

JOUR 3323 Spring 2026

News Writing for Broadcast and Web

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Fall 2026 Office Hours

Mondays 1:00-2:15 PM

Tuesdays 5:00-6:15 PM (by appointment)

TECHNOLOGY: There is no textbook for this class, but you will be required to use various elements of the Adobe Creative Suite and you will be required to check out equipment. You may find this technology is also required in other MSOJ classes.

- ✓ Access to a computer (PC or Mac) running current version of Adobe Premiere and Adobe Audition. Note that the classroom computers will have these programs and these programs are also available in the MSOJ labs, but you may find it more convenient to work on a personal laptop computer.
- ✓ Note special discounted personal subscriptions (\$50) to the [Adobe Creative Suite at this link](#). Note that if you purchased a subscription for the previous school year, it will expire on September 1 and you will need to buy a new subscription for the 2026-2027 year.
- ✓ External Hard Drive (at least 256Gb; SSD preferred)
- ✓ SD Storage (Class 10 SD card; at least 32Gb)

COURSE OBJECTIVES AND EXPECTATIONS:

In this class, you will learn the basics of how to shoot, write and edit news for online, radio and TV news outlets. You will learn how to write quickly in a conversational style that is accurate.

Upon successful completion of the class you should be able to:

1. Properly research, source and use appropriate interview techniques to write a broadcast news story.
2. Write and produce different kinds of radio stories.
3. Exercise "story commitment" and demonstrate a narrow story focus and planned shooting and reporting schedule.
4. Write broadcast style news copy in the active voice for TV and radio.
5. Write a story in AP style for the web.
6. Produce a multiple source feature length story for the web.
7. Properly script a TV reader, VO, VOSOTVO, and package.
8. Operate a broadcast quality video camera and accessories.
9. Use sequencing, the rule of thirds, and other elements of visual composition to shoot professional quality video.
10. Use proper lighting techniques so shots and interviews are well lit.

11. Shoot, write and edit a multiple source TV news package.
12. Understand the Radio-Television Digital News Association's Code of Broadcast News Ethics and adopt the work habits of a professional broadcast journalist.

This class is meant to immerse you into what is expected of journalists today: Flexibility and ability to write across platforms **ON DEADLINE.**

ALL WORK FOR THIS CLASS MUST BE ORIGINAL FOR THIS CLASS AND NOT REPURPOSED FOR ANOTHER CLASS. NO "DOUBLE DIPPING" BY USING THE SAME STORY AND/OR INTERVIEWS FOR MULTIPLE JOURNALISM CLASSES. NO WORK FROM ANOTHER CLASS COUNTS AS CREDIT FOR THIS CLASS.

Most interviews and b-roll for original reporting assignments in this class should be shot by you on the professional cameras you can check out from the Mayborn equipment lab. There are times when video from someone else, Zoom interviews, cell phone video or file video may be appropriate to use, but you must get it approved by me BEFORE you turn your story in.

You may not use any Mayborn faculty, students or staff as sources for your work in this class without permission from the professor. As a journalist, you are expected to be brave enough to talk to strangers.

WORK REQUIREMENTS:

*****ALL ASSIGNMENTS FOR THIS CLASS CAN BE FOUND AND WILL BE TURNED IN ON CANVAS. YOU CAN ALSO FIND MORE DETAIL, GRADING RUBRICS AND EXAMPLES OF ASSIGNMENTS IN EACH WEEK'S CANVAS MODULE.**

Completion Grades: This includes your intro letter, some in class activities, and a newscast critique. Do the assignment completely and turn it in on time, and you will get full credit.

Practice/Homework Assignments: These are your weekly, graded homework assignments due on Thursdays (excluding originally reported stories, which fall into a different grading category).

Original Reporting Assignments: You will pitch, develop, shoot video, write and edit originally reported news stories. Your story pitches will also fall under this category.

Final Project: Your final project will require you to pull all of the knowledge you have gained from this semester into one story. You will pitch a story idea and produce multiple forms of the same story including a television VO/SOT, a television package and a web story (AP style).

Completion Grades-10%

Practice Assignments- 30%

Original Reporting Assignments- 35%

Final Project-25%

LATE WORK POLICY: Any late work will be penalized 10% per day it is late. I will be very strict about the late work policy unless you can provide a documented excused absence such as illness or a death in the family. If at all possible, I should receive any excused absence/late work reasons BEFORE the assignment is due.

CANVAS FEEDBACK: On every assignment make sure you check both the rubric and the speed grader notes on the document you turned in. I will leave feedback in both places. Since this is a writing course, looking at my individual feedback on your assignments is an important part of the learning process. Please email me or attend office hours if you have questions or concerns about an assignment. If you just leave a comment in Canvas after I have graded an assignment, I will NOT see it because Canvas does not notify me about comments.

EXTRA CREDIT/GRADE BUMPING: I do NOT offer extra credit. However, I do bump grades for students who have put in the effort to attend most classes and turn in all assignments. If you have an 89.9, but have missed half of the classes- your grade will stand at a B. If you have any outstanding assignments, your grade will not get bumped up.

ATTENDANCE: I will allow **TWO** unexcused absences with no penalty to your grade. If you have more than that, your grade will drop by one letter grade. Excused absences with documentation will not count against you. Attendance and turning in all assignments are also the main factors I look at when considering if I will bump grades up at the end of the semester. **If you are more than 10 minutes late, you may come in and join the class, but you WILL be considered absent for attendance purposes.**

EQUIPMENT USAGE: Any audio or video equipment for this class will be checked out from the Equipment Room **now located on the first floor of the RTVP Building**. You should use the broadcast Sony kits for assignments in this class. Most equipment is available to journalism students for 24-hour check-outs. Failure to return equipment on time will result in the loss of use of the equipment for a designated time period. It may affect your final course grade (point deductions determined by instructor).

- ☐ **Equipment Room hours:**
 - **Monday-Thursday 8:30 AM-9:30 PM**
 - **Friday 9:00 AM-6:00 PM**
 - **Saturday & Sunday 10:00 AM-6:00 PM**

CLOTHING/APPEARANCE DURING REPORTING ASSIGNMENTS: One of your jobs during this semester is interviewing people for your news stories. Consequently, you are required to wear **appropriate** clothing to do so. Nice jeans, slacks, skirts, etc. Be smart about your shoe choices, choose comfort over style. If you would wear it to the gym or as pajamas, it isn't appropriate to where when interviewing sources. You are learning how professional journalists work.

SAFETY: Journalism is a craft that requires a high level of courage and instinct. During this course, you will go to places on and off campus. Pay attention to your surroundings and personal safety at all times. Do not go places alone at night. When you are on assignment, let

someone know in advance where you are going and when you'll be back. Before you go to cover a story, think about how you can stay safe. Use your instincts. If something or someone does not appear "safe," do not go there.

EMAIL COMMUNICATION: Communicating with students using the UNT student email account is part of the university's contract with students. Electronic communication with students in this class will be through the students' myunt accounts rather than personal accounts, so be sure you regularly check your myunt email.

GUIDANCE ON ZOOM INTERVIEWS: In person interviews should be your default, but if you find you need to record a video interview on Zoom, YOU MUST GET APPROVAL FROM ME FIRST. If you use Zoom to conduct interviews, you should NOT record your computer screen with your camera. You should record the interview using the record function within the Zoom platform. If you do not know how to do this, make sure you ask BEFORE you do the interview. Even though it is on Zoom, I will still take off points for poor framing or lighting. You might need to help coach your interviews on framing and lighting to help them look presentable in a video format. Don't be afraid to kindly ask them to adjust their position. This video: <https://www.youtube.com/watch?v=jSOsW28yS-0> might be helpful in getting them to understand how to light themselves.

GUIDANCE ON B-ROLL FROM OTHER SOURCES: If you plan to use visuals other than video you shot yourself on any original reporting assignments, you MUST discuss it with me BEFORE turning the assignment in. This includes file footage from CNN or video/pictures not shot by you.

AI USAGE: Because this is a writing class, you may not use artificial intelligence to write any assignments for this course. If you use AI in some other way (grammar check, generating ideas, etc.), please disclose how you used it at the end of the assignment. Failure to do so could result in a 0 on any assignment.

In accordance with the UNT Honor Code, unauthorized use of GenAI tools is prohibited. Using GenAI content without proper credit or substituting your own work with GenAI undermines the learning process and violates UNT academic integrity policy. If you're unsure whether something is allowed, please seek clarification.

WEEKLY SCHEDULE:

WEEK 1:

Monday, August 17- Class introduction

Broadcast writing basics, Visit Broadcast studio

DUE THURSDAY: Intro letter- Submit a letter telling me about yourself, your career goals and anything else you would like me to know. Include a picture so I can start putting names with faces more quickly.

WEEK 2:

Monday, August 24- Types of radio stories/ scripting, Broadcast writing practice quiz and radio formats quiz in class

DUE THURSDAY: Radio Reader from info given (find link to press release, scripting guide, and more details about the assignment on Canvas.)

WEEK 3:

Monday, August 31- Finding Story Ideas

In class story pitch meeting

Conducting interviews; choosing soundbites

DUE THURSDAY: Module practice quiz on finding story ideas and radio wrap story pitch (on Canvas)

WEEK 4:

Monday September 7 NO CLASS (Labor Day)

DUE THURSDAY: Radio Tape and Copy (find link to press conference, scripting guide, and more details about the assignment on Canvas.)

WEEK 5:

Monday September 14

Audio Editing

Audio editing practice assignment (in class completion grade)

DUE THURSDAY: Originally reported radio wrap (script and recorded/edited audio)

WEEK 6:

Monday September 21- TV scripting and types of stories

DUE THURSDAY: Same story, different formats- Write a TV Reader, VO and VO/SOT scripts from info given. This is three types of script for the same story, so the content will be similar, but should change a bit from script to script depending in the formatting. You can find the fact sheet, scripting guide and more information about the assignment on Canvas.)

WEEK 7:

Monday September 28

Writing to video

DUE THURSDAY: Script VO/SOT from info given (Find link to news conference, scripting guide, and more info about the assignment on Canvas.)

WEEK 8:

Monday, October 5- Developing Characters and Finding Focus

DUE THURSDAY: Script TV pkg from info given (Find fact sheet, scripting guide, and more info about the assignment on Canvas.)

WEEK 9:

Monday, October 12: Video Editing Basics

DUE THURSDAY: Write and edit a VO/SOT using information and video given to you, story pitch for next week's VO assignment (Find info sheet, zip file with video clips to edit from, and more info about the assignment on Canvas.)

WEEK 10:

Monday, October 19- Video Shooting basics, will take graded quiz in class
MEET AT EQUIPMENT CHECK OUT for hands on camera review
DUE THURSDAY: Shoot and Edit a VO, story pitch for VO/SOT due next week

WEEK 11:

Monday, October 26- Writing for the web review, Jobs in Video News
DUE THURSDAY: Originally Reported VO/SOT and web story

WEEK 12:

Monday, November 2- Stand-Ups: Covering political news
DUE THURSDAY: Stand-up assignment, story pitch for pkg due next week

WEEK 13:

Monday, November 9- How to edit a package and story updates (come prepared to tell me what you have done so far on your story)
DUE THURSDAY: Originally reported package and web story

WEEK 14:

Monday November 16- Producing the Newscast
STUDIO We will as a class run through a full newscast done by the Jour 4323 class, so you get an idea of what a full show is like, and a peek into what to expect in the advanced class
DUE THURSDAY: Newscast critique, story pitch for final project

THANKSGIVING BREAK

WEEK 15:

Monday, November 30 Package 1 in class critiques
DUE THURSDAY: Nothing due this week, work on your final project

FINALS WEEK:

DUE MONDAY, December 7- FINAL PROJECT (The final project will include a package, VO/SOT and web story. You can find more details on Canvas.)

JOURNALISM REQUIREMENTS & GUIDELINES

JOURNALISM COURSE REGISTRATION

- By registering for this course, you are stating that you have taken the required prerequisites according to your catalog year and major/minor status. If the instructor later determines that you haven't taken and passed these requirements, then you may be

dropped at any point in the semester. If you have questions about your prerequisites, please see an advisor.

- A journalism major enrolled in any restricted 3000 and 4000 level classes must have taken and passed all foundational courses. Students must earn and maintain a 2.5 UNT and/or overall GPA (depending upon catalog year) to be eligible for major-level courses.

RE-TAKING FAILED JOURNALISM CLASSES

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

TEXTBOOK POLICY

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

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.

UNT FALL 2026 Semester Calendar

Academic Calendar is subject to change

<u>KEY SEMESTER DATES</u>	Full Semester AUG. 17-DEC. 11	8 week I Session AUG. 17-OCT. 9	8 week II Session OCT. 12-DEC. 11
Schedule of Classes Available on myUNT	Mar. 9	Mar. 9	Mar. 9
Registration Opens for specifics by student group/class: https://registrar.unt.edu/when-can-i-register	Mar. 16	Mar. 16	Mar. 16
Prerequisite Drop Students not meeting course prerequisites will be dropped from their courses.	July 29	July 29	Oct. 12
Regular Registration Ends	Aug. 13	Aug. 13	Oct. 8
Late Registration Period—For Students not Registered for the Term Students registering late will incur a late registration fee of \$75.	Aug. 14-21	Aug. 14-21	Oct. 9-16
Last Day to Withdrawal from Entire Term on myUNT Courses do not appear on the transcript. After this date see Dean of Students to withdrawal from the entire term.	Aug. 16	Aug. 16	Oct. 11 if only 8 week II
Classes Begin	Aug. 17	Aug. 17	Oct. 12
Last Day to Add a Class or Swap Sections A swap is switching sections of the same course in the same session.	Aug. 21	Aug. 21	Oct. 16
Last Day to Drop a Class Section Without a W (Census) Courses dropped before this date will not appear on official transcript. (Dropping courses may impact financial aid and degree completion. See advisors.)	Aug. 28	Aug. 22	Oct. 17
Drop with a Grade of W Begins Courses appear on the transcript with a grade of W and tuition and fees remain. (Dropping courses may impact financial aid and degree completion. See advisors.)	Aug. 29	Aug. 23	Oct. 18
Last day to change to pass/no pass grade option (undergrads)	Sept. 25	Sept. 4	Oct. 30
Midpoint of the Semester	Oct. 9	Sept. 11	Nov. 6
Last day for a student to drop a course or all courses with a grade of W.	Nov. 6	Sept. 25	Nov. 20
First day to request a grade of Incomplete	Nov. 7	Sept. 26	Nov. 21
Pre-Finals Days	Dec. 2-3	N/A	N/A
Last Regular Class Meeting	Dec. 3	Oct. 8	Dec. 10
Reading Day—No Classes	Dec. 4	N/A	N/A
Final Exams	Dec. 7-11	Oct. 9	Dec. 11
Last Day of Session	Dec. 11	Oct. 9	Dec. 11
University Grade Submission Deadline 4 pm	Dec. 14	Oct. 12	Dec. 14
Grades/Academic Standing posted on the Official Transcript	Dec. 16	Dec. 16	Dec. 16

Labor Day - No Classes - University Closed

September 7, 2026

Thanksgiving Break - No classes

November 23-29, 2026

University Commencement

Accreditation

The Mayborn, which is one of over 100 journalism programs across the world that are accredited, is renewing its credentials this year. Accreditation is important to you because it means your degree is more valuable than one that comes from an unaccredited school.

Accreditation has profound benefits. Accredited programs may offer scholarships, internships, competitive prizes, and other activities unavailable in non-accredited programs.

Accreditation also provides an assurance of quality and rigorous standards to students, parents, and the public. Students in an accredited program can expect to find a challenging curriculum, appropriate resources and facilities, and a competent faculty.

Accreditation is our promise to our students that you will receive the best education possible in journalism and mass communication. With today's technology, anyone can present information to a mass audience. But not all are trained in the creation of ethical messages that reach and serve diverse audiences that our standards uphold. What you learn in an accredited program makes you more marketable and your degree more valuable!

The Mayborn School's accreditation is determined by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC) through an extensive evaluation process. Accreditation by the ACEJMC council means we embrace the value of a broad, multidisciplinary curriculum that nurtures critical thinking, analytic reasoning and problem-solving skills that are the essential foundation for all mass communication education.

Adobe Access

UNT has a contract with Adobe. The following link contains all the information that students will need to purchase a subscription, and opt-out of an existing agreement that is at a higher price: <https://cvad.unt.edu/cvad-it-services/it-services-adobe-cloud-access.html>
The email address for students to ask questions or report problems is adobe@unt.edu.

JOURNALISM EQUIPMENT CHECK OUT

Checkout length for the **Canon Mirrorless Camera, Batteries, Lighting Gear, Mirrorless Tripods, Individual Lenses, and Accessories** can be checked out up to 72 hours.

To checkout a **Canon Mirrorless Camera and items listed above** longer than 72 hours, the Professor for the course will need to approve the request.

Checkout length for the **Sony Video Camera, Batteries, SDXC, and Tripods** can be checked out up to 24 hours.

To checkout a **Sony Video Camera and items listed above** longer than 72 hours, the Professor for the course will need to approve the request.

Please send extended reservations approval from the Professor to the following email: mayborn-equipment@unt.edu

Journalism Equipment Room - Late Returns/Abuse of Checkout Policy

For every hour the student is late; a ban will be placed on the student's account accumulating the same amount of time.

A **ban** restricts the student from checking out any equipment within the Journalism Equipment Room.

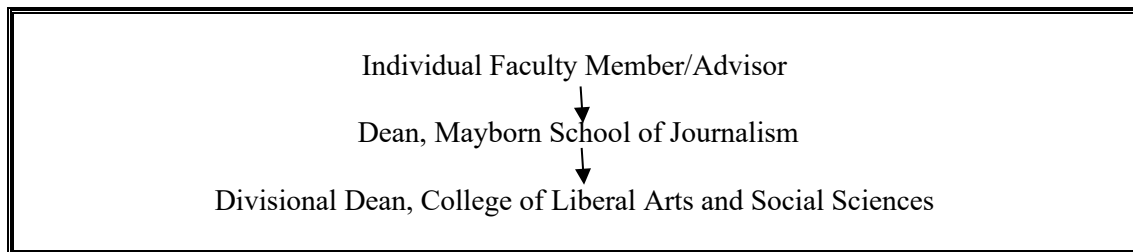
For example, if the student returns equipment 2 hours late, a 2 hour ban will be placed on the student's account.

If the student returns equipment 72 hours late, a 72 hour ban will be placed on the student's account.

If you are going to be late or unable to return equipment that you checked out on time, please email mayborn-equipment@unt.edu or 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.

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

There is no FINAL EXAM in this class. Your final project is due on the date indicated in the schedule.

ACCESS TO INFORMATION

As you know, your access point for business and academic services at UNT occurs within the [My.UNT site](http://www.my.unt.edu) (www.my.unt.edu). If you do not regularly check EagleConnect or link it to your favorite e-mail account, please so do, as this is where you learn about job and internship

opportunities, MSOJ events, scholarships, and other important information. Visit the [Eagle Connect website](http://eagleconnect.unt.edu/) for more information (<http://eagleconnect.unt.edu/>) including tips on how to forward your email.

Courses in a Box

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

Important Notice for F-1 Students taking Distance Education Courses

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

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

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

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

Term	Survey Administration Dates
8W1	September 29-October 8
8W2	December 1-December 10
Reg Fall Term	November 17-December 3

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 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

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>)

