

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. Required for Communication majors. TR 9 – 9:50 AM (9/3 – 10/18), 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 M 3:30 – 4:30 and T 10-11. 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.

Contact to and from Your Instructor

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):

DO:	DO NOT:
<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 Canvas 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.

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. 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. If you remember to change the names of your instructors in that folder every semester, you should never miss an important message.

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, put away all personal electronics by the time class starts.* If I see you using a personal electronic device during class time, I may make you leave. If I make you leave, you will be marked absent for the day.

Text

There are no required texts for this course. However, each student is expected to be able to access the following: Your UWSP Email Account • Canvas Online Course Management System • 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

Course Learning Outcomes

Upon completion of this course, you will . . .

1. Know the expectations and responsibilities involved in being a UWSP Communication major;
2. Know major requirements and options;
3. 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; and
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.

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.

Assignments and Grading

All assignments in this class are graded on a pass/fail/double fail basis. You earn a “pass” (1 point) for work that is turned in at the time assigned and meets all requirements for the assignment. You earn a “fail” (0 points) for work that attempts to meet requirements but does not do so for some reason. You earn “double 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).

Late Work Policy

Under normal circumstances, work that is not submitted before its deadline will not be eligible to receive credit. *I might accept late work for extremely compelling circumstances, but **only if you have told me ahead of time that you will be unable to meet the deadline.*** Telling me ahead of time will **not** guarantee you an opportunity to submit work late, but not doing so will guarantee you have no chance to make up late work.

There are 15 points available for this course. You must earn at least 13 points to pass.

1. Attendance. We will meet as a class 8 times. (1 point each class meeting; 0 points any day you are not in class)
2. In-Class Assignments. You will have in-class assignments on the first, second, and last day of the course. (1 point each; 0 points if you are not in class on the day an assignment is completed)
3. Syllabus Quiz. You will take a quiz over the information presented in the syllabus, for which you must attain a score of 100%. (1 point; 0 points if you have not achieved 100% before the quiz closes; -1 points if you do not make at least one attempt at the quiz before the deadline)
4. Out-of-Class Assignments. You will submit three required out-of-class assignments to the Canvas dropbox over the course of the semester (1 point each; 0 points if you make an attempt to meet the requirements for the assignment but do not for some reason; -1 points if you do not submit the assignment before the deadline, or if you submit a blank or significantly incomplete assignment).

Note that for the Syllabus Quiz and the Out-of-Class Assignments, not submitting an assignment will lose you TWO points off your overall course total.

Practically speaking, if you do not submit the syllabus quiz or one of the outside assignments and you fail ANY other assignment during the semester, you will not be able to earn a passing grade for this course without earning extra credit.

Extra Credit

You may earn **one (1)** extra credit point for the course, by taking advantage of any of the following opportunities:

1. Attending a career-focused workshop sponsored by the Academic and Career Advising Center. See the list of events posted at <https://www.uwsp.edu/acac/pages/major-career-exploration.aspx>.
2. Attending a private academic coaching session with an Academic Literacies Specialist in the TLC.
3. Attending a private career advising session with a Career Specialist in the ACAC.

More information and forms can be found on the Extra Credit information page, in our course’s Canvas site.

Attendance Policy

I will take attendance every day in one way or another. I will try to update the attendance roster in Canvas after each class meeting, 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 9:00. 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 9:50.* 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.*

Academic Integrity Policy

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!

Course Schedule

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

Day	Date		Topic	Assignment Due (1 point each)	Cumulative Points ⁺
1	T	Sep. 3	Intro to Course	In-Class Assignment 1	1
2	R	Sep. 5	Advising Day – The Basics	Syllabus Quiz due by 9AM In-Class Assignment 2	2 3
	F	Sep. 6	LAST DAY TO CLEAR DROP THIS COURSE (AND NOT RECEIVE A W GRADE)		
3	T	Sep. 10	The Educational Plan Assignment		
4	R	Sep. 12	Student Organizations Day	Desired Entry-Level Position Description Due by 9AM*	4
5	T	Sep. 17	Media Studies Emphasis		
6	R	Sep. 19	IPO/PR/Strategic Communication Emphasis	Educational Plan – Curricular Due by 9AM *	5
7	T	Sep. 24	Internships and Externships		
8	R	Sep. 26	Final Class Meeting	Educational Plan – Co-Curricular Due by 9 AM * In-Class Assignment 3	6 7
	F	Sep. 27	LAST DAY TO DROP THIS COURSE WITH A W GRADE		

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