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

Course Objectives:

- Describe the interrelationships of his/her course of study in CMM and how these courses relate to a career in the discipline.
- 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.
- The Capstone Content Examination for all major coursework: Students will complete capstone tests on standard content for all their major emphasis in CMM.

Grading:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Portfolio</td>
<td>400</td>
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<tr>
<td>Portfolio Presentation</td>
<td>100</td>
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<tr>
<td>Resume</td>
<td>100</td>
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<td>Interview Q/A plan</td>
<td>100</td>
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<tr>
<td>Cover Letter</td>
<td>100</td>
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<tr>
<td>Interview</td>
<td>100</td>
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<tr>
<td>Capstone Test</td>
<td>100</td>
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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 makeups. 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.

**Title IX at Angelo State University:** The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at:

Michelle Boone, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022 michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

For more information about Title IX in general you may visit www.angelo.edu/title-ix.