MEMORANDUM

TO: Dr. Chris Randall
Chair, Transitional Undergraduate Academic Council

TO: Dr. Ed Roach, Provost
(and if approved)

TO: Dr. Hal Fulmer
Dean, College of Communication and Fine Arts
(and if approved)

FROM: The faculty of the Hall School of Journalism
Dr. Steve Padgett, Director

SUBJECT: Proposed new course in journalism (JRN 22XX Introduction to Public Relations)

DATE: September 7, 2004

1. **Purpose of curriculum addition / modification (must include how this addition / modification will improve the major/minor programs that it is proposed to serve):**

The purpose of this proposal is to add the following new course in journalism:

**JRN 22xx Introduction to Public Relations (3-3)**

This introductory course examines the communication and persuasion concepts underpinning public relations in addition to public relations history, role, ethical and professional standards, strategic plans and tactical plans.

**Rationale for Proposal:** The creation of this new course is based on the following justifications:

a. Current public relations course offerings in the School of Journalism are at the 3000 or 4000 level and not suitable for students who do not wish to major in the field. This course will provide any student with a basic understanding of public relations and how to achieve publicity, and it will be especially valuable for students majoring in related fields such as speech communication.

b. The addition of a sophomore level course to the public relations curriculum allows the more advanced public relations courses to incorporate greater study of public relations crisis communications and issues management, two subjects crucial to public relations success.

c. The School of Journalism is enjoying growth in enrollment in the public relations curriculum, and the curriculum represents a significant opportunity for student recruitment. In addition, a quality public relations curriculum provides opportunities for recognition at local through national levels along with opportunities for partnerships with various businesses and organizations.

d. The impact of the public relations profession continues to grow in today’s society. According to “Public Relations Education for the 21st Century: A Port of Entry”
published by the Public Relations Society of America, “Elements are in place for impressive incremental growth and change in the next century: the spread of democratic institutions around the world; the growing importance of communicating with internal as well as external publics; the veritable explosion of one-to-one communication and the technology to implement it; and the steady advance of the public relations body of knowledge, especially analysis of public awareness and change in attitudes and behavior.”

2. **Relationship of purpose to university purpose**
   In accordance with the institutional mission and purpose, this course aids students in thinking critically, writing and reading about public relations.

3. **Objectives (courses, requirements and other specifics through which the purpose is to be achieved)**
   The following objectives are based on the recommendations of “Public Relations Education for the 21st Century: A Port of Entry” published by the Public Relations Society of America:
   a. Students will understand how communication and persuasion concepts and strategies affect public relations plans and outcomes.
   b. Students will understand the role of public relations in society and in an organization
   c. Students will understand the evolution of the field of public relations.
   d. Students will understand the ethical and professional standards in the field.
   e. Students will understand how public relations strategic plans are created.
   f. Students will understand how public relations tactical plans are implemented, including the fundamentals of achieving publicity.

4. **Expected results (must be stated in measurable terms)**
   More than 65% of students enrolled in this class will successfully complete the course with a grade of C or higher.

5. **Assessment Instruments**
   Students’ understanding of the course objectives will be measured through the following:
   - Two examinations during the course of the term
   - One final examination
   - Two written assignments

6. **Procedure for administering assessment instruments:**
   The assessments will be administered throughout the semester in accordance with Troy University guidelines.

7. **Statement of results of assessment (must include who will analyze the results, who will formulate any necessary plan for improvement, who will be responsible for implementing any such plan, and the date of implementing such plan)**
   The instructor will analyze the results of the assessments each semester and formulate necessary plans for improvement in consultation with the Director of the Hall School of Journalism. Upon approval, the plan will be assigned an implementation date.
In addition, students will assess the course through the student evaluation system currently in use at Troy University. The results of these student evaluations are provided to the instructor for inclusion in plans for improvement.

8. How will faculty be made available to meet the needs of this curriculum addition / modification?
   The faculty for this course will be existing or new Hall School of Journalism faculty or approved adjunct faculty members.

9. What additional resources (library materials, lab equipment, et.al.) will be required to meet the needs of this curriculum addition / modification?
   The purpose of the proposal is to improve the journalism degree programs for the School’s majors and minors. While this is the driving force behind this request, more than half of the classes offered by the Hall School of Journalism are taught by adjunct faculty members or as overloads. This means that any changes in the School’s degree programs may impact our ability to continue growing and improving our curriculum. We anticipate being able to find a faculty member willing to teach this class as an overload or find an adjunct qualified to teach this course. While the School’s faculty members are confident that this course will help strengthen the program, we ask that the University consider adding additional faculty to the School of Journalism. This will help lower the number of classes taught as overloads or by adjunct faculty members, plus it would help the School maintain a high level of quality instruction in all classes.

10. Estimated annual cost to the university:
   If an adjunct faculty member is used to teach this class, the university will need to increase the Hall School of Journalism’s part-time faculty budget line. The university establishes the pay scale for adjunct faculty members.

11. This curriculum addition / modification will be required of students in the following major / minor program:
   This course will be required of all journalism students working toward the public relations, advertising or sports information contract degree programs.

12. Number of students currently enrolled in this (these) program(s):
   105

13. Total FTE faculty in this department (AY 2003-2004):
   3.3

14. Analysis of credit hour production in this department:
   a. Total credit hours of GS and remedial courses (AY 2003-2004) __0__%
   b. Total credit hours of all other courses (same period) __184__ semester hours
   c. Percentage analysis:
      GS and remedial __0__%
      Upper level __61__%
      Graduate __0__%
15. Relevant course syllabi (attached):
JRN 22XX Introduction to Public Relations

Section: XX
Term: Fall 2005
Class time: 4-5 p.m. M,W,F
Location: Wallace Hall 110
Class web page: http://jschool.troyst.edu/~jrn22xx
Instructor: Staff
E-mail: 
Office Telephone: 
Office Location: 
Office Hours: 

Prerequisite(s): none

Course Description:
This introductory course examines the communication and persuasion concepts underpinning public relations in addition to public relations history, role, ethical and professional standards, strategic plans and tactical plans.

Course Objectives:
a. Students will understand how communication and persuasion concepts and strategies affect public relations plans and outcomes.
b. Students will understand the role of public relations in society and in an organization
c. Students will understand the evolution of the field of public relations.
d. Students will understand the ethical and professional standards in the field.
e. Students will understand how public relations strategic plans are created.
f. Students will understand how public relations tactical plans are implemented, including the fundamentals of achieving publicity.

Texts:
The Practice of Public Relations, Fraser P. Seitel, 9th edition, 2004
Assigned readings.

Assignments and Grading
This course is based on a ten-point scale.

Exam 1 20%
Exam 2 20%
Final Exam 20%
Writing Assignment 1 20%
Writing Assignment 2 20%

E-mail and Majordomo List:
Troy University provides all students with free e-mail addresses, and you are required to properly maintain this account. You are also required to subscribe to a class majordomo list to enable the instructor to send the class e-mail messages.

**Attendance Policy**
In registering for classes at the university, undergraduate students accept responsibility for attending scheduled class meetings, completing assignments on time, and contributing to class discussion and exploration of ideas. If a student does not attend class during the first two weeks (first 14 calendar days) of the semester, and does not give prior notification to the instructor of reasons for absence and intent to attend the class, the student will be required to drop the course. It is the responsibility of the student to drop the course or to withdraw from the university according to university policy.

A faculty member may excuse absences and allow students to make-up work if the faculty member deems the absence legitimate. A faculty member is not expected to provide make-up opportunities for a student without a legitimate excuse. Official excuses are granted by the Office of the Provost for authorized university activities. Faculty members may levy academic penalties upon unexcused absences. Students should understand that absences might jeopardize their grade. Students receiving financial aid benefits are required to attend classes according to the regulations for financial aid benefits in addition to those regulations required for the course.

**Inclement Weather and Emergency Situations:** Both faculty and students are responsible for meeting all assigned classes. In the event of inclement weather, faculty and students will be expected to attend classes as usual as long as they may do so without risking peril to themselves or to others. During periods of inclement weather, faculty and students will not be penalized for absences dictated by perilous conditions. In severe cases of inclement weather or other emergency conditions, the Office of the Provost will announce cancellation of classes through the local and regional media as well as through the university’s web site.

**Plagiarism, cheating, incompletes and other university policies and procedures:**
Students should be familiar with all policies and procedures of the university, including but not limited to those published in the undergraduate bulletin, student handbook and course schedule.

**Americans with Disabilities Act**
Any student whose disabilities fall within ADA must inform the instructor at the beginning of the term of any special needs or equipment necessary to accomplish the requirements for this course.

**Additional Services**
Students who have or may be dealing with a disability or learning difficulty should speak with the instructor, contact the Office of Adaptive Needs (Wright 226) or call 670-3220/3221. Various accommodations are available through the Adaptive Needs Program.

**Tentative Course Schedule**

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