



The Agency Immersions - Spring 2026

RTV3945

College of Journalism & Communications
University of Florida

IMMERSION INSTRUCTORS

RTV 3945
Course #26516
Section AGEN
Project Mgmt

Prof. Kim Fowler
Visiting Lecturer
Media Production, Management, and Production Department
Email: k.fowler@ufl.edu
Agency office hours: Mondays 1pm - 3:00 pm or by appt

MEETING TIMES

This course is an in-person course, meeting on Tuesdays 4th period from 10:40 am - 11:30 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 4th period from 10:40 am - 11:30 am 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.

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.

STUDENT ROLES

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

- **Production Department**
 - Production Department Manager
 - Producer, Production and Post Production Team Leads
 - Producers
 - Line Producers
 - Videographers
 - Photographers
 - Video Editors

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 SCHEDULE

WEEKLY LEARNINGS – Each week throughout the course we will focus on a new topic for training and development. We will review the following areas as well as additional topics as they are deemed necessary:

1. Processes in each area – pre-production, production, and post
2. Equipment checkout and training
3. Storytelling tactics
4. Task management and defining acceptable workflow timing
5. Communication best practices
6. Resolving Conflicts
7. Giving and Receiving Feedback
8. Other topics as necessary

CLIENT CHECK-INS – Each week we will go over client work and review any challenges or positive progress on active projects.

ONE-ON-ONE CHECK-INS – By week 5, everyone will need to set up a one-on-one meeting with me to review expectations, goals, and review an individual development plan.

COURSE EXPECTATIONS

STUDENT RESPONSIBILITIES

To ensure a productive and respectful learning environment, we ask that all students:

Be Respectful: Treat fellow students and the

instructor with kindness and respect. This includes actively listening during discussions, valuing diverse opinions, and fostering a positive and supportive classroom atmosphere.

Be Punctual: Arrive on time for class and stay for the entire session. If you need to arrive late or leave early, please inform me in advance when possible. Consistent tardiness disrupts the flow of the class and can impact your participation grade.

Stay Engaged: Actively participate in class activities, discussions, and assignments. Your engagement enriches the learning experience for everyone.

Follow Course Policies: Adhere to deadlines for exams, quizzes, projects and other assignments.

Be Prepared: Come to class with the required materials, having completed any assigned readings or tasks. This ensures that you can actively participate in discussions and group work.

Respect Technology Use: Keep phone use to a minimum during class, unless it's for a class-related activity. Let's be mindful of how distractions can affect everyone's focus.

Seek Help When Needed: If you're struggling with course content or need accommodations, please don't hesitate to reach out to me. I'm here to support your success.

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

ATTENDANCE POLICY

Students are responsible for satisfying all academic objectives as defined by the instructor. Absences count from the first-class meeting.

Acceptable reasons for absence from or failure to engage in class include illness; Title IX-related situations; serious accidents or emergencies affecting the student, their roommates, or their family; special curricular requirements (e.g., judging trips, field trips, professional conferences); military obligation; severe weather conditions that prevent class participation; religious holidays; participation in official university activities (e.g., music performances, athletic competition, debate); and court-imposed legal obligations (e.g., jury duty or subpoena). Other reasons (e.g., a job interview or club activity) may be deemed acceptable if approved by the instructor.

For all planned absences, a student in a situation that allows an excused absence from a class, or any required class activity must inform the instructor as early as possible prior to the class. For all unplanned absences because of accidents or emergency situations, students should contact their instructor as soon as conditions permit.

If a student does not participate in at least one of the first two class meetings and they have not contacted the instructor or department to indicate their intent, the student can be dropped from this course.

See UF Academic Regulations and Policies for more information regarding the University Attendance Policies.

STUDENTS WITH DISABILITIES

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.

COURSE EVALUATIONS

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.bluera.com>

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

UF POLICIES

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 TA in this class.

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 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 or magazine.

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.
- **Career Resource Center, Reitz Union:** 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 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. 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.

- **Student Complaints Campus:** 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.
- **Syllabus Policies:** <https://go.ufl.edu/syllabuspolicies>
- **UF Student Success Initiative:** Visit <https://studentsuccess.ufl.edu/> for resources that support your success as a UF student.
- **Public Speaking Lab:** (Dial Center, 501 Rolfs Hall). Offering online and in-person help developing, organizing, and practicing oral presentations. Contact email: publicspeakinglab@clas.ufl.edu.

HEALTH AND WELLNESS

- **U Matter, We Care:** If you or a friend is in distress, please contact umatter@ufl.edu or 352-392-1575 so that a team member can reach out to the student.
- **Counseling and Wellness Center:** UF Whole Gator Resources: Visit <https://one.uf.edu/whole-gator/discover> for resources that are designed to help you thrive physically, mentally, and emotionally at UF.
- **UF Police Department:** 352-392-1111 or 9-1-1 for emergencies.
- **Sexual Assault Recovery Services (SARS):** Student Health Care Center phone number - 352-392-1161

Remember, CJC Faculty and staff are here to help guide you, and we often have resources to connect you with appropriate services.

You're not alone.