

Introduction to Public Relations

JOUR 3400-001

Fall 2014

MW 2:20 p.m. – 3:45 p.m., Meeman 100

Dr. Melissa Janoske

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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.

PREREQUISITES

None

TEXTBOOKS

Lattimore, D., Baskin, O., Heiman, S. T., & Toth, E. L. (2012). *Public relations: The profession and the practice* (4th ed.). New York: McGraw Hill.

The Associated Press stylebook 2013 (or 2014). New York: Basic Books.

CLASSROOM FORMAT

This class will be presented in lecture and discussion formats. Class discussion will involve the history, contemporary status, and future of the public relations field, along with the public relations four step process. Students will write and submit assignments that will be returned with feedback meant to encourage student improvement over the course of the semester.

GRADING

There are 1,000 possible points in this class. At the end of the semester, your class average will be calculated and fractions will be rounded to the nearest whole number. Letter grades will be determined according to the scale below.

<i>PR News Report</i>	100 points
<i>PR Analysis Paper</i>	100 points
<i>Case Study Paper</i>	150 points
<i>Case Study Presentation</i>	50 points
<i>Midterm</i>	200 points
<i>Final Exam</i>	200 points
<i>Class Participation</i>	200 points
<i>Total</i>	1,000 points

A+	967-1000	B+	867-899	C+	767-799	D+	667-699
A	934-966	B	834-866	C	734-766	D	634-665
A-	900-933	B-	800-833	C-	700-733	D-	600-633
						F	Below 600

Quality of Work

All work in this course should follow AP Style, including proper spelling, grammar, and language. A large part of public relations is having a polished written concept of what you are communicating. This includes all class work and presentations. Problems in these or other areas will result in the deduction of points.

I expect your work to be good and to be yours. What is not yours should be fully cited. In documenting sources you may use either APA or MLA formatting. If you need help with writing and citing sources, please see me for resources. In addition, Purdue University’s Online Writing Lab is an excellent resource, and can be found at <http://owl.english.purdue.edu>.

Questions about Grades

If you would like to ask about a grade, please make an appointment to meet with me outside of class time, as I will not discuss grades via email or during class. If you have a question or problem with a grade, exam question, or in-class assignment, you have 48 hours after the assignment is returned to you to contact me, or the grade stands. Your question or appeal must be stated in writing, citing your position and why you feel the mark is incorrect. The appeal should be turned in to the professor or sent via email within the stated time frame.

Additionally, you are responsible for tracking your grade online and meeting with the professor early in the semester if you are concerned about your overall grade. Meeting with the professor early and often can help both parties involved find ways to improve student-instructor understanding and quality of work.

COURSE SCHEDULE

This is a basic schedule for topics and major assignments over the course of the semester. Although every effort will be made to stick with this schedule, please understand that some material may require more or less discussion and class time. Thus, changes to the schedule may occur. All changes will be announced in class.

<i>Week Of</i>	<i>Topic</i>	<i>Assignment(s)</i>
August 25, 27	Syllabus/Course Overview Chapter One	Discuss assignments Define public relations
September 1, 3	No class 9/1, Labor Day Chapter Two	History of public relations
September 8, 10	Chapter Four	Ethics, cases Case name/contact due
September 15, 17	Chapter Three Chapter Five	Research methods

September 22, 24	Chapter Six	Strategic planning, SWOT
September 29, Oct. 1	Chapter Six	Theories and publics
October 6, 8	Chapter Seven Chapter Eight	Action and communication Evaluation
October 13, 15	Chapter Eight	Midterm review Midterm exam
October 20, 22	No class 10/20 Chapter Nine	Fall Break! Media relations
October 27, 29	Chapter Nine	New and social media Case background papers due
November 3, 5	Chapter Ten Chapter Eleven	Employee communication CSR
November 10, 12	Chapter Fifteen Chapter Twelve	Nonprofit and health Consumer
November 17, 19	Chapter Thirteen Chapter Fourteen	Investor and government PR analysis paper due
November 24, 26	Crisis Communication	A Tragic Story
December 1, 3 Final Exam	Final Presentations Wednesday, December 10 @ 1 p.m.	Case papers, extra credit due

ASSESSMENT

PROFESSIONAL VALUES AND COMPETENCIES FOR JOUR3400:

- Demonstrate an understanding of the history and role of professionals and institutions shaping communications;
- Demonstrate an understanding of gender, race, ethnicity, sexual orientation and, as appropriate, other forms of diversity in domestic society in relations 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 score on periodic exams.
- Work a public relations problem within an ethical framework.
- Write measurable objectives necessary to successful application of public relations 4-step process.

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

The class 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 principals and applications in the evolution of public relations through quiz and exam.

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 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;
- 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.