

## COMM 100: SoC Seminar

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Preparing people to lead extraordinary lives

**Section 205:** Tuesdays 10:00 – 10:50 a.m. School of Communication, Room 010

**Instructor:** Ashley Gisiger, Academic Advisor  
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**Office Hours:** By appointment only. To schedule, call (312) 915.6548, or email [agisiger@luc.edu](mailto:agisiger@luc.edu).

### Course Description:

Welcome to COMM 100. This course will introduce you to the tools, programs, and people you will encounter on your journey towards a degree and a successful career in advertising and public relations, advertising creative, advocacy and social change, communication studies, film and digital media, or multimedia journalism. This course will also help you explore what it means to be a successful Loyola student through individual and group activities and discussions. You can expect to develop meaningful relationships with your peers and your instructor, and discover how to further navigate your undergraduate experience. You will learn about the School of Communication (SoC), be introduced to the many of the services and resources available through the SoC, and develop a stronger tie to and identity within the SoC. Finally, you will learn strategies for academic and personal success in college, and reflect on how to make the most of your undergraduate experience, with respect to your unique academic, career, and personal goals.

**Learning Outcomes:** As a result of completing this course students should be able to:

- Utilize the resources and services offered through the SoC
- Communicate effectively with SoC faculty and staff
- Create a resume and cover letter
- Conduct University level research
- Analyze and update your academic plan looking forward to graduation
- Explore the communication field/industry through networking

**Format:** This course is designed as a seminar and will include in-class discussions, activities, and presentations. Students are expected to engage, question, and reflect on classroom experiences and to complete all assignments. Regular attendance, appropriate participation, and active engagement are essential for success in this course.

**Grading and Evaluation:** This course will be graded on a pass/no pass basis (credit/no credit). There are two areas of evaluations: participation (includes regular attendance and contributions to in-class discussions and activities) and assignments (includes papers, in-class presentations, and projects).

### Attendance & Participation:

This course is dependent on your active participation and engagement, which will be assessed through discussions, activities, attendance, and assignments.

It is necessary to arrive prepared and on-time for all classes. Attendance will be taken at the beginning of each class. Three late arrivals are equivalent to one absence. If an absence or tardy becomes unavoidable, it is the student's responsibility to inform the instructor and to obtain the material and information missed by referring to Sakai, the syllabus, the instructor, and/or a classmate, and to be prepared for the following class session. *A total of more 3 or more absences, regardless of circumstance will result in a non-passing grade.*

**Assignments:**

All assignments must comply with instructions given in class and/or posted on Sakai. In addition, all assignments must be in Microsoft Word and should be double-spaced and typed, using 12 point standard font (such as Times New Roman) and 1-inch margins, unless otherwise indicated.

All assignments are due at the beginning of the class period on their due date listed in the syllabus. Note that **only hard copies** will be accepted. You must print out your assignment. Email/electronic assignments will not be accepted.

**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. Therefore, the deadline policy for this class is very strict. *There are only four assignments due in this class.* They are due on the date listed on this syllabus. They are due at the beginning of class - hard copies only (unless otherwise announced). If you don't turn a project in on time, you won't get credit for it. Credit for all four projects and attendance/participation 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. If an assignment is due on the day that you miss class, email me the assignment. Traffic, not hearing your alarm, etc. are not acceptable excuses. You must notify me prior to a class meeting if you are going to miss class that day, unless an emergency prevents you from doing so.

**Technology Policy**

Cell phone use is strictly prohibited during class time. Tablets and laptop computers are also prohibited, unless you obtain permission from the instructor. If an activity requires the use of a device, you will be notified ahead of time to be prepared.

We will use Sakai to post announcements, assignments, grades etc. Please be sure to check it regularly. Sakai can be accessed at: <https://sakai.luc.edu/> and training tools can be accessed at: <http://www.luc.edu/itrs/teachingwithtechnology/sakai/sakai-student-tutorials.shtml>

Your Loyola email address must be used for all class communications. If at any point you encounter difficulties with your Loyola email or Sakai, call the ITS Help Desk at (773) 508-4487.

**Academic Dishonesty Policy**

Academic dishonesty can take several forms, including, but not limited to cheating, plagiarism, lying, 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
- 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
- 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://www.luc.edu/academics/catalog/undergrad/reg\\_academicintegrity.shtml](http://www.luc.edu/academics/catalog/undergrad/reg_academicintegrity.shtml).

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 this case, "NP") in the course. All instances of academic dishonesty must be reported by the instructor 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%20Statement%20on%20Academic%20Integrity.pdf>

**Points Distribution for Assignments: 100 points total**

- Assignments – 40 pts
  - Resume and Practice Cover Letter (10 points)
  - Office Hours Reflection and Thank You (10 points)
  - Academic Plan and Schedule Options (10 points)
  - Informational Interview Q&A and Reflection (10 points)
- Attendance – 42 pts (3 pts/class)
- Participation – 18 pts (in-class participation)

**Grading Scale:****Pass: 70-100 points****No Pass: 0-69.999 points**

\*\* Please note that points will not be rounded. (ie: a 69.999% is not a Pass for the course)

**Accommodations:** In accordance with Loyola University Chicago policy & the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who registers with Student Accessibility Center (SAC) in the Sullivan Center. In order to receive special accommodations, a student must present appropriate documentation to SAC. The student is then responsible for taking documentation that details the appropriate accommodations to the instructor. Students who may require assistance in emergency evacuations (i.e. fire, tornado) and are not registered with the SAC should contact the instructor as to the most appropriate procedures to follow in such an emergency.

<b>Course Schedule</b>		
<b>The course schedule may be modified. It is your responsibility to keep up to date with changes.</b>		
<b>Date</b>	<b>Topics &amp; Activities</b>	<b>Assignments / Deadlines</b>
<b>Week 1: January 14</b>	Introduction and Syllabus	
<b>Week 2: January 21</b>	What Type of Communicator Are You?	
<b>Week 3: January 28</b>	FDMD <i>Prof. Aaron Greer</i>	
<b>Week 4: February 4</b>	Academic Integrity and Research <i>Abby Annala, Librarian</i>	
<b>Week 5: February 11</b>	SOCCarrers.com, Resumes, and Cover Letters <i>Prof. Michael Limon</i>	
<b>Week 6: February 18</b> LOCATION TBD	Studio and Station Tour <i>Jamason Chen and Eleni Prillaman</i>	<b>Resume and Practice Cover Letter Assignment Due</b>
<b>Week 7: February 25</b>	CMUN and CMAS <i>Prof. Ela Lozano</i>	
<b>Week 8: March 3</b>	Spring Break: NO CLASS	
<b>Week 9: March 10</b>	ADPR and ADCR with Inigo <i>Prof. Pamela Morris</i>	
<b>Week 10: March 17</b>	Academic Planning <i>Lauren Sanchez, Assistant Dean</i>	
<b>Week 11: March 24</b>	Be Prepared for Registration	<b>Academic Plan and Schedule Options Assignment Due</b>
<b>Week 12: March 31</b>	MJRN <i>Prof. Patty Lamberti</i>	
<b>Week 13: April 7</b>	WWRD? <i>What Would a Rambler Do?</i>	<b>Office Hours Reflection and Thank You Assignment Due?</b>
<b>Week 14: April 14</b>	In-Class Presentations based on Information Interviews	<b>Informational Interview Q&amp;A and Reflection Due (Presentations Begin)</b>
<b>Week 15: April 21</b>	Last Class/Reflection/Feedback	<b>Continue Presentations</b>
<b>Week 16: April 28</b>	<b>Finals Week – No Class</b>	

Topics subject to change, depending on presenter's availability.