



*Mission Statement for the School of Communication*

*The School of Communication is a community of learners that fosters critical thinking and innovation, integrates big ideas in communication theory and practice, tells stories across multiple platforms and adapts to changing technology and social needs. We develop ethical professionals with the knowledge and dedication to make a lasting contribution through communication and service in the world.*

**Loyola University, Chicago**  
**Spring 2018**  
**COMM 100: School of Communication Seminar**  
**Corboy Law Center - 302**  
**W 12:35PM-1:25PM**

**Instructor:** Richelle F. Rogers

**E-mail:** [rrogers2@luc.edu](mailto:rrogers2@luc.edu) (Please allow up to 24 hours for a response to e-mail. Remember to include your name and the course on your subject line. Please use your Loyola e-mail account when sending e-mails. Please do not email me after 6pm.)

**Office:** SOC 214 – Second floor

**Office Hours:** W 10AM-12PM, F 12PM-2PM (Walk in) - An appointment is not necessary.

### **COURSE DESCRIPTION**

This course provides an orientation to the SOC, its mission, faculty and resources, as well as an overview of communication competencies, social and professional ethics, academic integrity and options for professional careers and graduate study.

### **OUTCOMES**

- Understand what is unique about the SOC
- Explain what unifies the SOC
- Recognize the diversity in the communication field
- Engage with the SOC faculty and advisors
- Know the resources available at Loyola

### **OBJECTIVES**

Students should complete this course understanding what the school has to offer in terms of advisors, professors, media, clubs, equipment and other resources. They should understand how to begin to chart a career course, find an internship, network and study abroad. They should be aware of faculty research projects so they can consider pursuing their own work.

## **TEXT AND ASSIGNED READING:**

A textbook is not required for this course, however students will have to complete additional readings distributed in class and online.

## **ASSIGNMENTS AND GRADING**

Students are required to complete the following assignments (details will be explained in class):

- **Read the Syllabus**
- **Guest Speaker Reflection (Four reflections total – 500 word minimum/1000 word maximum)**
- **Final cover letter and resume**

The course is P(pass)/F(fail). In order to pass the course, students must meet the following criteria:

- Students are required to attend **all** guest lectures and participate in class discussions– Please see schedule listed in the syllabus (dates are subject to change) .
- Students must complete **all** assignments listed in the syllabus on time and according to the instructor's specifications.

## **GUEST SPEAKER REFLECTION**

Each student will write **four** reflection essays based on guest speaker presentations. Here are the essay prompts:

- 1. How does this presentation inform your understanding of the SOC?
- 2. List two concepts from the presentation that most impressed you and will have a significant impact on resume and or cover letter .
- 3. What questions arise as you begin planning how to continue to build your cover letter/resume and your future at the SOC? ☐

## **LATE ASSIGNMENTS**

Unless specified by the instructor, assignments are due at the beginning of class (12:35PM) via the class Sakai website. Assignments will not be accepted after that time. **UNLESS INSTRUCTED, DO NOT EMAIL ASSIGNMENTS.**

## **WC GRADE AND REFLECTION REWRITES**

As communication majors, it's important students learn how to write clearly and concisely. If a student receives a WC (Writing Center) grade on a submitted reflection, the paper has significant grammar, spelling or typo errors or may have been a last minute, rushed paper.

Students will rewrite their paper according to the instructor's suggestions. Students who require extra help with grammar and sentence structure are encouraged to visit Loyola University's Writing Center and the SOC Writing Center.

### **Students will have one week to rewrite their paper via one of the following two resources:**

1, Loyola University's University Writing Center at <http://www.luc.edu/writing/index.shtml>

2, Students can also visit the SOC Writing Center at [SOCWritingCenter.slack.com](https://www.slack.com/join/shared_invite/zt-1000000000-1000000000-1000000000-SOCWritingCenter.slack.com)  
Students can book appointments, browse resources, and get immediate help through the Slack Group.

After visiting the writing center, students can resubmit the assignment one week later in class. Students are strongly encouraged to visit the Center at least once during the Semester.

## **WEEKLY UPDATES AVAILABLE VIA SAKAI**

*Sakai* will serve as the course hub. You are expected to check on Sakai before each scheduled class. The syllabus and updated class assignments are available via Sakai.

## **ACADEMIC DISHONESTY**

Loyola University and the School of Communication expect academic integrity and have policies regarding academic dishonesty. Specifically for the SOC:

A basic mission of a university is to search for and to communicate truth as it is honestly perceived. A genuine learning community cannot exist unless this demanding standard is a fundamental tenet of the intellectual life of the community. Students of Loyola University Chicago are expected to know, to respect, and to practice this standard of personal honesty.

Academic dishonesty can take several forms, including, but not limited to cheating, plagiarism, copying another student's work, and submitting false documents. Academic cheating is a serious act that violates academic integrity. 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;
  - 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.

Academic dishonesty of any kind will not be tolerated. Plagiarism in your work will

result in a minimum of a failing grade for that assignment. The case may carry further sanctions from the School of Communication or the University, the most serious being permanent expulsion. Avoid turning in work that could be interpreted as plagiarism or academically dishonest (e.g., failing to properly credit a source or using someone else's ideas without clarifying that they are not yours). This is an academic community; being uninformed or naive is not an acceptable excuse for not properly referencing sources.

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.

The School of Communication maintains a permanent record of all instances of academic dishonesty. The information in that record is confidential. However, students may be asked to sign a waiver which releases that student's record of dishonesty as a part of the student's application to a graduate or professional school, to a potential employer, to a bar association, or to similar organizations.

You are expected to be familiar with and abide by Loyola's code of academic integrity. You can find Loyola's policies regarding academic integrity at:

[http://www.luc.edu/academics/catalog/undergrad/reg\\_academicintegrity.shtml](http://www.luc.edu/academics/catalog/undergrad/reg_academicintegrity.shtml)

## **SPECIAL NEEDS**

Students are urged to contact the instructor should they have questions concerning course materials and procedures. If you have a special circumstance that may have some impact on your course work and for which you may require accommodations, please contact the instructor early in the semester so that arrangements can be made with the Services for Students with Disabilities (SSWD).

Any student with a learning disability that needs special accommodation during exams or class periods should provide documentation from Services for Students with Disabilities confidentially to the instructor. The instructor will accommodate that student's needs in the best way possible, given the constraints of course content and processes. It is the student's responsibility to plan in advance in order to meet their own needs and assignment due dates.

## **THE COURSE (Subject to change)**

**January 17:** Introductions/ Syllabus Review/Four questions

**Assignment:** Read the Syllabus. The assignment is due Wednesday, January 24, 2017 via the class Sakai website. Please submit the assignment via Sakai by 12:35pm. Please do not email the assignment.

**January 24:** SOC Overview /pursuing a major/minor in the SOC W/ Katherine Fraser

**Assignment:** Please bring a rough draft of your resume to class Wednesday, January 31, 2018.

**January 31:** Resume Group Exercise

**Assignment:** Bring your resume to SOC Career Week from 4-6pm. Bring your updated resume to class, February 7, 2018.

**February 7:** Resume Workshop

**February 14:** Tour of the SOC TV Studio w/Jim Collins – Class will meet at the SOC TV Studio

<http://www.luc.edu/soc/resources/ramblerproductions/>

**February 21:** WLUW Radio Tour – Class will meet at Baumhart hall

<http://wluw.org>

**February 28:** Study Abroad Discussion w/ Anne Reagan

<http://www.luc.edu/studyabroad/index.shtml>

**March 7:** Spring Break – Class does not meet

**Assignment:** Please bring an updated version of your resume to class Monday, March 14, 2017.

**March 14:** Resume Workshop

**March 21:** SOC Librarian Abby Annala

<http://libguides.luc.edu/communication>

**March 28:** Multimedia Journalism Program Director Patty Lamberti

<https://www.luc.edu/soc/undergrad/journalism>

**April 4:** Cover letter/Resume Workshop

**April 11:** Cover letter/Resume Workshop

**Assignment:** \*Final cover letter/resumes are due April 18, 2017 at 12:35pm  
Please bring a copy of your final cover letter/resume to class.

**April 18:** Final Cover letter/Resume Due  
Students can share their cover letter/resume with the class

**April 25:** Class discussion