

<b>Professor: Rhonda Sprague</b>	<b>Class Time/Location: MW 1 – 1:50 (Sept. 5 – Oct. 27) NFAC 221</b>
<b>Office: CAC 208</b>	<b>Office Hours: TR 11-12, W 2:15-3:15 (and by appointment)</b>
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**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. Demonstrate skills, processes, and resources needed to make a successful transition from college to the world beyond.
2. Complete a project that integrates knowledge, skills, and experiences related to those General Education Program Outcomes appropriate to the discipline.

### Learning Outcomes for 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 (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.

### Required Material

Every student will need access to the following, all of which are available online, and some of which are available in printed form:

Handshake • Big Interview • Your UWSP Email Account • Desire to Learn (D2L) • Twitter • Student Message of the Day (SMOD) • Academic information available through MyPoint and AccesSPoint • Division of Communication website and associated pages • UWSP Student Rights and Responsibilities

### Clickers

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. **You will need one in class on Monday, September 11.** Clickers are available through UWSP's Service Desk, located in the basement of the LRC, room 025. For hours:

<http://www.uwsp.edu/infotech/helpdesk/>

### Guest Speakers

This class takes advantage of the expertise of a number of people, who might include faculty, university staff, students, and alumni. They are with us voluntarily and because they hope to help you learn something useful about transitioning into professional life. 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 actually are 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.

### Assignments / Grading

You will complete three (3) primary assignments for this course:

1. An ePortfolio presentation based on the Division’s learning outcomes, which serves as an integration and reflection of your curricular and co-curricular activities. You should have created the template for this in COMM 100, but I will push a blank template to you, just in case you lost the one you built in 100.
2. Future Job Assignment (4 parts)
  - a. a printed resume
  - b. a current entry-level job opening
  - c. an appropriate cover letter for that opening
  - d. Big Interview
3. Online Discussion Group Peer Evaluation. Each student is assigned to a group of 3 students. During a four-week discussion period, students will post drafts of their assignments to their group topic for their peers to evaluate. Please see schedule for due dates.

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. **Earning one “fail” grade will cause you to fail the course.** That’s why you’re going to get so much feedback from your peers prior to turning in any work to be graded.

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

Although you will be gathering input from other students about your work prior to turning it in, anything you turn in for credit needs to be your own work. You are not allowed to “work together” on graded assignments.

### 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

I 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.

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

<b>Day</b>	<b>Date</b>	<b>Topic</b>	<b>Assignment Due</b>	
1	W	Sept. 6	Intro to Course	
2	M	Sept. 11	The Assessment ePortfolio Presentation	
3	W	Sept. 13	Resumes	
4	M	Sept. 18	The Job Search	
5	W	Sept. 20	Effective Colleague Critiques	
6	M	Sept. 25	Preparing for Interviews	Position Description and Resume drafts due to Discussion Area by 1PM
7	W	Sept. 27	No Class Meeting – work on colleague reviews	
	F	Sept. 29		Colleague Reviews of PD and Resume due to Discussion Area by 5PM
8	M	Oct. 2	No Class Meeting – work on colleague reviews	Cover Letter draft due to Discussion Area by 1PM
9	W	Oct. 4	No Class Meeting – work on colleague reviews	
	F	Oct. 6		Colleague Reviews of Cover Letter due to Discussion Area by 5PM
10	M	Oct. 9	No Class Meeting – work on colleague reviews	Big Interview draft due to Discussion Area by 1PM
11	W	Oct. 11	No Class Meeting – work on colleague reviews	
	F	Oct. 13		Colleague Reviews of Big Interview due to Discussion Area by 5PM
12	M	Oct. 16	No Class Meeting – work on colleague reviews	Assessment Portfolio draft due to Discussion Area by 1PM
13	W	Oct. 18	No Class Meeting – work on colleague reviews	
	F	Oct. 20		Colleague Reviews of Assessment Portfolios due to Discussion Area by 5PM
14	M	Oct. 23	In-Class Assessment	
15	W	Oct. 25	Being a Great Alumnus	
	F	Oct. 27		Due to Appropriate D2L Dropboxes by 5PM: Final Position Description; Final Resume; Final Big Interview; Final Assessment ePortfolio