

JOUR 4323 Fall 2021 (FINAL)

Advanced Writing and Reporting for Broadcast and Web

4323-002 Thursday 9:00 AM 5:00 PM

GAB 101 & CHIL 156 (class always begins in GAB 101)

Instructor: Steven Ackermann

Office: Sycamore 212

Office Hours:

Mondays 9:30-10:30 AM AND 1:30-3:30 PM

Wednesdays 9:30-10:30 AM (Zoom)

Other days/times by appointment (including Zoom)

Email: Steven.Ackermann@UNT.edu

TEXTBOOK:

NONE

TECHNOLOGY:

- ✓ Access to a computer (PC or Mac) running current version of Adobe Premiere
- ✓ External Hard Drive (at least 256Gb; SSD preferred)
- ✓ SD Storage (Class 10 SD card; at least 32Gb)

ABOUT COVID-19:

This is a face-to-face class. Lectures require class participation and other elements of the class emphasize collaboration. This syllabus was prepared using [University guidelines](#) and class seating charts will be used (in CANVAS) as recommended.

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Note that UNT does NOT provide masks in the classroom. We will also follow broadcast industry practice of NOT wearing masks while broadcasting on camera from a designated studio.

COURSE OBJECTIVES AND LEARNING OUTCOMES

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.

In this class, you will advance your knowledge of broadcast news for television and digital platforms. Specifically, you will:

- Demonstrate an understanding of diversity in domestic society in relation to mass communications
- 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
- Understand the attributes of enterprise, investigative, feature and spot news stories and how to produce each type of story on deadline for broadcast and digital platforms.
- Understand the elements of a traditional linear newscast and the techniques used to produce segments and complete broadcasts.
- Practice researching and “pitching” stories for a daily newscast and general interest digital platforms.
- Practice concise broadcast style writing and video editing.
- Practice digital writing and the use of multimedia elements on digital platforms.
- Practice broadcast and digital copy-editing including techniques for self-editing when required on deadline.
- Practice editorial decision-making based upon daily news developments on deadline.
- Practice the application of journalistic ethics, independent reporting and critical thinking in the context of daily deadlines.

WORK REQUIREMENTS:

Lecture/discussions: Lecture content requires active participation. There will be limited lecture content during the final six weeks of the class when we are producing daily newscasts, but you will be expected to take part in a post-show critique session.

Quizzes: Each class will begin with a brief general news/current-events quiz. You will be given 10 minutes at the start of each class. You are expected to be in the classroom ready to begin the quiz promptly at 9:00 AM; tardy arrivals will NOT receive extra time.

Weekly shifts for NT Daily TV (can be seen on DCTV cable channel): During the six weeks of daily newscast production, the newscast deadline is 4:00 PM—all members of the team will rotate between roles and will be expected to complete the entire shift. The daily story meeting will begin promptly at 9:15 AM (immediately following the weekly quiz). The daily rundown meeting will begin promptly at 1:30 PM. A DETAILED score-sheet for each newsroom assignment will be distributed in advance of the start of weekly shifts:

General Assignment reporters will be expected to submit at least (2) story pitches prior to 5:00 PM the day before, complete the assigned story by 3:30 PM and submit a digital text/multimedia version of the assigned story by 5:00 PM.

Producers, Associate Producers and Anchors will be expected to assist General Assignment Reporters with research, logistics and copy editing. The rundown meeting will begin promptly at 1:30 PM.

Resume, cover letter, reel and/or website: A preliminary job search resume/portfolio is due Week #7, but you should save your best work throughout your academic (and professional) career. We will discuss the best way to tailor your portfolio to your career goals in class, and feel free to set up an appointment to discuss your specific goals.

Final Project: You will work in a two or three-person group to create a **Final Project** suitable for an “on-demand” audience. The project should follow all standards of journalism, focus on a single subject (not a newscast) and can be any appropriate subject matter. **Final Project** pitches will be due approximately one month before the scheduled final exam, must be approved before a team begins work and the project must be submitted (on Canvas) by 10:00 AM on the day of the scheduled Final Exam (Tuesday December 7 or Thursday December 9). 10% extra credit will be given for **Final Projects** submitted by 6:00 PM Friday December 3 (Reading Day).

GRADING:

COURSE COMPONENT	POINTS	% of GRADE
Weekly News Quiz <i>(15 Quiz Scores @ 7 points; Bonus available)</i>	100	10%
News Brief <i>(Due Week #6 & #7)</i>	100	10%
Resume/Portfolio <i>(Due Week # 7)</i>	100	10%
(6) Weekly Newsroom Shifts <i>(Beginning Week #8; Drop One)</i>	500	50%
Final Group Project <i>(Due Tue December 7/Thu December 9)</i>	200	20%
TOTAL	1000	

Notes:

- Weekly News Quiz (10%); Bonus points can be earned.
- Weekly Newsroom Shifts (50%); Failure to complete a weekly shift without prior approval for the absence will result in a zero for that week. Your lowest weekly score will be dropped; **UNexcused absences cannot be dropped**. Your weekly score will depend upon your specific assignment and a specific “score-sheet” will be distributed ahead of the first newscast.
 - General Assignment Reporters will be graded individually:
 - ✓ Story pitches submitted by 5:00 PM day-prior (25%)
 - ✓ Submitting assignment (including digital version) for copy-editing and completion by 3:30 PM deadline (50%)
 - ✓ Story elements to include multiple voices, diverse viewpoints and properly attributed sources (25%)
 - Producers, Associate Producers & Anchors will be graded as a group:
 - ✓ Preliminary rundown completed prior to Rundown Meeting (25%)
 - ✓ Newscast timing (begins on-time; all breaks and off-time) (25%)
 - ✓ Newscast mechanics (meter-management, story-count, editorial flow, elementing individual stories) (40%)
 - ✓ Social media (recruit-to-view; engagement) (10%)
- Final Group Project (10%); Group receives same grade; group can receive 10% “bonus” points for submitting early (by Friday December 3.)

ATTENDANCE POLICY:

This is a face-to-face class. In this class, you are a newsroom employee. The class meets only ONCE each week. When someone is absent, others on the team must pick up the work.

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any [symptoms of COVID-19](#) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Any UNexcused absence will result in a 0 for that day's Quiz and (for Weekly Newsroom Shifts, a 0 for that week). **To qualify as an EXCUSED absence, you must notify me by email at least 60 minutes prior to the start of class.** If your absence is EXCUSED (in advance), I will drop ONE week's 0-scores from your final grade calculation.

LATE WORK POLICY: Any late work will be penalized 20 points per day it is late.

NEWSROOM SHIFTS BREAKDOWN: The newscast begins at 4:00:00 PM and ends at 4:29:30. The newscast is done LIVE (so, no do-overs) and Timing is an essential part of broadcast news, so individual deadlines are created to facilitate beginning (and ending) on-time.

Producing a newscast is a collaborative effort. Any member of the team missing means others on the team have to cover that work. An **Excused Absence** during the newscast production weeks (illness with a doctor's note, family emergency, missed class that I approve BEFOREHAND, etc.), can count as your dropped grade. If you have more than one **Excused Absence** during the newscast producing weeks, you will have to make up the work in some other way. **UNexcused** absences will be an automatic 0 that cannot be dropped. We are running a newsroom, and I expect you to pull your weight in a professional manner.

We will discuss the individual roles during classes prior to the first newsroom assignment. We will rotate the following assignments:

- Producers (2)
- Anchors (3) (including sports)
- Associate Producers
- General Assignment Reporters (4)

CLOTHING/APPEARANCE: You are a working journalist during this class and are to dress in a professional manner. This applies to all activities regardless of whether you are in front of the camera or working in some other capacity.

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. It may be periodically necessary for the faculty to ask that someone change their dress based upon the nature of a specific assignment or their determination that a particular outfit is not appropriate.

Here are some general guidelines to assist you in dressing for your assignments:

- Collared shirts or blouses with slacks, dresses, sports jackets or business suits are generally preferred.
- Tshirts, 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.
- When working in public, but NOT expected to be seen on camera (e.g. Live Operators, photographers, etc.), comfortable attire including jeans and athletic shoes are acceptable. Shorts are acceptable when the heat index is expected to exceed 90-degrees.

SAFETY: 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.

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.

WEEKLY SCHEDULE: *(Subject to change depending on the needs of the class.)*

Week 1: (Aug 26)

Introductions & discussion of class syllabus

What is a story (Lecture/discussion)

Diversity, Equity & Inclusion as a newsroom-essential (Lecture/discussion)

Story Safari (including lunch break)

Introduction to CNN Newsource

Review Adobe Premiere, Introduction to Audio booth and Graphics sources

Tell me a story writing assignment (instead of Weekly Quiz)

Assignment:

✓ [What is an Ally?](#)

Week 2: (Sept 2)*

Ways to be an ally in the classroom, newsroom, workplace (discussion)

Anatomy of a story (Lecture/discussion)

Spot News & Breaking News

Enterprise Reporting

Feature Reporting

Localized Reporting

Event Reporting

All reporting should be investigative

The art of the Story Pitch (Lecture/discussion)

Story Safari II (including lunch break)

The Evolving Producer I (Lecture/discussion)

Introduction to RundownCreator

Elements of a rundown (every newsroom will use its own terms)

New, Now, Next as a philosophy

Story count as a producing technique

Building a News Brief rundown

Assignments:

- ✓ Review: <http://rundowncreator.com/how-it-works/>
- ✓ Prepare your Enterprise story pitch (TUE Due 9/3; THU due 9/7)

Week 3 (Sept 9)

The Evolving Producer II (Lecture/discussion)

- Leadership in the newsroom
- How to be coach instead of a fixer
- Measuring audiences (Nielsen, Comscore & digital analytics)
- The first 100 seconds
- The art of the tease

Becoming a critical thinker (Lecture/discussion)

Assignments:

- ✓ Review: <http://rundowncreator.com/how-it-works/>
- ✓ Prepare your Enterprise story pitch (TUE Due 9/3; THU due 9/7)

Week 4 (Sept 16)

THU section: full workday on Enterprise Story #1

Week 5 (Sept 23)

Covering Beats (Lecture/discussion)

- Crime & Courts
- Education
- Environment
- Business
- Politics
- Arts & Entertainment
- Sports

Streaming Wars & On-demand News (Lecture/discussion)

On-demand (final project) brainstorming (including lunch break)

The Art of the Interview (Lecture/discussion)

Mechanics of a Live Report

Copy-editing exercise (Enterprise Story)

Week 6 (Sept 30)

Ethical Decision-making (Lecture/discussion)

On-demand (final project) teams (including lunchbreak)

Newsbreaks Session #1

Week 7 (Oct 7)

Career opportunities, goals and next steps (Lecture/discussion)

Sensitive stories (Lecture/discussion)

Trauma & Tragedy

Children & Young People

Confidential Sources

Newsbreaks Session #2

Assignment:

- ✓ Final Project Pitches due **Friday October 8**

Week 8 (Oct 14)

Newscast #1

Week 9 (Oct 21)

Newscast #2

Week 10 (Oct 28)

Newscast #3

Week 11 (Nov 4)

Newscast #4

Week 12 (Nov 11)**

Newscast #5

Week 13 (Nov 18)

Newscast # 6

Week 14 (Nov 23 & Nov 25)***

Week 15 (Dec 2)***

FINAL EXAM DATES:

TU DEC 7 8:00-10:00 AM

TH DEC 9 8:00-10:00 AM

***Census Day for UNT Administration**

****Final week to withdraw from class**

*****Class assignments are TBD (Thanksgiving & Reading Week)**

MAYBORN SCHOOL OF 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 all foundational courses. Students must earn and maintain a 2.5 UNT and/or overall GPA (depending upon catalog year) to be eligible for major-level courses.

RE-TAKING FAILED JOURNALISM CLASSES

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

TEXTBOOK POLICY

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

OFFICE HOURS

I'll be in my office during the hours listed above on Mondays and available in Zoom during the hours listed above on Wednesdays. Other office hours are available by appointment—just email me and I promise to respond within 24 hours except on weekends.

ATTENDANCE

See previous notes above under GRADING, ATTENDANCE and NEWSROOM SHIFTS.

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 2021 Semester Calendar

Academic Calendar is subject to change

KEY SEMESTER DATES	Full Semester AUG. 23-DEC. 10	8 week I Session AUG. 23-OCT. 15	8 week II Session OCT. 18-DEC.10
Schedule of Classes Available on myUNT	Mar. 15	Mar. 15	Mar. 15
Registration Opens for specifics by student group/class: See Fall registration guide https://registrar.unt.edu/registration	Mar. 22	Mar. 22	Mar. 22
Regular Registration Ends Full Semester & 8WK1 registration ends at 5:30 p.m. and Tuition and Fees due by 6 p.m. 8WK2 registration ends at 11:30 a.m. and Tuition and Fees due by 12 p.m.	Aug. 19	Aug. 19	Oct. 14
Late Registration Begins—For Students not Registered for the Term Students registering late will incur a late registration fee of \$75 Full Semester & 8WK1 registration ends at 5:30 pm and Tuition and Fees due by 6 pm. 8WK2 tuition and fees are due by 5 pm on the same day as class registration.	Aug. 20-27	Aug. 20-27	Oct. 15-22
Last Day to Withdrawal from Entire Term on myUNT Courses do not appear on the transcript. Eligible for 100% refund. After this date see Dean of Students to withdrawal from the entire term.	Aug. 22	Aug. 22	Oct. 17 If only 8 week II
Classes Begin	Aug. 23	Aug. 23	Oct. 18
Last Day to Add a Class Section Registered & Tuition and Fees Paid by 6 p.m.	Aug. 27	Aug. 27	Oct. 22
Census—Official Enrollment Determined Last day to drop a course section to no longer appear on the official transcript and to receive a full refund for the course section. (Dropping courses may impact financial aid and degree completion. See advisors.)	Sept. 4	Aug. 28	Oct. 23
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.)	Sept. 5	Aug. 29	Oct. 24
Last day to change to pass/no pass grade option (undergrads)	Oct. 1	Sept. 10	Nov. 5
Midpoint of the Semester	Oct. 15	Sept. 17	Nov. 12
Last day for a student to drop a course or all courses with a grade of W.	Nov. 12	Oct. 1	Nov. 19
First day to request a grade of Incomplete	Nov. 13	Oct. 2	Nov. 20
Pre-Finals Days	Dec. 1-2	N/A	N/A
Last Regular Class Meeting	Dec. 2	Oct. 14	Dec. 9
Reading Day—No Classes	Dec. 3	N/A	N/A
Final Exams	Dec. 4-10	Oct. 15	Dec. 10
Last Day of Session Last day of Fall Term is December 10.	Dec. 10	Oct. 15	Dec. 10
University Grade Submission Deadline 4 pm	Dec. 13	Oct. 18	Dec. 13
Grades/Academic Standing posted on the Official Transcript	Dec. 15	Dec. 15	Dec. 15
Labor Day - No Classes - University Closed	September 6, 2021		
Thanksgiving Break - No classes - University Closed	November 25-26, 2021		
Last Modified: February 9, 2021			

JOURNALISM EQUIPMENT CHECK OUT

Anyone who plans to check out equipment during the semester must complete the checkout agreement form found here: <http://bit.ly/MaybornEQR>.

This should be done *prior* to checking out equipment, and only needs to be done once per semester.

Please email the Mayborn Equipment Room at mayborn-equipment@unt.edu to schedule your gear pickup. Hours of operation:

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.

All equipment must be picked up and returned at a scheduled time within these hours.

We are here to help! Contact us via email or phone with any questions or concerns.

- La Daniel Maxwell, Journalism Equipment Room Supervisor
ladaniel.maxwell@unt.edu
- Mayborn Equipment Room Staff– mayborn-equipment@unt.edu or 940-565-3580

Violations for late returns are as follows:

First late infraction – 1 week ban from checking out equipment.

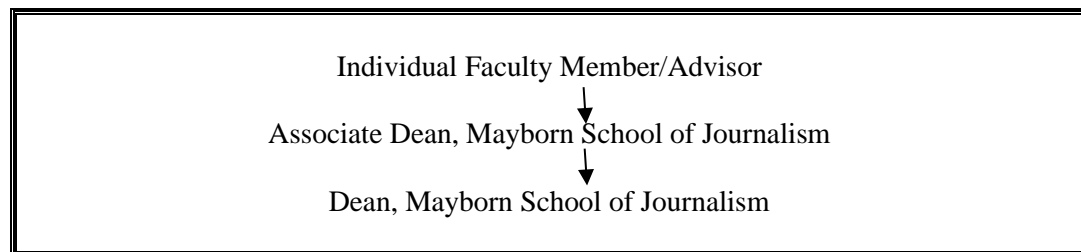
Second late infraction – 3 weeks ban from checking out equipment.

Third late infraction – Semester long ban from any and all equipment checkout.

If you are going to be late returning equipment please email mayborn-equipment@unt.edu. Active communication brings leniency in many cases.

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 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 website for the [Office of Disability Accommodation](http://www.unt.edu/oda) (<http://www.unt.edu/oda>). You may also contact them by phone at 940.565.4323.

COURSE SAFETY STATEMENTS

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

ACADEMIC DISHONESTY

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works *without* full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action which may include expulsion from the university. This is explained in the UNT Student Handbook.

See notes above prohibiting “double-dipping” assignments. Any project that is (or has been) submitted for another UNT class will automatically receive a ZERO grade.

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. **There is NO FINAL EXAM for JOUR4323. See notes above about deadlines for FINAL PROJECTS.**

ACCESS TO INFORMATION

As you know, your access point for business and academic services at UNT occurs within the [My.UNT site \(www.my.unt.edu\)](http://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 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.

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 MyUNT.edu (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. 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 \(www.spot.unt.edu\)](http://www.spot.unt.edu) or email spot@unt.edu. Spots survey dates:

Term	Survey Administration Dates
8W1	10/4/21 – 10/14/21
FALL	11/15/21 – 12/2/21
8W2	11/29/21 – 12/9/21

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 \(www.deanofstudents.unt.edu\)](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) 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)

STATEMENTS OF STUDENT LEARNING OUTCOMES

See COURSE OBJECTIVES AND OUTCOMES ABOVE.