

## **Introduction to Public Relations**

Jour 3400-M50

Spring 2013

R. Spielberger

Office: Meeman Journalism Building, Rm 322

Office Hours: MWF 10:15-11:15 am and 2:30-3:30 pm

Other hours by appointment

Phone: 678-2403

Email contact: [rsplbrgr@memphis.edu](mailto:rsplbrgr@memphis.edu)

## **COURSE REQUIREMENTS**

### **CATALOGUE/COURSE DESCRIPTION:**

Development, scope and modern role of public relations, emphasis on problem solving, lectures and application of major public relations tools and practices.

### **PREREQUISITE:**

None

### **TEXTBOOK:**

*Public Relations: The Profession and the Practice* by Lattimore, D. Baskin, O., Heiman, S.T., Toth, E.L. (New York: McGraw Hill, 2012, fourth edition). ISBN-13: 978-0-07-351205-1 or ISBN-10: 0-07-351205-2; ebook version – ISBN-13: 978-0-07-737864-6 or ISBN-10: 0-07-737864-4

### **CLASSROOM FORMAT:**

This course is delivered online in an asynchronous format. You must have Internet access and Microsoft Word or other word processing software that generates a “.doc” or “.docx” extension.

**Browser:** To view lesson slideshows, you must be running Internet Explorer 5 or higher. To determine what browser version you have, select from the browser menu Help> About. To download the file, click on your computer’s platform system: PC or Mac. The download may take an hour or more, so plan to do it at a convenient time.

You will view the lesson slideshows from the Desire2Learn course. These PowerPoint slides represent supplemental information that you can use and reference in your work. As a way of referencing in your work, note the chapter, subject and slide number.

You must have Microsoft Word software. Your instructor must be able to open your work to grade it. Work submitted in a software package not noted as acceptable in this syllabus (Microsoft Word) may result in point deductions being assessed to your work.

The link accompanying your text includes video clips of interviews with public relations professionals, chapter specific multiple-choice and true/false quizzes, and interactive flashcards based on the textbook’s glossary. To view the videos, Quick Time needs to be installed on your computer system. To view the flashcards, you will need Macromedia Shockwave Player installed on your system.

The instructions on loading the Quick Time software and Shockwave Player are located at their Web sites. To access these sites, click on the link. Follow instructions to complete. The time required will be determined by your method of downloading. This could take quite a few minutes if you have a slow dial-up network. There is no charge for this software.

**COURSE WEB SITE ADDRESS: (The course page will be open from January 17 to May 9, 2013.)**

1. Go to the University of Memphis home page: <http://www.memphis.edu>
2. Click on the “MyMemphis” link at the bottom of the column menu.
3. Log in using your University of Memphis username and password.
4. Click on the “eCampus Resources” tab.
5. In the center column of the page, click on the blue UofM eCourseware link.
6. Down on that page, in the Spring 2013 course list available to you, click on the link for JOUR 3400-M50 to enter your course and read the instructions on the welcoming page.

**COURSE REQUIREMENTS:**

Course work will be accomplished every week. Four tests will be part of your final grade. Each one will cover one of the four main sections of the text. Each must be completed by its due date and time (Central Standard Time), which varies by test. Check each due time to ensure that you post by deadline. They will consist of true/false and multiple-choice questions, which will contain one or more units of study. Tests will be limited as to time. The computer will cut you off at the end of the prescribed time period, regardless of whether you have completed all questions. You may use your text to confirm an answer, but be aware that time limits will not allow you to spend much time flipping through the text. You should read and be familiar with each section before taking its test. There is one extra credit quiz that is open at the beginning of the class. Look for it and its due date. It is based on having read the syllabus.

Other parts of your grade will come from writing and submitting assignments and case studies and participating in online discussions. These assignments, discussions and case studies must be submitted per instructions; no credit will be given outside of the proper submission guidelines.

**Grading Procedure:**

**\*\*\*ONLINE SUCCESS:** Your success in this online course will depend on your willingness to read the textual material, successfully complete quizzes, and complete written assignments/discussion papers, as scheduled. Success in taking quizzes and handling written assignments can be enhanced by studying the case problems at the end of the several chapters, as well as the chapter content. Note: Written assignments will be graded on the basis of grammar, spelling and punctuation, as well as content. Please refer to the grading rubric for complete details.

All papers submitted will be considered final, as each student has unlimited access to the course to ask questions. There will be no re-submission of papers to increase the initial grade given. You are required to ask via e-mail, set up an appointment in the chat room, or call me with your questions as to the proper completion of the assignment. It is your responsibility to ensure clarification of instructions.

All papers submitted must reflect critical thinking and knowledge of the material; that is, examples found within or outside of class, along with elaboration, are required to achieve an “A” grade. In all our assignments, it is noted that elaboration is required. The material must come from outside of your text, and can be of a professional experience in nature. Items given as facts in elaboration must be referenced using our referencing criteria. In nearly every case, the core material needed to complete your work will be found in our text. All tests and most of our assignments come from our text; check these resources first for your material.

No work will be accepted after the final day of class.

**GRADING SCALE:**

Four-Tests Covering Textbook—50 points each  
Two Written Assignments—40 points each  
Three Discussions---20 points each  
Individual Participation in Class Discussions---60 points

A = 495-550  
B = 440-494  
C = 385-439  
D = 330-384  
F = 329 and less

**TENTATIVE CLASS SCHEDULE:**

Written Assignment #1 (40 pts.): due by February 15, 2013  
Written Assignment #2 (40 pts.): due by March 29, 2013

Case Study #1 (75 pts.): due by February 28, 2013  
Case Study #2 (75 pts.): due by April 12, 2013

Discussion #1 (20 pts.): due by February 23, 2013  
Discussion #2 (20 pts.): due by April 5, 2013  
Discussion #3 (20 pts.): due by April 27, 2013

**Extra Credit Exam** (5 pts.): available through January 25, 2013

Exam #1 covering Chapters 1-4 (50 pts.): available February 11-13, 2013  
Exam # 2 covering Chapters 5-8 (50 pts.): available March 19-21, 2013  
Exam # 3 covering Chapters 9-13 (50 pts.): available April 17-20, 2013  
Exam #4 covering Chapters 14-17 (50 pts.): available May 7-9, 2013

**INDIVIDUAL PARTICIPATION IN CLASS DISCUSSIONS**

Participation #1 (5 points): January 17-22, 2013  
Participation #2 (5 points): January 23-28, 2013  
Participation #3 (5 points): January 29-February 3, 2013  
Participation #4 (5 points): February 4- 9, 2013  
Participation #5 (5 points): February 10-16, 2013  
Participation #6 (5 points): February 17- 22, 2013  
Participation #7 (5 points): February 23-28, 2013  
Participation #8 (5 points): March 1-6, 2013  
Participation #9 (5 points): March 18-23. 2013  
Participation #10 (5 points) March 24-29, 2013  
Participation #11 (5 points) April 1-6, 2013  
Participation #12 (5 points) April 7-12, 2013

## **ASSIGNED READINGS**

Here are the assigned readings from your textbook, *Public Relations: The Profession and the Practice*:

- Chapter 1—The Nature of Public Relations: January 17-22, 2013
- Chapter 2—The History of Public Relations: January 23-28, 2013
- Chapter 3—A Theoretical Basis for Public Relations: January 29-February 3, 2013
- Chapter 4—Law & Ethics: February 4- 9, 2013
- Chapter 5—Research: Understanding Public Opinion: February 10-16, 2013
- Chapter 6—Strategic Planning for PR Effectiveness: February 17- 22, 2013
- Chapter 7—Action & Communication: February 23-28, 2013
- Chapter 8—Evaluating PR Effectiveness: March 1-6, 2013
- Chapter 9—Media Relations: March 18-23. 2013
- Chapter 10—Employee Communication: March 24-29, 2013
- Chapter 11—Community Relations: April 1-6, 2013
- Chapter 12—Consumer Relations: April 7-12, 2013
- Chapter 13—Investor Relations: April 13-15, 2013
- Chapter 14—Public Affairs: Relations with Government: April 16-19, 2013
- Chapter 15—Public Relations in NonProfit Organizations: April 20-23, 2013
- Chapter 16—Corporate Public Relations: April 24-27, 2013
- Chapter 17—Issues in PR: Crisis Communication, Social Media, & Global Advances: April 28-May 1, 2013

## **ASSESSMENT**

### **PROFESSIONAL VALUES AND COMPETENCIES FOR JOUR 3400:**

- Demonstrate an understanding of the history and role of professionals and institutions in shaping communication;
- Demonstrate an understanding of gender, race, ethnicity, sexual orientation and, as appropriate, other forms of diversity in domestic society in relation to mass communications;
- Understand concepts and apply theories in the use and presentation of images and information;
- Think critically, creatively and independently;
- Critically evaluate their own work and that of others for accuracy, appropriate style and grammatical correctness

### **HOW PROFESSIONAL VALUES AND COMPETENCIES WILL BE MET:**

#### **Cognitive Objectives to Be Mastered (Ability to Explain, Analyze, Understand, Think Critically):**

- Define public relations.
- Distinguish public relations from other management functions.
- Explain how public relations evolved in the United States
- Describe the activities of public relations—what PR people do.
- Identify an organization's key publics—including under represented publics.
- Describe and apply the public relations process—research, planning, action/communication and evaluation.
- Describe the various contexts for public relations

**Performance Standards to Be Met (Demonstrable Skills, Abilities, Techniques, Applied Competencies):**

- Earn a passing grade on periodic exams.
- Work on a public relations problem within an ethical framework.
- Write measurable objectives necessary to successful application of the public relations 4-step process.

**HOW ASSESSMENT OF STUDENT LEARNING WILL BE MET FOR JOUR 3400:**

The course is designed to equip students with knowledge necessary to successfully apply problem-solving concepts constituting the public relations 4-step process.

*Awareness:*

- Identify historically significant principles and applications in the evolution of public relations through quizzes and exams.

*Application:*

- Target identified publics for appropriate communication in applying the public relations 4-step process.
- Successfully execute a group project that applies the public relations 4-step process.
- Apply principles learned regarding the public relations 4-step process in executing a group project.
- Work together in a group setting to successfully execute a project involving application of the public relations 4-step process.

**PROFESSIONAL VALUES AND COMPETENCIES FOR JOURNALISM PROGRAM:**

The Accrediting Council on Education in Journalism and Mass Communication requires that, irrespective of their particular specialization, all graduates should be aware of certain core values and competencies and be to

- understand and apply the principles and laws of freedom of speech and press, for the country in which the institution that invites ACEJMC is located, as well as receive instruction in and understand the range of systems of freedom of expression around the world, including the right to dissent, to monitor and criticize power, and to assemble and petition for redress of grievances;
- demonstrate an understanding of the history and role of professionals and institutions in shaping communications;
- demonstrate an understanding of gender, race, ethnicity, sexual orientation and, as appropriate, other forms of diversity in domestic society in relation to mass communications.
- demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society.
- 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.

### **ASSESSMENT OF STUDENT LEARNING FOR JOURNALISM PROGRAM:**

The Council seeks to promote student learning and encourages experimentation and innovation. Assessment is a system of evaluation of student learning at the course or unit level (as opposed to grading at the individual level). Three criteria should guide assessment of student learning:

- Awareness: familiarity with specific information, including facts, concepts, theories, laws and regulations, processes and effects.
- Understanding: assimilation and comprehension of information, concepts, theories and ideas.
- Application: competence in relating and applying skills, information, concepts, theories and ideas to the accomplishment of tasks.

## **DEPARTMENT POLICIES**

### **EMAIL:**

You must have your UM email account activated. If you are using another provider such as Google, you are required to have your UM email forwarded to that account. Go to the <http://iam.memphis.edu> website to implement forwarding of UM email. You are required to check your email daily. You are responsible for complying with any email sent to you by your professor or the University.

### **CELLPHONES:**

You must turn them off during class.

### **ATTENDANCE:**

Class attendance is mandatory in the Department of Journalism. You may be assigned a failing grade for the semester for nonattendance, or habitual late arrival. No late work will be accepted without prior arrangements, which are acceptable to your professor. Students may not be permitted to make up any missing work unless it is for an absence due to illness or other catastrophic emergency such as a death in the family that can be documented (e.g. with a doctor's note or a copy of the newspaper obituary). This is a professional program for journalists who are expected to understand and comply with deadlines. If you have some problem making it to class on time make arrangements to fix the problem or consider taking another class. You should consider this class your "job" in the educational process and be on time just as you would elsewhere.

### **CHEATING:**

In addition to university-wide policies stated in the Code of Student Rights and Responsibilities, the Department of Journalism considers making up quotes from sources, turning in substantially the same assignment for credit in two different courses, or a student receiving any assistance from others for work assigned to be done on his/her own, as acts of cheating punishable to the degree determined appropriate by the course instructor and department chair. That may include grade reductions or seeking dismissal of the student from the university.

"Your written work may be submitted to Turnitin.com, or a similar electronic detection method, for an evaluation of the originality of your ideas and proper use and attribution of sources. As part of this process, you may be required to submit electronic as well as hard copies of your written work, or be given other instructions to follow. By taking this course, you agree that all assignments may undergo this review process and that the assignment may be included as a

source document in Turnitin.com's restricted access database solely for the purpose of detecting plagiarism in such documents. Any assignment not submitted according to the procedures given by the instructor may be penalized or may not be accepted at all." (Office of Legal Counsel, October 17, 2005)

**ONLINE SETEs:**

You are urged to complete the SETEs evaluation of this course. Once your instructor has posted your grade, you can immediately see that grade, provided you completed a teacher evaluation for that class. How to access your evaluation forms: Log in using your UUID and email password; click on the gray "Student" tab; complete an evaluation for each course listed and hit the "Submit" button at the bottom of the form. It will only take a few minutes of your time. We take the evaluations very seriously and use them to improve courses and instructional quality. Your feedback is essential and will be appreciated.

**DISABILITY:**

Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Office for Disability Services at (901) 678-2880 in 110 Wilder Tower Hall to coordinate reasonable accommodations for students with documented disabilities.

**EXIT EXAM FOR ALL JOURNALISM MAJORS:**

All Journalism majors are required to take the Journalism Exit Exam their last semester before graduation. Please contact the Journalism office staff anytime during the semester to sign up. You may take the test anytime there are open lab hours during the semester. You will not be certified to graduate until you have completed the test.