

ARTM 100/ COMM 100 Orientation to Arts Management/Communication Spring 2018

Course Information

1 cr. Pass/Fail. Orientation to majors in the Division of Communication. May not receive credit for both ARTM 100 and COMM 100. Course offered MW 12 – 12:50 (Jan. 22 – Mar. 16), in CAC 333.

Instructor Information

Instructor: Professor Rhonda Sprague **Office:** CAC 208 **Office Telephone:** 715.346.2812 (cannot receive texts)

Email: rsprague@uwsp.edu or Rhonda.Sprague@uwsp.edu (preferred mode of contact)

Office Hours: Unless I tell you differently, I will be in my office on TR 12:30 – 1:30 and W 2:00 – 3:15. If you want to *meet with me*, please send me an email at least 24 hours in advance to make an appointment. You can send me an Email at any time, but please be sure it follows the guidelines below.

Instructor Contact Etiquette

I expect that you will communicate with me in a professional manner at all times. To that end, please attend to the following hints for engaging in professional communication with me (and your other university instructors):

<u>DO:</u>	<u>DO NOT:</u>
<ul style="list-style-type: none">• Be polite. Say please when you ask for help and thank you when you receive it.• Be brief and clear.• Include an informative <i>subject line</i> in Emails. I will delete Email without a subject specified.• Include a <i>salutation</i> (such as Dear Professor Sprague, Greetings, or Hello) and a <i>signature</i>.• Specify the <i>course and section</i> about which you are writing or calling. Include your student ID number if you are requesting permission or similar.• Be patient. I should respond within 24 hours.	<ul style="list-style-type: none">• Do not contact me to ask about something you could find out easily on your own (e.g., something on the syllabus, on the D2L site, or the like).• Do not send Emails that read like text messages. Watch grammar, spelling, and formality.• Do not make demands. Instead, <i>ask</i> for help.• Do not send Email about anything complicated. Make arrangements to see me in person to discuss complicated issues.• Do not put anything into an Email message that you would not be willing to say in person.

Electronic Device Policy

Personal electronics (phones, laptops, tablets, audio players, etc.) are distracting and their use leads to lower retention of information for users and others around them. *Unless you have received explicit accommodations that require their use and have notified me about those accommodations, turn off all personal electronics by the time class starts.* If you are caught using a personal electronic device during class time, I might make you leave. If that happens, you will be marked absent for the day. If that causes you to have more than one absence, you will fail this course.

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 fail this course.*** I will take attendance every day in one way or another. I will try to update the attendance roster in D2L each week, but it is your responsibility to keep track of your attendance. You are responsible for any announcements made on a day when you do not attend class. It is in your best interest to make a friend who can fill in relevant details for you if you need to miss class.

Class begins at 12:00. Be here on time. 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. *Class ends at 12:50.* You may not leave class early unless you have received explicit permission from me to do so ahead of time.

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.*

Course Learning Outcomes

Upon completion of this course, students will . . .

1. Know the expectations and responsibilities involved in being a UWSP Communication or Arts Management major;
2. Know 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. Create a plan for co-curricular involvement in the Division of Communication and elsewhere at UWSP that will complement the curricular plan in helping to gain knowledge and skills needed for an appropriate entry-level job;
6. Use D2L's ePortfolio system to set up an assessment portfolio for future use.

Learning Outcomes for Majors in the Division of Communication

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 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 is expected to have access to the following, all of which are available online:

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

Assignments / Grading

I grade all assignments in this class on a pass/fail basis. You earn a "pass" (1 point) for work that is turned in at the time assigned, complete, and coherent. You earn a "fail" (0 points) for work that demonstrates an attempt to meet requirements but does not do so for some reason. You earn multiple "fail" grades (-1 point) when you do not submit required work for grading, or when you submit work that makes no clear attempt to address the specific assignment (such as submitting a blank worksheet).

There are 8 points available for this course. You must earn at least 6 points to pass.

1. You will take a quiz over the information presented in the syllabus, for which you must achieve a score of 100%. (1 point; 0 points if you have not achieved 100% before the quiz closes)
2. You will have in-class assignments on the first, third and final day of the course. (3 points total; 0 points for each if you are not in class on the day an assignment is completed)
3. You will turn in four required 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)

Items a-d above are mandatory. If you do not submit the assignment to the D2L Dropbox by the time an assignment is due, or if you submit a blank or significantly incomplete assignment to the Dropbox, you will earn -1 points for that assignment (a double penalty). Practically speaking, if you do not submit one of these assignments and you fail ANY other assignment during the semester, you will not be able to earn a passing grade for this course. Mandatory assignments also are marked with an asterisk (*) on the daily schedule.

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

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

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!

Professionalism

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.**

Course Technology Requirements

1. **Technology Needs for ARTM/COMM 100.** You will need to be able to access UW-Stevens Point's online learning management system: Desire2Learn (D2L). You will use your UWSP account to login to the course from the [D2L Login Page](#). You also will use those to access your UWSP student Email account, which you should check *every day*. I might send out notices via Email, as well as posting News items in D2L. If you use a different Email program regularly, be sure to sync your UWSP Email to that program.

I know you are inundated with Email from around campus, but it is very important that you attend to Emails from me and your other instructors. Most of us are not going to send Emails containing superfluous information. At the start of each semester, it will be helpful for you to set up a rule in your UWSP Email account that filters Email from your instructors into a special folder that you check regularly.

2. **A Warning for Anyone Who Does Not Use Microsoft Word for Word Processing.** If you use Mac Pages or a knock-off Word program (like the ones you can get for free online) for word processing, you should do one of the following:

- Sign up for Office 365 for *free*. Information about this option can be found at <https://www.uwsp.edu/office/Pages/default.aspx>. You will then be able to use Microsoft Word as your word processing program, and everything will be compatible with my equipment.
- Save every assignment as a .pdf file before submitting it to the Dropbox. This is clearly the easier option, but I strongly encourage you to consider getting Microsoft Office or using Office 365 online. Pages can have real problems formatting Word documents with tables.

The choice is yours. Just remember that *I cannot grade what I cannot read*, and I cannot read documents in Pages format or those formatted with knock-off Word programs. You will earn -1 points for any assignment I cannot read.

3. **Basic Computing Skills Needed.** You should be able to access D2L and its tools as needed, download and upload materials in D2L, and use a word processing program and an Email program competently.

Course Schedule

This schedule is likely to change. I will adjust due dates for D2L Dropbox assignments if necessary.

Day	Date		Topic	Assignment Due (1 point each)	Cumulative Points to Date ⁺
1	M	Jan. 22	Intro to Course	In-Class Assignment 1	1
2	W	Jan. 24	Meet Lynne, one of the COFAC ACAC Advisors	Syllabus Quiz (in D2L) due by 11:59 PM	2
3	M	Jan. 29	Advising Day 1 / Major Requirements	In-Class Assignment 2	3
4	W	Jan. 31	Student Organizations Day		
	W	Jan. 31	LAST DAY TO CLEAR DROP THIS COURSE (AND NOT RECEIVE A W GRADE)		
5	M	Feb. 5	Arts Management Major	Desired Entry-Level Position Description**	4
6	W	Feb. 7	The Educational Plan – Curricular and Co-Curricular		
7	M	Feb. 12	Interpersonal/Organizational Comm Emphasis		
8	W	Feb. 14	Media Studies Emphasis	Ed Plan – Curricular**	5
9	M	Feb. 19	Public Relations Emphasis		
10	W	Feb. 21	Alumni Day		
	F	Feb. 23	LAST DAY TO DROP THIS COURSE WITH A W GRADE		
11	M	Feb. 26	Getting Started on Your Professional Journey – with ACAC	Ed Plan – Co-Curricular**	6
12	W	Feb. 28	The D2L ePortfolio Presentation Assignment		
13	M	Mar. 5	Advising Day 2 / Getting Ready		
14	W	Mar. 7	Internships		
15	M	Mar. 12	Final Class Meeting	In-Class Assignment 3	7
	F	Mar. 16	ePortfolio Presentation due by 12 noon	ePortfolio Presentation**	8

** See Assignments and Grading section for information about required assignments.

⁺If, after grades for an assignment have been entered into D2L, your cumulative total is more than 2 points lower than the possible cumulative point total, you are failing the course and should drop if possible to avoid receiving an F grade. Pay attention to the drop deadlines on the course schedule.