



## Public Affairs Communication

MMC 5648

Academic Term: Spring 2021

3 Credit Hours

### Instructor

Name: Robert W. Grupp APR

Email Address: [rgrupp@jou.ufl.edu](mailto:rgrupp@jou.ufl.edu)

Telephone: +1-484-557-8401 mobile and text.

Bio: <https://www.linkedin.com/in/robertgrupp/>

Contact:

- Students always are welcome to send the instructor a Canvas, e-mail, or text message. This instructor will do his best to respond within 24 hours. If the topic is urgent, send a text message.
- If you would like to chat live, it is best to schedule time.

## Course Description & Prerequisites

Public Affairs Communication is structured around the idea that individuals, communities, and organizations have an obligation to work together to participate responsibly in democratic processes and help solve some of the world's most challenging problems. This course equips students with tools and skills to do that anywhere the need arises.

### Course Pre-Requisites / Co-Requisites

There are no prerequisites for this course.

## Course Delivery Mode & Time Commitment

The course is centered on you and your learning needs. This course requires graduate-level thinking, analytical skills, and maturity. The course is “learning in action” and is designed from a professional perspective and makes use of current, relevant situations and examples that can be applied on-the-job, now.

As a virtual, online course without regular face-to-face classroom meetings, communication through Canvas, e-mail and online discussions will be the “attendance parallel” for this class. Students are expected to sign onto the course site frequently, at least once each day, Monday–Friday, to check for course updates, announcements, and discussion sections of the site.

The course is organized into weekly modules with due dates. Unless otherwise specified, each module begins on Monday at 12:00 AM, ET, and ends on Sunday at 11:59 PM, ET. The course begins with the Course Orientation Module, which will familiarize you with the course.

The instructor's preferred method of communication is through e-mail within the UF Canvas e-learning system. Alternatively, the instructor's UF e-mail is rgrupp@jou.ufl.edu or text +1-484-557-8401. The instructor will respond to email usually within one working day.

### Time Commitment

Expect to spend between 5 to 10 hours per week, per course, watching lectures, reading, research and exploration, working on assignments and projects, and engaging in discussions.

## Course-Level Objectives

Upon successful completion of this course, students will be able to:

1. Discuss the contributions of the public affairs profession to organizations. (CO: 1)
2. Assess public policy problems. (CO: 2)
3. Apply communication strategies to align with desired outcomes. (CO: 3)
4. Analyze emerging markets. (CO: 4)
5. Identify public affairs networks. (CO: 5)
6. Construct opposing viewpoint. (CO: 6)
7. Create strategic public affairs plans. (CO: 7)

(CO = Course-Level Objective)

## Textbooks & Materials

### Recommended Textbooks

(All reading material will be provided to students in class.)

Harris, P., & Fleisher, C. S. (Eds.) (2017). *The SAGE handbook of international corporate and public affairs* (1<sup>st</sup> ed.). SAGE Publications Ltd.

- ISBN-10: 1446276112
- ISBN-13: 978-1446276112

Pearson, B. (2016). *Storytizing: What's next after advertising* (1<sup>st</sup> ed.). 1845 Publishing.

- ISBN-10: 0692598146
- ISBN-13: 978-0692598146

Lafley, A. G., & Martin, R. L. (2013). *Playing to win: How strategy really works* (1<sup>st</sup> ed.). Harvard Business Review Press.

- ISBN-10: 142218739X
- ISBN-13: 978-1422187395



Affordable UF

## Recommended Textbook(s)

American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed.).

- ISBN-13: 978-1433832161
- ISBN-10: 143383216X

[Changes in the APA 7<sup>th</sup> Edition](#)

## Publisher Materials

N/A

## Course Reserves

N/A

# Minimum Technology Requirements & Computer Skills

## COMPUTER, TECHNOLOGY AND DIGITAL INFORMATION REQUIREMENTS

Your course is in Canvas (UF e-Learning). Go to <http://lss.at.ufl.edu>. Click the blue e-Learning button. Login with your GatorLink account. Your course will be in the Courses menu on the left navigation. You might have to click “All Courses” at the bottom depending on how many courses you have taken at UF.

During the semester, students will be required to work on a team project. Teams will schedule and conduct periodic virtual meetings and share team project information using common virtual conferencing tools. Students are expected and required to meet and communicate with their teams as often as is required to complete team assignments.

### Basic Computer Specifications for Canvas

- [Specifications](#)
- Reliable web browser: Login to Canvas and make sure your Internet browser is compatible.

### Peripherals

- Backup options to minimize any loss of work such as an external hard drive, a USB drive, cloud storage, etc.

### Hardware

- Dependable computer, microphone, speakers, webcam

### Software (minimum expectation)

- [Microsoft Office 365](#).
- [UF Apps](#) – access UF software applications from any device from any location, at any time.
- Canvas Mobile App: Download instructions for [iOS device](#) or [Android device](#).
- [Adobe Reader](#)
- <https://ufl.zoom.us/>

## Internet Connection

- Recommended: Broadband Internet connection with a speed of 4 Mbps or higher.
- To function properly, Canvas requires a high-speed Internet connection (cable modem, DSL, satellite broadband, T1, etc.). The minimum Internet connection speed to access Canvas is a consistent 1.5 Mbps (megabits per second) or higher.
- [Check your Internet speed here.](#)

## Skills and Capabilities Required

The minimum general and course-specific computer and digital information literacy skills you must have to succeed in the course include, but are not limited to, the following:

- Accessing and searching the Internet successfully
- Using Canvas effectively including email with attachments and posting/commenting in an online discussions.
- Creating and submitting files in processing program such as Microsoft Office Tools
- Using presentation, graphics, and other programs.
- Searching the University of Florida library and websites.

## Technical Support

In the event that you have technical difficulties with your course, please contact the [UF Computing Help Desk](#) either by filling out an [online request form](#) or calling +1-352-392-4357 - select option 1. The Help Desk is located on the ground floor of the Hub on the UF campus.

**If your technical difficulties cause you to miss a due date, you MUST report the problem to the Help Desk and then email your instructor.** Include the ticket number that you are given from the Help Desk in an email to the instructor to explain the late assignment/quiz/test.

## IT Support

For all Technical assistance questions please contact the UF Computing Help Desk: Phone: 352-392-HELP (4357) or email: [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)

## Please Note

Your instructor is not able to handle technological issues or answer questions related to computer issues. If a problem of this nature arises that causes you to miss an assignment, you must provide your Help Desk ticket number to the instructor to receive an extension.

## Course Grading Policies

### Grading Criterion, Late Assignment Policy, and Expectations for Assignments

#### GRADING CRITERION

##### Discussion Posts (26%)

All initial posts for each module discussion board must be submitted by Thursdays at 11:59 PM, ET, so your peers have time to respond to your initial post. Responses to peers are due by Sundays at 5:00 PM, ET. If you have extenuating circumstances that prevent you from meeting these deadlines, you must contact the instructor as soon as possible.

Your initial post must be a thoughtful and substantive submission. Unless otherwise noted in the Canvas assignments, you must reply to at least two other students' posts. A substantive response adds scholarly value to the discussion by bringing new ideas, research, or evidence to the conversation. Responses such as "I agree," "Ditto," etc., are not acceptable replies and the rules of Netiquette must be followed. Replies are not texts with friends and proper rules of writing must be applied including citations and references where appropriate (do not plagiarize).

**Group Project (28%)**

You will be required to participate in and complete a group case analysis that will involve collaborating with your peers to produce a final product. This assignment offers you the opportunity to practice virtual collaboration skills that are applicable to the 21<sup>st</sup> Century global workforce.

Group work can be challenging; however, it is a reality in nearly every employment setting. Learning to be a collaborative and supportive team member that can resolve conflicts in an appropriate manner is an important part of the skills you will develop and/or enhance through your education at CJC Online Graduate programs.

**Journal (46%)**

The purpose of writing journal entries in this course is to help you think critically about the course learning materials, personal experiences, and synthesize the information to promote personal and professional growth. Use proper grammar, word choice, syntax (arrangement of words to create well-formed sentences), and writing mechanics (capitalization, punctuation, and spelling) in your journal as well as proper citations referencing your sources.

**Expectations for Writing Assignments: Writing Style**

Students are expected to submit high quality, well-written, client-ready work, on time. All written assignments should be typed 1.5 spaces in a standard business format using a 10- or 11-point business font on standard white paper size 8.5 by 11 or A4. Include your name, the assignment title, page numbers, and the date on all assignments. Check spelling (at a minimum, use spell-check). Proofread for awkward sentence styles and construction. Use 1-inch top/bottom and left/right margins. Use AP Stylebook for grammar and punctuation, and for writing style, use the Publication Manual of the American Psychological Association (APA) 7th Edition.

**Your grade will be calculated based on the following:**

<b>PUBLIC AFFAIRS COMMUNICATION</b> Assignments	<b>INDIVIDUAL ASSIGNMENTS</b> <i>Maximum Point Allocation</i>	<b>PERCENTAGE OF GRADE</b> <i>Maximum Percentage</i>	<b>WEIGHT ON FINAL GRADE</b>
<ul style="list-style-type: none"> <li>Ten Discussion Posts worth up to 12 points each in weeks 2 through 11</li> <li>One Discussion Post worth up to 10 points in week 13</li> </ul>	130	26%	26% of grade
Two Journal Narratives worth up to 20 points each in weeks 1 & 13	40	8%	

Three Response Papers worth up to 30 points each in weeks 2, 3, 7	90	18%	Weekly assignments total 46% of grade
Political Action Memo Week 5	25	5%	
Blog/Opinion Column Week 6	25	5%	
Strategy Map Week 9	25	5%	
Int'l Public Affairs Case Week 11	25	5%	
Case Analysis Project: Week 4: Case Topic (15) 3% Week 8: Research (ungraded) Week 10: Bibliography (10) 2% Week 12: Case narratives (15) 3% Weeks 14-15: • Case Analysis (60) 12% • Peer Evaluation (15) 3% • Presentation (25) 5%	140	28%	Case Analysis Projects Total 28% of grade
<b>TOTAL</b>	500 Possible Points	100% Used to calculate grade	100%

#### LETTER GRADES

Letter grades will be based on the percentage of total available points accumulated in the course:

Grade	Percentage
A	92.5-100%
A-	89.5-92.4%
B+	86.5-89.4%
B	82.5-86.4%
B-	79.5-82.4%
C+	76.5-79.4%
C	72.5-76.4%
C-	69.5-72.4%
D+	66.5-69.4%
D	62.5-66.4%
D-	59.5-62.4%
E	0 – 59.4%

The only passing grades for graduate students are A, A-, B+, B, B-, C+, C, and S. Grades of B-, C+ or C count toward a graduate degree if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+, A- and A, respectively. Grade points are not given for S and U grades; S and U grades are not used to calculate grade point averages. All letter-graded courses eligible to count toward the graduate degree, except 1000- and 2000-level courses, are used to calculate the cumulative grade-point average. Letter grades of C-, D+, D, D- or E are not considered passing at the graduate level, although the grade points associated with these letter grades are included in grade point average calculations. See the [UF grading policy](#) for more information.

### LATE ASSIGNMENT POLICY

Late assignments will not be accepted unless it is a [University excused absence](#) as stated in the attendance policies. **No late work will be accepted for final projects or work due in the final week of class due to the university grading deadlines.** If potential issues arise concerning submitting final work, students should contact their instructors before deadlines to discuss the possibility of an Incomplete Grade Contract.

1. Late Assignment Grade Reductions
  - a. 0-24 Hours Late: 10% reduction in grade.
  - b. Over 24 Hours (24 hours and 1 minute) to 7 Calendar Days Late: 20% reduction in grade.
  - c. After the 7<sup>th</sup> Calendar Day: Work will not be accepted.
2. Late Discussions will not be accepted.

### EMERGENCY AND EXTENUATING CIRCUMSTANCES

Students who face emergencies that may impact performance in this course, such as a major personal medical issue, a death in the family, serious illness of a family member, or other situations beyond their control should notify their instructor immediately (rgrupp@jou.ufl.edu or text/mobile direct to +1-484-557-8401).

### EXPECTATIONS FOR ASSIGNMENTS

- **Missed Live Virtual Meetings**

In courses where there are live virtual meetings (mandatory or optional), a recording of the meeting will be provided if you cannot attend. You will be responsible to view the recorded meetings. In missed mandatory meetings, the instructor may require that you complete an assignment.

- **Course Evaluation**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

## Accessibility Policy

Students requiring reasonable access to services and resources required by the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and other applicable federal and state regulations, please access [UF Accessibility](#) for all options available to you. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodations. Please register early!

### Contact Information

- For ADA questions: Dr. Russ Froman, [rfroman@ufl.edu](mailto:rfroman@ufl.edu) , Phone: 352 - 273-1094
- Disability Resource Center: Gerry Altamirano, [galtamirano@ufl.edu](mailto:galtamirano@ufl.edu) , Phone: 352 - 392-8565
- Electronic Information Technology & Communication Accessibility: Anne Allen, [aallen@ufl.edu](mailto:aallen@ufl.edu) , Phone: 352-8712707
- For persons with hearing or speech related accessibility needs: When trying to access an office on campus that does not list a TDD/TTY number, contact the Florida Relay Service at 800-955-8771(TDD) or 711 (V/TDD).

### Accessibility Resource Center

University of Florida

PO Box 114085

Gainesville, FL 32611-4085

Phone: 352-392-8565

Email: [accessuf@dso.ufl.edu](mailto:accessuf@dso.ufl.edu)

### Address

Environmental Health and Safety Administrative Offices

916 Newell Dr

Gainesville, FL 32603

For more information, see UF's [Electronic Information Technology Accessibility \(EITA\) Policy](#).

## Communication Policy

### EXPECTATIONS FOR STUDENTS

#### Announcements

You are responsible for reading all announcements posted in Canvas each time you log in.

#### Email

You are responsible for reading all your course email and responding in a timely manner (within 24 hours).

#### Video Conferencing

You are responsible for attending course video conferencing meetings. If you cannot attend the video conferencing meeting, please advise the instructor and/or your team at least 24 hours in advance (exceptions can be made for legitimate emergencies). You are expected to demonstrate netiquette and etiquette communication expectations.

#### Course-Related Questions

Post course-related questions to the FAQ discussion board. This allows other participants with the same question to benefit from the responses. Also, make sure you review this forum prior to posting a question. Someone may have already asked and answered the question in previous posts.



## INSTRUCTOR'S PLAN FOR CLASSROOM RESPONSE TIME AND FEEDBACK

### Email Policy

Your instructor typically will respond to emails within 24 hours, except for weekends, holidays, and University breaks when the response time might be a bit longer. You should ask course-related questions in the FAQ discussion board. If you have questions of a personal nature, please email the instructor.

If necessary, text messaging the instructor at +1-484-557-8401 is a great way to get his attention to a topic, question, or e-mail.

### Assignment Feedback Policy

The instructor will provide feedback on submitted assignments within one week of the submission date. Some assignments may require a longer review period, which the instructor will communicate to you.

### Video Conferencing

The instructor will provide any information on required video conferencing in Assignments in Canvas.

### Electronic Communication Policy

In addition to the University's policy, please consider the following:

- Privacy, confidentiality, and security in all electronic communications. See [Information Security](#).
- All electronic communication resources must be used for the course and in alignment with to the CJC Online and University mission. See the [Acceptable Use Policy](#).
- Prohibited use of false identity, false identity pseudonyms, or anonymous (sender's name or electronic identification is hidden).
- Prohibited online access without consent.
- Prohibited disruption of services including introducing computer contaminants (viruses).
- Prohibited [harassment](#) of any kind.

### Privacy

If your course includes live synchronous meetings, the class sessions will all be recorded for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live.

Please see UF's Information Technology [policies](#) for additional information.

## Select CJC and University Policies and Guidelines

### Academic Integrity 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." The [Student Honor Code](#), Violation of the Student 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 the appropriate personnel. If you have any questions or concerns, please consult with the instructor in this

class.

## **Netiquette**

Casual style of communication is commonly found in the online environment and students are sometimes tempted to relax their grammar, word choice, syntax (arrangement of words to create well-formed sentences), writing mechanics (capitalization, punctuation, and spelling), and/or professionalism. Keep in mind when communicating with others to be courteous, civil, respectful, and professional. Please remember that as students and in some cases working professionals—your communication in class must be appropriate.

## **Online Attendance Policy**

Since the course is online, you should access your course at least five times per week to ensure you do not miss pertinent postings, messages, or announcements. It is imperative that you meet course deadlines and stay active in discussion boards, group projects, etc. If you are experiencing a major illness, absences due to University duties, or other large-scale issues, contact the instructor immediately.

Students are responsible for meeting all academic objectives as defined by the instructor. In general, acceptable reasons for absences include illness, serious family emergencies, special curricular requirements, military obligation, [severe weather conditions](#), [religious holidays](#), and participation in official University activities. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. [Excused absences](#) must be consistent with university policies in the Graduate Catalog and require appropriate documentation. For additional information, see the [attendance policies](#).

## **Plagiarism**

Plagiarism is unacceptable; especially, in the academic communities. All academic work must be an original work of your own thought, research, or self-expression. Plagiarism includes, but is not limited to, prohibited collaboration, consultation, submission of academic work that has been purchased or obtained (see the [UF Policy: Student Conduct Violation](#)). Remember that plagiarism is not acceptable in any of your work including all discussion board posts, journal entries, wikis, and other written and oral presentation assignments. Always cite your sources!

## **Software Use**

All faculty, staff, and students at the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

## **Notification to Students of FERPA Rights**

There are federal laws ([FERPA](#)) protecting your privacy with regards to grades earned in courses and on individual assignments.

## **Student Guidelines for Course or Canvas Challenges**

Students with questions regarding course content such as assignments, assessments, instructional materials, lectures, meetings, course objectives, course module objectives, or other areas of the course, please adhere to the following guidelines:

1. You should first *approach the faculty member who is teaching the course* to ask for clarifications regarding the course assignments, assessments, materials, lectures, meetings, etc.
  - i) In the Course Orientation Module Welcome page, under Meet your Instructor, you find the faculty members email and directions for requesting an appointment where you can address any concerns and/or questions.
2. If after meeting with *the faculty member teaching the course* you are still not clear on the course assignments,

assessments, materials, lectures, meetings, etc., then the next step would be to contact online advising ([onlineadvising@jou.ufl.edu](mailto:onlineadvising@jou.ufl.edu)) for additional guidance.

### Video Conferencing Etiquette

Video conferencing is an excellent tool to interface with your peers and instructor(s) and there are also netiquette expectations to ensure that all participants are respected and treated with civility. Please make sure that you follow all of the netiquette and [etiquette](#) expectations including the following:

1. Be punctual and courteous.
2. Position your camera at eye level with good lighting.
3. Show respect and professionalism by dressing business casual or business professional.
4. No smoking or drinking alcoholic drinks.
5. Make sure your background is in a proper setting with minimal distractions.
6. Mute your microphone when you are not speaking.

### Writing Style

To meet the academic rigor and standards of a graduate program, all students should use the Publication Manual of the American Psychological Association (APA) 7<sup>th</sup> Edition style in their courses. The APA 7<sup>th</sup> Edition Manual has a plethora of guidelines that includes scholarly writing, publishing principles, elements, and format for your papers, writing style and grammar, bias-free language guidelines, mechanics of style, intext citing and references, etc. For additional information on notable changes, see [changes between APA 6<sup>th</sup> Edition and APA 7<sup>th</sup> Edition](#).

## Academic and Student Resources

### Academic Resources

- [One UF Student Portal](#) – Course registration, final grades, transcript requests, degree audit.
- [GatorEvals](#) – Online faculty evaluations and results.
- [UF Bookstore](#): Phone: 352-392-0194, Email: [ufbookstore@bsd.ufl.edu](mailto:ufbookstore@bsd.ufl.edu)
- [Library Support](#): Various ways to receive assistance with respect to using the libraries or finding resources. [UF Library Services for Distance Students](#)  
[Ask a Librarian](#) – chat with librarians online.  
CJC Librarian - [April Hines](#), Phone: 352-273-2728, Email: [aphine@uflib.ufl.edu](mailto:aphine@uflib.ufl.edu).  
[Course Reserves](#): Electronic resource reserve items that can be accessed via links or files.
- [Copyright Concerns of Graduate Researchers](#): Information and resource guide on copyright concerns.
- [Teaching Center](#): General study skills and tutoring. Broward Hall, Phone: 352-392-2010 or 352-392-6420.
- [Writing Studio](#): Provides one-on-one consultations and workshops tailored to specific classes (graduate and undergraduate). 302 Tigert Hall, Phone: 352-846-1138.
- [Online Student Complaints](#): This process is designed to make every attempt to resolve student complaints within its academic and administrative departments at the program level.

- [Information for Veterans](#): Veterans Affairs Certification: Phone: 352 - 294-2948

## Student Resources

- [Graduate Student Resources](#): Available resources for graduate students. Your advisors are here to support you, answer questions, help with registration, and other sources. Email [onlineadvising@jou.ufl.edu](mailto:onlineadvising@jou.ufl.edu).
- [U Matter, We Care](#): If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or Phone: 352-294-2273 so that a team member can reach out.
- [Counseling and Wellness Center](#): [3190 Radio Road, Gainesville, FL 32611](#) Phone: (352) 392-1575, Fax: (352) 273-4738
- [Sexual Violence Response](#): Victim services, Care Area, UF Police Department, and Title IX.
- [University Police Department](#): Resources available include the Office of Victim Services and Community Services Division. Emergency: 9-1-1; Non-Emergency: 352-392-1111.
- [Gator Connect](#): Online database of student organizations.
- [Career Connection Center](#): Career assistance and counseling. Reitz Union, Phone: 352-392-1601.
- [Veteran Services](#): Office of Student Veteran Services, Phone: 352-294-2948, email: [vacounselor@ufl.edu](mailto:vacounselor@ufl.edu). | Collegiate Veterans Success Center, Phone: 352- 294-7215, email: [charlotte.kemper@va.gov](mailto:charlotte.kemper@va.gov).
- [Student Financial Affairs](#): Financial aid counseling including Aid-a-Gator program. Phone: 352-392-1275.
- [Student Success Coach](#): Meet with a graduate student coach that can support you in numerous ways during your time in graduate school, such as time and stress management, motivation, organization, and much more.



**The instructor reserves the right to adjust this syllabus, as necessary.**