

PUR3000 Principles of Public Relations – Fall 2021

Class Times: 11:45 – 1:40 on Tuesdays in L007 Turlington
12:50 – 1:40 on Thursdays on Zoom

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

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

Office: 2085 Weimer Hall

Office Hours (Virtual ONLY): 12-2 on Monday's and 2-3 on Tuesdays and/or by appointment.

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

TA: Michael Salisbury

msalisbury@ufl.edu

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 course will include only in-person and on Zoom synchronous components. Each week you will have readings, lectures, discussions, and assignments. All of this comes together in your three 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 complete your assignments and exams. 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)

Important note! You can find the book for purchase or rent. I really like the enhanced eBook.

Please note that this course will be participating in the UF All Access program. Login here <https://www.bsd.ufl.edu/AllAccess> and Opt-In to gain access to your UF All Access course materials. UF All Access will provide you with your required materials digitally at a reduced price and the charge will be posted to your student account. This option will be available starting 1 week prior to the start of the semester and ending 3 weeks after the first day of class.

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.

Attendance

This is a synchronous class, so I expect you to attend each class meeting, but we will not have an attendance requirement. Staying on top of the weekly materials and assignments is essential, and trust me, this class is much easier to understand and keep up with if you attend class! 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>

Availability

Please feel free to reach out to me 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 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; and
- 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:

- apply the principles and laws of freedom of speech and press, in a global context, and for the country in which the institution that invites ACEJMC is located;
- demonstrate an understanding of the multicultural history and role of professionals and institutions in shaping communications;
- demonstrate culturally proficient communication that empowers those traditionally disenfranchised in society, especially as grounded in race, ethnicity, gender, sexual orientation and ability, domestically and globally, across communication and media contexts;
- present images and information effectively and creatively, using appropriate tools and technologies;
- write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve;
- demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity;
- apply critical thinking skills in conducting research and evaluating information by methods appropriate to the communications professions in which they work;
- effectively and correctly apply basic numerical and statistical concepts;
- critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness;
- apply tools and technologies appropriate for the communications professions in which they work.

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.

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.

COVID-19 Practices

If you are not vaccinated, get vaccinated. Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus. Visit this link for details on where to get your shot, including options that do not require an appointment:

<https://coronavirus.ufhealth.org/vaccinations/vaccine-availability/>. Students who receive the first dose of the vaccine somewhere off-campus and/or outside of Gainesville can still receive their second dose on campus.

You are expected to wear approved face coverings at all times during in-person classes and within UF buildings even if you are vaccinated. Please continue to follow healthy habits, including best practices like frequent hand washing. Following these practices is our responsibility as Gators.

- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Hand sanitizing stations will be located in every classroom.

If you sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further instructions about returning to campus. UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the [UF Health Screen, Test & Protect website](#) for more information.

- Course extensions will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.
- If you are withheld from campus by the Department of Health through Screen, Test & Protect you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office.

Continue to regularly visit coronavirus.UFHealth.org and coronavirus.ufl.edu for up-to-date information about COVID-19 and vaccination.

Student Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. [Click here to get started with the Disability Resource Center](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

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. This course includes five assignments – Note the deadlines in the schedule. 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 and other life events this semester. Because of this, I will give you the opportunity to submit late assignments for a 10-point deduction for each 24-hour period it's late – note that one minute late is late. Every assignment marked late in Canvas will be considered late. Don't put off your assignments!

Three Exams:

The exams will be over the modules listed. 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 immediately. Failure to take the exam on the day it is scheduled will result in a zero.

Exam 1: 20% - Sept. 21

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

Exam 2: 20% - Oct. 26

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

Exam 3: 20% - Dec. 14

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

Public Relations Report: 20% - DUE Dec. 16

This assignment is to research a particular organization (for-profit or nonprofit) for its the public relations elements. This can be someplace you would like to learn more about to aid your career search or just someplace you are interested in. The report does a deep dive into the organization and its competitors. This is something you can start thinking about right away. Details will be distributed soon. Late Reports will not be accepted.

The grading scale for the course is:

A 94.0-100%	C 74.0-76.99%
A- 90.0-93.99%	C- 70.0-73.99%
B+ 87.0-89.99%	D+ 67.0-69.99%
B 84.0-86.99%	D 64.0-66.99%
B- 80.0-83.99%	D- 61.0-63.99%
C+ 77.0-79.99%	E below 61.0%

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

NOTE: To continue taking public relations courses (PUR) you must pass this class with a C or better.

Recording of Class

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

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 Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. [Click here](#) to read the Conduct Code. If you have any questions or concerns, please consult with the instructor or TAs in this class

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/>

Campus Resources

U Matter, We Care: If you or someone you know is in distress, please contact 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.

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

MODULE 1 Week: 8/23-29	Introduction to Public Relations READ: Chapter 1
MODULE 2 Week: 8/30-9/5	PR Models Through the Ages READ: Chapter 2 Assignment ONE
MODULE 3 Week: 9/7-12	Convergence & Integrated Communication READ: Chapter 3
MODULE 4 Week: 9/13-19	Relationship Management READ: Chapter 4 Assignment TWO
MODULE 5 9/21	EXAM 1
MODULE 6 Week: 9/27-10/3	Research READ: Chapter 5
MODULE 7 Week: 10/4-10	Planning READ: Chapter 6 Assignment THREE
MODULE 8 Week: 10/11-17	Implementation READ: Chapter 7
MODULE 9 Week: 10/18-24	Evaluation READ: Chapter 8 Assignment FOUR
MODULE 10 10/26	EXAM 2
MODULE 11 Week: 11/1-7	Writing READ: Chapter 9
MODULE 12 Week: 11/8-14	Social Media & Mobile READ: Chapter 10 Assignment FIVE
MODULE 13 Week: 11/15-21	Legal READ: Chapter 11
MODULE 14 Week: 11/22-23	Global READ: Chapter 13 Happy Thanksgiving!
MODULE 15 Week: 11/29-12/5	Issues & Crises READ: Chapter 12
MODULE 16 Week: 12/6-8	Careers READ: Chapter 14
MODULE 17 12/14	EXAM 3