 **PR 455: Public Relations for Non-Profit**

**Organizations**

**4 Units**

**Fall 2022 – Thursdays – 6-9:20 p.m.**

**Section:** 21278R

**Location:** ASC 331

**Instructor: Zahra Nealy**

**Office:** Zoom or by appointment

**Office Hours:** By appointment

**Contact Info:** znealy@usc.edu | 310.945.7249

**Course Description**

Introduction to the specialized field of public relations for non-profit organizations including arts and culture, education, animal and social welfare, healthcare, scientific and advocacy-based organizations. This course is appropriate for students who want to learn the history of non-profits, the fundamentals of how they are governed and organized, the importance of strategy and fundraising, and how to develop and implement a comprehensive public relations campaign for such organizations.

**Student Learning Outcomes**

This course will equip students with the fundamental knowledge of the types of non-profits and how to develop and implement a comprehensive public relations campaign in that setting. This will include exploring the role of mission, strategies and tactics, understanding key constituencies and target audiences, attention-deserving messaging, fundraising, media relations, the utilization of social media and digital tools, developing corporate partnerships and crisis communications planning, and the importance of using metrics and research**.** Through lecture, special guests, group assignments and student-led discussions, this course will examine case studies and present-day scenarios, require the deconstruction of a public relations campaign and assessing its effectiveness; and culminate in crafting a public relations campaign for a non-profit of the student’s choice. **Students will be assessed through class participation and discussion, testing and via a final project.**

**Course Notes**

* Letter grades will be assigned.
* Announcements, assignments, lecture PowerPoint slides, supplemental readings, interim Gradebook scores, and other information will be posted on Blackboard for this class. It is the student’s responsibility to download slides, supplemental readings and assignments that are posted on this class’ Blackboard site.
* Announcements and important information may be communicated to students via Blackboard’s email function. It is the student’s responsibility to check the email account associated with Blackboard for updates, assignments, and new information. The instructor will communicate exclusively through this email account.

**Description and Assessment of Assignments**

* **Class Participation/ Discussion (10%):** It is important that students actively participate and be prepared to fully discuss reading assignments, homework, in-class assignments and engage with guest speakers, when applicable. Class activities and interaction with peers encourage creative dialogue and diversity of perspective, and help enhance your learning. Classes begin promptly, so please arrive on time. If you are unable to attend class for some reason, please notify me as soon as possible, and assume personal responsibility for gathering notes from other classmates.
* **Cases of the Week (5%):** During the semester, each student will be asked to identify and summarize a current situation in which a non-profit organization is dealing with a PR-related issue; some cases will be used for topics of discussion in class as time allows. Students will be asked to lead a class discussion on the topic. Additional details regarding these presentations will be discussed in class.
* **Homework Assignments (15%):** Throughout the course of the semester, students will be asked to hand in written assignments as assigned by instructor. Please check the syllabus for various homework topics.
* **Midterm (15%):** A summary of what students have learned from guest speakers and non-profit PR to date.
* **Group Case Study (25%):** Assigned to a non-profit by the instructor’s discretion, students will work in small groups to craft and present a thoughtful case study deconstructing the public relations efforts of the non-profit. The case study will need to demonstrate a clear understanding of the material presented in the class to date including a SWOT analysis and offer specific suggestions and rationale for improvement or definitive evaluation that supports success for the non-profit’s efforts. Guidelines for the group case study will be provided in class.
* **Final Project (30%):** Students will construct a PR campaign for a non-profit of their choice. This may include conducting basic research and/or interviewing key constituents of the organization. The final project will need to demonstrate a clear understanding of the material presented in class, including a SWOT analysis, and offer specific suggestions and rationale for improvement or definitive evaluation that supports success for the non-profit’s efforts. Guidelines for the group case study will be provided in class.

**Grading**

**a. Breakdown of Grade**

| Assignment | Points | % of Grade |
| --- | --- | --- |
| Class Participation (in-class assignments and discussion) | 100 | 10% |
| Cases of the Week | 50 | 5% |
| Homework | 150 | 15% |
| Midterm | 150 | 15% |
| Case Study Group Project | 250 | 25% |
| Final Project | 300 | 30% |
| **TOTAL** | **1000** | **100%** |

**b. Grading Scale**

|  |  |  |
| --- | --- | --- |
| 95% to 100%: A | 80% to 83%: B- | 67% to 69%: D+ |
| 90% to 94%: A- | 77% to 79%: C+ | 64% to 66%: D |
| 87% to 89%: B+ | 74% to 76%: C | 60% to 63%: D- |
| 84% to 86%: B | 70% to 73%: C- | 0% to 59%: F |

**c. Grading Standards**

***Public Relations*“A” projects** have writing near professional quality; one or no mistakes; clearly proofread and edited material. All required elements included (catchy headline, solid lead, varied vocabulary; supporting facts/figures; quotes as required). Excellent organization and flow; original thinking. Showed creativity in packaging/distribution method. High end of scale: publishable today as is.

**“B” projects** have two to five spelling, grammar or AP Style mistakes. One or more required elements missing or poorly displayed (i.e., boring headline; confusing lead, etc.). Shows potential as a good writer. Adhered to inverted pyramid. High end of scale will have at least one extraordinary element such as astonishing lead or little-known facts or pithy quote. Some creativity shown. Publishable with medium editing.   
  
**“C” projects** have more than five errors (spelling, grammar, AP style). Poorly edited and/or proofread. May have adhered to inverted pyramid but strayed at beginning or end. Hackneyed elements such as trite headline or uninteresting lead. Little or no facts/figures included. Passive rather than active verbs become the norm. Little or no creativity shown. Publishable with major editing.  
  
“**D” projects** have more than 10 errors (spelling, grammar). Needs to be completely rewritten. Poorly organized with little or no understanding of journalistic style/standards. Needs to work with writing coach.  
  
**“F” projects** are not rewritable, late or not turned in. A grade of F also will be assigned for any plagiarized and/or fabricated material that is submitted.

|  |  |
| --- | --- |
| **Group Project Grading** | |
| **Criteria** | **Points** |
| * Group produces sound, thought-provoking analysis grounded in research on a singular organizational area of interest. * Thoroughly examines all pertinent aspects of a given organization with a singular, clear purpose. * Formulates innovative, valid conclusions grounded in sound empirical evidence. * Effectively delivers engaging, informative multimedia presentation on research findings. * Provides defensible implementation plan for the organization, including themes, messages, channels, sources etc. * Optimally structures and organizes content in written product and presentation. * Delivers professional quality paper and presentation, without grammatical errors, typos, etc. * Accurately cites all source material in accordance with APA style standards. * Meets all posted deadlines for project deliverables. | Exemplary |
| * Group produces sound, interesting analysis grounded in research on a singular organizational area of interest. * Examines all pertinent aspects of a given organization with a singular, clear purpose. * Formulates innovative conclusions grounded in sound empirical evidence. * Delivers engaging, informative multimedia presentation on research findings. * Effectively structures and organizes content in the written product and the multimedia presentation. * Delivers professional quality paper and presentation, without grammatical errors, typos, etc. * Accurately cites all source material in accordance with APA style standards. * Meets all posted deadlines for project deliverables. | Satisfactory |
| * Group produces interesting analysis grounded in research on a singular organizational area of interest. * Examines some pertinent aspects of a given organization without identifying a singular, clear purpose. * Paper/presentation lacks in the professional quality and standards expected of today’s PR professionals. | Unacceptable |

**Grading Timeline**

Graded assignments will be returned to students during the next class session. Grades will be posted on Blackboard.

**Assignment Rubrics**

All written materials should represent your best quality work, and reflect proper editing, grammar, spelling,

and formatting. Students who struggle with language, grammar, spelling, or writing should meet with the

Annenberg School’s designated Writing Coaches (details posted on Blackboard). Written materials will earn points based on overall quality, encompassing: (1) proper organization, style and presentation; (2) appropriate research and citation of sources; (3) demonstration of sound PR judgment; (4) creativity; and (5) timely submission.

**Assignment Submission Policy**

* All assignments are due on the dates specified. Assignments must be typed and submitted via email to [znealy@usc.edu](mailto:znealy@usc.edu).
* Lacking prior discussion and agreement with the instructor, late assignments will automatically be given a grade of F.
* If you know you’re going to miss a class, please let the instructor know at least two weeks in advance so we can arrange your assignment submission.

**Required Readings and Supplementary Materials**

***Important note to students:*** There are no textbooks required for this course. See course schedule below for required readings and supplementary materials. Additional readings and assignments may be given during class.

**Laptop Policy**

All undergraduate and graduate Annenberg majors and minors are required to have a PC or Apple laptop that can be used in Annenberg classes. Please refer to the [**Annenberg Digital Lounge**](http://www.annenbergdl.org/) for more information. To connect to USC’s Secure Wireless network, please visit USC’s [Information Technology Services](http://itservices.usc.edu/wireless/support/) website.

**Add/Drop Dates for Session 001 (15 weeks: 8/22/22 – 12/2/22)**

**Link:** [https://classes.usc.edu/term-20223/calendar/](https://classes.usc.edu/term-20213/calendar/)

**Friday, September 9:** Last day to register and add classes for Session 001

**Friday, September 9:** Last day to drop a class without a mark of “W,” except for Monday-only classes, and receive a refund for Session 001

**Friday, September 9:** Last day to change enrollment option to audit for Session 001

**Friday, September 9:** Last day to change a Pass/No Pass to a letter grade for Session 001

**Friday, September 9:** Last day to purchase or waive tuition refund insurance for fall

**Tuesday,** **September 13:** Last day to add or drop a Monday-only class without a mark of “W” and receive a refund or change to Pass/No Pass or Audit for Session 001

**Friday, October 7:** Last day to drop a course without a mark of “W” on the transcript for Session 001. Mark of “W” will still appear on student record and STARS report and tuition charges still apply. [Please drop any course by the end of week three (or the 20 percent mark of the session) to avoid tuition charges.]

**Friday, November 11:** Last day to drop a class with a mark of “W” for Session 001

**Course Schedule: A Weekly Breakdown**

***Important note to students:*** *Be advised that this syllabus is subject to change - and probably will change - based on the progress of the class, news events, and/or guest speaker availability.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Topics/Daily Activities | Readings and Homework | Deliverable/Due Dates |
| Week 1  Date: 8/25 | **Getting Started:** Introductions,  Course Description  & Outcomes  **Overview:**   * Non-Profit History, Structure and Types * The Role of PR in Non-Profits (Strategic Planning Model) | **Homework:**   * Conduct PR/communications audit on two (2) non-profits. * “I Care Because…”   **Read:**   * ["What is a](https://www.councilofnonprofits.org/what-is-a-nonprofit)   ['Nonprofit'?"](https://www.councilofnonprofits.org/what-is-a-nonprofit)   * [“Myths About](https://www.councilofnonprofits.org/myths-about-nonprofits)   [Nonprofits”](https://www.councilofnonprofits.org/myths-about-nonprofits)   * “[Understanding the Nonprofit Sector and Nonprofit Organizations](https://libproxy1.usc.edu/login?url=https://sk-sagepub-com.libproxy1.usc.edu/books/fundraising-principles-and-practice/i994.xml)” | Discussion of individual student  backgrounds and academic/  career goals. |
| Week 2  Date: 9/1 | **Non-Profit PR & Communication**  **Essentials**  **Media Resources on a Shoestring Budget**  **Guest Speaker:**  Kristin Marguerite Doidge, Journalist, Writer | **Homework:**   * Create a sample   media kit for a non-profit of your choice.  Read:   * [PR Agencies Need to Be More Diverse and Inclusive. Here’s How to Start.](https://hbr.org/2018/04/pr-agencies-need-to-be-more-diverse-and-inclusive-heres-how-to-start) * [2022 Nonprofit Communications Trends Report](https://npmgfreedownloads.s3.amazonaws.com/2022NonprofitCommsTrendsReport.pdf?inf_contact_key=413119f2fcb1208a946b30b82da57c1cf651f238aa2edbb9c8b7cff03e0b16a0) | **Due at 6 p.m.:**   * Communications audit of two (2) non-profits; be prepared to discuss. * “I Care Because…” * Come prepared to ask guest speaker questions |
| Week 3  Date: 9/8 | **Know Your Audience: External vs. Internal Communications**  **Media Coaching 101**  **Guest Speaker:**  Allison Rosenzweig, Director, Scientific Communications Pancreatic Cancer Action Network | **Homework:**   * Write a 2-3-page analysis on one (1) organization’s response to the Black Lives Matter or Stop Asian Hate movements   **Read:**   * [A year later, how are corporations doing on promises they made to fight for racial justice?](https://www.marketplace.org/2021/05/24/a-year-later-how-are-corporations-doing-on-promises-they-made-to-fight-for-racial-justice/) * [Why your #BlackLivesMatter response falls short](https://www.fastcompany.com/90515175/why-your-blacklivesmatter-response-falls-short) * [Why Diversity, Equity, and Inclusion Matter for Nonprofits](https://www.councilofnonprofits.org/tools-resources/why-diversity-equity-and-inclusion-matter-nonprofits) | **Due at 6 p.m.:**   * Sample media kit   Come prepared to ask guest speaker questions |
| Week 4  Date: 9/15 | **Diversity, Equity & Inclusion**  **A Non-Profits Role in Social Impact**  **Guest Speakers:**  Ericka Lozano-Buhl, Founder­–Mixto Communications  Ron Holden, Founder –Ride for Black Lives | **Read:**   * [How to Connect With Donors of Color](https://go-gale-com.libproxy1.usc.edu/ps/i.do?p=ITBC&u=usocal_main&id=GALE|A618294170&v=2.1&it=r) * [11 Lessons that PR Professionals Need to Learn in a Digital World](https://meltwater.cdn.prismic.io/meltwater/42f86543-6f15-42cd-8865-7ed718451a0d_eng-0404-11+Lessons+That+PR+Professionals+Need+to+Learn+in+a+Digital+World.pdf) * [6 Essential Tips for Getting Through Any Nonprofit Crisis](https://www.thebalancesmb.com/getting-through-nonprofit-crisis-2502363) | **Due at 6 p.m.:**   * Write 2-3 page analysis on one (1) organization’s response to the Black Lives Matter or Stop Asian Hate movements * Come prepared to ask guest   speaker questions |
| Week 5  Date: 9/22 | **Crisis**  **Communications**  RACE Activity  **Mobilizing & Engaging**  **Stakeholders**  (Celebrities,  Influencers  Volunteers &  Strategic  Partnerships)  **Guest Speaker:**  Anneliese Wilson, Associate, Client Social Impact, UTA Foundation  **Group Case Study**  **Assignments** | **Homework:**   * Identify a non-profit that has experienced a crisis or breaking news and evaluate its PR strategy and tactics executed using the RACE method (2-3 pages max).   Work on Group Case Study outline due by 9/30.  **Read:**   * [The New Volunteer](https://ssir.org/pdf/TheNewVolunteerWorkforce.pdf)   [Workforce](https://ssir.org/pdf/TheNewVolunteerWorkforce.pdf)   * [Influencer Marketing for Nonprofits: The Beginner’s Guide](https://www.constantcontact.com/blog/influencer-marketing-for-nonprofits/) * [Star Power: The](https://www.nonprofitpro.com/article/star-power-pros-cons-celebrity-endorsers/all/)   [Pros and Cons of](https://www.nonprofitpro.com/article/star-power-pros-cons-celebrity-endorsers/all/)  [Celebrity Endorsers](https://www.nonprofitpro.com/article/star-power-pros-cons-celebrity-endorsers/all/) |  |
| Week 6  Date: 9/29 | **Digital Media & Fundraising**  **in the Nonprofit**  **World**  **Guest Speaker:** Shawna Sopp, Digital Strategist  **How to Conduct a**  **SWOT Analysis** | **Homework:**   * Write a blog post,   no more than 500  words, containing  headline and meta description. Include  suggested multimedia and social media copy to use.  **Read:**   * [Overview of Fundraising and Philanthropy](https://libproxy1.usc.edu/login?url=https://sk-sagepub-com.libproxy1.usc.edu/books/fundraising-principles-and-practice/i948.xml) * [The Shocking Truth](https://clairification.com/2013/11/18/the-shocking-truth-about-marketing-and-development-for-nonprofit/)   [about Marketing](https://clairification.com/2013/11/18/the-shocking-truth-about-marketing-and-development-for-nonprofit/)  [and Development](https://clairification.com/2013/11/18/the-shocking-truth-about-marketing-and-development-for-nonprofit/)  [for Nonprofits](https://clairification.com/2013/11/18/the-shocking-truth-about-marketing-and-development-for-nonprofit/) | **Due at 6 p.m.**   * Identify a non-profit that has   experienced a crisis and  evaluate its PR strategy and  tactics executed using the  RACE method (2-3 pages max).   * Group Case Study outline * Come prepared to ask guest   speaker questions |
| Week 7  Date: 10/6 | **Importance of**  **Philanthropy &**  **Fundraising**  **Guest Speakers:**  Arielle Laufman, Associate Director, Development Communications-Cedars-Sinai  Rachel Hall, Senior  Donor Relations  Officer–Cedars-Sinai | ***Midterm will be***  ***given on 10/20***  **Read:**   * [The Role of Brand in the Nonprofit Sector](http://libproxy.usc.edu/login?url=https://www.proquest.com/magazines/role-brand-nonprofit-sector/docview/928570753/se-2?accountid=14749) * [[13 Best Practices For Nonprofit Communications During COVID-19](https://libkey.io/libraries/149/articles/62010247/full-text-file)](https://donorbox.org/nonprofit-blog/nonprofit-communications-covid-19) | **Due at 6 p.m.:**   * Blog post, no more than 500 words containing headline and meta description. Include suggested multimedia and social media copy to use. * Come prepared to ask guest speaker questions * Study for midterm on 10/20 |
| Week 8  Date: 10/13 | **Fall Recess  NO CLASS** | **Homework:**  Study for midterm on 10/20 | [**Fall Recess:** Thursday, October 13, and Friday, October 14] |
| Week 9  Date: 10/20 | **Midterm**  **Elements of a PR Campaign In the Time of COVID-19**  **Branding & Non-Profits** | **Homework:**  • Work on Group Case  Study  • Identify a non-profit  for final project by 10/27  **Read:**   * [Stop Raising Awareness Already](http://libproxy.usc.edu/login?url=https://www-proquest-com.libproxy1.usc.edu/magazines/stop-raising-awareness-already/docview/1872590841/se-2?accountid=14749) * [Perspectives on Philanthropy: Giving USA 2022 Release Webinar](https://www.youtube.com/watch?v=PDp3ukuU4i4) |  |
| Week 10  Date: 10/27 | **The Future of**  **Giving/Industry**  **Forecasts & the**  **Importance of**  **Innovation**  **Guest Speaker:**  Jamie Holeman,  Sr. Director of Marketing and Communications–Pasadena Humane  Amber Wynn, Philanthrepreneur  **Showcasing Impact**  **& Measuring ROI**  **Discuss Final**  **Project** | **Homework:**   * Work on Group Case Study   **Read:**   * [A Guide: How Nonprofits Can Better Use Measurement](https://instituteforpr.org/nonprofits-public-relations-measurement/) * [Barcelona Principles 3.0](https://amecorg.com/wp-content/uploads/2020/07/BP-Presentation-3.0-AMEC-webinar-10.07.20.pdf) * [2022 Relevance Report](https://issuu.com/uscannenberg/docs/usc_relevancereport2022_1-up) | **Due at 6 p.m.:**   * Turn in name of non-profit for   final project. |
| Week 11  Date: 11/3 | **From Soup to Nuts: A Founder’s Perspective**  **Guest Speakers:**  Julie Flygare, Founder–Project Sleep  Lien Ta,  Co-founder–Regarding Her Food | **Homework:**   * Finalize Group Case Study Projects for   presentations  on 11/10  **Read:**   * [The Wall Street Takeover of](http://libproxy.usc.edu/login?url=https://www-proquest-com.libproxy1.usc.edu/magazines/wail-street-takeover-nonprofit-boards/docview/1680997165/se-2?accountid=14749)   [Nonprofit Boards](http://libproxy.usc.edu/login?url=https://www-proquest-com.libproxy1.usc.edu/magazines/wail-street-takeover-nonprofit-boards/docview/1680997165/se-2?accountid=14749)   * [Philanthropy and Digital Civil Society: Blueprint 2022](https://pacscenter.stanford.edu/publication/philanthropy-and-digital-civil-society-blueprint-2022/) |  |
| Week 12  Date: 11/10 | **Group Case Study Presentations**    **The Importance of Storytelling**  **Guest Speaker:**  Cara Martinez, Founder–Communications and Content by Cara  Sleep | **Homework:**  Work on Final Projects  **Read:**   * [“Dealing with Trust Violation Events”](https://link-springer-com.libproxy2.usc.edu/chapter/10.1007/978-1-4939-0560-7_5) * [Ethics and Nonprofits](https://www-proquest-com.libproxy1.usc.edu/docview/217165301?pq-origsite=primo&accountid=14749) | **Due at 6 p.m.:**  Group Case Studies |
| Week 13  Date: 11/17 | **Group Case Study Presentations (if needed)**  **Ethics & Watchdog Groups** | **Homework:**  Work on Final Projects |  |
| Week 14  Date: 11/24 | **Thanksgiving Recess**  **NO CLASS** | **Homework:**  Work on Final Projects | [**Thanksgiving Recess:** Wednesday, November 23, to Sunday, November 27] |
| Week 15  Date: 12/1 | **Getting a Job at a Non-Profit**  **Submit Course Evaluations** | **Homework:**  Work on Final Projects |  |
| FINAL EXAM PERIOD  Date: 12/8 | 7-9 p.m. | **FINAL PROJECTS DUE**  Final summative semester review | **Note:** All classes must meet during their designated final exam date and time. |  |

**Policies and Procedures**

**Additional Policies**

**WHAT I EXPECT FROM YOU:**

* Class starts at on time. Chronic tardiness will affect your final grade, as will absences. You don’t have to ask me for permission to miss a class, leave early or come late, or provide a written excuse. I leave those decisions to you. You receive no credit for in-class work that day. There is no make-up for material we cover in a class you miss. If you are requesting an excused absence, you must provide documentation.
* Assignments are due to me at the time I designate. All assignments will be complete and typed, with no handwritten edits. Assignments completed not following directions will be graded lower. If you are absent, you are responsible for getting me your homework by the due date/time. **No late assignments are accepted.**
* **There will be no make-ups for the midterm.** There will be no extensions for the final project. You must complete the midterm and final project to pass the class.
* If you miss class, you are responsible for getting notes and assignments from a fellow student. Be sure to check Blackboard for class slides.
* Class participation is expected and will help your final grade. Everyone is expected to contribute. Lack of participation will reduce your participation grade.
* Please be mindful of phones or other forms of electronic communication during class. Doing so will have a negative impact on your grade. Computers are for class work ONLY.
* There should only be one discussion going on at a time in class. Paying attention to the speaker, whether it is the instructor, fellow student or guest is a sign of respect and professionalism. Disruptive behavior, such as talking out of turn and carrying on side conversations, will negatively impact your grade.
* The syllabus is our guideline and will change during the course of the semester to accommodate current events and speaker schedules.
* You are expected to check Blackboard every week for updates on homework and assignments. I will post the week’s homework within 24 hours of our last class. You are also responsible for checking your USC email account, which is how I will communicate with you.

**WHAT YOU CAN EXPECT FROM ME:**

* I am open to your questions and welcome the opportunity to discuss any issues concerning you. Please don’t hesitate to talk to me.
* I am fair. When you get an assignment back from me, you’ll have a good idea why you earned the grade you did and what can be done to improve your writing. However, if things are not clear, let’s talk. The more discussion, the better the understanding.
* This syllabus is a general guideline for what we will cover during the semester. Other assignments, such as in-class assignments or homework and class projects will be assigned.
* I’ll guide you along to improve your writing, but feel free to help guide our discussions. Bring to class your questions, observations and opinions about how you see the role of public relations at work in the real world. Our most pertinent and interesting class time will come from what’s happening in our world today.
* I am available for questions and conversations before and after class and by appointment. Ready access is through email. I will respond to all messages within 48 hours, unless my message service indicates otherwise.

**Communication**

I encourages students to contact me via email at [znealy@usc.edu](mailto:znealy@usc.edu) to discuss any class or career-related questions and/or arrange office hours. Please allow for a response within 48 hours.

**Internships**

The value of professional internships as part of the overall educational experience of our students has long been recognized by the School of Journalism. Accordingly, while internships are not required for successful completion of this course, any student enrolled in this course that undertakes and completes an approved, non-paid internship during this semester shall earn academic extra credit herein of an amount equal to 1 percent of the total available semester points for this course. To receive instructor approval, a student must request an internship letter from the Annenberg Career Development Office and bring it to the instructor to sign by the end of the third week of classes. The student must submit the signed letter to the media organization, along with the evaluation form provided by the Career Development Office. The form should be filled out by the intern supervisor and returned to the instructor at the end of the semester. No credit will be given if an evaluation form is not turned into the instructor by the last day of class. Note: The internship must by unpaid and can only be applied to one journalism or public relations class.

**Statement on Academic Conduct and Support Systems**

**a. Academic Conduct**

*Plagiarism*

Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in *SCampus* in Part B, Section 11, “Behavior Violating University Standards” [policy.usc.edu/scampus-part-b](https://policy.usc.edu/scampus-part-b/). Other forms of academic dishonesty are equally unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, <https://policy.usc.edu/research-and-scholarship-misconduct/>.

*USC School of Journalism Policy on Academic Integrity*

The following is the USC Annenberg School of Journalism’s policy on academic integrity and repeated in the syllabus for every course in the school:

“Since its founding, the USC School of Journalism has maintained a commitment to the highest standards of ethical conduct and academic excellence. Any student found plagiarizing, fabricating, cheating on examinations, and/or purchasing papers or other assignments faces sanctions ranging from an ‘F’ on the assignment to dismissal from the School of Journalism. All academic integrity violations will be reported to the office of Student Judicial Affairs & Community Standards (SJACS), as per university policy, as well as journalism school administrators.”

In addition, it is assumed that the work you submit for this course is work you have produced entirely by yourself, and has not been previously produced by you for submission in another course or Learning Lab, without approval of the instructor.

**b. Support Systems**

*Counseling and Mental Health - (213) 740-9355 – 24/7 on call*

[studenthealth.usc.edu/counseling](https://studenthealth.usc.edu/counseling/)

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

*National Suicide Prevention Lifeline - 1 (800) 273-8255 – 24/7 on call*

[suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org/)

Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

*Relationship and Sexual Violence Prevention and Services (RSVP) - (213) 740-9355(WELL), press “0” after hours – 24/7 on call*

[studenthealth.usc.edu/sexual-assault](https://studenthealth.usc.edu/sexual-assault/)

Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

*Office of Equity and Diversity (OED) - (213) 740-5086 | Title IX – (213) 821-8298*

<https://eeotix.usc.edu/>

Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants. The university prohibits discrimination or harassment based on the following *protected characteristics*: race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic which may be specified in applicable laws and governmental regulations. The university also prohibits sexual assault, non-consensual sexual contact, sexual misconduct, intimate partner violence, stalking, malicious dissuasion, retaliation, and violation of interim measures.

*Reporting Incidents of Bias or Harassment - (213) 740-5086 or (213) 821-8298*

[usc-advocate.symplicity.com/care\_report](https://usc-advocate.symplicity.com/care_report/)

Avenue to report incidents of bias, hate crimes, and microaggressions to the Office of Equity and Diversity |Title IX for appropriate investigation, supportive measures, and response.

*The Office of Student Accessibility Services - (213) 740-0776*

osas.usc.edu

Support and accommodations for students with disabilities. Services include assistance in providing readers/note takers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

*USC Support and Advocacy - (213) 821-4710*

[uscsa.usc.edu](https://uscsa.usc.edu/)

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

*Diversity at USC - (213) 740-2101*

[diversity.usc.edu](https://diversity.usc.edu/)

Information on events, programs and training, the Provost’s Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

*USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call*

[dps.usc.edu](http://dps.usc.edu/), [emergency.usc.edu](http://emergency.usc.edu/)

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

*USC Department of Public Safety - UPC: (213) 740-6000, HSC: (323) 442-120 – 24/7 on call*

[dps.usc.edu](http://dps.usc.edu/)

Non-emergency assistance or information.

*Annenberg Student Success Fund*

<https://annenberg.usc.edu/current-students/resources/annenberg-scholarships-and-awards>

The Annenberg Student Success Fund is a donor-funded financial aid account available to USC Annenberg undergraduate and graduate students for non-tuition expenses related to extra- and co-curricular programs and opportunities.

*Annenberg Student Emergency Aid Fund*

<https://annenberg.usc.edu/current-students/resources/annenberg-scholarships-and-awards>

Awards are distributed to students experiencing unforeseen circumstances and emergencies impacting their ability to pay tuition or cover everyday living expenses. These awards are not intended to cover full-tuition expenses, but rather serve as bridge funding to guarantee students’ continued enrollment at USC until other resources, such as scholarships or loans, become available. Students are encouraged to provide as much information in their application, as well as contact their academic advisor directly with questions about additional resources available to them.

**About Your Instructor**

Zahra Nealy is a public relations and communications professional with over 10 years of experience in the

non-profit sector. She’s worked on behalf of local and national public affairs initiatives and non-profit organizations including the Pasadena Humane, Pancreatic Cancer Action Network and Cedars-Sinai.

Zahra is currently the manager of philanthropy communications at California Hospital Medical Center Foundation, the philanthropic arm of Dignity Health – California Hospital Medical Center in Downtown Los Angeles.

She is the recipient of [PR Daily’s 2017 Digital PR & Social Media Awards - Best Multichannel Campaign of](https://www.prdaily.com/awards/digital-pr-social-media-awards/2017/winners/multi-channel-campaign/)

[the Year: “Wage Hope Together”](https://www.prdaily.com/awards/digital-pr-social-media-awards/2017/winners/multi-channel-campaign/) for the Pancreatic Cancer Action Network.

Zahra has a B.A. in Anthropology from the University of California, Los Angeles and an M.A. in Strategic

Public Relations from the University of Southern California. She lives in Los Angeles and enjoys traveling, movies, all things Halloween and collecting Funko Pops!