

MMC 1009 Introduction to Media and Communications

Fall 2018

Instructor Information	Instructor: Nili Cimand nili.cimand@ufl.edu Office: G044 Weimer Office Hours: Tue 4pm-5pm, Thur 1pm-2pm and by appt.																																							
Class & Lab Meetings	CLASS: Chemistry Laboratory Building C130 Wed: 5:10pm - 6:00pm (Period 10)	Textbook: None. Handouts will be posted on Canvas.																																						
Course Objectives	<p>MMC 1009 is designed to introduce students to the tools and resources offered by the College of Journalism and Communications, while preparing them for success as a student and in their careers thereafter.</p> <p>Students will receive lessons on the organization of the college, and academic and career preparation. Instructors will coach students to maximize their learning and development by creating environments which provide opportunities for:</p> <ul style="list-style-type: none"> • Engagement (faculty/staff, and peers) • Awareness and respect of diversity • Involvement • Knowledge of resources • Active engagement in one's own learning • Goal setting and career plan development • Healthy lifestyle 																																							
Evaluative Criteria & Assignments	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">In-Class Assignments</td> <td style="text-align: right; padding: 2px;">30</td> </tr> <tr> <td style="padding: 2px;">Dream Job</td> <td style="text-align: right; padding: 2px;">10</td> </tr> <tr> <td style="padding: 2px;">Resume Before and After</td> <td style="text-align: right; padding: 2px;">10</td> </tr> <tr> <td style="padding: 2px;">Professional Student Organization Meeting</td> <td style="text-align: right; padding: 2px;">10</td> </tr> <tr> <td style="padding: 2px;">Fall CJC Career Day Fair</td> <td style="text-align: right; padding: 2px;">10</td> </tr> <tr> <td style="padding: 2px;">Diversity Reflection</td> <td style="text-align: right; padding: 2px;">10</td> </tr> <tr> <td style="padding: 2px;">Gator Professional Series</td> <td style="text-align: right; padding: 2px;">10</td> </tr> <tr> <td style="padding: 2px;">Academic Integrity</td> <td style="text-align: right; padding: 2px;">10</td> </tr> <tr> <td style="padding: 2px;">Total Points</td> <td style="text-align: right; padding: 2px;">100</td> </tr> </table>	In-Class Assignments	30	Dream Job	10	Resume Before and After	10	Professional Student Organization Meeting	10	Fall CJC Career Day Fair	10	Diversity Reflection	10	Gator Professional Series	10	Academic Integrity	10	Total Points	100	Grading scale: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">A</td> <td style="padding: 2px;">93.50%-100%</td> </tr> <tr> <td style="padding: 2px;">A-</td> <td style="padding: 2px;">89.50%-93.49%</td> </tr> <tr> <td style="padding: 2px;">B+</td> <td style="padding: 2px;">87.50%-89.49%</td> </tr> <tr> <td style="padding: 2px;">B</td> <td style="padding: 2px;">83.50%-87.49%</td> </tr> <tr> <td style="padding: 2px;">B-</td> <td style="padding: 2px;">79.50%-83.49%</td> </tr> <tr> <td style="padding: 2px;">C+</td> <td style="padding: 2px;">77.50%-79.49%</td> </tr> <tr> <td style="padding: 2px;">C</td> <td style="padding: 2px;">73.50%-77.49%</td> </tr> <tr> <td style="padding: 2px;">C-</td> <td style="padding: 2px;">69.50%-73.49%</td> </tr> <tr> <td style="padding: 2px;">D</td> <td style="padding: 2px;">64.50%-69.49%</td> </tr> <tr> <td style="padding: 2px;">E</td> <td style="padding: 2px;">0%-64.49%</td> </tr> </table>	A	93.50%-100%	A-	89.50%-93.49%	B+	87.50%-89.49%	B	83.50%-87.49%	B-	79.50%-83.49%	C+	77.50%-79.49%	C	73.50%-77.49%	C-	69.50%-73.49%	D	64.50%-69.49%	E	0%-64.49%
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Deadlines & Make-Up Policies	<p>With the exception of quizzes, and unless otherwise noted, assignments must be submitted via Canvas by the end of day (11:59 p.m.) on due dates.</p> <p>Late work is not accepted. There is no make-up or extra-credit in this class.</p>																																							
Attendance	<p>There is no such thing as a "freebie" when it comes to absences or being late. If you miss class and subsequently have missed an in-class assignment, you will receive a zero. Please note that most assignments are uploaded online, but some are submitted in class.</p>																																							
In-Class Assignments	<p>Attendance is required in this class, as lack of presence equates to a lack of participation and contribution. These elements are essential to the objectives of this course. To monitor attendance, random in class assignments will be given to provide points. Leaving early without submitting the in-class assignment will result in a zero for that assignment. Arriving late and missing the in-class assignment will result in a zero. Make-ups for in class assignments will only be given to those with an excused absence and documentation.</p>																																							

<p>E-learning aka Canvas</p>	<p>https://elearning.ufl.edu Website for your course content. You will utilize it to keep track of assignment due dates, events, and deadlines on the site calendar. It is also where you can post to the class discussion page. Most importantly, it is where you will upload many of your course assignments! Please log in with your UF username and password, and explore, just in case you have any questions.</p>
<p>Mobile Phones</p>	<p>Communication devices such as cellphones must be silenced during class time. Cellphones should not be used during class time unless otherwise permitted by instructor for a class activity.</p>
<p>University Policies</p>	<p>STUDENTS WITH DISABILITIES Students requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.</p> <p>STUDENT EVALUATION OF COURSE AND INSTRUCTOR Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students here.</p> <p>UF HONOR CODE UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.</p> <p>HELP WITH COPING The UF Counseling and Wellness Center is a terrific, free resource for any student who could use help managing stress or coping with life. There are two locations at Radio Road and Peabody Hall open for appointments and emergency walk-ins from 9am - 5pm, Monday through Friday. To make an appointment or receive after-hours assistance, call 352-392-1575.</p>

FALL 2018 – COURSE OUTLINE*

WEEK	DATE	TOPIC
1	8/22	Welcome, Introductions, Expectations, Course Objectives
2	8/29	Navigating the University
3	9/5	Library Resources (April Hines)
4	9/12	The Majors: Department Chair Panel Dream Job Due
5	9/19	Immersion Learning (DMP, Agency, PATH)
6	9/26	Get Involved: Student Org Panel
7	10/3	Communicating and Professionalism (CRC) Resume Before and After Due
8	10/10	Interviewing Skills (CRC)
9	10/17	Know your PATH: Degree Audit Professional Student Organization Meeting Due
10	10/24	Time Management (Health and Wellness Center) Fall CJC Career Day Fair Due
11	10/31	Ethics: Academic Honesty, Plagiarism (DSO)
12	11/7	Job and Internship Search Strategies (CRC) Academic Integrity Module Due
13	11/14	What about Grad School? Diversity Reflection Due
14	11/21	No classes (November 21-24). Thanksgiving
15	11/28	Diversity: Perspective, Presentation, Media Gator Professional Series Module Due
16	12/5	Real Talk

*Course outline is subject to change at the discretion of the professor.