

This course is a mix of virtual instruction and fieldwork.  
Some course work will be conducted offline and/or in the field during the designated class time.  
**Virtual class sessions via Zoom will be listed in the course schedule.**  
**Zoom sessions will take place on Mondays and Wednesdays at 3:30 – 4:45 p.m. ET**

## Instructor:

Professor Tamara Gibbs  
(919) 358-8301 mobile/text (6 a.m - 9 p.m. ET)  
tgibbs@ad.unc.edu

## Office Hours:

I am available after class and by appointment on Mondays and Wednesdays. Also, I am available via phone or FaceTime/Zoom/Skype by appointment during the week. **Please use the mobile number above for emergencies or critical concerns only. The best way to communicate with me is via email or text message between 6 a.m. and 9 p.m. ET.** Please allow up to 24 hours for a response to non-urgent issues.

## Course Description:

Welcome to MEJO 421, one of the foundation courses in the broadcast and electronic journalism concentration of the Hussman School of Journalism and Media. The course teaches those interested in pursuing careers in broadcasting/electronic journalism the writing, reporting, packaging and producing skills required for what we broadly call *television news*. In addition, the course will reinforce the foundation of solid writing, reporting and field production taught in MEJO 252 and MEJO 121.

**Both MEJO 121 and MEJO 252 are prerequisites for MEJO 421. If you have not completed these prerequisites, you will not be allowed to take this course.**

## Course Goals:

The student is expected to be able (1) to plan and execute video productions from concept to finished product; (2) to shoot clean and steady video with an emphasis on composition, lighting and technique; (3) to understand the principles and practices of editing and other post-production skills; (4) to understand elements of producing both for the studio and the field; (5) to improve basic production skills necessary to achieve the above goals; (6) to employ proper grammar and writing skills with strict attention to accuracy, detail and industry standards; (7) to improve story development techniques and overall reporting skills.

## Syllabus and Course Schedule Changes:

The professor reserves the right to make changes to the syllabus and the course schedule, including but not limited to: assignments, session format (Zoom vs. in-person and/or recorded lectures), project due dates, and test dates. These changes will be announced as early as possible. Thank you in advance for your patience and flexibility.

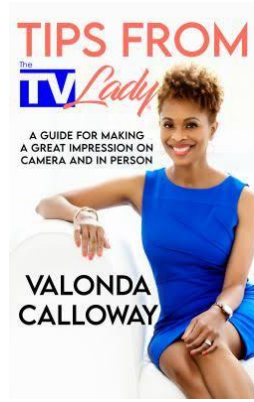
## Required Text:

- **Calloway, V. (2020)** [Tips from the TV Lady: A Guide for Making a Great Impression on Camera and In Person](#)

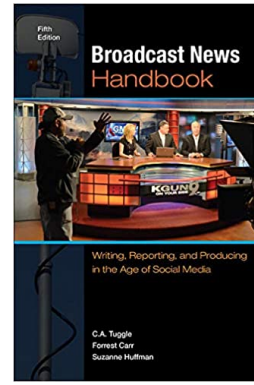
You are not required to purchase the second textbook for this class. I will provide you with access to reading assignments as needed. Of course, you're more than welcome to purchase the book if you'd like.

- **Tuggle, C.A., Carr F., Huffman, S. (2013)** [Broadcast News Handbook : Writing, Reporting, and Producing in the Age of Social Media \(5th Edition\)](#)

**Purchase Kindle or Paperback**



**No Purchase Necessary**



**Required Subscriptions:** Please subscribe to the following free resources.

- [WRAL & ABC11 News Apps](#) - Please download the WRAL app on your mobile device or laptop and subscribe to news alerts.
- [The Daily Tar Heel](#) - Please make it a habit to read the DTH daily online and register for news alerts via e-mail [here](#). You may elect to receive news alerts via text; however, that is not required. Check the boxes for the Chapel Hill News, Sports News, Daily News and Breaking News.
- [The Daily Skimm](#) - As journalists, it's important to stay on top of current events from politics to pop culture. Register for this free daily summary of news events [here](#).
- [American Press Institute](#) - API will help us keep our finger on the pulse of new trends in journalism. You can register for their free newsletter [here](#).

The modern newsroom sometimes requires digital journalists to file stories in both broadcast and AP [subscription](#). You can access your subscription via your computer, tablet, or mobile device. When style. For this reason, you'll need to purchase the [Associated Press Stylebook Online](#) you purchase your online subscription, mark 'No' for questions #2 and #3.

#### STYLE GUIDANCE ON YOUR COMPUTER, TABLET AND PHONE

### AP Stylebook Online

This searchable, customizable, regularly updated version of AP Stylebook offers bonus features including Ask the Editor, Topical Guides and Pronunciation Guide. Add Webster's New World College Dictionary for a more comprehensive resource.

[SHOP NOW](#) 



### Additional Resources:

I would encourage you to read local and national news via sources such as [Al's Morning Meeting](#), [The DRUDGE Report](#), Harvard's [The Journalist's Resource](#), WUNC, The Daily Tar Heel, The News & Observer, WRAL.com, and ABC11.com daily and several times a day. Information flows constantly in the digital world!

For a broad spectrum of national news, consider subscribing to the digital versions of the Wall Street Journal, New York Times and Washing Post.

Additionally, I may provide relevant and timely links to supplemental reading assignments (i.e. Poynter Institute, State of Journalism reports, etc.) that may be discussed in class and/or added to the Course Schedule or in Sakai throughout the semester.

### Required Technology:

Your success in this course will require access to the internet, Sakai, the use of either Word or Google Documents, Adobe Acrobat PDFs, Zoom meeting app, a digital recording device such as your smartphone, and Adobe Creative Cloud for editing.

### Hardware:

You will need to have or purchase the following equipment for this class.

- **SD Card:** Students are required to purchase an SD card, 128 MB or larger and are also encouraged to purchase a separate hard drive, if you don't have one already. Be aware that the school computers are wiped every night. Therefore, make sure your projects are backed up elsewhere.
- **Smartphone with video recording capability:** Students can use their smartphone to record video for this class. You will need to use a tripod for your smartphone for steady shots. Tripods can be checked out in the equipment room.

**Please contact your instructor and Stephanie Brown, the Hussman Park Library director, if you face a financial challenge. She may be able to assist you with an equipment rental from the Park Library.**

**If you're unable to secure an in-person interview or there are COVID restrictions, you may use Zoom** from your laptop or desktop computer. You'll need to record your interview in speaker only mode so that you can edit individual soundbites accordingly.

**Wired lavalier microphone:** If you do an in-person interview (not recommended if there are COVID restrictions), you'll need a wired lavalier microphone available from Amazon and other sites. A limited number of wired lavalier mics are available in the Park Library.

- [Microphone for iPhone](#) at Amazon.com
- [Microphone for Android & iPhone](#) at Amazon.com

**Headphones:** Earbuds or any standard headphones will work for this class. Higher quality headphones will help you know more clearly whether the sound you're hearing is coming from your immediate environment or your recording.

- **Support:** Gary Kirk, Hussman Broadcast & New Media Manager, will discuss recording options when he visits our class in January.

### Checking Out Equipment:

You will be responsible for checking out video equipment from the Park Library. Please visit Connect2 to make arrangements for your equipment here:

- <https://equipmentroom.mj.unc.edu/>

Before you can check out equipment, you'll be asked to complete a quiz to ensure you understand the rules.

- For access to a collection of instruction manuals for the video equipment, please visit this site: <https://guides.lib.unc.edu/equipment-room/instruction-manuals>

**\*\*NEVER LEAVE EQUIPMENT UNATTENDED!\*\* ALWAYS ASSUME ANYTHING CAN HAPPEN TO YOUR EQUIPMENT WHEN IT'S NOT WITH YOU. IT'S YOUR RESPONSIBILITY! DO NOT LEAVE EQUIPMENT IN YOUR CAR. IT SHOULD BE IN YOUR CAR ONLY TO GET TO AND FROM WHERE YOU'RE GOING FOR THAT ASSIGNMENT.\*\***

### Software:

You'll need to download the latest version of Audition from Adobe Creative Cloud, licensed to UNC students. You can download Audition and other Adobe software by using your UNC email address and onyen and by going to the following site: <https://software.sites.unc.edu/adobe/>

### Accessibility Statement:

Reasonable accommodations will be made for students with documented disabilities. Documentation for accommodation must be presented no later than one week prior to the requested accommodation. To receive accommodations, students must go through the Counseling Center/Disability Services office. [Disability Services](#) is located at 208 Carroll Hall and can be reached at 919-760-8427 or by [email](#). For additional information, go to their website.

### UNC Attendance Policy:

**No right or privilege exists that permits a student to be absent from any class meetings, except for these University Approved Absences:**

1. Authorized University activities
2. Disability/religious observance/pregnancy, as required by law and approved by [Accessibility Resources and Service](#) and/or the [Equal Opportunity and Compliance Office](#) (EOC)
3. Significant health condition and/or personal/family emergency as approved by the [Office of the Dean of Students](#), [Gender Violence Service Coordinators](#), and/or the [Equal Opportunity and Compliance Office](#) (EOC).

### Attendance via Zoom:

Because this course is a virtual learning experience, your in-person attendance is only required for in-person sessions noted in the course schedule. Your attendance virtually is required for our live Zoom sessions.

**Please note that you are required to use the video option during live Zoom sessions.  
Please do not use a photo or blank screen with your name.**

### **Professional Accountability:**

This course is designed to prepare you for real-world workplace scenarios and potential careers in journalism or other industries. For this reason, it is your responsibility to:

- Meet deadlines and make contingency plans for potential challenges
- Organize your coursework and manage your time wisely
- Attend live Zoom sessions on time and remain until the end of class
- Actively engage in classroom or online discussions
- Purchase your required textbooks, subscribe to news resources and complete your reading assignments on time
- Be open to positive and critical feedback
- Conduct yourself with professionalism and insatiable curiosity

**Professionalism:** In this course, you are required to conduct yourself as a professional, **including** actively participating in class and engaging in respectful, informed, critical-thinking discussions. Effective news organizations establish a climate where there is a healthy collision of ideas – where story assignments, approaches, writing, etc., are discussed openly and honestly. Tension and conflict can and should be present to some degree, but temper that tension and conflict with **respect** for your fellow students and colleagues. This class will follow a Rules of Engagement, created by students and the professor.

**Professional Accountability (Attendance) Points:** Each student begins the semester with **100 points for professional accountability (attendance)**. Your attendance will count toward (or against) your professional accountability points. Unless you provide documentation to support an excused absence, **failure to attend in-person and/or Zoom sessions will result in a 10-point deduction in attendance unless it is an excused absence.** Please communicate with me early about potential absences. Please be aware that you are bound by the [Honor Code](#) when requesting a University-approved absence.

(Source: <http://catalog.unc.edu/policies-procedures/attendance-grading-examination/>)

### **Professional Accountability Bonus Points**

**If you participate in all live Zoom sessions and online discussions,  
you will receive 20 bonus points at the end of the semester.**

**Newsroom Discussions & Story Pitching:** In this course you may be asked to pitch a story or discuss a story's accuracy or newsworthiness. We'll develop our news judgment together through story review and robust discussions. One of the major learning tools of MEJO 421 is the review of stories suggested or produced by students. One of the primary forms of participation in this class will be the discussion, even debate, surrounding your work. We will talk as a class and in groups, thinking through issues together and critiquing our own work and the work of others. If you are uncomfortable having your work reviewed in such a public fashion, the broadcast/electronic news business probably is not for you. Again, this process will be civil, constructive and courteous within these two forums:

- **Weekly Editorial Meetings:** The class will participate in a weekly editorial meeting. These types of meetings are held in newsrooms several times a day. The class will pretend as though it is a news operation trying to decide what stories to cover in the Triangle and why we should cover them. Each student will be assigned a specific beat. He or she will have to discuss two newsworthy story ideas at each meeting.
- **Listening Sessions:** We will listen to examples of professional quality video programs stories from various news organizations at least once a week in class. We will discuss them and attempt to achieve the same level of quality in our video projects.

## COVID

If you test positive for the virus and you are asymptomatic, you are welcome to attend class virtually. However, if your COVID symptoms will impede your ability to attend our virtual class, please notify your instructor as soon as possible. As with any illness, it will be your responsibility to make up missed assignments within the time allotted by your instructor. To keep pace with missed lectures, please view the recorded Zoom sessions that will be made available in Sakai.

## Mask Use:

This course is virtual; however, should we ever meet in person at Carroll Hall, we'll follow the University's guidance on masks use. All enrolled students are required to wear a mask covering your mouth and nose at all times in our classroom. This requirement is to protect our educational community -- your classmates and me -- as we learn together. If you choose not to wear a mask, or wear it improperly, I will ask you to leave immediately, and I will submit a report to the [Office of Student Conduct](#). At that point, you will be disenrolled from this course for the protection of our educational community. Students who have an authorized accommodation from Accessibility Resources and Service have an exception. For additional information, see <https://carolinatogether.unc.edu/university-guidelines-for-facemasks/>.

## Class Policy:

Instructors may work with students to meet attendance needs that do not fall within University approved absences. For situations when an absence is not University approved (e.g., a job interview or club activity), instructors determine their own approach to missed classes and make-up assessments and assignments.

## Recording Zoom Sessions:

Each recorded Zoom session for this class is owned by the University and is under copyright protection. **Please do not record excerpts of statements from your Zoom class and share them on social media or any externally-facing platforms.** If you have problems accessing Zoom, please notify your professor.

The virtual classes will be recorded and uploaded to Sakai within 48 hours. It is your responsibility to prepare for class and review all materials in preparation for discussions and assignments. **We will use the same Zoom link for the entire semester. You should have received it before the first day of class.** There will be a password, so you need to have a UNC email. Please be patient, respectful, and professional during our Zoom conversations.

## Special Accommodations:

If you require special accommodations to attend or participate in this course, please let the instructor know as soon as possible. If you need information about disabilities, visit the Department of Disability Services website (<https://ars.unc.edu>).

The University of North Carolina at Chapel Hill facilitates the implementation of reasonable accommodations, including resources and services, for students with disabilities, chronic medical conditions, a temporary disability, or pregnancy complications resulting in barriers to fully accessing University courses, programs, and activities.

Accommodations are determined through the Office of Accessibility Resources and Service (ARS) for individuals with documented qualifying disabilities in accordance with applicable state and federal laws. See the ARS Website for contact information: <https://ars.unc.edu> or email [ars@unc.edu](mailto:ars@unc.edu).

(source: <https://ars.unc.edu/faculty-staff/syllabus-statement>)

## YOUR ASSIGNMENTS

Assignments	Points
<b>Professional Accountability (Attendance)</b> Your baseline attendance score is 100 <b>You will lose 10 points for each missed Zoom or in-person session</b> unless it's an excused absence <i>(see Attendance in the syllabus)</i> <b>Attendance Bonus Points</b> – Zero absences	100     (+20)
<b>Video Project #1 (VO)</b> <b>Video Project #2 (VOSOT)</b> <b>Video Project #3 (PKG)</b> <b>Video Project #4 (PKG)</b> <b>Video Project #5 (Look Live PKG)</b>	100 100 100 100 100
<b>Timed Writing Drills</b> (5 x20 points each) <b>Reading/Writing Pop Quizzes</b> (10 x10 points each) <b>Current Events Pop Quizzes</b> (10 x10 points each)	100 100 100
<b>video Project #6 - Final Project (PKG)</b>	100
<b>Semester Total</b> (this total is subject to change)	<b>1000</b>

You will submit assignments via Sakai and/or email. For scripts and web version of your stories, you will submit Word or Google documents. **Do not submit PDFs.** For the video portion of your assignments, please submit an MP4 file.

<b>Scripts</b>	Word or Google documents. Please do not submit PDFs
<b>Web Version Story</b> <b>Social Media Tease</b>	Word or Google documents. Please do not submit PDFs
<b>Video (VO, VOSOT, PKG, Social Media Tease)</b>	MP4 file <ul style="list-style-type: none"> <li>Save project files as <b>Last Name_First Name_Project Name_dd/mm/yy*</b></li> </ul> <i>*Points will be deducted for failing to submit your work in the required format and project name</i>

## Late Assignments:

**I will not accept late assignments** without documented proof of a college-sanctioned absence or medical issue. For example, a student who is ill may turn in a late assignment with a doctor's note.

**I will not accept late work because of equipment malfunctions, job interviews, internships, extra-curricular activities, social functions, pre-arranged vacations, travel delays, etc.**

It is your responsibility to manage your time wisely and complete your assignments by the deadline. Extraordinary circumstances will be taken into consideration, and if a late submission is allowed, the instructor will deduct points from the final score of the assignment. The point deduction is at the discretion of the instructor. If you are experiencing technical problems, a personal or academic hardship, please bring that to your instructor's attention sooner rather than later so that we can work together on the best way to support your academic success.

**Grading:** During the term, there will be weekly quizzes (reading assignments, grammar and writing), timed writing drills and six (6) projects.

The first two projects will be a voice-over (VO) and a voice-over with sound on tape (VOSOT), projects three four and five will be full reporter packages (PKGS). Each package must include at least two (2) sources and a standup. Similar to a working digital journalist in a modern newsroom, there will be five elements for each reporter package. The reporter package elements include:

1. Video story (mp4 file)
2. Properly formatted script (Word or Google doc)
3. Social media post (Word or Google doc)
4. :10-15 second on-camera video tease
5. Website version (AP style) of your story (Word or Google doc)

**There is no midterm or final exam in this course.** Instead, you will produce an investigative-style story as your final project. **Instructions for each assignment will be provided and all projects will be judged on the following criteria:**

- Reporting, enterprise, depth and news value
- Diction, enunciation and other elements of delivery (packages only)
- Steadiness, composition, aesthetic quality of video and use of natural sound
- Editing proficiency
- Quality of writing

## Grading Scale:

Grade	Scale
A	90-100%
B	80-89.9%
C	70-79.9%
D	60-69.9%
F	59.9% or below



## Grade expectations are as follows:

**A - Superior Work:** Superior video editing and writing that is well organized and compelling with complete facts, thoughtful analysis and opinion (when applicable), and correct grammar and style. Additionally, writing that is clear, concise, easy to read, adheres to broadcast and/or AP style, and follows the proper format. No misspelled words or typos.

**B - Above-Average Work:** Clean video editing and writing that is well organized with complete facts, thoughtful analysis and opinion (when applicable), and only minor grammatical and stylistic corrections. This work also is clear, concise, and follows the proper format—no misspelled words or typos.

**C - Average Work:** video editing with some issues. Writing meets minimum requirements of complete and correct facts and thoughtful analysis and opinion (when applicable) but requires editing to correct organization, grammar, and style. Some minor problems in format and additional work may be needed to heighten the impact of the piece.

**D - Below-Average Work:** Significant video issues and writing contains incomplete information, numerous style, and grammatical errors, and is poorly organized.

**F - Unacceptable Work:** video editing is not for broadcast, and writing is poorly organized and contains style and grammatical errors, factual mistakes, and misspelled proper nouns.

**Course Schedule Terms:** Our course schedule will include some of the terms below or some variation. Please reach out to your instructor directly if you have any questions or concerns about the course schedule.

<b>Reading Assignments</b>	Reading assignments are listed on the day they're assigned. Reading assignments should be completed by the due date indicated in the course schedule. Reading assignments may include your textbook, online articles, and/or videos.
<b>Timed Writing Drills</b>	Students will be allowed to practice writing under deadlines throughout the semester. Some drills will count for points, and others will be practice only. You will be graded on the writing techniques presented in class, accuracy, grammar, order, the flow of the story, and creativity. The drills will be listed in the course schedule.
<b>Current Events Pop Quizzes</b>	Students will be tested on their knowledge of current events and pop culture. These quizzes will be conducted at the start of class and will not be listed in the course schedule; and instead, they will be administered as pop quizzes.
<b>Reading Pop Quizzes</b>	Students will be tested on their comprehension of the reading assignments. These quizzes will be conducted at the start of class and will not be listed in the course schedule; and instead, they will be administered as pop quizzes.
<b>Video Project Office Hour &amp; Work Sessions</b>	During the semester, students will be offered time to work on their video projects during class time. Students may also elect to meet with the instructor during "Video Project Office Hours" to get help on their assignments or ask questions about their class performance.
<b>Writing Pop Quizzes</b>	Students will be tested on their execution of both broadcast and AP-style writing. These quizzes will be conducted at the start of class and will not be listed in the course schedule; and instead, They will be administered as pop quizzes.
<b>Editorial Meetings/ Viewing Sessions</b>	Students will participate in weekly editorial meetings and viewing sessions, which will require them to enterprise story ideas, discuss their newsworthiness and review video projects for supportive feedback.

## Seek Support Sooner Rather than Later:

If you need individual assistance, it's your responsibility to meet with the instructor during office hours or to set up an appointment for another time. **If you are serious about improving your performance in the course, the time to seek help is as soon as you are aware of the problem --**

**whether the problem is difficulty with course material, a disability, or an illness.**

### **Counseling and Psychological Services:**

CAPS is strongly committed to addressing the mental health needs of a diverse student body through timely access to consultation and connection to clinically appropriate services, whether for short or long-term needs. Go to their website: <https://caps.unc.edu/> or visit their facilities on the third floor of the Campus Health Services building for a walk-in evaluation to learn more.

### **ACEJMC Values and Competencies:**

The Accrediting Council on Education in Journalism and Mass Communications (ACEJMC) requires that, irrespective of their specialization, all graduates should be aware of certain core values and competencies.

The values and competencies associated with this course include being able to:

- Demonstrate an understanding of gender, race ethnicity, sexual orientations and, as appropriate,
- other forms of diversity in domestic society in relation to mass communications;
- Understand concepts and apply theories in the use and presentation of images and information;
- Demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity;
- Think critically, creatively and independently;
- Conduct research and evaluate information by methods appropriate to the communications professions in which they work;
- Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve;
- Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate
- style and grammatical correctness;
- Apply tools and technologies appropriate for the communications professions.

### **Honor Code:**

I expect that each student will conduct themselves within the guidelines of the University honor system (<http://honor.unc.edu>). All academic work should be done with the high levels of honesty and integrity that this University demands. You are expected to produce your own work in this class. If you have any questions about your responsibility or your instructor's responsibility as a faculty member under the Honor Code, please see the course instructor or Senior Associate Dean C. A. Tuggle, or you may speak with a representative of the Student Attorney Office or the Office of the Dean of Students.

### **Diversity:**

The Hussman School of Journalism and Media follows the University's policy on Prohibiting Harassment and Discrimination as outlined on the Equal Opportunity and Compliance Office's webpage (<https://eoc.unc.edu/>).

UNC is committed to providing an inclusive and welcoming environment for all members of our community and does not discriminate in offering access to its educational programs and activities based on age, gender, race, color, national origin, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.

The University's policy on Prohibiting Harassment and Discrimination is outlined in the 2021-2022 Undergraduate Bulletin ([www.unc.edu/ugradbulletin](http://www.unc.edu/ugradbulletin)).

### **Diversity Statement:**

I strive to make this classroom an inclusive space for all students. Please let me know if there is anything I can do to improve; I appreciate any suggestions. More broadly, our school has adopted diversity and inclusion [mission and vision statements](#) with accompanying goals. These complement the University policy on [prohibiting harrasment and discrimination](#). In summary, UNC is committed to providing an inclusive and welcoming environment for all members of our community and does not discriminate in offering access to its educational programs and activities on the basis of age, gender, race, color, national origin, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression. The Dean of Students (Suite 1106, Student Academic Services Building, CB# 5100, 450 Ridge Road, Chapel Hill, NC 27599-5100 or [919] 966-4042) has been designated to handle inquiries regarding the University's nondiscrimination policies.

### **TITLE IX:**

Any student who is impacted by discrimination, harassment, interpersonal (relationship) violence, sexual violence, sexual exploitation, or stalking is encouraged to seek resources on campus or in the community. Reports can be made online to the EOC at <https://eoc.unc.edu/report-an-incident/>. Please contact the University's Title IX Coordinator (Elizabeth Hall, interim – [titleixcoordinator@unc.edu](mailto:titleixcoordinator@unc.edu)), Report and Response Coordinators in the Equal Opportunity and Compliance Office ([reportandresponse@unc.edu](mailto:reportandresponse@unc.edu)), Counseling and Psychological Services (confidential), or the Gender Violence Services Coordinators ([gvsc@unc.edu](mailto:gvsc@unc.edu); confidential) to discuss your specific needs. Additional resources are available at [safe.unc.edu](http://safe.unc.edu).

### **UNC Policy on Non-Discrimination:**

The University is committed to providing an inclusive and welcoming environment for all members of our community and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with this principle and applicable laws, the University's [Policy Statement on Non-Discrimination](#) offers access to its educational programs and activities as well as employment terms and conditions without respect to race, color, gender, national origin, age, religion, creed, genetic information, disability, veteran's status, sexual orientation, gender identity or gender expression. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.

If you are experiencing harassment or discrimination, you can seek assistance and file a report through the Report and Response Coordinators (see contact info at [safe.unc.edu](http://safe.unc.edu)) or the [Equal Opportunity and Compliance Office](#), or online to the EOC at <https://eoc.unc.edu/report-an-incident/>.

### **Inclement Weather and Campus Emergencies:**

The college urges that all students sign up for Alert Carolina (<https://alertcarolina.unc.edu/>).

In the event of inclement weather, you will be alerted when the college closes. College closure does not mean your class will not have online sessions, readings, or assignments.