

Course Information

1 cr. Pass/Fail. Complete a project that integrates knowledge, skills, and experience in the major. Demonstrate readiness to transition into the professional world. Course offered MW 1 – 1:50 (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):

DO:

- Be polite. Say please when you ask for help and thank you when you receive it.
- Be brief and clear.
- Include an informative *subject line* in Emails. I will delete Email without a subject specified.
- Include a *salutation* (such as Dear Professor Sprague, Greetings, or Hello) and a *signature*.
- Specify the *course and section* 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.

DO NOT:

- 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, *ask* 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 1:00. 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 1:50.* 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. 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 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 Resources

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

Assignments / Grading

You will complete the following assignments for this course. *Receiving a “fail” grade for any assignment will be grounds for failing the entire 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. *Do not use the template you created for this in COMM 100, because it will not contain the instructions you need to follow to receive a passing grade for this assignment.* I will push a blank template into your D2L ePortfolio space. Edit that one.

2. Future Job Assignment (4 parts)
 - a. a current entry-level job opening
 - b. a printed resume appropriate for that opening
 - c. a cover letter appropriate for that opening
 - d. recordings from Big Interview
3. Online Discussion Group Feedback. Each week when you are working independently, you will submit to the appropriate Dropbox a summary of the feedback you gave to your colleagues about a given assignment. Forms for each assignment can be found in the Content area. Specific guidelines about what to include can be found in the Content area associated with each assignment.
4. Online Discussion Group Peer Evaluation. Each student will be assigned to a group. During a four-week discussion period, students will post drafts of their assignments to their group topic for their peers to evaluate. At the conclusion of this period, each student's contributions will be evaluated by his or her peers. Failure to achieve a satisfactory rating from your peers will result in a "fail" grade for this portion of the assignment.

All assignments in this class are graded 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 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.

Academic Integrity

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.

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!**

Tentative Daily Schedule

This schedule is likely to change at some point. I will notify you of any significant changes and adjust due dates for D2L Dropbox assignments if necessary.

| Day | Date | | Topic | Assignment Due |
|-----|------|---------|--|--|
| 1 | M | Jan. 22 | Intro to Course | |
| 2 | W | Jan. 24 | The Assessment ePortfolio Presentation | |
| 3 | M | Jan. 29 | The Job Search – Libby Heidmann | |
| 4 | W | Jan. 31 | Resumes – Sue Kissinger | |
| 5 | M | Feb. 5 | Effective Colleague Critiques | |
| 6 | W | Feb. 7 | Preparing for Interviews | |
| 7 | M | Feb. 12 | No Class Meeting – work on colleague reviews | Position Description and Resume drafts due to Discussion Area by 1PM |
| 8 | W | Feb. 14 | No Class Meeting – work on colleague reviews | |
| | F | Feb. 16 | | Colleague Reviews of PD and Resume due to Discussion Area by 5PM. PD and Resume feedback assignments due to Dropboxes by 5PM. |
| 9 | M | Feb. 19 | No Class Meeting – work on colleague reviews | Cover Letter draft due to Discussion Area by 1PM |
| 10 | W | Feb. 21 | No Class Meeting – work on colleague reviews | |
| | F | Feb. 23 | | Colleague Reviews of Cover Letter due to Discussion Area by 5PM. Cover Letter feedback assignment due to Dropbox by 5PM. |
| 11 | M | Feb. 26 | No Class Meeting – work on colleague reviews | Big Interview video clip links due to Discussion Area by 1PM |
| 12 | W | Feb. 28 | No Class Meeting – work on colleague reviews | |
| | F | Mar. 2 | | Colleague Reviews of Big Interview video clips due to Discussion Area by 5PM. Big Interview feedback assignment due to Dropbox by 5PM. |
| 13 | M | Mar. 5 | No Class Meeting – work on colleague reviews | Assessment ePortfolio Presentation draft due to Discussion Area by 1PM |
| 14 | W | Mar. 7 | No Class Meeting – work on colleague reviews | |
| | F | Mar. 9 | | Colleague Reviews of Assessment ePortfolio Presentation drafts due to Discussion Area by 5PM. Assessment Portfolio feedback assignment due to Dropbox by 5PM. |
| 15 | M | Mar. 12 | Class Wrap-up; Being a Great Alumnus | |
| | F | Mar. 16 | | Due to Appropriate D2L Dropboxes by 5PM: Final Position Description; Final Resume; Big Interview Final Evaluation; Final Assessment ePortfolio; Peer Evaluation of Group Discussion |