

COURSE SYLLABUS



COURSE TITLE: MARK 233: CORP. COMMUNICATIONS – PUBLIC RELATIONS

CLASS SECTION: 001

TERM: Fall 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): Face-to-Face

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

This section of MARK 233 requires mandatory participation during the first week of the course. If you do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies for Students" [Registration Policies for Students | Camosun College](#)

INSTRUCTOR DETAILS

NAME: Brenda Jones, MA, BA, APR

EMAIL: jonesb@camosun.ca

OFFICE: CBA 258

HOURS: Wednesdays 10:30 – 11:30 a.m. (in person) or by appointment online

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Students will examine communication management theories and principles with emphasis on the Shared (social media) and Earned (media relations) components of the integrated Paid Earned Shared Owned (PESO) media model. Students will apply current practices in media relations, content development for social media, as well as influencer relationships in the development of a communication plan aimed at enhancing organizational reputation and stakeholder relationships.

PREREQUISITE(S):

One of:

- C in MARK 110
- Admission to the Post Degree Diploma in Business Administration, Marketing Option program

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

- develop a corporate communication plan that enhances an organization's reputation and relationships with stakeholders, influencers and the media.

- plan public relations activities and measurable communication objectives.
- select tools to build and manage stakeholder and media relationships to support public relations activities and organizational objectives.
- write and edit timely and effective print, digital and multi-media communications to manage media and stakeholder relations.
- measure and evaluate the effectiveness of a corporate communication or publicity plan.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Textbook:

Schechter, S. (2023). *Public Relations: From Strategy to Action*. BC Campus.

<https://pressbooks.bccampus.ca/publicrelations/>

Additional readings, podcasts and videos as assigned by the instructor

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

Course schedule: 8:30 – 10:20 a.m. on Wednesdays and Fridays (CBA 210/285)

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK or DATE RANGE	ACTIVITY or TOPIC	DUE DATES
Week 1 Sept. 3 - 8	Reads Chapter 1 & 2 Other assigned readings Intro to Course, Corporate Communications and Public Relations (PR)	Post to Discussion forum (Sept. 6) & comment on 2 classmates' posts (Sept. 8)
Week 2 Sept. 9 - 15	Read Chapters 3 & 6 Other assigned readings Theories, Models and Contemporary Practice of PR Groups and topics determined for Current Issues in PR Seminar	Add/Drop deadline (Sept. 12)
Week 3 Sept. 16 - 22	Read Chapters 4 & 5 Other assigned readings Audience and Stakeholder Analysis Stakeholder Analysis assigned	Post to Discussion forum (Sept. 20) & comment on two classmates' posts (Sept. 22)
Week 4	Read Chapter 7	In-class activity and presentation

WEEK or DATE RANGE	ACTIVITY or TOPIC	DUE DATES
Sept. 23 - 29	Other assigned readings Ethics, Law, Politics, and CSR In-class activity and presentation	
Week 5 Sept. 30 – Oct. 6	Read Chapter 8 Other assigned readings Media Relations Current Issues in PR presentations	Post to Discussion forum (Oct. 4) & comment on two classmates' posts (Oct. 6)
Week 6 Oct. 7 - 13	Read Chapter 9 Other assigned readings Writing for PR and Social Media Influencer Engagement In-class activity and presentation Group Project Assigned (groups will choose an organization and original project idea and work with the same group and organization for parts A, B and C)	In-class activity and presentation Stakeholder Analysis (due Oct. 13)
Week 7 Oct. 14 - 20	Read Chapter 10 Other assigned readings Communications Planning and PR Campaigns Current Issues in PR presentations	Post ideas for project to Discussion Forum (Oct. 20)
Week 8 Oct. 21 - 27	Read Chapters 11 & 12 Communications Strategy and Tactics Work on group project Current Issues in PR presentations	
Week 9 Oct. 28 – Nov. 3	Assigned readings PESO Work on group project Current Issues in PR presentations	Group Project: Communication Plan (due Nov. 3)
Week 10	Assigned readings	

WEEK or DATE RANGE	ACTIVITY or TOPIC	DUE DATES
Nov. 4 - 10	Social Media Personas Work on group project Current Issues in PR presentations	
Week 11 Nov. 11 - 17	Assigned readings Trends in Digital News Work on group project In-class activity and presentation	In-class activity and presentation Social Media Plan: Part 1 (due Nov. 17)
Week 12 Nov. 18 - 24	Read Chapter 13 Assigned readings Crisis Communications Work on group project	Post to Discussion forum (Nov. 22) & comment on two classmates' posts (Nov. 24)
Week 13 Nov. 25 – Dec. 1	Assigned readings Business Presentations Work on group project Group Project Peer & Self Assessment (Individual) assigned	Social Media Plan, Parts 2 & 3 (due Nov. 29)
Week 14 Dec. 2 - 8	Team Presentations	Team Slide Presentation (due Dec. 3) Group Project Peer & Self Assessment (Individual) (due Dec. 8 by noon) Last day to withdraw without academic penalty (Dec. 7)
Check final exam schedule for date and time of your exam		

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is

required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Public Relations Stakeholder Analysis	15%
Weekly Activities and Discussions	10%
In-Class Participation and Professionalism	5%
Current Issues in PR Seminar	10%
Group Project: A. The Communications Plan 20%	20%
Group Project: B. The Social Media Plan: Part 1 – Background of the Plan 8% Part 2 – Social Media Plan 8% Part 3 – Creative Content 4%	20%
Group Project: C. Group Presentation 5%	5%
Final Exam	15%
TOTAL	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information. <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

Generative AI. This course was not designed for use with generative artificial intelligence (Gen-AI) tools, e.g. ChatGPT, Quillbot, etc. Use of Gen-AI tools may hinder your learning. As such, use of Gen-AI tools in this course is **not allowed** unless explicit permission is provided in advance. If you believe that a specific Gen-AI tool would be useful to support your learning in this course, please talk to me first. Note that spelling, grammar, and overall formatting (things that AI does really well) constitute only a small portion of your grade on each assignment. Tools such as spelling and grammar check features in MS Word should be sufficient to ensure your spelling and grammar are of sufficient clarity. If you would like additional support with writing, please consider using the services available in the [Writing Centre](#).

Assignment formatting. The School of Business uses **APA style** for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College (2021) Library Citation Guides retrieved from: <http://camosun.ca.libguides.com/apa7>.

- Where required by your instructor, submit all assignments into the D2L assignments by your last name.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.

- ❑ All submitted work must be properly referenced to sources where required by your instructor.
- ❑ Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the college's Academic Integrity policy. See Camosun College (2021) [Academic Integrity Policy](#)

Deadlines and exams. You must submit your assignments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

- a) **EXAM DATES WILL NOT BE RESCHEDULED.** Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances that must be submitted and then accepted by the instructor. Please advise your instructor promptly.
- b) Students registered through the [Centre for Accessible Learning \(CAL\)](#) should discuss timelines with their instructors at the beginning of each semester.
- c) Valid medical documentation must be received as soon as reasonably possible if an assignment, presentation or exam is missed.

SCHOOL OR DEPARTMENTAL INFORMATION

The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of the Academic Integrity policy is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is your responsibility to become familiar with the content and the consequences of academic dishonesty.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres

Support Service	Website
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	http://camosun.ca/international/
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	http://camosun.ca/services/library/
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines: <https://camosun.ca/cal>

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education.

To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.

