ARTM 100/ COMM 100   Orientation to Arts Management/Communication   Fall 2017

Professor: Rhonda Sprague   *Class Time/Location: MW 12 – 12:50 (Sept. 5 – Oct. 27) NFAC 221*
Office: CAC 205   *Office Hours: TR 11-12, W 2:15-3:15 (and by appointment)*
Phone: 715-346-2812   *Division website: www.uwsp.edu/comm*
e-mail: rsprague@uwsp.edu   *Facebook: www.facebook.com/uwspCOMMUNICATION*
twitter : @uwspcommadvisor

TURN OFF ALL PERSONAL ELECTRONICS (CELL PHONES, SMART PHONES, AUDIO PLAYERS, LAPTOPS, TABLETS, ETC.) BY THE TIME CLASS STARTS. IF YOU ARE CAUGHT USING A PERSONAL ELECTRONIC DEVICE IN ANY WAY DURING CLASS TIME, YOU WILL BE ASKED TO LEAVE AND WILL BE MARKED ABSENT FOR THE DAY. SEND YOUR SCHEDULE TO IMPORTANT PEOPLE SO THEY WILL KNOW NOT TO BOTHER YOU OR EXPECT YOU TO ANSWER DURING CLASSES AND OTHER IMPORTANT ACTIVITIES.

Course Learning Outcomes

Upon completion of this course, students will . . .
1. Know the expectations and responsibilities involved in being a Communication or Arts Management major at UWSP;
2. Familiarize themselves with major requirements and options;
3. Know about the types of careers available for graduates and identify an appropriate entry-level position to assume after graduation;
4. Create a curricular plan to help academically and practically prepare for an appropriate entry-level position after graduation;
5. Consider opportunities for co-curricular involvement in the Division of Communication and elsewhere at UWSP and identify those that will complement the curricular plan in helping to gain knowledge and skills needed for an appropriate entry-level job; and
6. Use D2L's ePortfolio system to set up an assessment portfolio for future use.

Learning Outcomes for the Division of Communication (both majors)

By the time they complete all major requirements, students will have gained the following competencies:
1. Communicate effectively using appropriate technologies for diverse audiences;
2. Plan, evaluate and conduct basic (quantitative and qualitative) research;
3. Use theories to understand and solve problems;
4. Apply historical perspectives to contemporary issues and practices; and
5. Apply principles of ethical decision making in a variety of contexts.

Texts

There are no required texts for this course. However, each student will need access to the following, all of which are available online, and some of which are available in printed form:
Your UWSP Email Account • Desire to Learn (D2L) • Student Message of the Day (SMOD) • Academic information available through AccesSPoint • Division of Communication website and associated pages • UWSP Course Catalog • Handshake • UWSP Semester Timetables • UWSP Student Rights and Responsibilities • University Handbook

Clickers

This course uses clickers to conduct interactive polling. You are required to lease a clicker ($8 for the semester). This semester lease fee will be automatically added to your UWSP student bill. You will need your UWSP Student ID to lease a clicker. **You must have an operational clicker by the start of class on Monday, September 11.** Clickers are available through: 'UWSP's Help Desk, located in the basement of the LRC, room 027. For hours: http://www.uwsp.edu/infotech/helpdesk/

Guest Speakers

This class takes advantage of the expertise of a number of people, including faculty, university staff, students, and alumni. They are with us voluntarily and because they hope to help you learn something useful about your future career opportunities. Please respect their efforts by paying careful attention and asking relevant questions.

Attendance

Attendance in this class is mandatory. You get one "sick day" which can be used when you're sick or when you'd just rather not be in class. There are no excused absences. ***If you are absent for more than one day, for any reason, you will either be asked to drop or you will fail this course (depending upon the timing of the second absence).*** Use your absence wisely.

You are responsible for any assignments handed out or turned in on a day when you do not attend class. It is in your best interest to make at least one friend in the class who can help you out if necessary.

Tardiness is rude and distracting. I will lock the classroom door 5 minutes after the start of class. You must be here by that time to avoid being marked absent. You may not leave class early unless you have received explicit permission to do so from me ahead of time. You will be marked absent for the day if this happens.

Assignments / Grading

Every assignment you submit in this class must be your own work. You cannot "work together" on assignments.

I grade all assignments in this class on a pass/fail basis. You earn a "pass" for work that is turned in at the time assigned, complete, and coherent. You earn a "fail" for work that is incomplete or makes no clear attempt to address the specific assignment. You earn multiple "fail" grades when you do not submit work for grading.

There are a total of 8 points available for this course. You must earn at least 6 points to pass.
- You will have in-class assignments on the first, third and final day of the course. (3 points total)
- You will turn in five assignments to the D2L dropbox over the course of the semester:
    a. a description of a desirable job you want to be eligible to apply for after graduation (1 point)
    b. a curricular educational plan that will give you skills needed to be eligible for that job (1 point)
    c. a co-curricular plan that will supplement your educational experiences (1 point)
    d. an ePortfolio presentation framing the Division's learning outcomes (1 point)
    e. a reflection about your experience in class (1 point)

You must submit something to the D2L dropbox for items a-e above. If you do not submit something to the D2L dropbox by the time an assignment is due, you will earn two "fail" grades for that assignment. Additional grading information is available on the last page of this syllabus and on our D2L course home page.

Your best bet is to come to class every day and do all the assignments on time and using a good faith effort.

Academic Integrity

I will not tolerate academic dishonesty of any sort, nor will any of your other DivComm professors. *If I catch you engaging in academic misconduct, you will fail this course and I will report you to appropriate university personnel for further disciplinary action*.

Examples of academic misconduct include, but are not limited to, the following: (a) cheating on an examination; (b) collaborating with others in work to be presented, contrary to the stated rules of the course; (c) submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; (d) submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; (e) stealing or being in possession of stolen examinations or course materials; (f) submitting, if contrary to the rules of a course, work previously presented in another course; (g) tampering with another student's work; (h) knowingly and intentionally assisting another student in any of the above, or (i) deliberately presenting false information about your performance in a class (including lying about why you were absent or why your homework is late). BE SMART! DO YOUR OWN WORK!

Attitude

Being a Communication or Arts Management major takes work and commitment. We expect that you will act in a professional manner at all times, taking responsibility for any mistakes you make as well as any of your successes. **In electing to pursue either of these majors, you are agreeing to abide by the rules set down in the *Course Catalog*. The rules help us ensure that everyone gets the same chance to succeed.**

Part of being professional is learning to communicate professionally with your professors and colleagues. The following are some hints for sending good Email messages. I will not respond to unprofessional Emails.

DO:	DO NOT:
• Include an informative *subject line*. Many people (including your instructor) will not open emails without a subject specified. I assume that it's spam and delete it. • Include a *salutation* (such as Dear Professor Sprague, Greetings, or Hello) and a *signature.* • Specify the *course and section* about which you are writing. • Include your *student id number* if necessary (e.g., if you are asking for permission to enroll in a course). • Be brief and clear. • Be polite.	• Send an Email that asks about something you could find out easily on your own (e.g., something on the syllabus, on the D2L site, the DivComm website, or the like). • Send an Email that reads like a text message. Watch grammar, spelling, and formality. • Make demands. Instead, *ask* for help. • Expect an immediate response. • Send an Email about anything complicated. See the professor in person to discuss those issues. • Put anything into an e-mail message that you wouldn't be willing to say in person.

Tentative Daily Schedule – This schedule undoubtedly will change at some point.
I will adjust due dates for D2L Dropbox assignments if necessary.

Day	Date		Topic	Assignment Due (1 point each)	Cumulative Points Available to Date (#)
1	W	Sept. 6	Intro to Course	In-Class Assignment	1
2	M	Sept. 11	Meet Lynne, your Academic Adviser		
3	W	Sept. 13	Advising Day 1 / Major Requirements	In-Class Assignment	2
4	M	Sept. 18	Arts Management Major		
5	W	Sept. 20	Student Organizations Day		
6	M	Sept. 25	Intro to D2L ePortfolio	*You may bring laptops/tablets to class today.*	
7	W	Sept. 27	Interpersonal/Organizational Comm Emphasis		
8	M	Oct. 2	Media Studies Emphasis	Desired Position Description**	3
9	W	Oct. 4	Public Relations Emphasis		
10	M	Oct. 9	Communication Week Day 1	Ed Plan – Curricular**	4
11	W	Oct. 11	Communication Week Day 2		
12	M	Oct. 16	Getting Started on Your Professional Journey – with ACAC	Ed Plan – Co-Curricular**	5
13	W	Oct. 18	Advising Day 2 / Getting Ready		
14	M	Oct. 23	Internships		
15	W	Oct. 25	Final Class Meeting	In-Class Assignments	6
	F	Oct. 27	ePortfolio Presentation due by 12 noon Course Reflection due by 12 noon	ePortfolio Presentation** Course Reflection**	7 8

** You must submit this assignment to the D2L dropbox by the deadline. If you do not submit the assignment, or if you submit a blank or significantly incomplete assignment, you automatically will earn two "fail" grades for that assignment.

If, after all grades for the week have been recorded, your score as visible on D2L is more than 2 points lower than the cumulative possible score, you are failing the course and should drop if possible.