Course Name: JOUR 4270/ Jour 5330 Strategic Social Media  
Class Meetings: Mondays, 3:30—6:20 Gateway 132  
Twitter hashtags (for undergraduate and graduate students) #untj4270 or #untj4270M

Instructor: Samra Jones Bufkins, MJ, APR  
Office: GAB 113   Office phone: 940-565-2167  
Cell phone: [number] (text any time, include name & class, call if an emergency.)  
Office hours: Mondays 1:30—2:30 p.m.; Tuesdays 12:30—1:45 (but I may take a lunch break between the two classes) 5:00—5:30 or by appointment, including Skype.  
Email: Samra.Bufkins@unt.edu  
Twitter: @samjb  
Skype: IamSamJB  
What’s App (saves on texting charges): Samrajb

Teaching Assistant: Azia Branson  
Email: AziaBranson@my.unt.edu  
Twitter: @AziaBranson  
Phone: [number] (Email preferred, text before calling.)

Course Description
In a collaborative atmosphere we will explore strategic applications of a variety of social media platforms used for strategic communications and journalism. Students will be challenged to bring new ideas to the classroom while adapting social media tools to traditional communications planning and measurement methods. Students with specific expertise/interests will be encouraged to present to class. And yes, there is math. Stuff’s getting’ real here.

Course Objectives
After taking JOUR 4270/5330, each student will be able to:

- Understand and apply First Amendment principles and the law of freedom of speech and press for the country in which the institution 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 to criticize power, and to assemble and petition for redress of grievances.
- Understand and apply the basic technologies of the most common social media platforms and the strategic uses for those platforms in business and journalism.
- See the link between analytical, search and technical objectives combined with a social strategy when developing a strategic social media plan.
- Analyze ethical and legal dilemmas in social media strategic communications.
- Demonstrate an understanding of the diversity of groups in a global society in relationship to communications.
- Work ethically in pursuit of truth, accuracy, fairness and diversity.
- Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes in which they work. This includes the adoption of specific personas per client segment.
- Apply current tools and technologies appropriate for the communications professions in which they work and to understand a digital world.
Required Texts:


A list of blogs, websites and other resources will be uploaded to Blackboard for your perusal. Students are encouraged to add to that list as they find useful information to share. Please post suggestions in the Blackboard discussion forum.

Technical requirements:
- Bring a wifi-enabled laptop or tablet to class—if you don’t have one I understand you can borrow one from the library. Many applications used in class work better on a laptop than they do on a phone. Professionals in the field work on a desktop. Phones are a last resort. See “Cell Phone Policy.”
- LinkedIn profile—you must connect with me and each other by the date on the handout. Post your link in the discussion area of Blackboard LEARN. It is recommended that you connect with all guest speakers in this and other classes as soon as possible after they speak. When you send a connection request to anyone (especially a professional) ALWAYS personalize the message, stating who you are, where you met them, and why you want to connect. This cannot be done from a mobile device—it requires a computer. Post your blog entries in the status updates area of LinkedIn in order to improve your search results.
- Open and maintain a Twitter account and monitor and send daily course-related tweets with hashtag #untj4270 for discussion and links to supplemental reading material. Students will follow the instructor and should follow guest speakers. Specific following requirements are outlined in the Twitter assignment posted in Blackboard. Twitter activity will count as a percentage of your class participation grade—those who do not initiate at least one course-related tweet per day may see their grade reduced.
- Maintain and use Blackboard LEARN to access course materials and required supplemental readings.
- Access e-mail through UNT email accounts. This is required by federal law. If you do not check your UNT email daily, forward it to an email account you do check. Note: I do NOT use the messaging function in LEARN.
- Maintain an active personal Facebook account in order to join and post to the course Facebook group. (https://www.facebook.com/groups/UNTStrategicSocialMedia/) You are not required to be “friends” with anyone in the class or share your Facebook page with anyone you don’t care to.
- Create a splash page (I recommend About.me) by the deadline on the schedule with all social media links and make that available to all students via the discussion area of LEARN.
- Set up a Google + account and promote your blog posts there as well as start building a network.

IMPORTANT: Contact me immediately if you don’t understand something. I will arrange individual or small group tutoring sessions early in the semester on request—even on weekends if that’s the only time you’re available. If you fall behind in this course you will have a problem. Practice makes perfect. If a tool is new to you, don’t shy away from it, embrace it and use it. You can’t learn how to play piano by watching someone play, you need to practice, and the more you do the easier it will get. Employers expect interns and new graduates to be experts in using social media for business purposes, and that includes strategy and analytics.

Classroom protocol. Class meetings will consist of a combination of lecture, guest speakers and discussion. Participation in class discussion is mandatory and expected to be provocative, but must be conducted in an environment of respect and tolerance for differing perspectives, cultures, backgrounds, skill levels and opinions. I retain my nonnegotiable right to evaluate your in-class performance and ask anyone to leave if they are disruptive or their inattention is disruptive. This includes wearing head phones or earbuds, sleeping in class, working crossword puzzles, playing on social media unrelated to class work, working on assignments for other classes, muttering and talking in class, talking back, and disrespectful and/or inappropriate comments directed at the instructor or other students. I don’t mind if you eat, but please be respectful. Do not order food delivery during class unless you plan on buying enough for everybody. Clean up your mess and try not to stink up the place.
Cell Phone/Electronic Device Policy  Cell phone usage is not necessarily prohibited, but you are expected to use a laptop for course-related activities during class time. There will be a few times when we use cell phones for in-class surveys, etc., but the bulk of the work must be done on a laptop. Professionals in the field do most of their community management and all of their analytics on computers. Get used to it. (They also use email and talk on the phone and leave voice messages for people, for those of you who refuse to do those things.)

ATTENDANCE, PREPARATION AND PARTICIPATION POLICY
You are expected to attend and participate in each class meeting, complete all assignments on time in the proper format, submit them on time and in the proper format and participate in all online and social media activities as assigned. I take roll in writing at the beginning of each class and sometimes again at the end.

- Journalism faculty have the discretion to drop any student who misses the first class meeting without prior notice.
- Missing one class = missing one week of course material. Don’t ask me if you missed anything important. Of course you did, or we wouldn’t have had class that day.
- One absence is the limit without penalty toward your final grade, unless you have communicated with me, in writing, from the beginning about an extraordinary problem (like you’re planning to be on life support).
- The second absence will result in 10 points taken off your final course grade, with 10 points deducted for each subsequent absence.
- After the third absence I reserve the right to drop you from the class if I do not see sufficient evidence that you are taking the class seriously and making an effort to complete all work.
- If you are absent you are still responsible for submitting your assignment on time.
- If you are doing an internship for credit and you are needed at an event that conflicts with class time your supervisor must email me at least a week in advance.
- Makeup exams must be arranged in advance with written verification of the reason for absence on the day of the exam.

Communication: Communicating with students using the UNT student email account is part of the university’s contract with students. Official course-related electronic communication with students in this class will be through the students’ MyUNT account rather than personal email accounts. That said, we will be using many other means of communications in this class including, but not limited to, blogs, Facebook, Twitter, LinkedIn and other social networking platforms. However, I will not discuss any grade-related issues via Twitter.

IMPORTANT NOTE ABOUT TWITTER
This semester, for the first time, we have two sections of Jour 4270. The other section is on Tuesday, taught by another teacher. He and I have decided to use the same blog, the same Facebook group, and the same hashtag (#UNTJ4270) for general tweeting—after all, your peers in the other class may share something of interest to you, and vice-versa. However, there will be times when we need to tweet reminders about a specific class meeting (such as “Bring a pencil to class” or “Looking forward to @AMFreeland speaking to class today.”) In those cases we will amend the class hashtag. If you see #UNTJ4270M that tweet is intended for members of the Monday class. If you see #UNTJ4270T that tweet is intended for members of the Tuesday class. Please use the appropriate amended hashtag if you are sending out a tweet intended for our class only. The other class will cover the same material but the assignments may be slightly different and the schedule may be slightly different. Feel free to @SamJB or @AziaBranson for clarification. Graduate students please use the #untj4270 hashtags.
ACADEMIC INTEGRITY (CHEATING)
Mayborn School of Journalism Academic Integrity Policy

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

In my classes, the minimum penalty for cheating is a grade of “zero” on the assignment. A grade of “F” in the course is a more likely penalty.

I have zero tolerance for cheating, and will not hesitate to file a report with the Office of Academic Integrity for any instance of suspected cheating including plagiarism, dual submission of work (work you submitted for another class), falsifying research (including lying about personally interviewing sources or clients), cheating on exams and facilitating cheating (writing work for another student, having another student write your work, or having knowledge of another student’s cheating of any kind.)

When you submit work for this class it is the same as making a statement that you have produced the work yourself, in its entirety, specifically for this class and no other class, an employer or internship or publication. Plagiarism, fabrication, copyright infringement, and similar uses of other people’s work and ideas are unacceptable and in most instances illegal, and they can get you fired in the professional world.

Plagiarism, in a nutshell, is using other people’s written words as your own, including copying from your client’s website or other published materials. Some people consider the use of 7-10 words in a row, copied from another source, as plagiarism. Be sure to include complete citations when using other people’s writing, because plagiarism is a serious offense in any discipline, especially in journalism. It’s a firing offense in the professional world, and can keep you from graduating.

Quoting large chunks of text, even with attribution, in assignments or blog posts is unacceptable in an academic environment. You are expected to provide critical analysis in your blog posts and other assignments, not copy, paste and attribute. Rewrite source material in your own words.

Submitting previously published work and/or work submitted for other classes (whether or not it was graded) is strictly prohibited by university policy. All work submitted for this class is to be original work created by you for this class only.
Assessment and Description of Undergraduate Assignments (Grad Students see Addendum)

Evaluation is based on a possible total of 1,000 points.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercises and “small” assignments</td>
<td>410</td>
</tr>
<tr>
<td>Postings to class blog (total of 7 for undergrds—Grad Students see addendum)</td>
<td>140</td>
</tr>
<tr>
<td>Book Review</td>
<td>50</td>
</tr>
<tr>
<td>Class participation and online engagement</td>
<td>100</td>
</tr>
<tr>
<td>Group project (social media plan)</td>
<td>100</td>
</tr>
<tr>
<td>Exam and quizzes</td>
<td>200</td>
</tr>
</tbody>
</table>

Grading System for Journalism 4270

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 %</td>
<td>A (outstanding)</td>
</tr>
<tr>
<td>80% -- 89 %</td>
<td>B (excellent)</td>
</tr>
<tr>
<td>70% -- 79 %</td>
<td>C (satisfactory)</td>
</tr>
<tr>
<td>60% -- 69%</td>
<td>D (unsatisfactory)</td>
</tr>
<tr>
<td>Lower than 60%</td>
<td>F (failing)</td>
</tr>
</tbody>
</table>

Activities/Assignments/Assessments—Exact due dates and times are in class schedule

- **Individual Exercises**—subject to change if something new comes along
  - #1 Post a photo, bio, your Twitter, LinkedIn, Google + and any other social media you care to share to the “Getting to Know You” discussion by the beginning of the second class period. (10 points)
  - #2. Scavenger Hunt (in pairs) (10 points)
  - #3 Twitter assignment (hard copy, pages stapled.) (10 points)
  - #4 Initial LinkedIn profile (Part 1 by start of class 8/32, completion Nov. 29.) (20 points)
  - #5 Social media tutorial (small group project) (50 points)
  - #6 One-page bullet summary of each guest speaker’s presentation, submitted via Turnitin before the beginning of the next class period. (I recommend you do it within 24 hours.) (20 points each, 8 total for 160 points)
  - #7 Storify story (20 points)
  - #8 Minimum of four Tweetchats (see schedule for due dates). (20 points each, total of 80 points)
  - #9 Social Media Review—Brief summary and analysis of the social media output of a company of your choice, pending instructor approval. (50 points)

- **Class blog** Write about new applications, uses, case studies, issues, platforms or channels of social media (NOT discussed in class) as you discover them, including an analysis of what strategic use you see for it OR if you think it’s useless. All blogs are due at 11:59 p.m. on Sunday via Turnitin as well as live on the blog. When you post, Tweet the link to the post using the #untj4270 hashtag. See Blackboard for Blog Groups. Group A starts this week. (Graduate students blog weekly. See Grad Student Addendum.) (20 points each, 140 total.)

- **Book Review** Each student will read a book of their choice about social media (which I approve) and write a review of the book. You will submit your review via Turnitin and post a .pdf summary in the class Facebook group (Yes, that’s two separate documents). (Undergraduate report—50 points. Grad students see Addendum.)

- **Class participation and online engagement**—This includes your weekly Twitter activity, posting in the Facebook group, commenting on blogs—preferably professionals’ blogs, not just your classmates’ blogs, sharing links via Twitter, participating in class discussions, etc. (100 points)

- **Group Project**—In small groups you will develop a social media plan for a small business or nonprofit. (100 points)

- **Assessments**—(Tests) Yep—gotta do it. All material covered in class, including guest speakers. Two quizzes and a comprehensive final exam. (200 points total)
Assignment Submission:
All assignments and blogs are to be submitted via Turnitin unless otherwise specified. There are no exceptions. Anything not submitted via Turnitin will receive a grade of 0 (zero). Turnitin is also set to lock out late submissions. Submissions via Blackboard discussion groups may be late but your grade will suffer. No emailed submissions are accepted.

Submitting an assignment late (“I was uploading it at 11:59 and Turnitin locked me out”) will result in a zero. Situations in which your computer clock is wrong, the system slows down because so many people are submitting at the deadline, and problems with incompatible browsers are your responsibility. Maintain your computer equipment and get help if you need it, particularly if you’re having trouble running any online applications. Own your work (and your mistakes), and plan accordingly. Most problems that occur at the deadline are self-inflicted and avoided with better planning. See Blackboard for specific instructions. Set reminders on your mobile device calendar—just like professionals do.

If you have a documentable problem with Turnitin or Blackboard that affects your ability to submit work on time, you must do the following to receive credit for your work:
1. IMMEDIATELY create a screen shot of the error message.
2. Report the problem to the Help Desk by phone (940-565-2324) and email (helpdesk@unt.edu).
3. Forward the trouble ticket with the screen shot to me via email.

If I determine it is a legitimate technical problem with Blackboard and Turnitin (they are rare) I will let you know how to submit the work to receive credit.

Please do not tweet that you are having problems. That won’t help, especially if I don’t see it until hours later. You may text me if it’s a true emergency.

Individual assignment grade appeals:
If you are unhappy or have a question about the grading of an individual assignment, you must notify me in writing (email is fine) by the beginning of the next class after the graded work is returned. We’ll meet to discuss the grade. Under no circumstances will I consider changing the grade on any individual assignment after final grades are posted at the end of the semester. See submission guidelines above—this includes “But I turned it in, I just didn’t get the receipt.” You are responsible for ensuring your online submissions are completed.

Citation of online sources must follow the format from the Purdue Online Writing Lab, http://owl.english.purdue.edu/owl/resource/560/10/ and must be complete. Raw links will not be accepted as citations or bibliography entries. Links in blogs must be embedded in anchor text. All other source citations must be in proper bibliographic format, preferably APA or MLA Style. Examples and guidelines are available online.

WEATHER EMERGENCIES
In the event the university is closed for a weather emergency plan on some kind of online meeting during that class time. All assignments due during weather closures are still due at their appointed time.

Final Note
I come across as a tough old broad but it’s because I’m trying to prepare you for the intensely competitive career you’ve chosen. There’s a chance this class is preparing you for jobs that don’t yet exist—that was the case when I started teaching it 4 years ago. I’m here to help you, and I care deeply about all my students. I have 25 years of professional PR experience and many professional contacts in the industry. I know a lot of news people, too. Come see me in my office any time, about anything, and if I can help, I will. If you can’t meet me in my office, I will meet with you at a mutually convenient time and location. My ultimate goal is to see you succeed in class, in life, and to inspire you to greatness.
# Course Schedule – Journalism 4270/5330 Fall 2015

*Topics subject to change due to guest speaker scheduling.*

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Reading (before class)</th>
<th>Assignments due this week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 8/24</td>
<td>Getting organized, Rules of Engagement, Blogs, Q&amp;A, ungraded pre-test, History of Social Media.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 8/31</td>
<td>Technical sessions—bring a laptop or tablet. Twitter, Dashboards, Tweetchats, other fun stuff.</td>
<td>Amerland, (Google book)—Start reading and try to finish by 9/21. Twitter Rules and Terms of Service (link in Blackboard) Hootsuite Terms of Service (link in Blackboard)</td>
<td>Group A Blog #1 due Sunday, Aug. 30 (and due every other week after this, see schedule in Blackboard)Grad students blog weekly. This is your first and last reminder—you are responsible for the schedule from here on. Twitter assignment—turn in hard copy before class.</td>
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<tr>
<td>9/7</td>
<td>Labor Day No Class</td>
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<tr>
<td>3 9/14</td>
<td>Technical sessions—bring a laptop or tablet. Storify Snapchat (you may need to teach me) Live Streaming. Analytics 101</td>
<td>Amerland—keep reading. Albarran, Chapters 1 (Introduction), 2, 3 &amp; 6.</td>
<td>Group B Blog #1 due Sunday, Sept. 6. (and due every other week after this, see schedule in Blackboard) Grad students blog weekly. This is your first and last reminder—you are responsible for the schedule from here on.</td>
</tr>
<tr>
<td>4 9/21</td>
<td>SEO Guest Speaker Upasna Gautan, Rockfish Interactive, Austin.</td>
<td>Complete reading all of David Amerland’s book, Google, Semantic Search</td>
<td>Scavenger Hunt completed and turned in via Blackboard Discussion group (and posted to Facebook if possible) by 11:59 p.m. tonight. Tweetchat #1 due 11:59 p.m. Wednesday 9/22. Post the Storify link with a brief description in the appropriate Blackboard Discussion forum.</td>
</tr>
<tr>
<td>5 9/28</td>
<td>Planning (Group assignments for project)</td>
<td>Albarran, Chapters 4 &amp; 5 plus readings in Blackboard.</td>
<td>Speaker summary due via Turnitin before class. Grad Student Research Proposals due.</td>
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<tr>
<td>6 10/5</td>
<td>Exam 1 First Half of Class 2nd half Guest Speaker Ryan Grelle, Denton PD PIO and Social Media manager.</td>
<td></td>
<td>Bring a pencil. Book preferences due (post book title in subject line of discussion board). Planning project clients chosen/approved</td>
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<tr>
<td>7 10/12</td>
<td>Facebook, Instagram and Pinterest. Guest Speaker Amber Freeland (@AMFreeland) UNT alumn and account manager at Insite Interactive.</td>
<td>Facebook, Instagram and Pinterest Terms of Service (In Blackboard) Supplementary readings in Blackboard.</td>
<td>Speaker summary due via Turnitin before class.</td>
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<tr>
<td>Date</td>
<td>Topic</td>
<td>Notes</td>
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<tr>
<td>10/19</td>
<td>Guest speaker Andrew Tanelian, formerly of NBC Channel 5 and now with UNT! Video and other multimedia tips and tricks. (Groups assigned for Tutorial project)</td>
<td>Bring your phone so you can practice. Readings in Blackboard. Speaker summary due via Turnitin before class. Grad Student Social Media Audit due via Turnitin before class—bring hard copy to class. Tweetchat #2 due 11:59 p.m. Wednesday 10/20. Post the link with a brief description in the appropriate Blackboard Discussion forum.</td>
<td></td>
</tr>
<tr>
<td>10/26</td>
<td>Planning Project presentations</td>
<td>Speaker summary due via Turnitin before class. Planning Project submitted via Turnitin (1 per group) before the beginning of class. PowerPoints uploaded to Blackboard Discussion before the beginning of class. Group peer reviews uploaded by 11:59 p.m. tonight.</td>
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<tr>
<td>11/2</td>
<td>Guest Speaker</td>
<td>Albarran, Chapters 7 &amp; 9 Video Tutorials due before the start of class. Book Reviews completed and submitted to Turnitin. Post .pdf in class Facebook Group.</td>
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<tr>
<td>11/9</td>
<td>Guest Speaker</td>
<td>Speaker summary due via Turnitin before class. Storify due by 11:59 p.m. Tweetchat #3 due 11:59 p.m. Wednesday 11/10. LinkedIn profile completed (re-post in discussion forum.)</td>
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<tr>
<td>11/16</td>
<td>Exam 2—beginning of class 2nd half of class: Guest speakers: Grad Student Research Presentations</td>
<td>Exam will cover everything since the last exam and review some concepts from the first exam. Bring a pencil. Speaker summary due via Turnitin before class. Grad Student Research Projects due via Turnitin prior to class. Bring hard copy to class.</td>
<td></td>
</tr>
<tr>
<td>11/23</td>
<td>Social media ethics, legal and privacy issues.</td>
<td>Grad Student speaker summary due via Turnitin before class. Social Media Review (undergrad only) due via Turnitin before class—bring hard copy to class.</td>
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<tr>
<td>11/30</td>
<td>Guest Speaker: Kenn Moffitt, (@MoffittK) Senior Director of Communication Systems and Digital Marketing at University of North Texas. Strategy/Analytics review and some great career (and life) advice.</td>
<td>Tweetchat # due 11:59 p.m. Wednesday 12/1. Summary of Grad Student presentations due via Turnitin before class.</td>
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<tr>
<td>12/7</td>
<td>Final Exam during regular class time (I think—still confirming).</td>
<td>The Final Exam is comprehensive. Bring a pencil, I’ll bring the Scantron. Speaker summary due via Turnitin before class.</td>
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</tbody>
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THE FINE PRINT (OR, the stuff we have to put on every syllabus that you probably never read).

MSOJ Syllabus Statements

JOURNALISM REQUIREMENTS & GUIDELINES

(Statement for JOUR 1210, 2000, 2300 and 2310 syllabi only)
For journalism majors, not minors: This is a foundational (formerly called pre-major) class. Once you have completed all foundational requirements you will have access to upper-level journalism courses after visiting the Office of Student Advising. If you have questions about what your foundational requirements are, please see an advisor.

(Statements for all JOUR courses)

JOURNALISM COURSE REGISTRATION

1. Registration will begin on the dates noted in the schedule of classes each semester. The system is a live, first come/first serve program.

2. By registering for this course, you are stating that you have taken the required prerequisites according to your catalog year and major/minor status. If the instructor later determines that you haven’t taken and passed these requirements, then you may be dropped at any point in the semester. If you have questions about your prerequisites, please see an advisor.

3. A journalism major enrolled in any restricted 3000 and 4000 level classes must have taken and passed the GSP test, all foundational courses, and Math 1680/1681. Students must earn and maintain a 2.5 UNT and/or overall GPA (depending upon catalog year) to be eligible for major-level courses.

RE-TAKING FAILED JOURNALISM CLASSES
Students will not be allowed to automatically take a failed journalism course more than two times. Once you have failed a journalism course twice, you will not be allowed to enroll in that course for 12 months. Once you have waited 12 months after failing a course twice, you may make an appeal to the professor teaching the course to be allowed to enroll a third time.

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

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

ATTENDANCE
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.
FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) UNDERGRADUATES

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

If at any point you consider dropping this or any other course, please be advised that the decision to do so has the potential to affect your current and future financial aid eligibility. Please visit http://financial.aid.unt.edu/satisfactory-academic-progress-requirements for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with your MSOJ academic advisor or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

ACADEMIC ADVISING

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

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

IMPORTANT FALL 2015 DATES

FALL 2015
August 24, 2015 First Class Day
September 7, 2015 Labor Day
September 8, 2015 Beginning this date, a students may drop a course only with written consent of instructor.
October 2, 2015 Last day for student to receive automatic grade of W for nonattendance.
Last day for change in pass/no pass status.
Last day to drop a course or withdraw from the university with a grade of W for courses a student is not passing. After this date a grade of WF may be recorded.
Beginning this date, instructors may drop students with a grade of WF for nonattendance.
November 2, 2015  Last day to drop with either W or WF. Last day for a student to drop a course with consent of the instructor.

November 9, 2015  Beginning this date a student who qualifies may request an Incomplete, with a grade of I.

November 26 – 29, 2015  Thanksgiving Break (no classes; university closed).

December 3, 2015  Last Class Day

December 4, 2015  Reading Day (no classes).

December 5 – 11, 2015  Final Exams.

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

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Individual Faculty Member/Advisor
Director, Mayborn School of Journalism
Dean, Mayborn School of Journalism
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**OFFICE OF DISABILITY ACCOMMODATIONS**
The University of North Texas and the Mayborn School of Journalism make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at [http://www.unt.edu/oda](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 the green box in my main syllabus for specific details.

MSOJ ACADEMIC INTEGRITY POLICY

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

CLASSROOM POLICIES

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 Center for Student Rights and Responsibilities 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 classrooms, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at [http://www.unt.edu/csrr/student_conduct/index.html](http://www.unt.edu/csrr/student_conduct/index.html).

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).

**STUDENT EVALUATION OF TEACHING EFFECTIVENESS (SETE)**
The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available at the end of the semester to provide students a chance to comment on how this class is taught. Student feedback is important and an essential part of participation in this course.

**HEADS UP! I THINK THEY'RE USING A NEW SYSTEM THIS FALL. STAY TUNED....sjb**

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

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

**EMERGENCY NOTIFICATION & PROCEDURES**
UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at [www.my.unt.edu](http://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.