

## **COURSE SYLLABUS<sup>1</sup>**

ARTM/COMM 100 "Orientation to Arts Management/Communication"  
Spring Semester 2017

Professor Mark Tolstedt	CAC 228	346-3920
Office Hours:	T + TH	9-10AM
	M + W	By appointment

**Division website:** [www.uwsp.edu/comm](http://www.uwsp.edu/comm)

**Facebook:** [www.facebook.com/uwspCOMMUNICATION](http://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

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<sup>1</sup> I reserve the right to make changes to the syllabus as needed. You will be notified of any changes through email and posting to the D2L site for this class.

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.*

*- 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 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 16<sup>th</sup> 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 various UWSP locations, 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 provide reasonable 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 the Disability 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 Assistive Technology 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.

**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 24<sup>th</sup>: Course Introduction  
Thursday, January 26<sup>th</sup>: **Meeting with First Year and Transfer Students ONLY**

Week 2:

Tuesday, January 31<sup>st</sup>: SPIN  
Thursday, February 2<sup>nd</sup>: 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>

Week 3:

Tuesday, February 7<sup>th</sup>: The Curriculum in ARTM and COMM  
Thursday, February 9<sup>th</sup>: Career Services

Week 4:

Tuesday, February 14<sup>th</sup>: COFAC Academic and Career Advising Center  
Thursday, February 16<sup>th</sup>: Library Resources for COMM and ARTM

Week 5:

Tuesday, February 21<sup>st</sup>: Tutor and Learning Center  
<http://www.uwsp.edu/tlc/Pages/default.aspx>  
**FUTURE JOB ASSIGNMENT DUE**

Thursday, February 23<sup>rd</sup>: Internships and Externships

Week 6:

Tuesday, February 28<sup>th</sup>: Arts Management: Faculty and Curriculum  
[https://catalog.uwsp.edu/preview\\_program.php?catoid=6&poid=2459&returnto=276](https://catalog.uwsp.edu/preview_program.php?catoid=6&poid=2459&returnto=276)

Thursday, March 2<sup>nd</sup>: ePortfolio in the ARTM and COMM Curriculum  
**CURRICULAR EDUCATIONAL PLAN DUE**

Week 7:

Tuesday, March 7<sup>th</sup>: IPO: Faculty and Curriculum  
[https://catalog.uwsp.edu/preview\\_program.php?catoid=6&poid=2460&returnto=276](https://catalog.uwsp.edu/preview_program.php?catoid=6&poid=2460&returnto=276)  
[https://catalog.uwsp.edu/preview\\_program.php?catoid=6&poid=2463&returnto=276](https://catalog.uwsp.edu/preview_program.php?catoid=6&poid=2463&returnto=276)

Thursday, March 9<sup>th</sup>:

PR: Faculty and Curriculum

[https://catalog.uwsp.edu/preview\\_program.php?catoid=6&poid=2462&returnto=276](https://catalog.uwsp.edu/preview_program.php?catoid=6&poid=2462&returnto=276)

[https://catalog.uwsp.edu/preview\\_program.php?catoid=6&poid=2465&returnto=276](https://catalog.uwsp.edu/preview_program.php?catoid=6&poid=2465&returnto=276)

**ePortfolio TEMPLATE DUE**

Week 8:

Tuesday, March 14<sup>th</sup>:

MS: Faculty and Curriculum

[https://catalog.uwsp.edu/preview\\_program.php?catoid=6&poid=2461&returnto=276](https://catalog.uwsp.edu/preview_program.php?catoid=6&poid=2461&returnto=276)

[https://catalog.uwsp.edu/preview\\_program.php?catoid=6&poid=2464&returnto=276](https://catalog.uwsp.edu/preview_program.php?catoid=6&poid=2464&returnto=276)

Thursday, March 16<sup>th</sup>:

**ONLINE SCAVENGER HUNT/QUIZ**

## 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 substantial 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. Thus, 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 this is plagiarism!
- 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 been granted by both professors.
- Students in my courses are expected to utilize the APA stylebook, which provides guidelines for proper citation.



