**COM 100: Introduction to the Study of Communication**

**Section 001 ● MW 9:00 ● 9:50am ● Center for Visual Arts 145**

**IMPORTANT INFORMATION:**

**Instructor:** Kate Boutilier, M.S. - *Academic Advisor*

**Office:** Fell Hall 438A

**Office Phone:** 309.438.7080

**Office Hours:** *by appointment only*

**Email:** [kmsies@ilstu.edu](mailto:kmsies@ilstu.edu)

**REQUIRED:**

* A working email account that you check regularly
* Access to ReggieNet (course announcements, changes, and information will be posted here; I encourage you to check ReggieNet **at least twice a week**)
* A safe location for storage of completed work (in your final semester at ISU, you will enroll in COM 388: Capstone in Communication Studies. You may need to reference your COM 100 materials)

**COURSE GOALS:**

* Student will be informed on resources that exist within the School of Communication and at ISU to further personal, professional, and academic growth.
* Student will reflect on personal and professional goals.
* Student will develop professional materials in anticipation of post-graduate career.

**MY TEACHING PHILOSOPHY:**

My goal as an instructor is to do all I can to create an environment in which we all can learn from each other safely, productively, and enthusiastically while having fun! Every person in this class will contribute to this environment, and together we have the power to determine whether or not we live up to that goal.

As the instructor of this course, I will point you in directions that allow you to further your understanding and serve as a resource for your inquiry into a field in which I have expertise. Please remember that I am here to help you succeed. Please do not hesitate to ask questions or ask for help, in or out of class (unless there is a privacy issue at stake, in-class is often best, since your classmates may have the same questions or concerns that you do, and then you are helping them, too). If you have any special needs that it would helpful for me to be aware of, please do let me know. I am committed to helping every student attain the best quality of education he or she can. Ultimately, I believe that the quality of each student’s education is largely dependent on his or her own efforts, attitudes, and behaviors.

**COURSE POLICIES:**

*ATTENDANCE*

Just like the professional working world, regular attendance is expected. In fact, without regular attendance, you cannot be successful in this course. Being absent or late will deprive you of valuable class discussions/guest speaker lectures. **Excessive absences or tardiness will affect your grade in this class.** You are responsible for all material distributed in your absence. Also note, any/all materials are handed out (or emailed) only once. If you are not in class to receive them (or delete/lose them), you will need to obtain the information from a fellow classmate. You will receive points for regular attendance in this course. You will begin the semester with 30 attendance points and the points will be yours to lose. **Points will be deducted from your 30 attendance points for each absence**. In order to monitor attendance, you will be asked to sign in for each class. **If you have not signed in by 9:10 a.m., you will be marked as absent.**

An absence can only be excused if you contact me in advance with a legitimate reason for being absent (i.e., religious holidays, family emergencies, university sanctioned events, extended illness, etc.) and sufficient documentation is provided, if necessary. I will not excuse absences if you do not get in touch with me within a week of the absence nor will I accept notes after one month from the absence or after the course has ended.

*ASSIGNMENT DUE DATES*

All assignments must be completed on the designated date due. If you are unprepared to turn in an assignment on the assigned day you will receive a zero unless an alternate due date has been previously approved with specific documentation in the event of extreme circumstances. **I WILL NOT ACCEPT LATE WORK. Unless otherwise stated, all assignments must be submitted via ReggieNet and will be due by 9:00 a.m. on the designated due date.** Do not ask me for an extension – it will not be granted. I understand that students may view this policy as harsh. Rather, please look at this policy from a professional standpoint. When you are in your future career and your supervisor sets a deadline for a task to be completed, there will be no wiggle room for deadlines. By adhering to this policy now, you are only setting yourself up for success in the future.

*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. All work is to be appropriately cited when it is borrowed, directly or indirectly, from another source. Unauthorized and unacknowledged collaboration on or 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 dishonestly will receive a failing grade in the course and will be referred for appropriate disciplinary action through the Office of Student Conduct & Conflict Resolution. All work submitted in this course must be your own original work.

*EMAIL POLICY*

E-mail is the easiest way to get in touch with me. While a quick response is likely, please keep in mind that I am not always on email, and therefore will get back to you within 24 hours on weekdays and 48 hours on weekends. I do not check email outside of regular business hours (8a-4:30p, Monday through Friday).

**Note**: **Professionalism in email communication is demanded.** As a student of higher education, it is expected that all communication be of professional quality – this means using full and complete sentences, being free of grammatical and spelling errors, and containing an appropriate salutation/greeting (“Hi Kate” is fine!). When writing your emails, please identify yourself and the class for which you have an inquiry. Please send emails from your ISU email account, through Microsoft Outlook (emails sent through ReggieNet will not be answered). Failure to follow these policies will result in your email being deleted without consideration.

*GRADE DISCUSSIONS*

You are welcome to consult with me at any time during the semester about your grade. I am always willing to discuss students’ grades on particular assignments on an individual basis; however, all students must wait at least **48 hours** after an assignment has been returned before asking me questions about his or her assignment grade. This allows you to thoroughly read through the feedback given and process why the grade was earned based on the criteria for that particular assignment. Keep in mind that grade discussions should NOT take place before, after, or during class for confidentiality reasons. I also CANNOT communicate with you about grades via email for confidentiality reasons. If you would like to discuss your grade, please make an appointment to meet with me in person.

*ILLINOIS STATE UNIVERSITY BEREAVEMENT POLICY*

In the event that 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>.

*MENTAL HEALTH RESOURCES*

Life at college can get very complicated. Students sometimes feel overwhelmed, lost, experience anxiety or depression, 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/> or by calling (309) 438-3655.

*PROFESSIONALISM*

Should you need to miss a class or an appointment, I expect the same courtesy and sense of responsibility you would extend to your employer. This means prior notice and proper documentation. Professionalism includes respecting others’ opinions, not interrupting in class, being respectful to those who are speaking and working together in the spirit of cooperation.

*REGGIENET SUPPORT*

As most assignments and all assessments for this course (tests/quizzes) will be submitted through ReggieNet **unless otherwise stated**, it is an expectation that students who need technical assistance with ReggieNet contact the Technology Support Center in a timely manner: <https://ithelp.illinoisstate.edu/>. Students will be encouraged to confirm access to our course ReggieNet page prior to the first day of class.

*SPECIAL NEEDS*

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 <https://studentaccess.illinoisstate.edu/>.

**MAJOR ASSIGNMENTS:**

Detailed descriptions of each assignment will be posted on ReggieNet and discussed in class.

*SUPPLEMENTARY READINGS*

Readings (short articles) will be posted to ReggieNet (Resources subfolder) that correspond to our guest speaker topics and that provide helpful context for their presentations. Questions from these readings will be included in the midterm and final exams, so it is your responsibility to complete these readings, particularly as they pertain to one of our guest speakers and will only assist you in your professional development.

*RESUME CRITIQUE*

The Career Center will host a day of class to discuss this very important piece of career readiness. After drafting your resume, you will be required to meet with Career Center Advisor Mark Fauble on one of the following dates to review your draft:

* Tuesday, September 10th between 10a – 4:15p (15-minute appointments)
* Wednesday, October 2nd between 10a – 4:15p (15-minute appointments)

An email from the Career Center will be sent with directions on signing up for an appointment with Mark on these specific dates. *If you are unable to meet with Mark, or cannot meet during these dates/times, you can visit the Career Center during drop-in hours* (<http://careercenter.illinoisstate.edu/>) to meet with an on-call career advisor. More details will be discussed in class. Your points for this assignment may not be reflected in the ReggieNet gradebook until the last week of class.

*CAREER CENTER INSTACAREER*

You will be required to attend an Insta-Career event. Hosted by the Career Center, Insta-Career is designed to prepare you for Career Center Internship & Career Fairs. It is essentially a one-stop shop for what you should expect from these types of events and how you can be as successful as possible. For additional information about these events, please click on the hyperlink below. **Please be aware that InstaCareer requires 45-60 minutes of your time.** The Career Center will offer two InstaCareer events (on different nights of the week):

* [Insta-Career](https://careercenter.illinoisstate.edu/events/InstaCareer.shtml): Wednesday, September 4th from 4-7pm in the Bone Student Center
  + No affiliated assignment; must use Redbird ID to swipe in/out
* [Insta-Career](https://careercenter.illinoisstate.edu/events/InstaCareer.shtml): Thursday, September 19th from 4-7pm in the Bone Student Center
  + No affiliated assignment; must use Redbird ID to swipe in/out

There is no affiliated assignment for Insta-Career – you will receive full points for attending. Your attendance will be tracked by Career Center staff at the event. You must use your Redbird ID to swipe in/out at the event. Your points for this assignment may not be reflected in the ReggieNet gradebook until the last week of class.

**In order to earn points for the assignment, you must attend one of the two Insta-Career events. No exceptions will be made for schedule conflicts, particularly as they pertain to part-time jobs or extracurricular activities. If there are extenuating or unique circumstances, you must contact me as soon as possible.**

*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. The Career Center will host a day of class to discuss how to create a LinkedIn profile and how to leverage and build your professional network and search for jobs. A rubric will be provided on ReggieNet with more details about what should be included on your LinkedIn profile to fulfill this assignment.

In addition, the Career Center offers several LinkedIn workshops during the semester (offered at both the basic and advanced levels), beginning on Tuesday, October 8. You are not required to attend a workshop for this course, but this would be a good opportunity to dedicate a targeted period of time to making your LinkedIn profile the strongest it can be! For dates/times of these and other Career Center workshops, please visit: <https://careercenter.illinoisstate.edu/events/all.php>.

*GUEST SPEAKER REFLECTION ESSAY*

We will hear from several guest speakers throughout the course, each of which has their unique experiences and expertise on a wide variety of topics relating to professional development. Near the end of the semester, you will be asked to upload to ReggieNet a 200 to 300-word essay in which you select one guest speaker from the course that is the most meaningful for you and your future career goals. In this essay, you should summarize the presentation, connect the presentation and or the speaker/their career to your future career goals, and discuss two to three strategies you can begin implementing this semester to meet those goals. **It is an expectation that you meet the minimum word count.**

**EXAMS:**

*MIDTERM EXAM*

You will complete a midterm “take home” exam on ReggieNet, which will cover guest speaker presentations from the first half of the course, resources from the Career Center, and content from supplementary readings on ReggieNet. The exam will consist of multiple choice and true/false questions, along with two open-ended reflective questions. The exam will be available via ReggieNet one class period before it is due. Due to the nature of the exam, students will be able to refer to notes, readings, etc. I would highly recommend printing out the supplementary readings. **It is in your best interest to attend all guest speaker presentations and to take detailed notes, as speaker PowerPoint presentations will not be posted and any materials they share will be distributed in class only.**

*FINAL EXAM*

You will complete a final “take home” exam on ReggieNet, which will cover guest speaker presentations from the second half of the course and content from supplementary readings on ReggieNet. The exam will consist of multiple choice and true/false questions, along with two open-ended reflective questions. The exam will be available via ReggieNet one class period before it is due. Due to the nature of the exam, students will be able to refer to notes, readings, etc. I would highly recommend printing out the supplementary readings. **It is in your best interest to attend all guest speaker presentations and to take detailed notes, as speaker PowerPoint presentations will not be posted and any materials they share will be distributed in class only.**

**EXTRA CREDIT:**

*FALL INTERNSHIP & CAREER FAIR*

There will be one opportunity for extra credit in this course, worth 10 points. This will require you to attend the Fall Internship & Career Fair (Tuesday, September 24th from 4-7pm in Redbird Arena). For additional information or to view a list of participating employers closer to the event, please visit: <https://careercenter.illinoisstate.edu/events/fall-career-fair.shtml>. Your attendance will be tracked by Career Center staff at the event. You must use your Redbird ID to swipe in/out at the event. Your extra credit points will not be reflected in the ReggieNet gradebook until the last week of class.

**EVALUATION:**

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| --- | --- |
| Syllabus Quiz | 10 pts. |
| Attendance | 30 pts. |
| Resume Critique | 25 pts. |
| InstaCareer Event | 25 pts. |
| LinkedIn Profile | 50 pts. |
| Guest Speaker Reflection | 20 pts. |
| Midterm Exam (ReggieNet) | 50 pts. |
| Final Exam (ReggieNet) | 50 pts. |
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| **TOTAL POINTS** | **260 pts.** |

The grading scale is a standard ten percentage point scale (I will **not** round up grades):

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

In this course, simply doing an assignment does not result in an “A.” Failure to follow directions or meet criteria will result in a loss of points. Students should note the definition of each letter grade:

“A” is reserved for work that is exceptional

“B” is reserved for work that is above average

“C” is reserved for work that is average (meets all criteria)

“D” is reserved for work that is below average

“F” is reserved for work that is failing, late, or not submitted for evaluation

**TENTATIVE SCHEDULE: *All assignments will be submitted via ReggieNet unless otherwise noted***

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| **DATE** | **TOPIC** | **ASSIGNMENT DUE** |
| **Week 1**  Mon., Aug. 19th | **NO CLASS** |  |
| Wed., Aug. 21st | Assign LinkedIn Profile  **Internships**  *Mr. Tom Lamonica* | Review Syllabus  Readings: *Communication Studies Rise to Relevance, Two Key Traits Employers Need* (ReggieNet) |
| **Week 2**  Mon., Aug. 26th | **Resumes**  *Mr. Mark Fauble* | Syllabus Quiz (ReggieNet)  Reading: *What Resumes Should Look Like in 2018* (ReggieNet) |
| Wed., Aug. 28th | **COM Resources & SoC PD**  *Dr. Nathan Carpenter*  *Ms. Denise Thomas*  *SoC PD Interns* |  |
| **Week 3**  Mon., Sept. 2nd | **LABOR DAY – NO CLASS** |  |
| Wed., Sept. 4th | **INSTA-CAREER – NO CLASS** | Insta-Career #1 |
| **Week 4**  Mon., Sept. 9th | **Getting Involved: RSO Panel**  *Ms. Stephanie Duquenne, AWC*  *Ms. Megan Koch, Speech/Forensics*  *Dr. Lindsey Thomas, Lambda Pi Eta* |  |
| Wed., Sept. 11th | **Networking & First Impressions**  *Mr. Joe McDonald* | Readings: *An Introvert’s Guide to*  *Networking, Cash In Your College Alumni Connections* (ReggieNet)  Midterm Exam Available by 10a  (ReggieNet) |
| **Week 5**  Mon., Sept. 16th | **Interviewing**  *Mr. Mark Fauble* | DUE: Midterm Exam by 9:00 a.m.  (ReggieNet)  Reading: *Interview Prep is Key*  (ReggieNet) |
| Wed., Sept. 18th | **Study Abroad**  TBD | September 19th: Insta-Career #2 |
| **Week 6**  Mon., Sept. 23rd | **Career Panel**  *Marketing Yourself* | Readings: *3 Tips for Acing a Job Fair, 12 Ways to Elevate a Boring Networking Pitch* (ReggieNet)  September 24th: Fall Internship  & Career Fair (Extra Credit) |
| Wed., Sept. 25th | **Career Panel**  *Job Search* | Reading: *10 Tips for Landing Your Dream Job* (ReggieNet) |
| **Week 7**  Mon., Sept. 30th | **LinkedIn**  *Mr. Mark Fauble* |  |
| Wed., Oct. 2nd | **In-Class LinkedIn Work Day** | Final Exam Available by 10a  (ReggieNet) |
| **Week 8**  Mon., Oct. 7th | **Graduate School**  *Dr. Aimee Miller-Ott & Graduate Students* | DUE: Guest Speaker Reflection  (ReggieNet)  DUE: Final Exam by 9:00 a.m.  (ReggieNet) |
| Wed., Oct. 9th | **Course Synthesis & Evaluations** | DUE: LinkedIn Profile PDF  (ReggieNet) |

**\*\*\*The above schedule, procedures and policies in this course are subject to change in the event of extenuating circumstances. The instructor will notify students in a timely manner of all changes related to the course schedule. In addition, the instructor reserves the right to handle situations with students on a case-by-case basis.**