

# JOUR 3343 Spring 2023 (1 17 2023)

## Visual News Storytelling

**3343-001 Mondays 1:00-2:50 PM**

GAB 101

**Instructor: Steven Ackermann**

Office: Sycamore 212

**Office Hours:**

Mondays 8:30-9:30 AM & 12:00-1:00 PM

Other days/times by appointment (including Zoom)

Email: [Steven.Ackermann@UNT.edu](mailto:Steven.Ackermann@UNT.edu)

### **TEXTBOOK:**

See note below about Adobe Creative Cloud)

Discuss purchase of this textbook during our first class

- *Bare Bones Camera Course for Film and Video by Schroepfel, Tom*

### **TECHNOLOGY:**

- ✓ Access to a computer (PC or Mac) running current version of Adobe Premiere
- ✓ Note [special discounted subscriptions](#) to Adobe Creative Cloud
- ✓ External Hard Drive (at least 256Gb; SSD preferred)
- ✓ SD Storage (Class 10 SD card; at least 32Gb)

#### **Adobe Access**

UNT now has a new 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: the Adobe general educational offer is \$19.99-\$29.99 per month, our offer is only \$55.55 *total*). <https://news.cvad.unt.edu/adobe>  
The email address for students to ask questions or report problems is [unatadobe@unt.edu](mailto:unatadobe@unt.edu).

### **SUMMARY & LEARNING OBJECTIVES:**

This is a class where you will develop your skills in visual storytelling for traditional broadcast and other emerging platforms. You will work on reporting, visualizing and editing content developing multiple short-form stories. You will also explore different styles of visual storytelling including traditional broadcast formats (e.g. voice-overs, soundbites and short packages) and multimedia formats including the use of still photography and on-screen graphics. You will also explore natural sound storytelling and short-form documentary storytelling.

- Class projects will require work outside of scheduled class periods. Time and deadline management are important professional skills and will be emphasized in this course.
- Teamwork is an essential element of professional journalism. Students will be assigned co-workers for some assignments, some assignments will require solo work and you will be allowed to select co-workers for others.
- Second and third-party content cannot comprise more than 20% of any project and cannot violate conventional copyright or other rules. CNN Newsource material is also considered outside content for this course. If you have questions about outside content, please consult the instructor PRIOR to using such material.
- Double-dipping is NEVER allowed. If you have questions about content created outside of this class, please consult the instructor PRIOR to using such material.

This is a lengthy document that includes a number of specifics that apply to the [Frank W. and Sue Mayborn School of Journalism](#) including our status as a nationally accredited program. I strive to evolve this class just as the practice of journalism evolves, so some of the lecture topics/dates could change.

*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.*

This course, JOUR3343 will help to meet the student learning outcomes that have been checked by your professor, **Steven Ackermann**

- ✓ *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*
- *Understand concepts and apply theories in the use and presentation of images and information*
- ✓ *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*

*Class Assignments will require that you practice the following:*

- ✓ *Researching stories sufficiently in advance to pitch a variety of stories.*
- ✓ *Writing and editing stories on deadline making effective use of visual storytelling techniques for traditional linear broadcasts.*
- ✓ *Writing and editing stories on deadline using multi-media storytelling techniques for evolving digital platforms.*
- ✓ *Producing stories for a traditional linear broadcast including packages, voice-overs, readers and various treatments including soundbites (PKG's, VO's, VO/SOT, etc.).*
- ✓ *Journalistic decision-making in a real-time environment.*

## **WORK REQUIREMENTS & CLASSROOM PROCEDURES**

- **Attendance Policy:** This is a face-to-face class that only meets once each week. Attendance will be taken during the first five minutes of each class. *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. Coming to class late or leaving early may constitute an absence for that day. This is a seminar course, and it requires your attendance and participation each class meeting. Each UNEXCUSED absence will result in the loss of 10 points.*
- **Assignments are to be submitted on CANVAS** using the professional 2-column script template that is available on CANVAS. Video assignments are to be submitted as YouTube or Vimeo links with those links noted in the 2-column script template. DO NOT directly submit video files on CANVAS.
- **Late assignments** will automatically be penalized 20% of the applicable grade. The submitted time indicated on CANVAS will be considered official; There will be a 5-minute grace period on all assignments.
- **Rough drafts** will be required for some video projects. Each rough draft will be discussed in class and participating in that class discussion will be part of the grading rubric for those projects.
- **Final Project:** Each student must submit a final project. The project should follow all standards of journalism, focus on a single subject (not a newscast) and will be expected to demonstrate credible research and some element of investigative journalism.
- **Safety First:** Journalism is a craft that requires a high level of courage and instinct, but never at the expense of **Safety-First**. During this course, you will go to places on and off campus. Pay attention to your surroundings and personal safety at all times. Sometimes you will work in teams. Other times you will work by yourself. Do not go 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.

## **JOURNALISM EQUIPMENT CHECK OUT**

Checkouts are for 24 hours from the time of checkout, unless specified differently from your assigned Professor.

If the student needs equipment for 48 hours or longer, please send an email with an Approval from your Professor to: [mayborn-equipment@unt.edu](mailto:mayborn-equipment@unt.edu) or [ladaniel.maxwell@unt.edu](mailto:ladaniel.maxwell@unt.edu).

The recommended equipment for JOUR3343 includes:

- Panasonic AG-CX350 or AG-30 video camera
- Miller tripod
- Sony lavalier microphone

**We strongly recommend you ALWAYS begin a project with a clean Class 10 SDHC flash memory card. These are available in various sizes beginning at 32Gb (approx. \$5 each from Amazon or other online retailers)**

**New for Spring 2023:** The checkout system will now automatically create a detailed document of all of the equipment the student checks out, no matter how small (example – mic clip).

The system is in "receipt" format, where the document will display each item received, along with the cost of each item. This way, if something is lost and not returned, the student will know the cost of each item.

The student will then be required to sign the printed document each time something is checked out.

For your convenience, the hours for the equipment room are as follows:

- 9:00 a.m.–10:00 p.m. - Monday through Thursday
- 9:00 a.m.-5:00 p.m. - Friday
- 12:00 p.m. to 6:00 p.m. - Saturday and Sunday.

The violations listed below will occur if due equipment is not return on the agreed time.

- 1<sup>st</sup> late infraction – 1 week ban from checking out equipment.
- 2<sup>nd</sup> late infraction – 3 weeks ban from checking out equipment.
- 3<sup>rd</sup> infraction – Semester long ban from any and all equipment checkout.

If you are going to be late or unable to return equipment that you checked out on time, please email [mayborn-equipment@unt.edu](mailto:mayborn-equipment@unt.edu) or [ladaniel.maxwell@unt.edu](mailto:ladaniel.maxwell@unt.edu) Active communication brings leniency in many cases.

GAB 101 (the Computer Lab) will be unlocked only by request for enrolled *Mayborn School of Journalism*.

### **CLOTHING/APPEARANCE:**

It is not possible to address every possible situation. It is important that you understand that your appearance speaks directly to your professionalism and to credibility. When interacting with the public, you are representing the Mayborn School of Journalism and the University of North Texas

Here are general guidelines from a specific broadcast television station as an example of professional attire:

- Collared shirts or blouses with slacks, dresses, sports jackets or business suits are generally preferred.
- T-shirts, sweat-pants, shorts and similar clothing is not acceptable.
- Outfits that expose shoulders and midriffs are not acceptable.
- Tattered or torn outfits are not acceptable.
- Tattoos, body piercings and body-art other than generally accepted jewelry--should not be exposed.
- Always wear appropriate footwear—that generally means avoiding flip-flops, sandals or ultra-casual footwear.
- Professional appearance includes proper hair styling including properly groomed facial hair.
- Ballcaps, hats and other informal head-coverings should be avoided other than during inclement weather. If you have another reason for head-covering, please consult a faculty member.

When seen by the audience (on-camera), the following additional guideline apply:

- Professional business attire is always expected. That includes jackets, shirts with ties or business suits.
- Sport shirts are periodically acceptable for certain assignments—when in doubt, ask.
- Logo-wear with the station logo is also periodically acceptable for certain assignments. No OTHER logo-wear should be worn.

### **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. Make sure to regularly check your myunt email. You can expect me to respond to email (from your myunt.edu account) within 24 hours Monday-Friday and within 72 hours on weekends.

You may request 1:1 appointments outside of my posted office hours and I am happy to meet online. Please address any questions about your grades with me in person or during an appointment so I can respect your privacy.

## **GRADING:**

900-1000	A
800-899	B
700-799	C
601-699	D
600 or less	F

	<b><u>Points</u></b>
<b>Class Attendance &amp; Participation</b> <i>(See Attendance Policy above)</i>	<b>100</b>
<b>In-class Assignments</b> <ul style="list-style-type: none"><li>✓ Assignment #1 (Take a photo -individual)</li><li>✓ Assignment #2 (Stock Video-assigned teams)</li><li>✓ Assignment #3 (5 shot sequence—individual)</li><li>✓ Assignment #4 (Writing smaller—individual)</li><li>✓ Assignment #5 (30-second mobile-individual)</li></ul>	<b>200</b>
<b>Video Projects</b> <ul style="list-style-type: none"><li>✓ Professional Interview (individual)</li><li>✓ Event Reporting (w/ narration)—self-selected teams<ul style="list-style-type: none"><li>○ Rough draft submission</li></ul></li><li>✓ Natural Sound Package (edit individually)<ul style="list-style-type: none"><li>○ Rough draft submission</li></ul></li></ul>	<b>300</b>
<b>Research Project</b> <ul style="list-style-type: none"><li>✓ Ethics Paper (individual)</li></ul>	<b>100</b>
<b>Final Investigative Project</b> <ul style="list-style-type: none"><li>✓ Story Pitch</li><li>✓ 30-second mobile</li><li>✓ Rough Draft Submission</li><li>✓ Final Submission</li></ul>	<b>300</b>

## PRELIMINARY WEEKLY Schedule (subject to change as needed)

Bold/Underline lectures (will be posted on Canvas after each lecture)

✓ Assignments that will be graded

### January

- Monday 16**    **No Class** (Dr. Martin Luther King, Jr. Holiday)
- Monday 23**    **Introduction, Syllabus Review, Technology Review**  
**\*Practicing Diversity, Equity & Inclusion in Storytelling**  
✓ **Class Assignment #1: Take a photograph**  
*Reading Assignment:* [What is an Ally?](#)
- Monday 30**    **\*Working in the Field**  
✓ **Class Assignment #2: Stock video (assigned teams)**  
*Reading Assignment:* [Magic of multi-shot sequences](#)

### **February**

- Monday 6**    **\*The Art of the Interview**  
✓ **Class Assignment #3: 5-shot sequence (individual)**  
*Reading Assignment:* [Listen rather than interview](#)
- Monday 13**    **Professional Interview**  
**Video PROJECT: Professional Interview (individual assignments)**  
**Guests:**    Deontrae Jones, BS&W Health  
                 Jan Arrant, Methodist Health Systems
- Monday 20**    **\*The Art of the Edit**  
**Guest: Warren Lustig, CBS News 60 Minutes (editor & producer)**  
**Discuss Video Project: The Event Story**  
✓ **Video PROJECT: Professional Interview (Deadline 5:00 PM)**
- Monday 27**    **Telling Stories with Sound**  
✓ **Video PROJECT: Pitch “event” story (Deadline 5:00 PM)**  
*\*Reading:Assignment:* [Finding Focus in three words](#)

### **March**

- Monday 6**    **What is an investigative story and redible research techniques**  
**Guest: InvestigateTV or IRE Guest**  
✓ **Class Assignment #4: Writing Small**  
✓ **Video PROJECT: Submit rough draft “event” story (Deadline 5:00 PM Friday March 10th)**

**\*\*\*SPRING BREAK (Saturday March 11-Sunday March 19)\*\*\***

- Monday 20**    **\*Deep Fakes, Artificial Intelligence & Ethics of Storytelling**  
**Class Discussion: Rough Draft “event” stories**  
✓ **Video PROJECT: Final “event” story (Deadline 5:00 PM Friday March 24<sup>th</sup>)**

- Monday 27**     **\*Going Forward: The Media Eco-system**  
**Class Discussion: Final Project Topics**  
 ✓ Research PROJECT: Ethics paper (Deadline 5:00 PM Friday March 31<sup>st</sup>)  
 ✓ Reading: Assignment: [Social Media by the numbers](#)

## **April:**

- Monday 3**     **The Power of the Image**  
**Class Discussion: Final Project Topics**  
 ✓ Class Assignment #5: 30-second mobile video  
 ✓ Video Project: Submit natural sound rough draft (Deadline 5:00 PM Friday April 7<sup>th</sup>)
- Monday 10**     **Class Discussion: Natural sound stories**  
 ✓ Final Project Pitches (Deadline 5:00 PM)
- Monday 17**     **Work Period: Final Projects**  
**\*SPOT Survey Opens (Bonus point opportunity)**
- Monday 24**     **Work Period: Final Projects**  
 ✓ Final Project Rough Drafts (Deadline 5:00 PM Friday April 28<sup>th</sup>)

## **May:**

- Monday 1**     **Class discussion: Final Project Rough Drafts**
- Monday 8**     **Final Project Submission (Deadline 5:00 PM)**
- No Work Accepted after 11:59 PM**

## **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 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.*

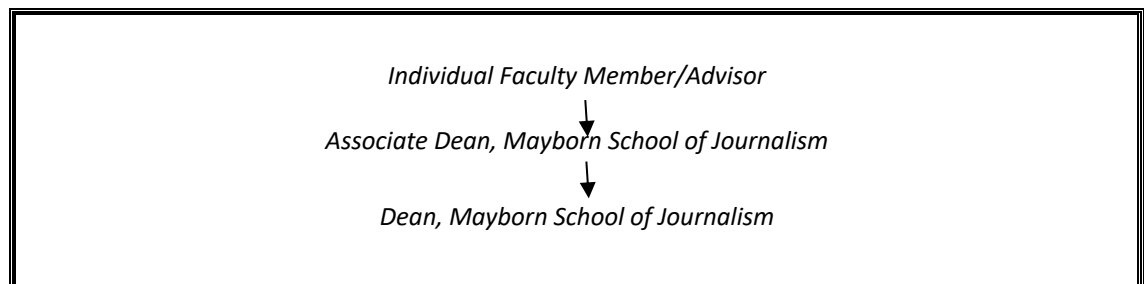
## **ACADEMIC ADVISING**

*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.*

## **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**

*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. **THIS COURSE DOES NOT REQUIRE A FINAL EXAM, BUT THE SYLLABUS INCLUDES A FINAL PROJECT, SO BE FAMILIAR WITH THE DEADLINE FOR SUBMITTING THAT PROJECT.**

## **ACCESS TO INFORMATION**

As you know, your access point for business and academic services at UNT occurs within the [My.UNT site](http://www.my.unt.edu) (www.my.unt.edu). If you do not regularly check EagleConnect or link it to your favorite e-mail account, please do so, as this is where you learn about job and internship opportunities, MSOJ events, scholarships, and other important information. Visit the [Eagle Connect website](http://eagleconnect.unt.edu/) for more information (http://eagleconnect.unt.edu/) including tips on how to forward your email.

## **COURSES IN A BOX**

Any MSOJ equivalent course from another university must receive prior approval from the MSOJ academic advisor to 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](mailto:international@unt.edu)) to get clarification before the one-week deadline.

## **EMERGENCY NOTIFICATION & PROCEDURES**

UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials. If Canvas is not accessible during the emergency, contact me via email or phone for more information. Students should confirm that their Eagle Alert contact information is correct via the myUNT portal.

## **STUDENT PERCEPTIONS OF TEACHING (SPOT)**

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

<b>Term</b>	<b>Survey Administration Dates</b>
<a href="#"><u>3W</u></a>	1/11/23 – 1/12/23
<a href="#"><u>8W1</u></a>	2/27/23 – 3/9/23
<a href="#"><u>8W2</u></a>	5/11/23 – 5/18/23
<a href="#"><u>Reg Spring Term</u></a>	4/17/23 – 5/4/23

## **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](http://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](http://deanofstudents.unt.edu/resources_0)) offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs. Renee LeClaire McNamara is UNT's Student Advocate and she can be reached through e-mail at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

## **MENTAL HEALTH SERVICES**

UNT provides mental health services to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

### **1. [Student Health and Wellness Center](#)**

(<https://studentaffairs.unt.edu/student-health-and-wellness-center#programs>)

1800 Chestnut St. (Chestnut Hall)

940-565-2333

M-Th, 8 a.m. to 5 p.m.

### **2. [Counseling and Testing Services](#) – Free to UNT Students**

(<https://studentaffairs.unt.edu/counseling-and-testing-services>)

801 N. Texas Blvd., Suite 140 (Gateway Center)

940-565-2741

M-F, 8 a.m. to 5 p.m.

3. [UNT CARE Team](#) – Free to UNT Students

(<https://studentaffairs.unt.edu/care>)

Dean of Students, University Union

940-565-2648

[careteam@unt.edu](mailto:careteam@unt.edu)

4. [Psychiatric Services](#)

(<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)

940-565-2333

5. [Individual Counseling](#) – Free to UNT Students

(<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

940-369-8773

*If at any time you are feeling alone or in jeopardy of self-harm, reach out to any of the following:*

- National Suicide Hotline 800-273-8255
- Denton County MHMR Crisis Line 800-762-0157
- Denton County Friends of the Family Crisis Line (family or intimate partner violence) 940-382-7273
- UNT Mental Health Emergency Contacts
  - During office hours, M-F, 8 a.m. to 5 p.m: Call 940-565-2741
  - After hours: Call 940-565-2741
  - Crisis Line: Text CONNECT to 741741
  - [Live chat](http://www.suicidepreventionlifeline.org): (<http://www.suicidepreventionlifeline.org>)

## **OFFICIAL UNIVERSITY CALENDAR (NOTE SPECIFIC DATES UPCOMING SEMESTER)**

<b>KEY SEMESTER DATES</b>	<b>Full Semester Jan. 17-May 12</b>	<b>3 week I Winter Session Dec. 19-Jan. 13</b>	<b>8 week I Session Jan 17-Mar 10</b>	<b>8 week II Session Mar. 20-May 12</b>
Schedule of Classes Available on myUNT	Sept. 19	Sept. 19	Sept. 19	Sept. 19
Registration Opens For specifics by student group/class: <a href="https://registrar.unt.edu/when-can-i-register">https://registrar.unt.edu/when-can-i-register</a>	Oct. 3	Oct. 3	Oct. 3	Oct. 3
Regular Registration Ends	Jan. 12	Dec. 15	Jan. 12	Mar. 16
Late Registration—For Students not Registered for the Term Students registering late will incur a late registration fee of \$75.	Jan. 13-20	Dec. 16-19	Jan. 13-20	Mar. 17-24
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.	Jan. 16	Dec. 18	Jan. 16	Mar. 19
Classes Begin	Jan. 17	Dec. 19	Jan. 17	Mar. 20
Last Day to Add a Class Section	Jan. 20	Dec. 19	Jan. 20	Mar. 24
Census—Official Enrollment Determined Last day to drop a course section to no longer appear on the official transcript. (Dropping courses may impact financial aid and degree completion. See advisors.)	Jan. 30	Dec. 20	Jan. 23	Mar. 25
Drop with a Grade of W Begins Beginning this date, students can drop a course with a grade of W. The course appears on the transcript with a grade of W and tuition and fees remain. (Dropping courses may impact financial aid and degree completion. See advisors.)	Jan. 31	Dec. 21	Jan. 24	Mar. 26
Last day to change to pass/no pass grade option (undergrads)	Feb. 24	Dec. 23	Feb. 3	April 7
Midpoint of the Semester	Mar. 10	Jan. 4	Feb. 10	April 14
Last day for a student to drop a course or all courses with a grade of W.	April 7	Jan.10	Feb. 24	April 28
First day to request a grade of Incomplete	April 8	Jan. 11	Feb. 25	April 29
Pre-Finals Days	May 3-4	N/A	N/A	N/A
Last Regular Class Meeting	May 4	Jan. 12	Mar. 9	May 11
Reading Day—No Classes	May 5	N/A	N/A	N/A
Final Exams	May 8-12	Jan. 13	Mar. 10	May 12
Last Day of Session	May 12	Jan. 13	Mar. 10	May 12
University Grade Submission Deadline 4 pm Last day of Spring Term is May 13.	May 15	Jan. 16	Mar. 13	May 15
Grades/Academic Standing posted on the Official Transcript 6pm	May 17	May 17	May 17	May 17
Winter Break (no classes; university closed)	Dec. 26-30			
Martin Luther King Jr. Holiday	Jan. 16			
Spring Break	March 13-18			

Last Modified: November 18, 2022