbook
<http://datajournalismhandbook.org/1.0/en/>) -

WEEK 5 – FEB. 13,14, 15,

- **TU** (Feb. 13). Covering state government
To Read: TBA

- **TH** (Feb. 15) Movie: “Buying the War”

To Do: City Council meeting or related government meeting story from your beat (500 words) due in Dropbox by 11:59 p.m.

WEEK 6 – FEB. 20 & 22

- **TU** (Feb 20) Political reporting Covering Politics/Elections / Campaign Financing. Following the Money. Political Assignment

To Read or Watch:

<https://www.brookings.edu/blog/fixgov/2015/05/18/improving-media-capacity-media-must-focus-on-policy-not-just-politics/>

<https://www.youtube.com/watch?v=WMddwEhIUek>

<https://www.brookings.edu/research/what-the-debate-over-journalism-post-trump-gets-wrong/>

- **TH** (Feb. 22). Story meeting on final project.
To Do: Bring two Final Project story ideas to class for story pitch meeting

WEEK 7 – FEB. 27 & MARCH 1

- **TU** (Feb 27) Covering law enforcement. Key terms. Developing sources. Writing compelling police stories. Discussion/review of sample police stories. Risks/problems in covering crime.

To Read: Calvin Trillin on Edna Buchanan

<http://www.newyorker.com/magazine/1986/02/17/covering-the-cops>

- **TH** (March 1) More on cops and crime; story meeting/workshop of crime story

To Read: TBD

WEEK 8 – MARCH 6, 7 & 8

- **TU** (March 6) *Out-of- Class reporting on Blog Post 3- Election Day Interviews. Go to polls and interview voters from your beat*

- **W** (March 7) Police/crime story (generated from your beat) due in Dropbox at 11:59 p.m.

- **TH** (March 8) Covering courts & the legal process. Tips and strategies for covering courts.

To Watch: Covering Criminal Trials

<https://www.youtube.com/watch?v=yhUJmPBHO7M>

To watch: Covering Criminal Justice Policy

<https://www.youtube.com/watch?v=KTa4tzQE9y0>

WEEK 9 – MARCH 13 & 15 (Spring Break)

WEEK 10 – MARCH 20, 22, 23

- **TU** (March 20) Writing feature stories: news features, profiles (and explanatory journalism: what is it and why is he making me write it?), Story meeting/workshop of Third Place Profiles

- **W** (March 21) Blog 3, Election Day Interviews Due in Dropbox at Noon

- **TH** (March 22) Out-of-class reporting on Third Place profiles- Go to your beat and report on your third place, which will be the subject of your place profile due next week. (Provide proof of your beat presence.)

- **F** (March 23) Court story due in Dropbox at 11:59 p.m.

WEEK 11 – MARCH 27, 28, 29

- **TU** (March 27) Guest Speaker Allan Vestal, Data Journalist, Dallas Morning News

To Read: ALL chapters in the INTRODUCTION of the Database Journalism Handbook

<http://datajournalismhandbook.org/1.0/en/>

- **TH** (March 29) Basics of investigative reporting. Accessing sources. Familiarize yourself with the IRE database: IRE Net Tour at <http://ire.org> Begin Watching “All the President’s Men”

WEEK 12 – APRIL 1, 3, 5, 6

- **SUN** (April 1) Third Place Profile due in Dropbox by 11:59 p.m.
- **TU** (April 3) Finish “All the President’s Men” Be prepared for discussion of issues presented. Possible Response Paper.
- **TH** (April 5) Workshop of Final Project Proposal
- **F** (April 6) Final Project Proposal due in Dropbox by 11:59 p.m. (this is 5 percent of your overall grade)

WEEK 13 – APRIL 10 & 12

- **TU** (April 10) Business/Financial Reporting. Writing effective business stories. Finding information on public companies and non-profits.

To Read: The following sections at <http://businessjournalism.org>:
 - Covering Business: An Introduction:
 - <http://businessjournalism.org/2011/04/26/covering-business-an-introduction/>
 - Covering Business: Finding Local Stories
 - <http://businessjournalism.org/2011/04/26/covering-business-finding-local-stories/>
 - Tips for Better Economics Stories - Part I: <http://sabew.org/2009/08/tips-for-better-economics-stories-i-ten-tips/>
 - Tips for Better Economics Stories - Part II: <http://sabew.org/2009/08/tips-for-better-economics-stories-ii-localize-your-coverage/>
- **TH** (April 12) Public v. Private lives / Government & News Media / WikiLeaks / Snowden & the NSA

WEEK 14 – APRIL 16, 17 & 19

- **M** (April 16) WikiLeaks case study due in Dropbox at 11:59 p.m.
- **TU** (April 17) Go to Poynter Institute's NewU.org website:
<https://www.newsu.org/courses/handling-race-and-ethnicity>
 Log in and take the free self-directed course on Handling Race and Ethnicity
- **TH** (April 19) Discussion of diversity and news media and other ethical issues

WEEK 15 – APRIL 24 & 26

- **TU** (April 24) Final Project Workshop- bring drafts, outlines, table-napkin doodles, to help piece it all together
- **TH** (April 26) Final Blog Workshop- **writing final impressions blog post of your beat** (in class).

WEEK 16 –APRIL 30, MAY 2 & 3

- **M** (April 30) Final Project due in Dropbox by 5 p.m.
- **TU** (May 1) Final Project class presentations
- **TH** (May 3) Final Project class presentations

WEEK 17- MAY 10, Thursday @ 10:30

- **No Final Exam but completed and updated city blogs are due**

JOURNALISM REQUIREMENTS & GUIDELINES

JOURNALISM COURSE REGISTRATION

- Registration will begin on the dates noted in the schedule of classes each semester. The system is a live, first come/first serve program.
- 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 the GSP test, all foundational courses, and Math 1680/1681. Students must earn and maintain a 2.5 UNT and/or overall GPA (depending upon catalog year) to be eligible for major-level courses.

RE-TAKING FAILED JOURNALISM CLASSES

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

TEXTBOOK POLICY

The Mayborn School of Journalism doesn't require students to purchase textbooks from the University Bookstore. Many are available through other bookstores or online.

FIRST CLASS DAY ATTENDANCE

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

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.

Spring 2018 Important Deadlines

Deadline	Regular Academic Session	8W1	8W2
Martin Luther King Day.	Jan 15	Jan 15	N/A
Classes Begin.	Jan 16	Jan 16	Mar 19
Census.	Jan 29	Jan 23	Mar 26
Beginning this date a student who wishes to drop a course must first receive written consent of the instructor.	Jan 30	Jan 24	Mar 27
Last day for student to receive automatic grade of W for nonattendance.			
Last day for change in pass/no pass status.	Feb 23	Feb 2	Apr 6
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.			
Beginning this date instructors may drop students with a grade	Feb 24	Feb 3	Apr 7

of WF for nonattendance.

Spring Break.

Mar 12 - 18

N/A

N/A

Last day to drop with either W or WF.

Last day for a student to drop a course with consent of the instructor.

Apr 2

Feb 19

Apr 23

Beginning this date, a student who qualifies may request an Incomplete, with a grade of I.

Apr 9

Feb 19

Apr 23

Last day to Withdraw (drop all classes).

Last day for an instructor to drop a student with a grade of WF for nonattendance.

Apr 20

Mar 2

May 4

Pre-Finals Days.

May 2 - 3

N/A

N/A

Last Class Day.

May 3

Mar 8

May 10

Reading Day (no classes).

May 4

N/A

May 4

[Final Exams.](#)

May 5 - 11

Mar 9

May 11

End of term.

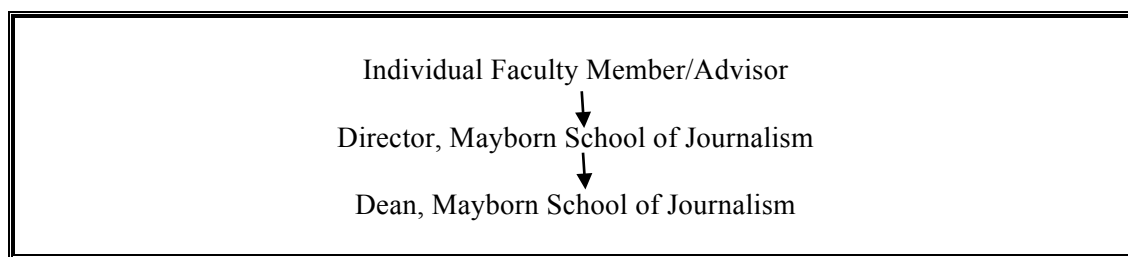
May 11

May 11

May 11

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.

MSOJ ACADEMIC INTEGRITY POLICY

The codes of ethics from the Society of Professional Journalists, American Advertising Federation and Public Relations Society of America address truth and honesty. The Mayborn School of Journalism embraces these tenets and believes that academic dishonesty of any kind – including plagiarism and fabrication – is incongruent with all areas of journalism. The school's policy aligns with UNT Policy 18.1.16 and requires reporting any act of academic dishonesty to the Office for Academic Integrity for investigation. If the student has a previous confirmed offense (whether the first offense was in the journalism school or another university department) and the student is found to have committed another offense, the department will request the additional sanction of removing the student from the Mayborn School of Journalism. The student may appeal to the Office for Academic Integrity, which ensures due process and allows the student to remain in class pending the appeal.

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 do so, as this is where you learn about job and internship opportunities, MSOJ events, scholarships, and other important information. The website that explains Eagle Connect and how to forward your email: <http://eagleconnect.unt.edu/>

COURSES IN A BOX

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

IMPORTANT NOTICE FOR F-1 STUDENTS TAKING DISTANCE EDUCATION COURSES

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

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

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

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

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

- Regular session April 16 – May 3
- 8W1 session February 26 – March 8
- 8W2 session April 30 – May 10

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 4410, 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 society in relation to mass communications
- ☐ Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society
- ☐ Demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity
- ☐ Think critically, creatively and independently
- ☐ Conduct research and evaluate information by methods appropriate to the communications professions in which they work
- ☐ Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve
- ☐ Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness

- Apply tools and technologies appropriate for the communications professions in which they work