

## PUR3000 Principles of Public Relations – Fall 2020

Synchronous on Tuesdays period 5 (11:45-12:35) on Zoom

**Professor: Dr. Marcia DiStaso, APR, Associate Professor and Chair Public Relations Department**

Email (preferred): [mdistaso@ufl.edu](mailto:mdistaso@ufl.edu) Telephone: 352-273-1220

Office: 2085 Weimer Hall: Tuesdays, 1:00–3:00 p.m. or by appointment

See <https://calendly.com/drdistaso/15min> to schedule an appointment

**TA: Ashleigh Kathryn White**

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### Course Description

In Principles of Public Relations you will learn about the theory and practice of public relations, how public relations operates in organizations, its impact on publics, and its functions in society. You will study the professional development of the field; concepts, issues, and principles in the practice; and models and theories guiding the practice. You will apply course materials to public relations program planning and management by working in a group on a strategic planning project.

For those planning public relations careers, this course provides a foundation for the public relations major. The course also meets the needs of those planning other professional and managerial careers that can benefit from an understanding of public relations concepts and management practices. You must earn no lower than a "C" in the course to successfully complete the course and move on to other upper-level public relations courses.

*Prerequisite: Sophomore standing*

### Course Format

This semester, due to COVID, this course will include asynchronous and synchronous components. Each week you will have readings, posted the lectures to watch/listen to, and assignments. We will also meet weekly as a class to discuss specific specialties, focus areas and skills. All of this comes together in your four exams and the large project due at the end of the semester. You must keep up with the readings to fully understand issues and intelligently contribute to our classroom discussions. It is in your best interest to fully engage yourself because what you learn will help you make important decisions in the future.

*\* This syllabus is subject to change as appropriate and necessary. Updates will be posted on Canvas.*

## Required Book

Tom Kelleher, *Public Relations*, 2nd ed. (Oxford University Press, 2020)

### Additional Readings as Assigned

Students are expected to regularly read industry news, examples include: [PRWeek](#), [PRovoke](#), [IPR Research Letter](#), and [PRNEWS](#).

Additional readings may be assigned over the semester.

## Course Objectives & Learning Outcomes

By the end of the course, students should:

- Have gained a historical perspective of the public relations discipline and profession.
- Understand the basic theories, principles, concepts and practices relevant to public relations.
- Understand key processes involved in public relations, including goal, research, planning, strategy, implementation, and evaluation.
- Gained an international perspective of public relations.
- Gained insights into the different types of public relations industries and careers.
- Demonstrated proficiency in written and oral communications.

### College of Journalism and Communications Objectives

The Accrediting Council on Education in Journalism and Mass Communications requires that by graduation all students should be able to:

- understand and apply the principles and laws of freedom of speech and press for the US
- 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; and
- apply current tools and technologies appropriate for the communications professions in which they work, and to understand the digital world.

## Attendance

While attendance is not required for this course, it is expected – I appreciate attendance so much that I will provide extra credit for attending each synchronous meeting. Each class meeting is worth one point that will be applied to the exams. In other words, if you attend the class meetings on Sept 1, Sept 8 and Sept 15, you will get 3 extra credit points added to Exam 1. Education is not a passive activity. Just as in the professional world, showing- up is essential to success. Also essential is having your zoom camera on and your name written as it matches for the class. Material presented during the class meetings will not be from the book, the sessions will NOT be recorded and content may appear on the exams. Trust me, this class requires you to study and keep up with the materials. Staying on top of the weekly materials and assignments allows you to consider and understand the topics we will cover, practically ensuring a higher grade in the course than if your attendance is sporadic. Requirements for make-up exams, assignments, and other work in this course follow UF policies: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

## Evaluation of Coursework

The evaluation of coursework will be based on the student's performance in three major areas, each of which constitutes a proportion of the final grade:

### **Assignments: 20%**

Public Relations is not something you can simply read about or attend a class and know. It takes a lot of work. Throughout this course, we will do a variety of assignments. This work will not only count toward your grade, but also help give you experience applying what you are studying. In public relations, deadlines are extremely important, so I typically do not accept late work. But, we are likely to be impacted by COVID, hurricanes and other life events this semester. Because of this, I will give you the opportunity to submit late assignments for a point deduction. Each assignment is worth a max of five points. For each 24 hours an assignment is late one point will be deducted – note that one minute late also equals one point. Don't put off your assignments! BUT, again because this is likely to be a bumpy semester, I will drop your lowest assignment grade.

### **Three Exams:**

The exams will be over the chapters listed and the "area of focus" covered in the weeks for those chapters. Each exam will be 50 multiple choice questions. A makeup exam will be provided for student who miss an exam due to extreme, documented circumstances. You need to notify me ASAP and provide documentation. Exams are only open during a 24-hour window that starts at 12:01 am on the day it is due and will close at 11:59 pm that day. You can only take it once (no repeats). If you have any technical difficulties, please contact the Honorlock technical support and me.

### **Exam 1: 15% - Sept. 22**

Exam one will be closed-book and cover Chapters 1, 2, 3 & 4.

### **Exam 2: 20% - Oct. 20**

Exam two will be closed-book and cover Chapters 5, 6, 7 & 8

### **Exam 3: 25% - Dec. 15**

Exam three will be closed-book and cover Chapters 9, 10, 11, 12, 13 & 14

## Public Relations Specialization Report: 20% - DUE Dec. 10

This assignment is to research a particular public relations specialization. This can be either be something you would like to find information to aid your career search or something of interest to you. Once you pick your specialty, you will pick an organization to focus on for your report. This is something you can start thinking about right away. Details will be distributed soon.

The grading scale for the course is:

A 92.0-100%	C 72.0-77.99%
A- 90.0-91.99%	C- 70.0-71.99%
B+ 88.0-89.99%	D+ 68.0-69.99%
B 82.0-87.99%	D 62.0-67.99%
B- 80.0-81.99%	D- 60.0-61.99%
C+ 78.0-79.99%	E below 60.0%

Follows current UF policies (<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>).

### Availability

Please feel free to reach out to me or out TA any time during the semester. I'm available by email and will try to get back to you within 24 hours. If you would like to set an appointment, you can see times I have available here: <https://calendly.com/drdistaso/15min>

### Course Professionalism

Students are expected to conduct themselves in a professional manner at all times. Carefully consider how you participate and the assignments you submit. You can use humor and demonstrate creativity, but think ahead to how it will reflect on you. Use your best professional judgment. Projects should not contain nudity, profanity, illegal activities or situations that would put you or others in danger. Students are expected to arrive on time, not leave early for the synchronous meetings.

### Diversity Statement

Your experience in this class is important to me. I embrace a notion of intellectual community enriched and enhanced by diversity along a number of dimensions, including race, ethnicity and national origins, gender and gender identity, sexuality, socio-economic class, disability, age, and religion. It is my intent that students from all diverse backgrounds and perspectives be well-served by this course and that the diversity that students bring to this class be viewed as a resource, strength and benefit. Please let me know ways to improve the effectiveness of the course for you personally or for others.

## Student Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. It is important for students to share your accommodation letter with me and discuss your access needs, as early as possible in the semester.

## Course Evaluation

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://gatorevals.aa.ufl.edu/>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://gatorevals.aa.ufl.edu/>.

## University Honesty Policy

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” [The Honor Code](#) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TA in this class.

## Campus Resources

**U Matter, We Care:** If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.

**Counseling and Wellness Center:** Visit the [Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.

**Student Health Care Center:** Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the [Student Health Care Center website](#).

**University Police Department:** Visit [UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).

**UF Health Shands Emergency Room / Trauma Center:** For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the [UF Health Emergency Room and Trauma Center website](#).

## Academic Resources

**E-learning technical support:** Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

**Career Connections Center:** Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

**Library Support:** Various ways to receive assistance with respect to using the libraries or finding resources.

**Teaching Center:** Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.

**Writing Studio:** 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

**Student Complaints On-Campus:** Visit the [Student Honor Code and Student Conduct Code webpage](#) for more information.

**On-Line Students Complaints:** View the [Distance Learning Student Complaint Process](#).

## Course Schedule and Readings

Week: 8/31-9/6 Live Meeting: Sept. 1	<b>Introduction to Public Relations</b> READ: Chapter 1 <b>Area of Focus</b>
Week: 9/8-13 Live Meeting: Sept. 8	<b>PR Models Through the Ages</b> READ: Chapter 2 <b>Area of Focus</b>
Week: 9/14-20 Live Meeting: Sept. 15	<b>Convergence &amp; Integrated Communication</b> READ: Chapter 3 <b>Area of Focus</b>
Week: 9/21-27 Sept. 22	<b>Relationship Management</b> READ: Chapter 4 EXAM 1
Week: 9/28-10/4 Live Meeting: Sept. 29	<b>Research</b> READ: Chapter 5 <b>Area of Focus</b>
Week: 10/5-11 Live Meeting: Oct. 6	<b>Planning</b> READ: Chapter 6 <b>Area of Focus</b>
Week: 10/12-18 Live Meeting: Oct. 13	<b>Implementation</b> READ: Chapter 7 <b>Area of Focus</b>
Week: 10/19-25 Oct. 20	<b>Evaluation</b> READ: Chapter 8 EXAM 2
Week: 10/26-11/1 Live Meeting: Oct. 27	<b>Writing</b> READ: Chapter 9 <b>Area of Focus</b>
Week: 11/2-8 Live Meeting: Nov. 3	<b>Social Media &amp; Mobile</b> READ: Chapter 10 <b>Area of Focus</b>
Week: 11/9-15 Live Meeting: Nov. 10	<b>Legal</b> READ: Chapter 11 <b>Area of Focus</b>
Week: 11/16-22 Live Meeting: Nov. 17	<b>Issues &amp; Crises</b> READ: Chapter 12 <b>Area of Focus</b>
Week: 11/23-29	<b>No Class – Happy Thanksgiving!</b>
Week: 11/30-12/6 Live Meeting: Dec. 1	<b>Global</b> READ: Chapter 13 <b>Area of Focus</b>
Week: 12/7-9	<b>Careers</b> READ: Chapter 14
Week: Dec. 15	EXAM 3