

**Loyola University Chicago
School of Communication
Spring 2019
COMM 100/ SOC Seminar
Monday, 11:30 a.m. to 12:20 p.m.
Corboy 422**

Course Description: Welcome to Loyola's School of Communication. The goal of this one hour course is to introduce you to the tools, programs and people you will encounter on your journey towards a degree and a successful career in journalism, communication, film and digital media, advertising and public relations. Topics we will cover include graduation requirements for each major, plagiarism, library databases and other research tools, internships, resumes, cover letters, networking and career resources.

Instructor:
John T. Slania
Acting Dean
School of Communication 237
51 E. Pearson Street
Office: 312 915-6524
Fax: 312 915-6959
jslania@luc.edu

Grading and Evaluation: This course will be graded on a pass-fail basis (credit-no credit). There are two areas of evaluation: Participation and Assignments.

Participation: Regular participation is required to successfully pass the course. Participation includes attending each class, showing up on time, staying engaged with lectures, completing readings and homework assignments for each class, and actively engaging in classroom activities. **More than two unexcused absences results in a failing grade for the course.**

Assignments: Three assignments (in addition to weekly reading) must be turned in throughout the semester for full credit:

1. Resume: Create a professional resume that would be used to apply for an internship.
2. Cover Letter: Find a job or internship posted on the SOC Career Portal or RamblerLink and write a cover letter for the posting.
3. Interview write-up: Interview a communication professional about his/her job and career goals. Write up a two-page Q&A and reflection on what you learned.

Assignments are due at the start of class on their due date listed in the syllabus.

Due date policy: One of the main goals of this class is to teach you SOC policies and make it clear that there are consequences for not following these policies. So the deadline policy for this class is very strict. There are only three projects due in this class. They are due on the date listed on this syllabus. If you don't turn a project in on time, you won't get credit for it. Credit for all three projects is required in order to pass this class.

That said, life happens. If you are truly sick, or have an emergency on the day a project is due, you must turn in proof – which I may verify. Acceptable proof includes a doctor's note, a police report, an obituary, etc. The proof must include a reference to the date and time. Email me the project. Traffic, not hearing your alarm, etc. are not acceptable excuses.

Academic Dishonesty Policy

Academic dishonesty can take several forms, including, but not limited to cheating, plagiarism, copying another student's work, and submitting false documents. Cheating includes, but is not limited to, such acts as:

- Obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the teacher;
- Providing information to another student during an examination;
- Obtaining information from another student or any other person during an examination;
- Using any material or equipment during an examination without consent of the instructor, or in a manner which is not authorized by the instructor;
- Attempting to change answers after the examination has been submitted;
- Unauthorized collaboration, or the use in whole or part of another student's work, on homework, lab reports, programming assignments, and any other course work which is completed outside of the classroom;
- Falsifying medical or other documents to petition for excused absences or extensions of deadlines; or
- Any other action that, by omission or commission, compromises the integrity of the academic evaluation process.

Plagiarism is a serious violation of the standards of academic honesty. Plagiarism is the appropriation of ideas, language, work, or intellectual property of another, either by intent or by negligence, without sufficient public acknowledgement and appropriate citation that the material is not one's own. It is true that every thought probably has been influenced to some degree by the thoughts and actions of others. Such influences can be thought of as affecting the ways we see things and express all thoughts. Plagiarism, however, involves the taking and use of specific words and ideas of others without proper acknowledgement of the sources, and includes, but is not limited to, the following:

- Submitting as one's own material copied from a published source, such as Internet, print, CD-ROM, audio, video, etc.;
- Submitting as one's own another person's unpublished work or examination material;
- Allowing another or paying another to write or research a paper for one's own benefit; or
- Purchasing, acquiring, and using for course credit a pre-written paper.

The above list is in no way intended to be exhaustive. Students should be guided by the principle that it is of utmost importance to give proper recognition to all sources. To do so is both an act of personal, professional courtesy and of intellectual honesty. Any failure to do so, whether by intent or by neglect,

whether by omission or commission, is an act of plagiarism. A more detailed description of this issue can be found at <http://luc.edu/english/writing.shtml#source> .

In addition, a student may not submit the same paper or other work for credit in two or more classes. This applies even if the student is enrolled in the classes during different semesters. If a student plans to submit work with similar or overlapping content for credit in two or more classes, the student should consult with all instructors prior to submission of the work to make certain that such submission will not violate this standard.

Plagiarism or any other act of academic dishonesty will result minimally in the instructor's assigning the grade of "F" for the assignment or examination. The instructor may impose a more severe sanction, including a grade of "F" in the course. All instances of academic dishonesty must be reported by the instructor to the appropriate area head and to the office of the Dean of the School of Communication.

A complete description of the School of Communication Academic Integrity Policy can be found at:
<http://luc.edu/media/lucedu/soc/pdfs/resourceforms/School%20of%20Communication%20State%20on%20Academic%20Integrity.pdf>

Schedule (subject to change)

Week One: January 14
 Topic: Career Week, Resumes

Week Two: January 21
 MLK Day – No class
RESUME ASSIGNMENT DUE VIA SAKAI

Week Three: January 28
 Topic: Career Fair

Week Four: February 4
 Topic: SOC Career Portal

Week Five: February 11
 Topic: Putting Yourself on Paper: Cover Letters

Week Six: February 18
 Topic: Advertising Creative

Week Seven: February 25
COVER LETTER DUE – HAND IN HARD COPY IN CLASS
 Topic: Inigo Student Agency

Week Eight: March 4
 Topic: Spring Break – No class

Week Nine: March 11
Topic: WLUW Tour

Week Ten: March 18
Topic: Academic Advising

Week 11: March 25
Topic: SOC Success Stories: The Importance of Internships, Networking, & Getting Involved

Week 12: April 1
Topic: Convergence Studio Tour: Jamason Chen

Week 13: April 8
Topic: Student Media

Week 14: April 15
Topic: How can I study abroad?

Week 15: April 22
Topic: Easter Break – No class

Week 16: April 29
Topic: Final
INTERVIEW ASSIGNMENT DUE VIA SAKAI