COURSE SYLLABUS
ARTM/COMM 100 "Orientation to Arts Management/Communication"
Spring Semester 2016

Professor Mark Tolstedt   CAC 228   346-3920
    Office Hours: Tuesdays   12:00PM-1:15PM
                M/W/R   By appointment
Division website: www.uwsp.edu/comm
Facebook: www.facebook.com/uwspCOMMUNICATION
twitter: @UWSPCommAdvisor; @UWSPDivComm

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 bring the elements of the educational plan together in a unified space.

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 should have ready 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)
    Your DPR and other academic information available through MyPoint
    Division of Communication website and associated pages

UWSP Course Catalog
UWSP Semester Timetables
UWSP Student Rights and Responsibilities
University Handbook

Assignments / Grading

Every assignment you submit in this class must be your own work. You are not allowed to "work together" on assignments.

1) 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 should to drop the class or you will fail this course (depending upon the timing of the second absence).*** This policy also holds for absences due to flu-related symptoms. 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. The classroom door will be locked 5 minutes after the start of class. You must be here by that time to avoid being marked absent. Do not even think about leaving 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.

2) There are four (4) assignments to be completed by the date and time schedule (see course schedule below):

    1) ePortfolio Presentation
       an ePortfolio presentation based on the Division's learning outcomes, to be used over your academic study

    2) Online Scavenger Hunt/Quiz
       You must, **absolutely must**, be online during the last scheduled day of class (Thursday, March 17th at 2PM) to take a quiz through the D2L site for this class. This is really a "scavenger hunt" because you will be asked to hunt down the answers via the UWSP, Division of Communication, and Arts Management websites. You must successfully answer 80% of the questions in order to pass this assignment.

    3) Curricular Educational Plan
       a curricular educational plan for your remaining semesters of academic work.

    4) Future Job Assignment
       a description of the type of a desirable job you want to be eligible to apply for (including the criteria needed to obtain that job) and a listing of co-curricular and internship activities you can participate in to help you satisfy the criteria needed.

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 which is incomplete, not typewritten, not turned in via the Dropbox in D2L, or makes no clear attempt to address the specific assignment or when you do not submit work for grading. A fail on a single assignment will result in a fail for the class.

All work will be submitted to the Dropbox in D2L on the day, by the time, scheduled.

This class uses "Clickers" to do interactive polling. You are required to lease a clicker for $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. Clickers are available through: 'UWSP's Help Desk, located in the basement of the LRC, Room 025. For hours:
http://www.uwsp.edu/infotech/helpdesk/

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, signing the attendance for another student or having another student sign in for you). BE SMART! DO YOUR OWN WORK!

Community Bill of Rights and Responsibilities
UW-Stevens Point values a safe, honest, respectful, and inviting learning environment. In order to ensure that each student has the opportunity to success, we have developed a set of expectations for all students and instructors. This set of expectations is known as the *Rights and Responsibilities* document, and it is intended to help establish a positive living and learning environment at UWSP. Read more here: http://www.uwsp.edu/stuaffairs/Pages/rightsandresponsibilities.aspx

Academic integrity is central to the mission of higher education in general and UWSP in particular. Academic dishonesty (cheating, plagiarism, etc.) is taken very seriously. Don't do it! The minimum penalty for a violation of academic integrity is a failure (zero) for the assignment. For more information, see the UWSP "Student Academic Standards and Disciplinary Procedures" section of the *Rights and Responsibilities* document, Chapter 14, which can be accessed here: http://www.uwsp.edu/stuaffairs/ Documents/RIghtsRespons/SRR-2010/rightsChap14.pdf

Assistive Accommodations
The Americans with Disabilities Act (ADA) is a federal law requiring educational institutions to providereasonable accommodations for students with disabilities. For more information about UWSP's policies, check here: http://www.uwsp.edu/stuaffairs/Documents/RightsRespons/ADA/ rightsADAPolicyInfo.pdf
If you have a disability and require classroom and/or exam accommodations, please register with theDisability and Assistive Technology Center and then contact me at the beginning of the course. I am happy to help in any way that I can. For more information, please visit the Disability and AssistiveTechnology Center, located on the 6th floor of the Learning Resource Center (the Library). You can also
find more information here: http://www4.uwsp.edu/special/disability/

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:

- 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 Smith, Greetings, or Hello) and a *signature.*
- Specify the *course and section* your message refers to.
- Include your *student id number* if necessary.

- Be brief and clear.
- Be polite.

DO NOT:
- 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.
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Course Schedule:
This schedule undoubtedly will change at some point.
I will adjust due dates for D2L Dropbox assignments if necessary

Week 1:
Tuesday, January 26th: Course Introduction
Thursday, January 28th: Meeting with First and Transfer Students Only
Week 2:
Tuesday, February 2nd: Student Organization Day
                                        http://www.uwsp.edu/wwsp/Pages/default.aspx
                                        http://www.uwsp.edu/pointeronline/Pages/default2.aspx
                                        http://www.uwsp.edu/sptv/Pages/default.aspx
                                        http://stuorgs.uwsp.edu/prssa/Pages/default.aspx
Thursday, February 4th: The Curriculum in ARTM and COMM
https://catalog.uwsp.edu/preview_program.php?catoid=5&poid=1939&returnto=208
https://catalog.uwsp.edu/preview_program.php?catoid=5&poid=1942&returnto=208
https://catalog.uwsp.edu/preview_program.php?catoid=5&poid=1940&returnto=208
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https://catalog.uwsp.edu/preview_program.php?catoid=5&poid=1937&returnto=208
https://catalog.uwsp.edu/preview_program.php?catoid=5&poid=2229&returnto=208
https://catalog.uwsp.edu/preview_program.php?catoid=5&poid=1945&returnto=208
Week 3:
Tuesday, February 9th: Career Services
                                        http://www.uwsp.edu/career/Pages/default.aspx
Thursday, February 11th: SAAC
                                        http://www.uwsp.edu/advising/Pages/default.aspx
Week 4:
Tuesday, February 16th: Library
                                        http://www.uwsp.edu/library/Pages/default.aspx
Thursday, February 18th: Tudor and Learning Center
                                        http://www.uwsp.edu/tlc/Pages/default.aspx
                                        FUTURE JOB ASSIGNMENT DUE

Week 5:
Tuesday, February 23rd: Arts Management: Faculty and Curriculum
Thursday, February 25th: ePortfolio in the ARTM and COMM Curriculum
                                 <mark>CURRICULAR EDUCATIONAL PLAN DUE</mark>

Week 6:
Tuesday, March 1st: IPO: Faculty and Curriculum
Thursday, March 3rd: PR: Faculty and Curriculum
Week 7:
Tuesday, March 8th: ARTM and COMM Internships and Externships
Thursday, March 10th: MS: Faculty and Curriculum
                                 <mark>ePortfolio TEMPLATE DUE</mark>

Week 8:
Tuesday, March 15th: International Programs and COMM Short-Term Trips
Thursday, March 17th: <mark>ONLINE SCAVENGER HUNT/QUIZ</mark>

Plagiarism

A major problem facing both professors and students is the practice of plagiarism, which is defined as "the deliberate or accidental use of ideas, research, or words of another person without fully attributing them to their original sources." As a student in this course, it is your responsibility to know what constitutes plagiarism. A student who plagiarizes work in my class will receive a failing grade for that assignment, possibly for the course and may be subject to additional academic misconduct sanctions.

The following paragraph offers advice on paraphrasing, a major aspect of plagiarism: Clearly attribute ideas that you have paraphrased to their authors, both directly in your text and by providing reference citations. Do not try to paraphrase by changing just a few of the author's words (that's plagiarizing): paraphrasing involves <u>substantial</u> change in the order of words and ideas, usually to condense them. Paraphrasing, in other words, involves putting someone else's thoughts into your own words, not just rearranging the words and ideas or combining, but shortening, someone else's sentences. To avoid unintentionally writing a plagiaristic paraphrase, carefully mark the notes that you take on your references where you use exact or nearly exact, words of the source.

The following guidelines are offered as additional hints on what plagiarism is:
--Every paper or report submitted for credit is accepted as the student's own work. It may not, therefore, have been composed, wholly or partially, by another person.
--The wording of a student's paper is taken as his or her own. Thus he or she may not submit work that has been copied, wholly or partially, from a book, article, essay, newspaper or another student's paper or notebook, or any other written or printed source (including speeches, WWW sites, news reports, etc.). Direct quotes or ideas from outside sources may be used, but they must be properly cited. <u>Thus</u>, do not simply change a few words within a sentence from a source, put it in your paper, and drop a footnote by it without using quotation marks. Doing so represents the sentence as your own, when it is not, and <u>this is plagiarism</u>!
--As a student, you may incorporate in your paper ideas that have arisen from discussion or lectures when you incorporated these ideas into your own thinking. However, be careful to either cite properly the source of the ideas or cite other sources that reinforce the ideas you are using.
--You may, as a part of the good writing process, give your work to someone else for suggestions. However, having someone else totally correct and revise your work constitutes that person's work, not your own, and thus constitutes plagiarism.
--You may of course submit a paper to be typed by another person, provided that typist has not sought to change the wording, ideas, organization, or any significant aspect of the paper in any way. If you submit such a paper, be sure to proofread carefully.
--No paper may be submitted for credit that has been or is being used to fulfill the requirements of another course, in whatever department, unless permission to coordinate work has bee granted by both professors.
--Students in my courses are expected to utilize the APA stylebook, which provides guidelines for proper citation.

Did I Plagiarize?

The Types and Severity of Plagiarism Violations

Did I Plagiarize?

Yes! if you couldn't answer "yes" to ALL of the questions to the right (even if you answered "yes" to all but one), than you are most likely in violation of plagiarism standards. Note that even the slightest of plagiarism infractions is serious. Even if you didn't mean to plagiarize or you weren't familiar with all plagiarism standards, you are held accountable. Lack of understanding or intent does not free you from serious penalty. However, not all plagiarism violations are treated with the same severity; some are certainly more severe than others. And repeated infractions, just like with the law, can cause harsher penalties. Follow the chart to the left and below to determine how you plagiarized and how serious it is.

How Serious Is It?

Are you CONFIDENT that your ideas are your own OR that they are so obviously common knowledge (like the fact that the earth is round) that you didn't need to cite any sources? — **No** / **Yes**

Did you give credit to ALL original authors for any text you *directly quoted*? — **No** / **Yes**

Did you give credit to ALL original authors for any ideas you summarized or paraphrased, even if you completely changed the wording? — **No** / **Yes**

Did you give credit to ALL original artists for any images or graphics you used or referred to? — **No** / **Yes**

Are you CONFIDENT that you didn't distort or misinterpret an author's or artist's original meaning when you cited them? — **No** / **Yes**

Are you CONFIDENT that the organization and style of your work is your own creation and that you didn't mimic the style or layout of someone else? — **No** / **Yes**

Did you use a proper and recognized citation method OR did you include enough citation information that a reader could locate the original work on his/her own? — **No** / **Yes**

No! If you're confident that what you have written and/or designed is entirely original—in concept, style, structure, diction, and everything else—then you have not plagiarized. Or, if you have used another's ideas to elaborate on or validate your own, *but you cite the original author or artist* (and you provide their name and all pertinent information so that your reader could locate the original source on their own), then you are also free of plagiarism violations. Plagiarism-free means you have recognized any and all individuals or organizations that influenced your thoughts, writings, and designs and that you have made every effort to cite them according to conventional citation practices.

Decision tree questions

Did you *steal, copy, or purchase another's entire document* and take full credit for it being your own? — **Yes** / **No**

Did you *copy large portions* (entire paragraphs and sections) of another's work and not give full credit? — **Yes** / **No**

Did you *reuse large portions of a work of your own* for another purpose or publication and not cite yourself? — **Yes** / **No**

Did you *cherry-pick a few terms and phrases to change* but keep the rest of the text and ideas from another's work relatively unchanged without giving credit? — **Yes** / **No**

Did you *duplicate (re-use) an entire work of your own* for another purpose or publication and not cite yourself? — **Yes** / **No**

Did you *paraphrase multiple sources and stitch them together*, making them sound like your own? — **Yes** / **No**

Did you cite a source that doesn't exist or did you make up what the source actually said? — **Yes** / **No**

Did you *cite many sources correctly but not cite others* at all? — **Yes** / **No**

Did you *misinterpret or cite a source out of context?* — **Yes** / **No**

Did you cite everything correctly but *use very little of your own thought?* — **Yes** / **No**

Did you cite everything correctly but your work still *closely reflects another's?* — **Yes** / **No**

Did you make a *mistake in your citation?* Wrong words, wrong author, or something similar? — **Yes** / **No**

Did you mostly cite everything correctly but *got a bit sloppy on some and failed to note small things* like page numbers or publishers? — **Yes**

Plagiarism Severity Meter: How Serious Is the Violation?

Category	Severity
Identity Theft	Insanely
Copycat	Extremely
Cherry-pick	Terribly
Mitosis	Immensely
Recycle	Profoundly
Remix	Hugely
Ghost Citation	Very, Very
Half-n-half	Very
Warp	Remarkably
Mosaic	Quite
Reflection	Notably
Miscue	Somewhat
Half-hearted	Mildly