COURSE SYLLABUS
COMM 400   "Capstone in Communication"
Spring Semester 2017

Professor Mark Tolstedt   CAC 228   346-3920
    Office Hours: Tuesdays and Thursdays   9-10:30AM
                    M/W/F   By appointment

Course Learning Outcomes
1. Demonstrate skills, processes, and resources needed to make a successful transition from college to the world beyond.
    a. Research an entry-level position related to your education and training;
    b. Create a resume and cover letter related to that entry-level position;
    c. Engage in a mock employment interview for the researched position, in a virtual format.
2. Complete a project that integrates knowledge, skills, and experiences related to those General Education Program Outcomes appropriate to the discipline.
    a. Use D2L's ePortfolio system to bring the elements of your curricular and co-curricular experiences together.
    b. Demonstrate the ability to connect learning experiences across the collegiate experience, including those related to critical thinking, research, and appreciation of one's place in a global world.

Learning Outcomes for the Division of Communication (all 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

Assignments / Grading
-Every assignment you submit in this class must be your own work. You are not allowed to "work together" on assignments.
- I reserve the right to make changes to the syllabus and course requirements as needed. If this happens, you will be notified by email, in class, and through D2L where appropriate.

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 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 anything 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):
    A)   ePortfolio Presentation—assessment
        An ePortfolio presentation based on the Division's learning outcomes, which serves as an integration and reflection of your curricular and co-curricular activities. Note: in Comm 100 you prepared the template for this presentation.
    C)   Future Job Assignment
            Part 1) a printed resume.
            Part 2) a current entry-level job opening.
            Part 3) an appropriate cover letter for that opening.
    D)   Online Discussion Group Peer Evaluation.
        Each student is assigned to a group of six students. During a four-week discussion period, students will post their future job assignment materials to their group topic for their peers to evaluate and provide feedback. Please see schedule for due dates.
    E)   Interview Stream activity.
        Once you have completed the future job assignment, each student is to "interview" for the identified through the online Interview Stream program

2)   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 final 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 ($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 Division of Communication 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!

Course Schedule:
Note: on all due dates indicated below, materials must be posted/deposited by 11 PM. I reserve the right to make changes to the syllabus and course requirements as needed. If this happens, you will be notified by email, in class, and through D2L where appropriate.

Week 1:
Tuesday, January 24th: Course Introduction
Thursday, January 26th: Working with ePortfolio
Week 2:
Tuesday, January 31st: Career Services: The Resume
Thursday, February 2nd: Career Services: Techniques for the Job Search

Week 3:
Tuesday, February 7th: Writing Reflections
Thursday, February 9th: Writing and Conducting Peer Evaluations
Introduction to Interview Stream

Week 4:
Tuesday, February 14th: Online Peer Evaluation (<u>class does not meet</u>)

<u>Draft Printed Resume Due</u>: posted to discussion area

<u>Current Job Opening Due</u>: posted to discussion area

Thursday, February 16th: Online Peer Evaluation (<u>class does not meet</u>)

Week 5:
Tuesday, February 21st: Online Peer Evaluation (class does not meet)
Thursday, February 23rd: Online Peer Evaluation (class does not meet)
   -feedback to peers (job opening and resume) due
<u>Draft Cover Letter Due</u>: posted to discussion area

Week 6:
Tuesday, February 28th: Online Peer Evaluation (<u>class does not meet</u>)
Thursday, March 2nd: Online Peer Evaluation (<u>class does not meet</u>)
   -feedback to peers (cover letter) due
<u>Draft Assessment ePortfolio</u>: posted to discussion area

Week 7:

Tuesday, March 7th: Online Peer Evaluation (<u>class does not meet</u>)

Thursday, March 9th: Online Peer Evaluation (<u>class does not meet</u>)
<u>Interview Stream Activity Due by 11PM</u>

Week 8:
Tuesday, March 14th: Online Peer Evaluation (<u>class does not meet</u>)
   -feedback to peers (ePortfolio) due
Thursday, March 16th: CLASS MEETS

<u>Final Assessment ePortfolio due in DropBox</u>

<u>Final Revised Printed Resume due in DropBox</u>

<u>Final Cover Letter Due in DropBox</u>

<u>Final Current Job Opening Due in DropBox</u>