

SCHOOL OF COMMUNICATION COMM 100 Fall 2018

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M 12:35PM – 1:25PM
CLC 421, WTC
Office Hours
by appointment

School of Communication Seminar

Course Description:

Welcome to the School of Communication at Loyola University Chicago. In a changing media world, students must distinguish themselves in an increasingly competitive and global set of professions. Being successful in the field of communication requires forward thinking and strategic positioning of oneself while still in school. In order to do so, it is important to take advantage of some key opportunities and possibilities offered to students by our school and beyond.

Course Objectives:

This class is designed to help students to make the most of their experiences in and around our school by acquainting them with the staff, faculty, clubs, institutional culture, resources and urban environment that make up the School of Communication. At the end of this class, students should understand how to begin charting a career course in their emerging areas of interest, find an internship, network, and find ways to channel their passions.

Course Readings:

Throughout the semester the instructor will guide students through core material that is accessible through our Sakai course system, Loyola Libraries, and the Web.

As a key learning outcome of the course, students will be able to further hone their skills engaging with a wide variety of digital media. Technologies are permitted in the classroom with the understanding they are to be used for full participation in achieving course objectives during class time.

Course Organization:

This course consists of a 50-minute class once a week.

*All assignments must be completed in order to pass the course.

*All assignments must be submitted on time or marks will be deducted.

Course Website: <https://sakai.luc.edu/>

Our Sakai space is where we will post information on COMM 100 online. It will also act as a community space where you can share your own interests and draw the class's attention to items of interest. So, check it often for course updates and other information.

You are expected to ask questions and seek out information needed to fulfill the course requirements as an active learner. Additionally, seeking out technical skills to solve new media problems is a key element in this class (and a transferable skillset beyond our classroom). Depending on how you build your own responses to assignments, you may need to seek out more sophisticated technical skills. Your investment in your own learning outcomes will show.

Assignments and Grading:

How to **PASS** this PASS/FAIL course (Complete assignments and attendance):

Students will complete **five (5)** small assignments during this course.

Students need to complete all assignments on time in order to receive a passing grade.

This means that **printed (hardcopies) of papers** need to be submitted **by the beginning of the class period** they are due.

Each assignment will be marked “credit” or “no credit.” In order to receive credit for an assignment, students need to demonstrate that they completed the assignment in a thoughtful manner, using proper grammar and spelling.

If a student receives “no credit” for a paper, they will have to do a rewrite until they receive a “credit.”

Two late assignments will result in a fail.

All assignments must be completed in order to pass the course.

No more than two rewrites will be allowed per semester per student. Exceptions are only made if students are absent because of a documented illness, family emergency or official Loyola activity. It is the responsibility of the student to notify the instructor as far in advance as possible and provide documentation if such a situation occurs.

Attendance/Participation

Attendance counts. More than three undocumented absences will result in a “Fail” for this class.

First off (and so important), attendance is the most **basic** thing to ensure success in the course. Making it to class on time and being present for the seminar is essential to your success in COMM 100 and a sign of mutual respect. Second, teamwork is a central aspect of our daily class life, so please come prepared to talk about the material and issues of the day. You, your professor, and your peers will be working toward fostering a mutually supportive and professional environment throughout the semester. You are responsible to one another in fulfilling our shared course objectives that include in-depth participation and discussion grounded in any assigned material you will do before our class meetings.

Documentation for **university-authorized** absences must be cleared with the professor well in advance. If you arrive late, it is your responsibility to ask classmates for announcements you may have missed. In the case of unexpected or severe illness, death in the family, or religious holiday, notify the professor ASAP AFTER your first missed class, and we will discuss ways for you to make up any missed work in office hours. In the unfortunate event that you fall ill, especially with a contagious ailment, please aid in preventing the spread of infection by not coming to

class. Rather, submit any documentation you are able to provide the professor when you are healthy and able to come to class.

Participation

As mentioned above, it is crucial to make your voice heard in this course. There will be plenty of different settings (lecture, the discussions, online) to contribute to our learning over the semester. Students are expected to participate actively in class discussion and come to class prepared to fulfill course objectives. Failure to do so will result in a “Fail” for this class. Students who are at risk of failing the class for this reason will be warned by the instructor at the mid-semester point, but are also able to ascertain their own status through their own attendance, assignments completed, and consistent communication with the professor.

Deadlines

Assignments are due on the dates indicated in the schedule below. It is the responsibility of the student to manage any scheduling conflicts with the course or missed time. I will not grant extensions except in the direst of circumstances and under no circumstances will I grant an extension requested within 24 hours of a due date. So please plan your semester ahead of time. As the old adage goes: *Plan your work. Then work your plan!*

Student Meetings

Office hours are important to take advantage of because the communication is richer and feedback is immediate. Email responses may take 24 to 48 hours depending on the nature of the inquiry and when it is sent. I have regular drop-in office hours on campus as indicated on the syllabus. If you need to meet at a different time, please send me an appointment request via email. Missing a mutually agreed-upon meeting with me will negatively impact the professionalism component of your grade. Always follow through on your appointments, as they are for your benefit.

Academic Integrity

The School of Communication is committed to the highest standards of academic excellence and ethical support. The School expects that the grades in this course will bear some reasonable relation to established university-wide practices with respect to both levels and distributions of grades. Please consult the Loyola School of Communication statement on “Academic Integrity” for information and guidelines.

<http://www.luc.edu/soc/Policy.shtml>

These policies, procedures and guidelines will be assiduously upheld. They protect your rights, as well as those of the faculty. It is particularly important that you be aware of and avoid plagiarism, cheating on exams, submitting a paper to more than one professor, or submitting a paper authored by anyone other than yourself. Violations of these principles will result in a failing grade in the course, and be reported to the proper university office.

If you have uncertainties about any of these practices, **coming to see the professor is generally the quickest and most efficient way to clarify and resolve most issues.**

Special Accommodations

While the instructor will accommodate student needs in the best way possible given the constraints of the course content and processes, it is the student's responsibility to plan in advance in order to meet their own needs and assignment due dates. This includes providing any documents needed for accommodations for matters such as University Athletics or Services for Students with Disabilities confidentially to the instructor. ***