

Senior Seminar
COMM/MM 4301.D10
Online Instructional Method
<https://blackboard.angelo.edu/>

Instructor: Professor Mangrum
Office: Library Building, Room 310
Virtual Office Hours: By Appointment M/W 11:30-1:00pm, T/TH 1:30–3:00pm (Blackboard Collaborate)
Phone: 325-486-6084 Email: leah.mangrum@angelo.edu
(allow **24-48 hours** for thorough responses to your questions)

There will be 1 **required online synchronous meetings** for this course on:
Wednesday, September 1st at 6: 00 pm CST

Required Textbook:

Careers in Media & Communication
Author: Stephanie A. Smith
Print: ISBN-10: 1506360920, ISBN-13: 9781506360928 Available for purchase/rent at the ASU Bookstore
Digital ISBN: 9781544320793, Rent for 90-180 Days at RedShelf and VitalSource Bookshelf
Access any device with a web browser (sharing limit 2, print and copy/paste limit 2% of total pages)
Publisher: Sage Publications Incorporated

Course Description:

This capstone is a culmination of the Communication and Mass Media (CMM) courses you have completed at Angelo State University. Academic writing and creative works artifacts will be revised for inclusion in a digital portfolio and a professional overview with resume will encompass skills acquired throughout your academic career. Undergraduate, 3.0 Credit Hours.

Blackboard Course Navigation:

The Course Schedule in the Course Resources section on the left-hand gray panel in Blackboard, provides an illustration of all due dates in the course.

All course activities are due by 11:59pm CST on date specified - No Exceptions

The Lessons section in Blackboard lists weekly module pages that identify each task to be completed for that week. The weekly folders include links to readings, assignments, discussions and related media.

All assignments, excluding the portfolio and portfolio presentation will be saved as .pdf. Instructions to save webpage as.pdf, [to save a word document as .pdf](#), and to use print screen on a personal computer, will be located in the Course Resources section of Blackboard.

Course Communication:

I am available to answer questions synchronously if needed. To schedule virtual office hours, you will email lmangrum@angelo.edu 24 hours in advance and prepare to use Blackboard Collaborate.

Online Etiquette Expectations:

- What you write is public, be mindful of proper tone, mechanics and respect for others' opinions.
- Use humor, joking, or sarcasm with caution.
- Review your emails, papers and other documents carefully for grammar and punctuation as you write. Work toward well-formulated written submissions.

IDEA Students are provided the opportunity to participate in a course evaluation, areas include	Student Learning Outcome Upon completion of this course, students should be able to:	Assessment Methods for assessing student learning outcomes	Activities validating outcome achievement
Essential: Developing specific skills, competencies & points of view needed by professionals in the field most closely related to the course.	Demonstrate competencies in the field of Communication and Mass Media by preparing a professional portfolio and presentation.	Students plan and complete a digital portfolio that encompasses their academic career in Communication or Mass Media. Includes building portfolio progressively: course and coursework list, resume, professional overview (cover letter), revised creative works and academic writing.	Professional Portfolio: (60% of Final Grade) <ul style="list-style-type: none"> - course & coursework list 10% - resume 10% - professional overview 10% - creative works 10% - academic writing 10% - portfolio 10%
		Describes components of professional portfolio, utilizing technology tools to incorporate audio, video, text and image into a digital exhibition. The presentation involves four portions: “elevator pitch”, introduction of coursework, description of skills acquired during academic career and wrap up.	Portfolio Presentation: (10% of Final Grade)
Important: Developing skill in expressing oneself orally or in writing	Develop skill in expressing professional strengths both orally and in writing	Students will plan interview questions and answers for their various career fields, perform an online job search and research the company.	Interview Script, Job Announcement & Research Summary: (15% of Final Grade) <ul style="list-style-type: none"> - 5% each
Important: Learning to apply course material (to improve thinking, problem solving & decisions)	Analyze the interrelationships of his/her course of study in CMM and how these courses relate to a career in the discipline.		course & coursework list professional overview (indicated above)
	Complete capstone content tests in his/her discipline to demonstrate mastery level of coursework.	Students will complete 8 capstone tests on standard content for their major emphasis in CMM.	Capstone Content Examination for all major coursework: (10% of Final Grade)
Important: Learning how to find, evaluate & use resources to explore a topic in depth	Explore potential career alternatives and identify the expectations of professionals in those fields.	Includes attendance at synchronous meeting, prompt delivery of materials and meaningful contribution to assignments.	Class Participation: (5% of grade) <ul style="list-style-type: none"> - online meeting 2.5% - LinkedIn assignment 2.5% - reflection 2.5%
			Assigned readings & videos
			job search (indicated above)

To be successful in this course, check **Announcements & Lessons** frequently.

Tentative Course Outline	
Week 1	Course Overview and Communication
Week 2	Building Portfolio Progressively, online synchronous meeting in Blackboard Collaborate
Week 3	Skills
Week 4	Experience
Week 5	Applying for Jobs, submit Resume to Career Development
Week 6	Professional Overview
Week 7	Creative Works
Week 8	Building Portfolio Progressively
Week 9	Academic Writing, Schedule Mock Interview on Jobs4Rams
Week 10	Building Portfolio Progressively
Week 11	Interviewing & Preparation
Week 12	Building Portfolio Progressively, Participate in Mock Interview
Week 13	Review for Capstone Tests, Professional Portfolio
Week 14	Portfolio Presentation
Week 15	Complete Capstone Tests in Blackboard by 12/9/21 at 11:59pm

Grading Criteria:

You will be evaluated on the following:

- 1) the level of your engagement with the course materials (as evidenced in written work and discussion)
- 2) your capacity to explain your ideas and analysis in articulate and well-written forms
- 3) your ability to creatively explore theories and methodologies

How final grades will be calculated:

90-100%	A
80-89%	B
70-70%	C
60-69%	D
under 60%	F

Code of Student Conduct:

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding Academic Misconduct, which is contained in the Student Handbook. <http://www.angelo.edu/student-handbook/>

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 Operating Procedure 10.03 at <http://www.angelo.edu/content/files/14196-op-1003-grade-grievance>.

Disability Services Policy Statement:

Request for accommodations may be reviewed on a case-by-case basis, considering the essential elements of the academic course and/or the degree being sought. To the extent practical, the faculty and administration will make reasonable accommodations to assist qualified individuals with disabilities meet their degree requirements, consistent with the applicable provisions of Texas statutes and the Regents' RULES AND REGULATIONS. If you wish to have special accommodations made for your studies, please contact the Office of Student Affairs, Room 112, Houston Harte University Center, (325) 942-2047.

URL: <http://www.angelo.edu/services/disability-services/disability-services-policy-statement.php>

Office of Title IX Compliance Statement:

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind (including pregnancy, orientation, gender identity, gender-based harassment, sexual assault/exploitation, indecency, interpersonal violence, and stalking). Faculty members are responsible to report allegations to the Office of Title IX Compliance in order to connect students with resources and options in addressing allegations reported. You are encouraged to report incidents to the *Director of Title IX Compliance/ Title IX Coordinator*, Mayer Administration Building, Room 210, 325-942-2022, michelle.boone@angelo.edu or file a report online 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*. The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). For more information about Title IX visit www.angelo.edu/title-ix.

Use of Masks/Facial Coverings by Students in Class At Angelo State University:

Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are encouraged to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. The student will be responsible to make up any missed class content or work. You are also asked to maintain safe distancing practices to the best of your ability. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

Shannon Medical “Telemedicine App” free to students: <https://www.shannonhealth.com/ondemand/>

Access on computer or through an app available for both iPhone and Android. Through this service, a licensed physician will view the patient from a computer or phone camera and after assessing the answers to several questions, decide if the patient needs further testing.

Coronavirus updates regarding Angelo State University: www.angelo.edu/coronavirus**Technology Requirements**

In addition to Blackboard students will access Internet web sites, use Kaltura Capture, Career Videos, Hiration, Google Sites and Microsoft Word in Senior Seminar. Details about browser support are provided by [ASU e-Learning](#) and [Mobile Services](#) are available through ASU Information Technology. An introduction to Blackboard is available in the COMM/MM 4301.D10 [Blackboard](#) course on the left-hand gray panel. Kaltura Guides are available in the Course Resources section of the course and through the [ASU Technology Knowledge Portal](#). If you have trouble accessing the technology, please contact the IT Help Desk at 325-942-2911.

Online Learning Resources:

Apps@ASU

[Office 365](#)

[Student Guide to Learning Online](#)

[Guide to Library Services for Undergraduate Distance Learning Students](#)

[Online Learner Self-Assessment Survey](#)

Using the ASU Library <https://angelo.libguides.com/Library>

Basic Library Research & Writing <https://angelo.libguides.com/basicresearch>

Research Guides <https://angelo.libguides.com/?b=s>

Instructor reserves the right to modify the Course Syllabus throughout the semester.