

<p><b>Loyola University Chicago</b>  <b>Fall 2017</b>  <b>SOC Seminar</b>  <b>COMM 100</b>  <b>Tuesdays 11:30-12:30</b>  <b>Corboy Law Center Room 306</b></p>	<p><b>Instructor: Patty Lamberti</b>  <b>Email: <a href="mailto:plamberti@luc.edu">plamberti@luc.edu</a></b>  <b>Phone: 312-915-6860</b>  <b>Office Hours:</b>  <b>Tuesdays and Thursdays</b>  <b>2:30-3:30 or by appointment</b></p>
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**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 BA and a successful career in journalism, communication, digital media and film studies or ad/pr.

Topics we will cover include:

- graduation requirements for the three majors
- plagiarism
- library databases and other research tools
- internships
- resumes
- cover letters
- career resources

We will also take steps towards preparing you for a happy and fulfilling life after graduation. We’ll tackle where to find jobs, and best practices for networking. If time permits, and you’re interested, we’ll talk about repaying student loans, negotiating salaries, preparing for interviews, etc.

The fact that this is a pass/fail, one-credit course shouldn’t lead you to believe it’s a “blow off” class. It may actually be the most important class you take at Loyola.

**Grading and Evaluation:**

This course will be graded on a pass-fail basis. It’s easy to pass, but somehow, I’ve had students fail. You only need to do a few simple things to pass:

1. Most of the value of this course will be garnered from attending and participating in the class sessions; consequently, regular participation is required to successfully pass the course. Any more than two absences will result in a failing grade for the course. **Previous students have failed this course for missing more than two classes.** Don’t join their group. If you don’t pass this course, you can’t register for other SOC classes.
2. You also have to complete three of the following tasks. Due dates are listed at three

different dates throughout the semester. **Students have failed this course for not completing three, simple tasks by the due dates.** Don't join their group. If you don't pass this course, you can't register for other SOC classes.

### **Tasks and Assignments:**

You must complete three of the following assignments, by the due dates listed on the syllabus. Please turn in the assignments via the Sakai assignment submission tool.

1. Provide a photo of a business card, brochure, etc. from a table you visited at the Job and Internship Fair, which will be held on Wednesday, September 6, 2017 1–4 p.m. Damen Student Center, Lake Shore Campus/
2. Join a student group at SOC and take a picture of your first meeting (SPJ, PRSW, Beta Rho, etc.)
3. Interview a communication professional about his/her job and career path/history. Send me the audio file.
4. Go into the office hours of a School of Communication faculty member who you'd like to know better. Introduce yourself, talk about school/careers for a few minutes, and send me a photo of the two of you.
5. Apply for a communication-related internship or job – provide me with a copy of your cover letter.
6. Give me a copy of your resume.
7. Create a web site that showcases your personality, work samples, resume, etc.
8. Create a fully completed LinkedIn profile (photo, resume, etc). Give me the link.
9. Submit an article/photo/video/writing to the Loyola Phoenix or the Gull. Provide me with a copy.
10. Attend a lecture/talk on campus. Provide me with a picture of the speaker. Remember that the School of Communication is hosting the 6th Annual International Symposium on Digital Ethics on November 4, 2016.
11. Take a [quiz](#) based on Briggs Myers typological approach to **personality**. Knowing this can provide insight into what type of career best suits you. Send me your four-letter result.
12. Go for a coffee (or something similar) with someone from this class who you don't already know. Take a photo of yourselves together and send it to me along with both of your names.
13. Sign up for a radio show at WLWU, Loyola's radio station (or join their staff). Send me the details about your new gig.

**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 dates listed on this syllabus. They are due at the beginning of class via Sakai. You cannot walk into class ten minutes late and submit the assignment. You cannot turn in a project after the deadline. 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 of your illness and emergency – 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. Traffic, not hearing your alarm, etc. are not acceptable excuses.**

**Participation and Professionalism:** You are majoring in communication, so you must communicate in class. You will never be penalized for voicing your opinions, whatever they may be. You will, however, be penalized for disrupting the class. Talking on cell phones, texting, using laptops, interfering with classmates, e-mailing, sleeping, putting your head down, closing your eyes and hoping I don't notice, doing Sudoku, instant messaging, checking Facebook or any other web site and other disruptions (which includes arriving late or leaving early) will lead to failure of the course. The golden rule? While we are talking, don't touch anything electronic.

**Laptop and cell phone policy:** Although technology is an integral part of communication, it doesn't always help you learn. The more you multitask, the less you learn. Multitasking is also disruptive to me and the students around you.

**Email Policy:** I will respond to emails within 48 hours. Assignments may not be emailed to me. If you miss class on the date an assignment is due, refer to the due date policy.

**Academic Dishonesty Policy:** Plagiarism of any form, of any kind and of any length will be reported to the Dean of Students and the student will automatically receive a failing grade for the course. Cheating on in-class assignments or any other work associated with this class will receive a similar punishment. As you know, plagiarism constitutes using another's words or ideas without acknowledgment. I will consider it equally dishonest to invent quotes, facts, scenarios and so on. I will occasionally check to verify that you have indeed completed the task which you are writing about.

### **Schedule**

**Because this class features so many guest speakers, it is subject to change. Check Sakai regularly.**

Week One: August 28

Topic: What is this class all about? Who is the person next to me?

Week Two: September 5

Lecture: What is plagiarism? How do you avoid it?

Week Three: September 12

Topic: Tour of the SOC studio. Meet in the SOC Lobby 51 East Pearson.

Week Four: September 19

Topic: Digital Film and Media Studies – what does that mean? Guest speaker: Aaron

Greer

Week Five: September 26

**ACTIVITY ONE DUE**

Topic: Research

Week Six: October 3

Topic: Studying Abroad (Anne Regan)

Week Seven: October 10

NO CLASS. Midterm Break

Week Eight: October 17

Topic: Registering, graduating and other good stuff (Lauren Sanchez)

Week Nine: October 24

**ACTIVITY TWO DUE**

Topic: Money, Money, Money

Week Ten: October 31

Topic: OPTIONAL PRIVATE MEETINGS IN MY OFFICE ROOM 223 TO DISCUSS ANY CAREER/SCHOOL ISSUES YOU WANT TO COVER ONE-ON-ONE

Week 11: November 7

Lecture: How do I find out about job titles? Where do I find a job? Will I ever really get a job I truly like?

Week 12: November 14

Topic: Internships – the Good and the Bad and Guest Speaker

Week 13: November 21

Topic: No class; Thanksgiving break

Week 14: November 28

Topic: Resumes and cover letters

Week 15: December 5

**FINAL ACTIVITY DUE**

final evaluation; final party