**STANDARD POLICIES AND STATEMENTS FOR**

**INTRODUCTION TO THE STUDY OF COMMUNICATION (COM 100)**

**Section 001- Spring 2024**

**Instructor:**   Abbie Paul

**Office Hours:**Wednesdays-Zoom drop-in from 1:00 pm- 2:00 pm OR by appt.

**Office:**         Fell 452

**Email:**          alpaul1@ilstu.edu

**Meeting place/time:**  MW, 9:00-9:50 am, Fell 148

**WHAT IS COM 100?**

This course is designed for students to take early in their communication major or for those who are interested in pursuing a communication major. Students will be informed on resources that exist within the School of Communication and at ISU to further personal, professional, and academic growth. Additionally, we will use those resources to both reflect on personal and professional goals and develop professional materials in anticipation of post-graduate career.

**HOW DO I CONTACT YOU?**

You may address me as “Abbie”.  Email or Canvas messages will be the best way to get ahold of me. I expect you to use proper email etiquette; do notsend me an email that reads like a text message. Emails should contain a greeting, a specific and spell-checked/grammatically correct message, and a closing with your first and last name. All emails must be sent through your @ilstu.edu account or our Canvas page. I will respond to emails within a 24-hour period during the school week (Monday through Thursday) or within a 48-hour period on weekends.

**DO YOU HAVE OFFICE HOURS?**

Yes! I have drop-in hours via Zoom on Wednesdays-Zoom drop-in from 1:00 pm- 2:00 pm <https://illinoisstate.zoom.us/j/92921979590>.  You may also schedule time to meet with me (either in-person or via Zoom) that works best in both of our schedules. Like most instructors, I am more understanding of situations if you keep me informed. If you encounter problems, have questions, or need assistance, please let me know right away.

**HOW MUCH HOMEWORK WILL I HAVE IN THIS CLASS?**

You should expect to spend a minimum of 2 hours a week on this class, not including the time we spend together in the classroom. If there are large assignments coming up, you may spend more than that, but be prepared for weekly discussion questions or other small assignments.

**WHAT COURSE MATERIALS DO I NEED?**

* Access to our Canvas site (through My Illinois State). I encourage you to check this daily.
* An ilstu.edu email account. I encourage you to check this daily.
* LinkedIn profile
* A safe location for storage of completed work (in your final semester at ISU, you will enroll in a Capstone course, and you will be asked to access former writing samples, projects, etc.)
* A positive attitude!

If you have concerns about technology, including getting or maintaining a computer, getting the Microsoft Office Suite, Zoom, or having a stable internet connection, please let me know or contact [Technology Solutions](https://techsolutions.illinoisstate.edu/). They serve as the general technical support.

**WILL THIS COURSE USE CANVAS?**

For this course, it is imperative that students become familiar and comfortable with Canvas as all course communication outside of the classroom will take place here. Course assignments, grades, messages, and reminders will be posted here regularly. Access to all pertinent course materials and guidelines will also be available on this site. Please email me if you are having any troubles navigating/understanding the site.

**WHAT ARE THE ASSIGNMENTS?**

**Participation.** Because this is a skills-based, developmental course, participation is essential. It is important that you get daily opportunities to increase your connection with your peers. Participation is a function of attendance, demonstration of preparing for class, asking questions that extend the thinking of the class and instructor, contributing relevant examples, and showing respect for the contributions of classmates. At the end of the 8 weeks, you will provide a participation defense that will include how many points you feel you deserve and the rationale behind your thoughts.

**Networking Plan of Action.** We will be discussing networking and strategies during class. To prepare you to think strategically about building your network while in college, you will be asked to develop a networking action plan. This will ask you to take inventory of your professional network and to develop strategies to improve networking skills.

**Career Exploration Assignment.** The objective of this assignment is to help you identify your long-term lifestyle and career goals and to help you explore subsequent career opportunities. This assignment, combined with the Strategic Action Plan, will help you develop a holistic picture of the steps you need to take to prepare yourself for your long-term goals.

**Strategic Action Plan:** Throughout this course, you will learn about university and School of Communication resources that can support your professional development. To guide your progress within the School and your major, you will be asked to develop a Strategic Action Plan to assist you in achieving your goals. This plan will ask you to think critically about your academic and professional goals, develop goals for involvement, identify resources that will be beneficial for your immediate future, and more.

**LinkedIn Profile.**You will develop a complete, professional LinkedIn profile that can be used as a networking tool and an online portfolio of your work. Career Services will host a day of class to discuss how to create a LinkedIn profile and how to leverage it to build your professional network and search for jobs. A rubric will be provided on Canvas with more details about what should be included on your LinkedIn profile to fulfill this assignment.

**Attend a Career Services event.** You will be required to attend **one** of the following Career Services events: InstaCareer, Spring Internship Fair, or Spring Career Fair. For these events, you do not need to attend for the entire time; rather, you should plan to spend 45 – 60 minutes at the event for the full experience. Here are the dates for these events, as well as links for more details:

* [Spring Internship Fair](https://events.illinoisstate.edu/event/spring-internship-fair-2/): Thursday, February 8th, 2:00 – 5:00pm, Bone Student Center
* [InstaCareer](https://events.illinoisstate.edu/event/instacareer/): Wednesday, February 14th, 5:00 – 7:00pm, Bone Student Center
* [Spring Career Fair](https://events.illinoisstate.edu/event/spring-career-fair-2/): Tuesday, February 20th, 2:00 – 5:00pm, Brown Ballroom at Bone

If you are unable to attend any of the events, please contact me as soon as possible so we can arrange for an alternative.

Please note: There is no specific Canvas assignment affiliated with this event attendance – you will receive full points if you attend. Your attendance will be tracked by Career Services staff at the event. You must use your Redbird ID to swipe in/out at the event. At the end of the class (beginning of March), the Career Services staff will send me a list of students who attended all Career Services events (i.e., InstaCareer, Internship & Career Fairs, advisor appointments, etc.). Because of this, your points for this assignment will not be reflected in the Canvas gradebook until the last week of class.

Dates of these events will be listed also on our course schedule. For more specific details about these events, please visit: <https://careerservices.illinoisstate.edu/>.

**Meet with a Career Services Advisor.** Career Services will present periodically throughout the course on important pieces of career readiness. You will be asked to meet with a Career Services advisor for the purposes of reviewing job materials (resume, cover letter, LinkedIn profile), discussing job search strategies, discussing career/major exploration, etc. I want this to be a meaningful appointment for each student, so the purpose of the appointment can be tailored to what you most want to discuss. You will not need to submit anything to Canvas for this assignment; simply by meeting with a Career Services Advisor, you will earn credit for the assignment.

You may choose to meet with any Career Advisor or you can attend the Career Services drop-in hours to meet with a Career Services Ambassador. You can find more information about scheduling an appointment with a Career Advisor, as well as the schedule for drop-in hours here: <https://careerservices.illinoisstate.edu/career-advising/>. ***To earn credit for this assignment, you must have completed your meeting with a Career Services Advisor by the end of our last week of class, Wednesday, March 6th.*** Please do NOT wait until the last day to schedule your meeting with a Career Services Advisor. Late work will not be accepted.

Please note: There is no specific Canvas assignment affiliated with this event attendance – you will receive full points if you attend. Your attendance will be tracked by Career Services staff. You must use your Redbird ID to swipe in/out. At the end of the class (mid-October), the Career Services staff will send me a list of students who attended all Career Services events (i.e., InstaCareer, Internship & Career Fairs, advisor appointments, etc.). Because of this, your points for this assignment will not be reflected in the Canvas gradebook until the last week of class.

**HOW WILL I BE GRADED?**

Attendance at Career Services Event 25 pts.

Meeting with Career Services Advisor 25 pts.

Networking Plan of Action 20 pts.

LinkedIn Profile 50 pts.

Career Exploration Assignment 50 pts.

Strategic Action Plan & Reflection 35 pts.

30 Second Pitch Activity (in-class) 15 pts.

Attendance/Participation 50 pts.

Informal Activities                               TBD by instructor

Extra credit opportunities                   TBD by instructor

\*\*Please note that assignments can be added and deleted from the course, meaning the total points for the course can change.\*\*

The grading scale is a standard ten percentage point scale:

90-100% = A; 80%-89% = B; 70%-79% = C; 60-69% = D; below 60% = F

**WHAT ARE THE COURSE POLICIES?**

**Attendance.** You are expected to come to class prepared to discuss and participate in activities associated with the subject. Regular attendance is expected, and I will take attendance every day. Being absent will deprive you of valuable class discussions and will also prevent you from receiving participation credit for that day. Additionally, I expect you to be in class on time.

If you have a legitimate reason for not being in class, you must contact me as far in advance as possible by email. If you are involved in any university activities that will cause you to miss class, I need a schedule of classes that you will miss and a signed note from your coach or advisor verifying that you are on the team.

**Excused/Unexcused Absences.**Students who become ill, are absent due to a required self-isolation or have extenuating circumstances that will prohibit class attendance or completion of coursework on time will need to provide proper documentation to receive excused absences and/or extended due dates. This documentation should be submitted to the [Dean of Students Office](https://deanofstudents.illinoisstate.edu/contact/dean/). The Dean of Students Office will notify your instructors, and they will make reasonable modifications/extensions to any assignments missed during the length of your excused absence.

**Late Work**. All work is expected on the date it is due. I will work with you if you have a legitimate reason for missing or late work AND if arrangements have been made with me prior to the class meeting. I want to help you in any way possible, but I will not accept less than your full effort. Like most instructors, I am more understanding if you keep me informed, so let me know right away if you encounter problems with assignment deadlines.

**Cheating/Plagiarism.** Students are expected to be honest in all academic work, consistent with the academic integrity policy as outlined in the [Code of Student Conduct](https://deanofstudents.illinoisstate.edu/conflict/conduct/code/Code%20of%20Student%20Conduct%202016%20FINAL%20August%2031%202016.pdf). All work is to be appropriately cited when it is borrowed, directly or indirectly, from another source. Unauthorized and unacknowledged collaboration on speech topics and/or the presentation of someone else’s work warrants plagiarism. Students found to inadvertently commit acts of dishonesty will receive appropriate penalties specific to the assignment in question. Students found to commit intentional acts of dishonesty will receive a failing grade in the course and will be referred for appropriate disciplinary action through the [Office of Student Conduct and Conflict Resolution](https://deanofstudents.illinoisstate.edu/conflict/).

**Accommodations.** Any student needing to arrange a reasonable accommodation for a documented disability and/or medical/mental health condition should contact Student Access and Accommodation Services at 350 Fell Hall, (309) 438-5853, or visit the website at [Student Access](http://www.studentaccess.illinoisstate.edu/).

**Mental Health Resources.**Life at college can get very complicated. According to recent research, nearly 40% of college students are at-risk for developing generalized anxiety disorder and are less likely to seek help for it compared to other mental health issues. Students also sometimes feel overwhelmed, lost, experience depression, and struggle with relationship difficulties or diminished self-esteem. However, many of these issues can be effectively addressed with a little help. Student Counseling Services (SCS) helps students cope with difficult emotions and life stressors. Student Counseling Services is staffed by experienced, professional psychologists and counselors, who are attuned to the needs of college students. The services are FREE and completely confidential. Find out more at [https://counseling.illinoisstate.edu](https://counseling.illinoisstate.edu/)or by calling (309) 438-3655.

**Illinois State University Bereavement Policy.**If a student experiences a death of an immediate family member or relative as defined below, the student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations.  The student will provide appropriate documentation and arrange to complete missed classroom work as soon as possible according to the process outlined below.

Upon notification of the absence and proper documentation, each faculty member shall excuse the student from class according to this policy and provide an opportunity to complete missed exams, quizzes, and other required work.  Ultimately, the student is responsible for all material covered in class and must work with each individual professor as soon as they return to complete any required work. Details can be found at the following website: <http://policy.illinoisstate.edu/students/2-1-27.shtml>

**Professional Courtesy**. Professional courtesy includes respecting others' opinions, not interrupting in class, being respectful to those who are speaking, and working together in a spirit of cooperation. I expect you to demonstrate these behaviors at all times in this class. With that in mind, sleeping, reading materials irrelevant to class purposes, texting, or disrupting the class will not be tolerated and will result in the student being considered absent for that particular class period.

**Behavioral Expectation Policy.** Should any student violate the expectations of appropriate classroom behavior (as mentioned in the professional courtesy and presentation etiquette policies above), the instructor will schedule a meeting to discuss these expectations and develop a behavioral modification plan. If these behaviors persist, you will be at-risk for failing the course.