

COMM 210-203 (2189) HRitchell
COMM 210: Principles of Public Relations
Spring 2023 Course Syllabus
Tuesday & Thursday 8:30 9:45 AM Online Zoom Class

Instructor: Herb Ritchell
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Office Hours: Tuesday & Thursday, after class, but please make an appointment

Required Texts:

- Wilcox, Cameron, Reber, Shin; *Public Relations: Strategies and Tactics*, 11th edition, Pearson,
- The *Associated Press Stylebook*
- Additional readings will also be provided or recommended by the instructor in class.

Course Description:

This course introduces public relations and its role in American society. Basic principles and theories are reviewed, and the communications planning process is examined. Students will examine current issues and trends and analyze the ethical and legal considerations incumbent on the public relations practitioner. Cases and communications examples will be discussed. In addition, the student will learn public relations writing skills and prepare a public relations plan. The course will serve as a foundation for those interested in a career in public relations as well as provide a helpful overview of the practice for those planning careers in other fields.

Course objectives:

1. Familiarize students with the basic concepts and principles of public relations
2. Expose the student to strategies and tools used in public relations
3. Provide hands-on writing experience and develop communications planning skills

By the end of this course students will be familiar with how public relations can impact an organization's image and how to design and create a public relations program.

Course Outline:

COMM 210 is designed to provide an overview of public relations and to develop basic PR skills. It is a prerequisite for all upper-level PR courses and includes these elements and grade weightings:

Class Participation: 10%

We will meet each Tuesday and Thursday morning on Zoom. Participation means contributing regularly to the class, via discussion, presentation, and group participation. The synchronous Zoom class gives you the chance to test your problem-solving skills and hone your skills as a communicator.

It is important to come to class prepared, having read the assigned readings and ready to discuss them. Be sure to speak up in class. Share your ideas, questions, and point-of-view with the class. Let's have a dialog, not a lecture. And be a solid team member. Participation counts for 10% of your final grade.

Individual Written Assignments: 20% (Submit via email, not Sakai)

There are several written assignments, each designed to expose the student to the public relations process. Assignments will be discussed in class and posted on Sakai. If you are absent from class, it is your responsibility to get assignment details from another student. Written assignments will be due the following class session unless otherwise indicated. Post your finished assignment on Sakai. Written assignments account for 20% of your grade.

Group Project: 30%

You will have a group project. You will choose student teammates and develop a public relations plan to address a real company's communication needs. Specific project details will be provided separately in class. The group project represents 30% of your grade. Team members all earn the same grade. You will, however, have a chance to grade each of your team member's contributions and cooperation.

Remember that in public relations you are frequently writing to a professional audience. Structure your writing style accordingly. Content, quality, persuasiveness, grammar and neatness count. Use spell-check. Papers containing typos, errors in grammar and punctuation will be downgraded. Check your facts and proofread your work. Make your work look professional. Post all team project elements on Sakai.

Tests: 40%

There will be two tests: a mid-term and a final. The mid-term will test the student's knowledge of concepts and practices presented in class and the readings during the first half of the semester. The test will likely include multiple choice and short answer. The mid-term will count for 20% of the final grade.

The final exam will test the student's concepts and practices presented during the second half of the semester and applied knowledge over the entire course. It will likely include multiple choice & short answer questions. The final will account for 20% of your final grade.

Course Changes:

The instructor reserves the right to make changes in the course schedule and assignments. Regular attendance in class is your best assurance of keeping up with any changes that may occur.

Attendance:

The instructor does not recommend missing any class sessions as in-class exercises or assignments could be given in your absence. Making up the missed work may not be possible. If you must miss a class, make arrangements to get notes and assignments from other students. Absences on the day of a test will not be acceptable. If you must be absent one of those days, you must contact the instructor in advance. You will be required to present medical or other emergency/official documentation explaining your absence before you will be permitted to make up the exam.

Original Work:

Originality is the hallmark of the public relations industry. Anyone caught plagiarizing in this class will receive a grade of "F" for the assignment. Be aware of the strong university sanctions against plagiarism. Consult the *School of Communication Statement on Academic Integrity* for more information (attached).

Deadlines:

Public relations professionals always meet deadlines. Assignments are due in class. Late assignments will not be accepted. If you must miss a class your assignment still must arrive on time.

Grading Scale

A	93-100	A-	90-92
B+	87-89	B	83-86
B-	80-82	C+	77-79
C	73-76	C-	70-72
D+	67-69	D	64-66
F	below 64		

Zoom Class Expectations:

Since we're online, please turn your Zoom camera on for the class. And please speak up. Your square will light up so we can see who has a thought or question to share. Attend each session. Please be on time.

Tips for succeeding in the course:

- Attend class. If the instructor talks about it during class, it must have some significance.
- Read the text. If something is not clear, ask about it in class.
- Proof and edit your work. Re-write, edit, and edit again. Follow AP style. No typos allowed. Use spell check. We're trusting you to get it right. An innocent typo can make you like inept.
- Don't try to eat an elephant in one bite. Keep up with the work and the readings.
- Style points count. Boardroom quality is not expected, but a good-looking paper or presentation has a way of earning extra attention.

Recordings

In this class software will be used to record live class discussions. As a student in this class, your participation in live class discussions will be recorded. These recordings will be made available only to students enrolled in the class, to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. All recordings will become unavailable to students in the class when the Sakai course is unpublished (i.e. shortly after the course ends, per the [Sakai administrative schedule](#)). Students who prefer to participate via audio only may be allowed to disable their video camera so only audio will be captured. Please discuss this option with your instructor first.

The use of all video recordings will be in keeping with the University Privacy Statement shown below:

Privacy Statement

Assuring privacy among faculty and students engaged in online and face-to-face instructional activities helps promote open and robust conversations and mitigates concerns that comments made within the context of the class will be shared beyond the classroom. As such, recordings of instructional activities occurring in online or face-to-face classes may be used solely for internal class purposes by the faculty member and students registered for the course, and only during the period in which the course is offered. Students will be informed of such recordings by a statement in the syllabus for the course in which they will be recorded. Instructors who wish to make subsequent use of recordings that include student activity may do so only with informed written consent of the students involved or if all student activity is removed from the recording. Recordings including student activity that have been initiated by the instructor may be retained by the instructor only for individual use.

COMM 210 Public Relations Class Schedule

The following is a “working” schedule. Changes may be made during the semester.

<i>Week of (Tuesday)</i>	<i>Subject, Readings & Assignments</i>
Week 1, Jan. 17	Course Introduction & Introduction to Public Relations Readings: Chapter 1
Week 2, Jan. 24	Evolution of Public Relations, Departments & Firms Readings: Chapter 2, 4 <u>Due</u> Jan. 26: Resume
Week 3, Jan. 31	Research & Planning Readings: Chapter 5, 6
Week 4, Feb. 7	Communication & Evaluation Readings: Chapter 7, 8 <u>Due</u> Feb. 9 Bio
Week 5, Feb. 14	Persuasion & Internet and Social Media Readings: Chapter 9, 13
Week 6, Feb. 21	Mass Media, Radio and Television Readings: Chapter 14, 15
Week 7, Feb. 28	Events & Promotions Readings: Chapter 16 <u>Midterm Exam</u> Mar. 2 (chapters listed above)
Week 8, Mar. 7	NO CLASSES Spring Break
Week 9, Mar. 14	Ethics and the Law Readings: Chapter 3, 12 <u>Due</u> Mar. 16 : News Release
Week 10, Mar. 21	Reaching Diverse Audiences & Corporate PR Readings: Chapter 11, 17
Week 11, Mar. 28	Entertainment, Sports & Tourism Readings: Chapter 18 <u>Due</u> Mar. 28: Pitch Letter
Week 12, Apr. 4	Government and Politics Readings: Chapter 19 NO CLASS April 6 Easter Break
Week 13, Apr. 11	Conflict Management & Crises Readings: Chapter 10
Week 14, Apr. 18	Global PR & Nonprofit, Health & Education Readings: Chapter 20, 21
Week 15, Apr. 25	Group Client Project <u>Due</u> : April 25 Review for final
<u>Final Exam</u> , May 6	Saturday, May 6, 9:00 AM – 11:00 AM On Sakai

School of Communication Statement on Academic Integrity

A basic mission of a university is to search for and to communicate truth as it is honestly perceived. A genuine learning community cannot exist unless this demanding standard is a fundamental tenet of the intellectual life of the community. Students of Loyola University Chicago are expected to know, to respect, and to practice this standard of personal honesty.

Academic dishonesty can take several forms, including, but not limited to cheating, plagiarism, copying another student's work, and submitting false documents.

Academic cheating is a serious act that violates academic integrity. Cheating includes, but is not limited to, such acts as:

- Obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the teacher;
- Providing information to another student during an examination;
- Obtaining information from another student or any other person during an examination;
- Using any material or equipment during an examination without consent of the instructor, or in a manner which is not authorized by the instructor;
- Attempting to change answers after the examination has been submitted;
- Unauthorized collaboration, or the use in whole or part of another student's work, on homework, lab reports, programming assignments, and any other course work which is completed outside of the classroom;
- Falsifying medical or other documents to petition for excused absences or extensions of deadlines; or
- Any other action that, by omission or commission, compromises the integrity of the academic evaluation process.

Plagiarism is a serious violation of the standards of academic honesty. Plagiarism is the appropriation of ideas, language, work, or intellectual property of another, either by intent or by negligence, without sufficient public acknowledgement and appropriate citation that the material is not one's own. It is true that every thought probably has been influenced to some degree by the thoughts and actions of others. Such influences can be thought of as affecting the ways we see things and express all thoughts. Plagiarism, however, involves the taking and use of specific words and ideas of others without proper acknowledgement of the sources, and includes, but is not limited to, the following:

- Submitting as one's own material copied from a published source, such as Internet, print, CD-ROM, audio, video, etc.;
- Submitting as one's own another person's unpublished work or examination material;
- Allowing another or paying another to write or research a paper for one's own benefit; or
- Purchasing, acquiring, and using for course credit a pre-written paper.

The above list is in no way intended to be exhaustive. Students should be guided by the principle that it is of utmost importance to give proper recognition to all sources. To do so is both an act of personal, professional courtesy and of intellectual honesty. Any failure to do so, whether by

intent or by neglect, whether by omission or commission, is an act of plagiarism. A more detailed description of this issue can be found at <http://luc.edu/english/writing.shtml#source> .

In addition, a student may not submit the same paper or other work for credit in two or more classes. A student who submits the same work for credit in two or more classes will be judged guilty of academic dishonesty, and will be subject to sanctions described below. This applies even if the student is enrolled in the classes during different semesters. If a student plans to submit work with similar or overlapping content for credit in two or more classes, the student should consult with all instructors prior to submission of the work to make certain that such submission will not violate this standard.

Plagiarism or any other act of academic dishonesty will result minimally in the instructor's assigning the grade of "F" for the assignment or examination. The instructor may impose a more severe sanction, including a grade of "F" in the course. All instances of academic dishonesty must be reported by the instructor to the appropriate area head and to the office of the Dean of the School of Communication.

The office of the Dean of the School of Communication may constitute a hearing board to consider the imposition of sanctions in addition to those imposed by the instructor, including a recommendation of expulsion, depending on the seriousness of the misconduct. In the case of multiple instances of academic dishonesty, the Dean's office may convene a separate hearing board to review these instances. The student has the right to appeal the decision of the hearing board to the Dean of SOC. If the student is not a member of the SOC, the dean of the college in which the student is enrolled shall be part of the process. Students have the right to appeal the decision of any hearing board and the deans of the two schools will review the appeal together. Their decision is final in all cases except expulsion. The sanction of expulsion for academic dishonesty may be imposed only by the Provost upon recommendation of the dean or deans.

Students have a right to appeal any finding of academic dishonesty against them. The procedure for such an appeal can be found at:

http://www.luc.edu/academics/catalog/undergrad/reg_academicgrievance.shtml.

The School of Communication maintains a permanent record of all instances of academic dishonesty. The information in that record is confidential. However, students may be asked to sign a waiver which releases that student's record of dishonesty as a part of the student's application to a graduate or professional school, to a potential employer, to a bar association, or to similar organizations.