COMM/MM 4301: Senior Seminar  
Spring 2019

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Office Hours: Monday/Wednesday: 3-6 pm; Tuesday/Thursday: 12:15 pm-2 pm; and by appointment

Comm & Mass Media 4301: Senior Seminar. This capstone course for all areas of Communication & Mass Media emphasizes portfolio development and other preparation for entry into the CMM professions.

Course Objectives: The student will:
- describe the interrelationships of his/her course of study in CMM and how these courses relate to a career in the discipline. That outcome will result in:
- prepare a professional digital portfolio
- complete a capstone content test in his/her discipline to demonstrate mastery level of coursework
- successfully complete a mock interview and independent screening of his/her resume
- evaluate his/her individual transcripts to determine a variety of potential career alternatives and learn the expectations of professionals in those fields *(see specific University learning goals for the various programs at the end of this policy statement)*

Major Assignments:
- **The Portfolio**: Students will design a digital portfolio website on Weebly, which includes free hosting on their domain unless the student upgrades to purchase their own domain. Specifics regarding this portfolio website will be provided in an assignment sheet.  
- **The Career Interview**: Students will plan interview questions and answers for their various career fields, and conduct a mock career position interview coordinated by Career Placement Services.  
- **The Capstone Content Examination for all major coursework**: Students will complete capstone tests on standard content for all their major emphasis in CMM.

Grading:
- Portfolio = 400 pts  
- Portfolio presentation = 100 pts  
- Resume=100 pts  
- Interview question/answers plan = 100 pts  
- Cover Letter = 100 pts  
- Interview project w/Career Dev.=100 pts  
- Capstone test = 100 pts

Grading Scale:  
1000-900=A  899-800=B  799-700=C  699-600=D  599 and below=F

CMM Program Learning Goals:
- **COMM LG2**: Recognize and understand key issues related to communication theory and media/speech ethics. (assessed item: capstone test)  
- **COMM LG3**: Create original communication products both individually and in collaboration with other students and/or community partners. (assessed item: senior portfolio)  
- **MM LG2**: Create effective messages for dissemination to the public (assessed item: senior portfolio)  
- **MM LG3**: Recognize and understand key legal and ethical implications of synthesizing and producing information for transmission to the public through media channels. (assessed item: capstone test)

Honor Code Policy: Violations of academic integrity are **very serious** matters and are clearly documented in the ASU Student Handbook. The work a student submits in a class is expected to be the student's own work and must be work.
completed for that particular class and assignment. Plagiarism means intentionally or knowingly representing the words or ideas of another as one's own. Specifics on this are classified under “Student Misconduct” in the Student Handbook. https://www.angelo.edu/student-handbook/

**Attendance/Participation:** Attendance is required in this course. You are allowed two absences without penalty on lecture days only. From that point on, 2 points will be deducted from your final grade for arriving late, leaving early, or missing class. Regardless of attendance, you are responsible for class notes, handouts and deadlines. There are no make-ups. If you are absent on test days or when assignments are due, you will receive a zero for that grade. Please see the professor if there are some special circumstances. As always, official ASU student travel is excused. Academic Regulations Concerning Student Performance provides complete information regarding class attendance and reporting student illness and emergencies is provided in Angelo State University Operating Policy 10.04. (found at: http://www.angelo.edu/content/files/14212-op-1004-academic-regulations-concerning-student )

**Late Work:** Late work is not accepted and will result in a zero for that assignment. Additionally, failure to participate in the Mock Interview will result in an F in the class automatically regardless of the student’s numerical average.

**Academic Disability Statement:** Angelo State University complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you suspect that you may have a disability (physical impairment, learning disability, psychiatric disability, etc.), please contact Student Services at 942-2191. See this webpage for more information: https://www.angelo.edu/services/student_services/policy_statement_on_disability_services.php If you need disability accommodations in this class, please see me as soon as possible so I can make those accommodations for you.

**Academic Advising:** The College Arts & Humanities and Department of Communication and Mass Media require that students meet with a Faculty Advisor as soon as they are ready to declare a major. The Faculty Advisor will set up a degree plan, which must be signed by the student, and the department chair. CMM majors who have questions about advising or declaring a major in the department, can call 942-2031. Freshmen and pre-declared majors are supported by ASU’s Arts and Humanities advisors in CARR 203.

**Grade Appeal Process.** As stated in Angelo State University Operating Policy and Procedure (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see the Student Handbook, accessed at: https://www.angelo.edu/student-handbook/.

**Religious Holidays observance.** University Policy/Procedure Re: Religious Holidays

1. “Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.

2. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

3. A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.
## Tentative Schedule

(Schedule is subject to change. It is the student's responsibility to prepare accordingly. Changes to the schedule will be announced in class.)

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| **Jan. 15 & 17** | Jan. 15: Overview of the class, importance of the class.  
               | Jan. 24: Resume and Cover Letter Assignment given out  
               | Jan. 24: Work on both Resumes and Cover Letters |
| **Jan. 29 & 31** | Jan. 29: Continue work on both Resumes and Cover Letters  
               | Jan. 31: Continue work on both Resumes and Cover Letters (both due by end of class) |
| **Feb. 5 & 7**  | Feb. 5: Discussion of digital Portfolio, Weebly, and LinkedIn.  
               | Feb. 7th: Work on Digital Portfolio |
| **Feb. 12 & 14** | Feb. 12: Julie Ruthenbeck will speak about interviewing skills.  
               | Feb. 12: Interview questions and mock interview assignment given out.  
               | Feb. 14: Continue work on Digital Portfolio (**Corrected Resumes must be uploaded to Career Development by end of Class.**)|
| **Feb. 19 & 21** | Feb. 19: Dr. Madero will speak about graduate school.  
               | Feb. 21: In-class work on Portfolios |
| **Feb. 26 & 28** | Portfolio and website work continues in class this week. |
| **Mar. 5 & 7**  | In-Class work on Portfolios continues this week.  
               | March 7: Show proof you have your mock interview set. |
| **Mar. 19 & 21** | Portfolio work in class |
| **Mar. 26 & 28** | Due: March 28: Interview Questions & Answers due by start of class.  
               | March 26-28: In-Class work on Portfolios. |
| **Apr. 2 & 4**  | April 2: Texas Workforce Commission.  
               | April 4: TSCA conference. |
| **Apr. 9 & 11** | Portfolio work in class.  
               | **Complete your mock interviews this week.** |
| **Apr. 16 & 18** | April 16&18: Monster & Indeed. How to look for other jobs. |
| **Apr. 23 & 25** | April 23: Discussion of Capstone Exam.  
               | April 25: Digital Portfolio grading will begin. |
| **Apr. 30 & 2**  | Presentations all this week (see the presentation orders sheet). |
| **May 7th**     | Final Exam  1-3 p.m. |

**Congratulations graduates!**