Topics in Writing/Storytelling: Nonprofit Writing / Fall 20
JMC 3400:001  T/Th 1230-145  W236 AJB
Instructor: Ann Haugland
AJB W335 / 335-3458 / ann-haugland@uiowa.edu
Zoom Drop-in hours  TBA

CLAS Teaching Policies & Resources
https://clas.uiowa.edu/faculty/teaching-policies-resources-syllabus-insert

Contact guidelines: For basic questions about the class or assignments (due dates, etc.), please first check course schedules, assignment instructions as distributed posted on course ICON site. E-mail is good for simple questions that I can answer in a sentence or two. For more complicated questions or concerns, I'd like to talk with you; please see me after class, during Zoom drop in hours, or by appointment. If you miss class, please check with a classmate. Please note that I will communicate through your UIowa email address only.

CLASS FORMAT
If the class enrollment remains below ten, we will meet Tuesdays and Thursdays as scheduled. If class enrollment is above ten, you will be assigned to either Tuesday or Thursday and short recorded lectures or other material will be placed on ICON. Class meetings will likely be shorter than usual--10 people in a small room for 75 minutes is not a good idea.

OVERVIEW
Every year, more than 1.5 million nonprofit organizations help people in need, advocate for causes, support research, arts and culture, enhance opportunities for public and/or their members. Our work this term is to learn about how nonprofit organizations communicate with their many audiences--people they serve, individuals and organizations that support them, and others engaged in the same mission. We'll explore branding and message development, fundraising, and advocacy. You'll put your knowledge into action in work (individually and in a team) for community nonprofits. We'll also spend time each week keeping up with developments in the nonprofit/fundraising field.

COURSE OBJECTIVES
By the end of the term, students will
- understand how nonprofit organizations communicate with a range of audiences to achieve mission-related goals
- have created communication materials used by nonprofits
- experience working with a nonprofit organization in the community.

SJMC LEARNING OUTCOMES
The School of Journalism and Mass Communication is committed to your academic and professional success. In line with this commitment, we have identified particular learning outcomes that every student should obtain by the time they earn a JMC degree. You can find more information about these learning outcomes here http://clas.uiowa.edu/sjmc/undergraduate-programs/assessment. This course contributes to the following areas:
- Understand that clear, concise, correct writing is at the heart of journalistic expression and that reporting and communicating it effectively requires a knowledge and achievement of the highest, professionally-accepted standards in all work.
- Demonstrate an understanding of the diversity of groups (including communities defined by gender, race, ethnicity, age, religion and sexual orientation) in a global society in relationship to communications. You'll think about how to communicate effectively and with respect for your audiences.
- Understand and apply the principles and laws of freedom of speech and press in real space and cyberspace, and demonstrate an understanding of professional ethical principles and their historical development. You'll explore how strategic communication differs from journalism.
WHAT TO EXPECT IN CLASS

Early in the term, we will use class time to get up to speed on some basic concepts and contexts important in both strategic communication and the nonprofit field. From then on, much of the class period will be devoted to exploring a range of nonprofit communication tasks through discussion, examples, and practice, most focused on an Iowa City nonprofit organization whose director has agreed to provide us with information and context. In previous versions of this class, students each found a nonprofit organization to work with individually, and we ended the class with a group project. I eliminated those components to minimize required contact with others and to better transition online as necessary.

TEXTS

Readings posted on ICON, regular reading of nonprofit news media and blogs.

ASSIGNMENTS / EVALUATION

Writing and analysis 70% (tentative-individual pieces may change)
- Communication audit / message guide
- Slide presentation
- Fundraising material
- Working with media/advocacy
- Mission-based content pieces

Strat comm / nonprofit basics 15%
- Demonstrate understanding of concepts and terms early in semester.

Discussion, preparation, participation 15%
- Activities in class and online; presentation of nonprofit news; completion of occasional smaller assignments or drafts and work-in-progress.
- Evaluation posted midterm and end

COURSE GRADE (A+ not used)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100%</td>
</tr>
<tr>
<td>A-</td>
<td>&lt; 94.0%</td>
</tr>
<tr>
<td>B+</td>
<td>&lt; 90.0%</td>
</tr>
<tr>
<td>B</td>
<td>&lt; 87.0%</td>
</tr>
<tr>
<td>B-</td>
<td>&lt; 84.0%</td>
</tr>
<tr>
<td>C+</td>
<td>&lt; 80.0%</td>
</tr>
<tr>
<td>C</td>
<td>&lt; 77.0%</td>
</tr>
<tr>
<td>C-</td>
<td>&lt; 74.0%</td>
</tr>
<tr>
<td>D+</td>
<td>&lt; 70.0%</td>
</tr>
<tr>
<td>D</td>
<td>&lt; 67.0%</td>
</tr>
<tr>
<td>D-</td>
<td>&lt; 64.0%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 61.0%</td>
</tr>
</tbody>
</table>
CLASS POLICIES / ATTENDANCE, ASSIGNMENTS, CLASS EXPECTATIONS

I will keep a record of your attendance and expect you to be here every day we meet. When you miss class, you miss the work we do on those days. I understand you may occasionally have a family obligation or a club trip or an interview that keeps you from class. You have up to 3 absences for personal/professional leave—that's far more generous than you will find in most any job. Let me know in advance when you can, but please note that all absences count (aside from illness—see below) no "excused" absences beyond the policy. You are responsible for making good decisions.

This semester, illness is a special category—don’t come to class when you are sick. Submit a CLAS absence explanation form--note this is for illness only.

If you miss classes beyond what’s covered above, your final letter grade may be reduced by 3% for each class missed. For example, a final grade of 88% will reduced to 85% then to 82%....

If you encounter a serious situation that significantly interferes with your work, talk with me right away. Also let me know if class or an assignment conflicts with a religious observance.

Assignments must be submitted in the manner and at the time indicated in assignment instructions. Assignments that are late will lose 10% per day, beginning at the start of class and including weekends and holidays. If you miss an assignment deadline because of an illness or emergency, be in touch right away.

You are responsible for any schedule or assignment changes announced. If you miss class, check ICON and be in touch with a classmate to find out what went on in your absence. Please don’t ask me to tell you what you missed.

This will be an informal and, I hope, friendly and enjoyable class. Lab-writing courses require you to be an active and attentive participant, and I expect that you will observe the following standards of professional behavior:

- Follow safety guidelines re distance and face covers. Failure to do so after one reminder means leaving the class and a report to CLAS. If you fail to follow guidelines in a future class, I will ask that you be dropped from the course.
- Arrive on time, don’t leave early.
- Don’t eat—unless you are sharing with the class. If you haven’t finished your lunch or snack, put it away before class begins.
- Keep your attention on the work of the class during the 75 minutes we have together. To do otherwise is a waste of your time and shows disrespect to the class—your fellow students and me.
  - Restrict computer screens to course materials during the class period.
  - Stash your phone in your bag—really.
  - Keep ears open, no ear buds.
  - Expect consequences. If I observe problems with screen, phone, earbuds, I will notify you by email. After that warning, I’ll record half an absence each day you aren’t focused on our work—no additional warning or notice.

Please note that this class assumes competence in grammar and language usage. I will help you as much as I can, but if you need to do some catch up work, I’ll refer you to the Writing Center. We will follow the SJMC AP Style Guide (provided on ICON).

Representing the work of someone else as your own or getting credit in two classes for the same work is academic dishonesty. While I encourage you to discuss assignments with others, I expect that anything you hand in is your own. I expect that each person in a group has contributed equally and can provide a full description of his or her effort. Work for this class must be original—not revised versions of research or writing you have done or are doing for another class. Please talk with me if you have questions or want to discuss specific situations.
Tentative Schedule / See Detailed Current Schedule on ICON (tweaks likely)

Week of

Nonprofit strat comm foundations
Aug 25/25  Intro to class / Nonprofit basics
Sept 1/3   Nonprofit audiences / Strat communication basics
Sept 8/10  continued

Planning, branding  communicating for nonprofits
Sept 15/17  Branding / Messages / Communication strategies (essay on nonprofit/strat comm concepts due)
Sept 22/24  continued

Communication with supporters and the community
Sept 29/Oct 1 Fundraising basics (communication audit/branding due)
Oct 6/8     continued
Oct 13/15   continued (fundraising materials due)
Oct 20/22   Making the case to community
Oct 27/29   continued (slide presentations due)

Issue advocacy-changing policies, developing support
Nov 3/5     Issue advocacy
Nov 10/12   continued
Nov 17/19   continued (advocacy work due)

Thanksgiving Break
(class continues online)

Dec 1/3     Creating content to share
Dec 8/9     continued (content work due)

Exam week  TBD