

MMC6639 Non-Profit and Government Communication

Academic Term: Spring 2023

3 Credit Hours

Instructor

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Office Phone Number and Times: (703) 623-1048 - Please call or text anytime for most expedient communication results.

Virtual Office Hours: Zoom or Messenger video conferencing office hours available seven days a week (including holidays) for the convenience of students by sending a text message, Canvas or UFL email with several suggested periods of availability.

Course Description and Prerequisites

Course Description: In this course, students will learn how to determine client needs, advise executives, create innovative tactics, coordinate partnerships, and team engagement for non-profit organizations and government agencies. The course specializes in building awareness for organizations committed to integral domestic or worldwide support in humanitarian assistance, environmental/wildlife advocacy, government services, social justice, disaster relief, health/human services, ethical economic practices, and education progression. The students will learn how to navigate through the nonprofit and government landscapes for successful strategic communication plan development, as well as manage clients.

Course Pre-Requisites / Co-Requisites: None

Course Expectations

This is a fully online course, and you must log in to Canvas with your Gatorlink username and password to access the materials and assignments. The course is organized into 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.

Time Commitment & Student Workload Expectations

Expect to spend between 10 to 20 hours per week, per course, watching or attending lectures, reading, working on assignments and projects, and engaging in discussions.

Expectations for Writing Assignments: Writing Style

To meet the academic rigor and standards of a graduate program, all students are required to use the Publication Manual of the American Psychological Association (APA) 7th Edition style in their courses when appropriate for the assignment. The APA 7th 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, in-text citing references, etc. For additional information on notable changes, see changes between APA 6th Edition and APA 7th Edition.

Class Demeanor

At all times you are expected to demonstrate proper decorum, netiquette and communication etiquette to your classmates and instructor.

Attendance Policy

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies. [Click here to read the university attendance policies](#) for information on absences, religious holidays, illness, and the twelve-day rule. Excused absences must be consistent with university policies in the [Graduate Catalog](#) and require appropriate documentation.

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 the final work, students should contact their instructors before the assignment deadline.

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 7th Calendar Day: Work will not be accepted.
2. Late Discussions will not be accepted.

Student Guidelines for Course Challenges

A student 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: First, *approach the faculty member who is teaching the course* to ask for clarifications regarding the course assignments, assessments, materials, lectures, meetings, etc. Use the instructor's contact information to request an appointment where you can address any concerns and/or questions. 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) for additional guidance.

Accessibility/Students with Disabilities Information

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

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 professionally and respectfully 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/>.

Course-Level Objectives

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

1. Differentiate between the not-for-profit and business sector communication requirements. (CO: 1)
2. Explain why the U.S. government leads in communication innovation and practices. (CO: 2)
3. Develop a strategic communication plan that will feature a partnership between a nonprofit and government organization of your choice. (CO: 3)
4. Identify leadership practices and processes to circumvent communication challenges. (CO: 4)

5. Create tactical strategies as solutions to objectives you determine into a working communication plan. (CO: 5)
6. Incorporate executive outreach, digital tool kits, event planning, social media, website critique, internal communications, fundraising/volunteer, and membership drive elements into a strategic plan for a not-for-profit partner branding initiative. (CO: 6)
7. Develop an informational awareness communications program. (CO: 7)
8. Prepare communication pre-promotion, onsite engagement and post publicity objectives and tactics for largescale events. (CO: 8)
9. Explain how to utilize combined partnership assets from multiple sources. (CO: 9)
10. Identify associations and resources for cost effective professional development and opportunities. (CO: 10)
11. Demonstrate how to improve social media engagement. (CO: 11)
12. Create an internal communications strategy for an internal workforce. (CO: 12)
13. Evaluate websites. (CO: 13)
14. Explain how to incorporate changes within a strategic communications plan. (CO: 14)
15. Create promotional and awareness campaigns. (CO: 15)
16. Identify and demonstrate top-notch pitching protocols and PowerPoint content and visuals. (CO:16)

Textbooks and Materials

Required Course Textbook(s)

There are no required works to purchase for this course. All required learning materials will be linked in the modules or be freely available via Course Reserves or UF Library resources.

Required Software

There is no required software to purchase for this course. However, Microsoft PowerPoint will be needed for the final presentation and readily available for download through the university.

Required Reading Material

All learning materials and information are provided in each weekly module in the Canvas course suite in the form of current articles, videos, white papers, templates, government/nonprofit resources, and other pertinent information.

Recommended Textbook(s)

This textbook is recommended in all CJC Online classes to support student expectations for writing style.

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

University and Course Grading Policies

University Honor Code

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 the number of behaviors that violate 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 in this class.

Plagiarism

Plagiarism is unacceptable; especially, in 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, and submission of academic work that has been purchased or obtained (see the [UF Policy: Student Conduct Violation](#)). In addition, self-plagiarism is also unacceptable. Self-plagiarism is defined as recycling or reusing one's own specific words from previously submitted assignments or published texts. 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. It's important to always cite your sources in your assignments.

Grading Criterion

Your grade will be calculated based on the following:

14 Discussion Boards (Discussion Initial Posts @2pts each/Two Discussion Classmate Replies @.5 pt each) Grade Total 42%

Your initial post must be a minimum of 400 words and a substantive and scholarly submission and must include a question at the end to encourage further dialogue. You must reply to at least two other students' posts with a 175-word minimal substantive and scholarly response each. A substantive response adds value to the discussion by bringing new ideas, research, evidence, etc. to the conversation. Responses such as "I agree," "Ditto," etc., are not acceptable replies and the rules of Netiquette must be followed. 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. Two responses to peers are due by Saturdays at 11:59 PM, ET. To view the grading criteria rubric for the discussions in the course room, click the Settings icon (the 3 dots on the top-right corner) and select the *Show Rubric* button.

Six Assignments @5 pts each (due every other week) Grade Total 30%

Every other week you will have six required assignments during the course duration due Sundays at 11:59 p.m.

All assignments have a direct correlation to building your final project in a phased completion approach. For example, the Week 2 assignment will focus on your partnership selections and overall concept and format of your strategic communications plan. This will serve as the first rough draft of your final project with each subsequent assignment added to the final project draft and submitted in this manner. This phased approach is designed to mimic real time plan development in a professional environment with your instructor serving as your pseudo-Communications Director and reviewing authority. There is no prerequisite word count for assignments.

Mid-Semester Group Module 7 experience: "Conference/Symposium Communications Strategies"

One of the top focal areas for both non-profits and government agencies is hosting an annual event. An effective communication strategy is one of the most important success factors for the event and includes many promotional variables, logistical elements, and post-event measures. Students will work in assigned teams to complete that week's discussion (only one consolidated initial post for team for group grade for that week's discussion). Afterwards students will individually reply to classmates following regular protocols. The group event is designed to demonstrate several organizations working in unison towards common communication goals to support a largescale event. Each member of the team will respectively represent their partnership they are featuring in their final strategic communications plan. Working in teams will simulate the brainstorming and collaboration opportunities that are important for successful communication partnership integration for pre-event promotion, onsite communications, and post-event publicity planning. Although Assignment #3 will be prepared and graded individually, the purpose is to take advantage of a collaborative group environment to achieve expanded ideas normally only afforded within a team environment.

Oral "Pitch" Presentation @6 pts/accompanying PowerPoint @6pts (Grade Total 12%)

Within the nonprofit world, and especially the government, many good plans fall by the wayside for various reasons including mediocre responses and follow through due to lackluster meetings, pitches/and or presentations. A presentation with colorful visuals, unique content and interesting data--along with your distinct delivery to teammates,

leaders and partners is what adds character, enthusiasm, confidence and your signature to the finished strategic plan canvas. Each student will have 20 minutes to present their presentation to the instructor and several of your classmates to highlight their Government and Nonprofit Strategic Communications Plan final project.

Classmate Critique (Grade Total 2%)

A pitch is usually directed at a group of people, so for each student to receive a good cross section of feedback, you will be assigned to provide a “secret” written critique which your instructor will take into consideration when determining your classmate’s Pitch/PowerPoint grade. The oral pitch presentations will be scheduled during the final week of the semester with five students presenting each evening from 8-10 p.m.

Final Project (Grade Total 14%)

“Government and Nonprofit Strategic Communications Plan” - The end of the course will culminate by completing a final project each student will be able to use in their professional portfolio that best demonstrates their capabilities based on the learning objectives taught during each module throughout the course. Having the students center the plan around a partnership will afford the nuances and experience to propose a communications plan for both a government and/or nonprofit client. Each student will prepare a strategic communications plan linking a nonprofit organization and government agency of your selection. The plan will be developed from the lead perspective of the nonprofit proposing the communication alliance to the government agency. As stated in the Assignments tab, the final project is designed to be completed in supervised phases—akin to the process of plan development in a professional environment.

Discussions/Assignments/Assessments	Weight (%)
Course Orientation: These assignments are required; however, they do not count towards the final grade. <ul style="list-style-type: none"> • Student Introduction Video • Course Evaluation 	0%
14 Discussion Initial Posts (one per weekly module) <ul style="list-style-type: none"> • Worth up to 2 points each 	28%
28 Discussion Classmate Replies (two per weekly module) <ul style="list-style-type: none"> • Worth up to 1/2 point each 	14%
6 Written Assignments <ul style="list-style-type: none"> • Worth up to 5 points each 	30%
1 Final Oral Presentation with PowerPoint <ul style="list-style-type: none"> • Worth up to 12 Points (Oral Presentation 6 pts; PowerPoint 6 pts) 	12%
1 Critique of Assigned Classmate of Oral Presentation/PowerPoint	2%
1 Final Project <ul style="list-style-type: none"> • Worth up to 15 points 	14%
TOTAL	100%

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+, and C. 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 [Graduate Catalog](#) and [UF graduate school grading policy](#) for more information.

Student Privacy

There are federal laws protecting your privacy regarding grades earned in courses and on individual assignments. For more information, please see the [Notification to Students of FERPA Rights](#).

Technology Requirements

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.

Software

- [Microsoft Office 365](#).
- [UF Apps](#) – access UF software applications from any device from any location, at any time.
- [Adobe Reader](#)
- [Zoom](#)

Technical Support

If you have technical difficulties with your course, please contact the [UF Computing Help Desk](#) either by filling out an [online request form](#) or by calling 352-392-4357 (HELP).

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)

Email: helpdesk@ufl.edu

Communication Policies

Announcements

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

Email

You are responsible for reading all your course emails and responding promptly (within 24 hours).

Instructor Communications

Email Policy

Except for weekends, holidays, and University breaks, the instructor will typically respond to emails within 48 hours. For course-related questions please post on the Canvas FAQ discussion board. If you have questions of a personal nature, please email me directly.

Assignment Feedback Policy

I will provide feedback/grades on submitted assignments within two weeks of the due date. Some assignments may require a longer review period, which I will communicate to you, if necessary.

Course Policies

Video Recording

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 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](#).

Privacy

If your course includes live synchronous meetings, the class sessions will all be recorded for students in the class to refer to and 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 unmute during class and participate 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.

Challenging Topics

In this course, we may cover subjects that may be sensitive and/or challenging. As in all our courses, we do this not to indoctrinate but to instruct, to prepare you to be the most effective and successful media professional or scholar that you can be. We encourage you to understand all concepts presented in class, but we know that what you personally believe is your choice. If you would like to discuss anything regarding this, please feel free to contact me directly.

Commitment to Diversity

The College of Journalism and Communications embraces diversity as a shared responsibility among faculty, staff, and students and strives for tangible expressions of this responsibility. We are committed to fostering a safe, welcoming, and inclusive environment for individuals of all races, genders, nationalities, religions, sexual orientations, identities, and abilities to express their culture and perspectives through the art and science of journalism and communication.

Academic and Student Resources

Academic Resources

- E-learning Technical Support: Contact the UF Computing Help Desk at 352-392-4357 (HELP) or via e-mail at helpdesk@ufl.edu.
- [Career Connection Center](#): Career assistance and counseling. Reitz Union, Phone: 352-392-1601.
- [Library Support](#): Various ways to receive assistance concerning 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: aprhone@uflib.ufl.edu.
- [Writing Studio](#): Provides one-on-one consultations and workshops tailored to specific classes (graduate and undergraduate). 302 Tigert Hall, Phone: 352-846-1138.

Health and Wellness

- *U Matter, We Care*: If you or someone you know is in distress, please contact umatter@ufl.edu, call 352-294-2273, or visit the 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 the [UF Police Department](#) website or call 352-392-1111 (or 9-1-1 for emergencies).
- GatorWell Health Promotion Services: For prevention services focused on optimal well-being, including wellness Coaching for Academic Success, visit the [GatorWell website](#) or call 352-273-4450.

Course Schedule

Week Number	Topic and Assignments
1	Introduction to Nonprofit and Government Communications
2	Navigating through the Human Element; and Maximizing Partnerships
3	StratComm Plan Formatting, Elements and Core Competencies
4	Best Practices of Government Communications
5	Importance of Robust Executive and Leadership Outreach
6	Digital Media Tool Kit Promotion
7	Providing Communications for Events
8	Group Week "Events" (Lecture-Best Practices of Nonprofit Communications)
9	Distinguishing Good Websites
10	Spring Break
11	Social Media
12	Fundraising, Volunteers & Memberships
13	Internal Communications Productive Value
14	The fine Art of Pitch Presentations
15	(Preparing for your pitch presentation and final project)
16	Finals Week

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