

Journalism 560 – Message Development
Lecture: 9:30 a.m. – 10:45 a.m. Tuesday and Thursday
100 Stauffer-Flint Hall

Line No. 20315

Instructors*

David Guth	(785) 864-0683	110 Stauffer-Flint	dguth@ku.edu
Lab:	Tuesday - 1:00 to 2:15 in p.m. 105 S-F		
Justin Henning	(785) 864-8857	TBA in lab	jjhenin@ku.edu
Lab:	Thursday - 2:30 to 3:45 p.m. in 101 S-F		
Lisa Loewen	(785) 249-0197	TBA in lab	lloewen@ku.edu
Lab:	Thursday - 11:00 a.m. to 12:15 p.m. in 101 S-F		
Lab:	Thursday - 1:00 to 2:15 p.m. in 105 S-F		
David Johnston	(785) 864-4764	TBA in lab	davidjohnston@kualumni.org
Lab:	Tuesday – 2:30 – 3:45 p.m. in 101 S-F		
Charles Marsh	(785) 864-7642	307 Stauffer-Flint	marsh@ku.edu
Lab:	Tuesday - 11:00 a.m. to 12:15 p.m. in 101 S-F		

* *Office hours and locations vary and will be announced by instructors in each lab.*

Course Goals

The course aims to strengthen your critical and creative thinking abilities. You will:

- Improve your writing skills for all media.
- Write every step of the process correctly, convincingly and compellingly.
- Connect products/services to the right audiences through concise writing.
- View media messages—whether they be paid, free, “liked,” domain or viral—strategically.
- Design creative and convincing strategic messages in many forms for particular audiences.
- Appreciate diversity and ethics in message creation.
- Develop a portfolio of work to be shown during internship interviews.

We hope your goal in this course will be to achieve a professional level in processing information, thinking critically and creatively, allocating resources, applying technology, and working interpersonally with others.

Required Books and Sources

- *Strategic Writing*, third edition, by Marsh, Guth and Short
- A Primer on AP Style by Professor Doug Ward (download for free from the Course Documents folder of this course’s Blackboard site.

Class Policy on Attendance

Your attendance in J560 is mandatory – both for lecture and for lab. Lab assignments will be explained in lectures. **Every three absences from either lecture or lab may lower your final course grade by one letter.** Five late class arrivals will have the same effect. Consideration for an absence comes one way only. You must contact your lab instructor with a written explanation before the absence. Please remember that this class starts promptly at 9:30 a.m.

Course Requirements and Grading

ASSIGNMENT	POINTS
Personal profile	0
SMP-Parts 1-3	25
SMP Parts 4-11	25
Cover letter	25
Resume	25
Bad news business letter	25
News release	25
Backgrounder	25
Social media news release	25
Print ad	100
Radio script	25
Radio ad (partnered)	100
TV ad (partnered)	100
Sales letter	25
Final Project (partnered)	
SMP draft	0
SMP final	50
Print ad/copy draft	50
Radio ad/script	50
TV ad/script	50
Exam	150
Grammar/Style Quiz 1	20
Grammar/Style Quiz 2	20
Grammar/Style Quiz 3	20
Grammar/Style Quiz 4	20
Grammar/Style Quiz 5	20
TOTAL	1000

Professionalism: up to 1,000 points deducted from total points

It can be hard to separate good manners, good ethics and professionalism. In this class, and in all journalism classes, honesty and integrity are critical. Any work you do must be original and reflect your own ideas, thoughts, and research. In a work setting, if you choose to violate professional standards, you will be fired. In this class, if you choose to violate the standards for academic integrity, you will fail the course, and you may be expelled from the School of Journalism and Mass Communications.

We expect you to behave professionally in class, in groups and in production laboratories. Failing to work well with partners defines unprofessionalism. Please do not get up and leave the room in the middle of class unless absolutely necessary. Any poorly mannered or disruptive behavior is unprofessional and will be factored into your “professionalism” grade.

With lab work, we expect you to check out and return equipment on time and in good condition, and you are required to cancel any unneeded equipment or lab reservations. Filing your work as instructed and on time counts under professionalism. Another part of professionalism is completing the Schoolwide grammar assessment online. **If, for any reason, you fall short of professional standards, your lab instructor has the right to deduct all professionalism points from your total points.**

Communications

You are responsible for checking Blackboard before every lecture and lab. Your assignments and lecture slides (when available) will be posted.

Computers and Phones

Your instructors are not luddites. Nor do we rage against the machine. However, our experience is that the use of tablets and computers in a large lecture class tend to be a distraction to those who use them, as well as the people around them. For that reason, **the use of tablets and computers to take notes in this class are prohibited.** And while you are at it, please turn off and put your phone away. Thank you.

School Laboratories

The School provides computer and broadcast laboratories for student use. Adequate laboratory resources are available for students who complete their assignments in a timely manner. The hours for the computer lab in 105 Stauffer-Flint are posted outside the lab. Computers are available on a first-come, first-served basis. Hours for the Weir Production Laboratory are posted in the Dole Center. Students may sign up for editing time and equipment on a first-come, first-served basis on the online reservation system at <http://journalism.ku.edu/dole-center>. Sign-up instructions are on the website. Remember, all posted lab times are subject to change. Plan to work Monday through Friday.

Inclement Weather and Special Needs

The Pentagon does not trust us with the nuclear launch codes and the University reserves the right to cancel or delay classes. KU sends text alerts when classes are cancelled. To determine whether weather conditions have altered class times, call (785) 864-7669 (785-864-SNOW). The Office of Student Access Services, 22 Strong Hall, (785) 864-2620 (v/tty), coordinates accommodations and services for KU students with disabilities. **If you have a disability for which you may request accommodation in KU classes and have not contacted DR, please do so as soon as possible.** Please also contact your lab instructor privately in regard to this course.

Grading

Strong research, compelling writing, exceptional storytelling and reporting, word flow, style and adherence to strategy can boost work. Fact errors, incomplete research, poor organization, grammar/spelling/usage errors, weak verbs, weak leads, unsound strategic judgment, poor diplomacy and word choice, or failure to follow proper style and format will lower your grade.

The grading scale for the course is as follows:

A	> 92	A-	90 – 92	B+	88 – 89
B	83 – 87	B-	80 – 82	C+	78 – 79
C	73 – 77	C-	70 – 72	D+	68 – 69
D	63 – 67	D-	60 – 62	F	< 60

A = Outstanding. This grade rewards professional caliber work (publishable or broadcast-ready). The writing is clear, well organized and stylish; it requires virtually no editing. Complete research leaves no significant questions unanswered. The work needs no changes before submission to clients or editors. These strategic messages get results, win awards and, when appropriate, feature creative concepts; they are executed with focus on strategy, interesting presentation and nearly flawless writing.

B = Good. This grade reflects work that could be raised to professional standards without extensive editing. **You may write documents with no errors that earn a "B."** Grammatically correct writing may lack the sparkle and fine organization of "A" work. The research answers the main questions but may miss the proper emphasis or the best sources. The work needs minor revisions in such areas as reorganizing, rewriting, reformatting or providing more or better research or sources. "B" work doesn't necessarily have anything wrong, but it could be better, often with a stronger topic or subject, a more artistic presentation, better information or improved writing. "B" work demonstrates basic broadcast or print style.

C = Adequate. This work indicates a problem in at least one area, such as research, analysis, grammar, diplomacy, strategy or basic writing/editing. It does not measure up to professional quality but could be saved by more extensive revision. These messages may have weak ideas, concepts or presentation. They draw attention because they don't quite do the job. In summary, the work may be what a boss would call a first draft.

D = Unacceptable. This work falls clearly below acceptable standards, even in a classroom setting. The research and analysis may be unprofessional, and the writing could remain unclear and/or ungrammatical. The work may contain factual errors and/or omissions or may show little concept of basic strategic judgment.

F = Failing. This grade reflects totally unacceptable work. Whether the research fails to convey useful information or the writing fails to convey meaning, for whatever reason, "F" work conveys the impression that the student did not take the assignment seriously. Such performance is often the result of personal or time-management problems that extend beyond a lack of skills or understanding of the research, writing or production processes. Major factual errors and failure to meet deadlines also characterize failing work.

Academic Misconduct

In this class, and in all journalism classes, honesty and integrity are critical. Any work you do must be original and reflect your own ideas, thoughts, and research. In a work setting, if you choose to violate professional standards, you will be fired. In this class, if you choose to violate the standards for

academic integrity, you will fail the course, and you may be expelled from the School of Journalism and Mass Communications.

Here is the School's official policy statement:

Policy on Plagiarism and Fabrication/Falsification

Adopted May 7, 2004:

The William Allen White School of Journalism and Mass Communications does not tolerate plagiarism, fabrication of evidence and falsification of evidence.

Penalties for plagiarism, fabrication or falsification can include a failing grade for this course and expulsion from the School of Journalism and Mass Communications.

If you have any questions about what constitutes plagiarism, fabrication or falsification, please consult the professor(s) of this course.

The following definitions are from Article II, Section 6, of the University Senate Rules and Regulations, revised FY98.

Plagiarism

Knowingly presenting the work of another as one's own (for example, without proper acknowledgement of the source). The sole exception to the requirement of acknowledging sources is when the information or ideas are common knowledge.

Fabrication and Falsification

The William Allen White School of Journalism and Mass Communications does not tolerate plagiarism, fabrication of evidence and falsification of evidence.

In this course, the penalty for plagiarism, fabrication or falsification is a failing grade for the semester. Additional penalties can include expulsion from the School of Journalism. If you have questions about what constitutes plagiarism, fabrication or falsification, please consult the professor of this course."

The KU University Senate defines plagiarism as "knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the information or ideas are common knowledge." The University defines fabrication and falsification as "unauthorized alteration or invention of any information or citation in an academic exercise."

Here is more clarification:

- If you use or attempt to use any unauthorized materials during a test, or if you give any unauthorized materials to someone else during a test, this is cheating. Unauthorized materials

include written materials, such as notes. Unauthorized materials include any forms of nonverbal communication (one cough, the answer is A; two coughs, the answer is B).

- Plagiarism is stealing. You take someone else’s ideas, thoughts, or words, and you present them as your own original work. This includes taking ideas from written sources, such as books, as well as materials on the Internet. Cutting and pasting materials from the Internet and presenting that work as if it were your own is plagiarism. There may be times when you want to incorporate another person’s ideas, opinions, and words into the papers you write, to make a point or to provide background. If you do, it is essential that you attribute that information—that you explain where the information came from and give credit where credit is due. “Recycling” past interviews or research from previous J101 students and presenting it as your own falls into the category of plagiarism.
- Fabrication and falsification mean that you made it up. This can include making up an entire interview or embellishing a fact, quote, or statistic to make it sound better. Don’t do it.

We will discuss these issues further in class. If you have any questions, contact the professors or teaching assistants.

Original Work

The expectation when you come to this class is that you have come to learn, to be creative, to stretch your imagination, and expand your skills. Therefore, all the work you do in this class must be original. That means no “recycling” of assignments or papers from other classes in the J-School or outside the J-School. Do not recycle old high school assignments. Do not recycle research papers, news stories or marketing plans. If you wrote a news story on Jayhawk alums who served in Afghanistan for a class last semester, you cannot revise that slightly and resubmit it as a new assignment. If you conducted a research study on how companies respond to crisis, you cannot modify that and submit it to your professors.

We assume the work you do for this class is original to this class. Any efforts to recycle material will be regarded as academic dishonesty.

School Policy on Classroom Attendance

No student may add a journalism class after the 20th day of a semester. Students must attend their classes and laboratory periods. Instructors may take attendance into account in assessing a student's performance and may require a certain level of attendance for passing a course. Instructors may choose to drop students from a course, based on attendance, without the student’s consent. The School of Journalism and Mass Communications reserves the right to cancel the enrollment of students who fail to attend the first class or laboratory meeting.

The KU Office of Student Financial Aid is required by federal law to determine whether students who receive aid are attending each class in which they are enrolled. Instructors are required to report to that office absences of students who have stopped attending and names of those who have enrolled but never have attended. Students who do not attend classes may be required to repay federal and/or state

financial aid. Students who receive any form of financial aid should learn all requirements including minimum hours of enrollment and grades to qualify for and retain that aid.

Diversity

Think about the relationship between media and audiences and learn how to meet the needs of diverse audiences. In this class, it is important that you feel comfortable expressing ideas and opinions. We welcome and encourage you to share differing perspectives and diverse experiences and to be respectful of others whose viewpoints and experiences may not be the same as your own.

And Finally...

You are not permitted to make audio or video recordings of classroom lectures without prior approval of your professor.

Let's eat grandpa.
Let's eat, grandpa.

**correct punctuation can
save a person`s life.**

JOUR 560 – Message Development

Lectures, Assignments and Assigned Readings

Fall 2016

(Schedule subject to change)

Date	Lecture	Reading <i>SW=Strategic Writing</i> <i>AP=Primer on AP Style</i>	Lab Assignments and Due Dates
August			
T-23	Introduction to Message Development		Lab week 1: Introduction; Assign Personal Profile; Assign: SMP Parts 1-3
R-25	Research and Strategic Message Planners (SMPs)	SW: pp. 1-10, 119-129	
T-30	Resumes and Job Request Letters	SW: 216-224	Lab Week 2: Assign: Resume & Job Request Letter
September			
R-1	Diversity in Strategic Communication Quiz 1 – SW Appendix A/Part 1 (pages 235-241) & AP pages 1-2		Lab week 3: Assign: SMP Parts 4-10 Assign: NR-B-SMR Due: SMP Parts 1-3
T-6	News Release	SW: pp. 43-53 AP: pp. 3-4	
R-8	Media kits: Backgrounders and Social Media Releases (B-SMR); Quiz 2 – SW Appendix A/Part 2 (pages 241-247) & AP pages 3-5	SW: pp. 76-86	Lab week 4: Assign: BNBL
T-13	Bad News Business Letters (BNBL)	SW: 208-210	
R-15	Persuasive Writing	SW: 32-33	Lab week 5: Assign: Print Ad Due: SMP Part 4-10
T-20	Print Ad Writing	SW: 133-138	
R-22	Print Ad Design; Quiz 3 – SW Appendix B (pages 248-252)		Lab week 6: In-lab: Radio Ad Script Assign: Radio Spot Ad
T-27	Broadcast/Podcast Writing	SW: 11-15	
R-29	Radio Ad Production	SW: 139-143	
October			
T-4	Video Editing - Heather Lawrenz, J-school digital media specialist		Lab week 7: Assign: TV ad Due: Print Ads
R-6	The Grammar of Video; Quiz 4 – SW Appendix C (pages 253-255)	SW: 144-150	
T-10	Fall Break		Lab week 8: No labs
R-13	Ethics in Strategic Communication	SW: 26-29	

October (continued)			
T-18	Strategic Planning		Lab week 9: Due: Radio ads
R-20	J-School Generation – Guest Quiz 5 – Broadcast Style (SW 11-15)		
T-25	Discuss the final project		Lab week 10:
R-27	Social Media Basics		Discuss final projects and progress on TV ads
November			
T-1	Exam		Lab week 11:
R-3	The History of Campaign Advertising		Due: TV ads
T-8	Sales letters and e-blasts	SW: pp. 177-182	Lab week 12:
R-10	Crisis Communications		Assign: Sales letter
T-15	Proposals and marketing plans	SW: pp. 167-173	Lab week 13:
R-17	Campaigns preview		Due: SMP drafts Due: Sales letters
T-22	Group consultations on final project		Lab week 14:
R-24	Thanksgiving		No labs
T-29	Students work on final project		Lab week 15:
December			
			Group consultations during lab or lecture periods
R-1	Students work on final project		
T-8	Students work on final project		Lab week 16:
R10	Students work on final project		Due: Final Project

Summary of Assignments

<u>ASSIGNMENT</u>	<u>POINTS</u>
Personal profile	0
SMP-Parts 1-3	25
SMP Parts 4-11	25
Job request letter	25
Resume	25
Bad news business letter	25
News release	25
Backgrounder	25
Social media news release	25
Print ad	100
Radio script	25
Radio ad (partnered)	100
TV ad (partnered)	100
Sales letter	25
Final Project (partnered)	
SMP draft	0
SMP final	50
Print ad/copy draft	50
Radio ad/script	50
TV ad/script	50
Exam	150
Five Quizzes (20 points each)	100
TOTAL	1,000