



# The Agency Immersions - Fall 2025

**RTV3945**

College of Journalism & Communications  
University of Florida

## IMMERSION INSTRUCTORS

**RTV 3945**  
**Course #27193**  
**Section AGEN**  
**Production**  
**Project Mgmt**

**Prof. Kim Fowler**  
**Visiting Lecturer**  
**Media Production, Management, and Production Department**  
**Email: [k.fowler@ufl.edu](mailto:k.fowler@ufl.edu)**  
**Agency office hours: Mondays 9:30-11:30 am or by appt**

**ADV 3943**  
**Course #20026**  
**Section 486**  
**Research/Strategy**  
**Media**

**Dr. Olivia Bullock**  
**Assistant Professor**  
**Advertising Department**  
**Email: [olivia.bullock@ufl.edu](mailto:olivia.bullock@ufl.edu)**  
**Agency office hours: Wednesdays from 2 - 3 pm and by appt.**

**ADV 3943**  
**Course #24221**  
**Section 486B**  
**Creative**

**Dr. Elizabeth "Lissy" Calienes**  
**Associate Instructional Professor**  
**Advertising Department**  
**Email: [calienes@ufl.edu](mailto:calienes@ufl.edu)**  
**Agency office hours: Thursdays 11am - 12pm or by appt**

**PUR 3943**  
**Course #24227**  
**Section WAGY**  
**Account Mgmt**  
**Development**

**Prof. Mark Rottensteiner (he/him)**  
**Associate Director, Client Services & Operations**  
**The Agency at CJC**  
**Email: [mrottensteiner@ufl.edu](mailto:mrottensteiner@ufl.edu)**  
**Agency office hours: Thursdays 3:30 pm - 5:30 pm or by appt**

## MEETING TIMES

This course is an in-person course, meeting on Tuesdays 3rd period from 9:35 am - 10:25 am in the Agency. Please come to the main conference room and seating area.

## LET'S CHAT

I am available during office hours (see above), via email, or via Slack. Please note that communication may be delayed via email or Slack as I also teach other courses and have other commitments outside of the Agency. I will do my best to get back to you as soon as possible!

## ABOUT THE COURSE

The Agency is an innovative, real-world advertising and public relations firm at the University of Florida's College of Journalism and Communications that offers students an opportunity to build their expertise and gain experience in a hands-on environment, working directly with clients and industry professionals. This immersion course is focused on deepening your understanding of industry roles and processes. Students are in specific sections/courses based on their department and role, with faculty instructors overseeing and guiding you through the course.

## COURSE OBJECTIVES

In this immersion course at The Agency, you will:

- Understand The Agency's mission, values and goals.
- Familiarize yourself with The Agency's organizational structure, workflows and tools.
- Understand the goals and functions across The Agency, including identifying the responsibilities of your role.
- Collaborate cross-departmentally to apply learned skills using industry-leading tools.
- Develop critical thinking, strategic thinking, creative problem-solving and teamwork skills.
- Present ideas as a team in a compelling, effective and professional way.
- Participate in client meetings through shadowing opportunities and collaborate with peers to understand client interactions, needs and expectations.
- Understand the purpose and responsibilities of The Agency's internal teams and contribute to internal projects.
- Work in and contribute to a dynamic, diverse team environment.

## PREREQUISITE

This course will be departmentally controlled. Students must have been successful in their application to join The Agency.

## **COURSE FORMAT**

This is a Fall 2025 course that meets Tuesdays 3rd period (9:35am - 10:25am) in the Agency office.

All course assignments are available on Canvas at <https://elearning.ufl.edu>. To succeed in this course, students are expected to be active members of The Agency, attend our weekly meetings and complete the required course assignments. Your course participation must not conflict with your other scheduled courses.

## **SUGGESTED READINGS & RESOURCES**

The following are suggested readings and resources for the course:

- National news and trade publications, such as AdWeek, AdAge, PR Week, The Holmes Report, and The Wall Street Journal. Free content is available on all the listed publications, and you can create free accounts to several of these with your UFL login. You are encouraged to also subscribe to their daily/weekly newsletters.
- Online databases accessible through the UF Library, such as WARC, Mintel, Simmons and Statista. See the [advertising](#) and [public relations](#) UF Library guides. You must be signed on with the UF VPN to access these databases while off campus.
- Training videos available on [LinkedIn Learning](#). You may access LinkedIn Learning for free with your UFL login. Relevant reading materials and news articles will also be shared on an ad hoc basis to stay up to date with current events and industry news.

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## **STUDENT ROLES**

Students in this section of The Agency Immersion serve in the following roles:

- Client Services Department
  - Client Services Department Manager
  - Lead Account Manager
  - Lead Project Manager
  - Account Managers
  - Project Managers
  - Project Coordinators
- Creative Department
  - Creative Department Managers

- Lead Art Director
- Lead Copywriter
- Art Directors
- Graphic Designers
- Copywriters
- Developer Department
  - Developer Department Manager
  - Full Stack Developers
  - UX/UI (Front-End) Developers
- Media Department
  - Media Department Manager
  - Media Lead
  - Media Supervisors
  - Media Coordinators
- Production Department
  - Production Department Manager
  - Producers
  - Production Assistants
  - Videographers
  - Photographers
  - Video Editors
- Research & Strategy Department
  - Research and Strategy Department Managers
  - Lead Strategist
  - Lead Data Analyst
  - Data Analysts
  - Strategists

## GRADING & ASSIGNMENTS

### GRADING POLICY

For RTV 3945, this course is a Satisfactory/Unsatisfactory course, so students will not receive a typical grade for this course.

Below is the breakdown for S/U

| Letter | Percentage |
|--------|------------|
| S      | 70%-100%   |
| U      | 0% - 69%   |

## ASSIGNMENTS

For more details on all assignments, please check Canvas.

### Participation and Attendance 50%

You'll be working all semester in your Agency departments. The information provided during class time is meant to add to your knowledge and improve processes. As a result, it's important that you are present and participating. **You will be submitting timesheets each week.** Please notify us if you are unable to be present for any reason. When in class, make sure you are actively listening, discussing, and working with your team. **Timesheets are due weekly by Friday at 11:59pm.**

- Attendance - 25%
- Timesheets - 25%

### Assignments 40%

1. **Monthly reports** - Students are expected to submit monthly reports on their work. These reports should include a list of the projects you are working on and their status, as well as any supporting documents that were created or are being utilized as part of your work. These will be department specific.
2. **One-on-one meetings** - Each student will be responsible for meeting with their instructor and department manager at least once during the semester during office hours or by appointment to discuss their progress and evaluate their work level and professionalism.
3. **Individual assignments** - Each immersion section will include assignments specific to the immersion topic.

### Professionalism 10%

Overall professionalism, engagement and work quality - this is an evaluation of your interaction with peers, clients and supervisors; initiative; professional attitude; time management; work quality, including follow-through on assigned work; willingness to accept and incorporate constructive feedback and active participation in The Agency, including meetings, workshops, engagement on Slack and Zoom, etc. Students will be evaluated at the end of the semester. If students disengage completely or stop replying to communication, they will earn a 0 for the remainder of the course.

## HOW TO SUBMIT ASSIGNMENTS

You will submit all assignments on Canvas. Assignments are due by 11:59 p.m. on the due date unless otherwise noted.

## **COURSE EXPECTATIONS**

### **COMMUNICATION & FEEDBACK**

Students will be required to communicate and stay up to date with The Agency team. Slack is The Agency's primary form of communication. Your instructors are available to you over Slack during scheduled class and office hour times, and may also be available during other regular business hours. You can reach out to your faculty instructors over Slack or email as needed; otherwise, Agency staff are also available regularly to assist you. As faculty, we value hearing the questions or concerns you have about the course or your experience at The Agency. We are happy to provide feedback or guidance throughout the semester and meet with you one-on-one via Zoom or phone.

### **COURSE PROFESSIONALISM**

The College of Journalism and Communications is a professional school, and professional decorum is expected at all times. You are expected to conduct yourself in an honest, ethical, respectful and courteous manner with other students and with your instructors, abiding by the UF Student Conduct and Honor Codes. Please engage in conversations with care, respect and empathy for others.

## **ACADEMIC POLICIES AND RESOURCES**

### **ACADEMIC POLICIES**

- Requirements for class attendance, assignments, and other work in the course are consistent with university policies. See UF Academic Regulations and Policies for more information regarding the University Attendance Policies.
- Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center. See the "Get Started With the DRC" webpage on the Disability Resource Center site. 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.
- Information on current UF grading policies is available [here](#).
- Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online.

Students can complete evaluations in three ways:

1. The email they receive from GatorEvals

2. Their Canvas course menu under GatorEvals
3. The central portal at <https://my-ufl.bluer.com>

Guidance on how to provide constructive feedback is available at <https://gatorevals.ua.ufl.edu/students/>. Students will be notified when the evaluation period opens. Summaries of course evaluation results are available to students at <https://gatorevals.ua.ufl.edu/public-results/>.

### **THE UNIVERSITY'S HONESTY POLICY REGARDING CHEATING, PLAGIARISM, ETC.:**

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. See the UF Conduct Code website for more information. If you have any questions or concerns, please consult with the instructor or TAs in this class.

### **IN-CLASS 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 education 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 an 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 guest 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.

## **CAMPUS RESOURCES**

### **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. Call 866-281-6309 or email [ask@ufl.libanswers.com](mailto:ask@ufl.libanswers.com) for more information.
- Academic Resources: 1317 Turlington Hall, Call 352-392-2010, or to make a private appointment: 352- 392-6420. Email contact: [teaching-center@ufl.edu](mailto:teaching-center@ufl.edu). General study skills and tutoring.
- Writing Studio: Daytime (9:30am-3:30pm): 2215 Turlington Hall, 352-846-1138 | Evening (5:00pm-7:00pm): 1545 W University Avenue (Library West, Rm. 339). Help brainstorming, formatting, and writing papers.
- Academic Complaints: Office of the Ombuds; Visit the Complaint Portal webpage for more information.
- Enrollment Management Complaints (Registrar, Financial Aid, Admissions): View the Student Complaint Procedure webpage for more information.
- UF Student Success Initiative: Visit <https://studentsuccess.ufl.edu/> for resources that support your success as a UF student.

### **CAMPUS HEALTH AND WELLNESS RESOURCES:**

- UF Whole Gator Resources: Visit <https://one.ufl.edu/whole-gator/discover> for resources that are designed to help you thrive physically, mentally, and emotionally at UF.