

COMM/MM 4301: Senior Seminar
Instructor: Dr. Benjamin Brojakowski
Spring 2022

Porter Henderson Library 326 – MW 2:00-3:15 p.m.

Instructor Information:

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Office: Porter Henderson Library 306L

Office Hours: MW: 11:00 a.m.–1:30 p.m.; TTH 12:30-2:30 p.m.; F 11:00 a.m. – 12:00 p.m.; By Appointment

Course Description:

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

Student Learning Outcomes:

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 an interview session
- 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)

Course Requirements (1000 points):

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 Electronic Interview:*** Students will plan, record, and upload an interview session to mimic modern interviewing trends.
- ***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**
- **Resume=100 pts**
- **Interview question/answers plan = 100 pts**
- **Cover Letter = 100 pts**
- **Interview Video=200 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)

Course Policies

1. Attendance

Regular attendance is required in this course. Attendance will be taken and counted beginning the first day of class. The student is allowed to miss 3 class periods without penalty to the final grade. However, a student's absence will result in a zero for all work/assignments completed on that day. Students will lose five Attendance points for every three tardies (more than 10 minutes late).

To be considered excused for a class absence, the student must be excused through the school as they will be attending a school sponsored event or provide proof of a medical or family emergency. In these cases, it is the responsibility of the student to complete any assignments they will be missing prior to their departure. Please come talk to me as soon as you know you will be missing a class.

2. Late Assignments

Late work will receive a 25% point deduction every day that it is late (including weekends). If students are unable to submit their work on BlackBoard because of technology issues or because a deadline has passed, they should submit the work to me by email as soon as possible.

3. Missed Exams

1. Contact me within 24 hours of the missed exam. If you are aware of your need to be absent prior to the exam, you should contact to me *before* missing the assignment.
2. By the next class session you attend, provide documentation of your absence.
3. I will view your documentation and make a final decision as to whether or not you are permitted to make up the exam.
4. Make-up presentations will only be granted for *documented* absences.

4. Academic Misconduct

Plagiarism in your assignments will result in a zero for the assignment and the instructor may pursue additional measures. All assignments are to be the original composition of each student. Outside sources are required for each assignment with proper citing in a bibliography as required.

5. Class Etiquette

Please be a courteous student and peer.

Laptops and tablets are encouraged for in-class activities and note taking. If any student uses this technology for non-class activities, he/she will lose all attendance and participation points for the day. If any student is disciplined for using this technology inappropriately three times throughout the semester, they will lose the ability to use their laptops and tablets in class for the remainder of the semester.

Students may not use Snapchat, Instagram, Facebook, or any other social media outlet to post pictures or videos of other students or their performance in the classroom. Failure to comply with this rule will result in failure for the semester.

6. 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. This may include your own previous work. Plagiarism includes quoting or paraphrasing from other sources without acknowledging/citing the source of your information or presenting quoted material as your own words. You must be very clear about attribution of sources and you must know how to cite sources in a paper. Please see full Honor Code Policy at http://www.angelo.edu/cstudent/documents/pdf/Student_Handbook.pdf

7. Disability Statement

The Student Life Office is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student's responsibility to initiate such a request by contacting:

Mrs. Dallas Swafford, Director of Student Development
325-942-2047 office or 325-942-2211 Fax
dallas.swafford@angelo.edu
University Center, Suite 112B

8. Religious Holiday Observance

A. "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.

B. 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.

C. 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.

9. Language

Under no circumstance will racist, sexist, homophobic, or any other type of oppressive language be tolerated in COMM 4301. Please think before you speak and use your language carefully. I reserve the right to ask you to leave class with no credit for attendance if your language crosses this boundary.

We must respect one another's opinions, even when we disagree with them. This is not to say that debate is unwelcome. Rather, I expect healthy, reasoned, thoughtful debate that in all ways respects and values the individual person. Be prepared to provide and support your arguments.

10. Social Media

I do not communicate with students on social media. All of my active social media accounts are set to private and I will not accept/request social media connections with students.

11. Title IX Statement

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 Title IX Coordinator at:

Michelle Miller, J.D.

Title IX Coordinator

Mayer Administration Building, Room 210 325-942-2022

michelle.miller@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* at 325-942-2171, *Counseling Services* at 325-942-2371 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.

Course Schedule

Class Dates	Chapter Readings	Due Dates
Week 1 Jan. 18	Introduction to Course; Course Assignments Gather COMM/MM Classes	
Week 2 Jan. 24	Resume & Cover Letter Lectures	
Week 3 Jan. 31	Resume & Cover Letter Workshops	
Week 4 Feb. 7	Resume & Cover Letter Workshops	Resume & Cover Letter Due Feb. 11 (11:59 p.m.)
Week 5 Feb. 14	Interview Lectures	
Week 6 Feb. 21	Interview Class Activity	Film Check-In #2 Due – Feb. 25
Week 7 Feb. 28	Interview Workshops	Interview Assignment Due March 4 (11:59 p.m.)
Week 8 March 7	Interview Zoom Recording Discussion & Workshop	
Week 9 March 14	Spring Break	No Classes
Week 10 March 21	Portfolio Project Begins	Zoom Interview Projects Due March 25 (Files/Links – 11:59 p.m.)
Week 11 March 28	Portfolio Activity Portfolio Workshop	
Week 12 April 4	Portfolio Workshop	

Class Dates	Chapter Readings	Due Dates
Week 13 April 11	Portfolio Workshop	
Week 14 April 18	Portfolio Workshop	Portfolio Links Due April 22
Week 15 April 25	Capstone Exam Discussion & Review Capstone Classes Due	
Week 16 May 2	Capstone Exams	
Final Exam Week	No Exam	Congrats Grads!