



## MMC 1009 – Introduction to Media and Communications Summer A Syllabus (subject to change)

**Professor:** Ms. Liandra Larsen

**Meeting Time:** Completely Online – Asynchronous

**Office Hours:** Email to arrange a phone or virtual conference

**Contact:** Email via Canvas

**Required Readings:** Links to readings and videos will be posted on Canvas

### **Course overview**

MMC 1009 is designed to introduce students to the tools, resources and activities offered by the College of Journalism and Communications, while preparing them for success as a student and in their careers thereafter.

### **Objectives**

Students will receive lessons on the organization of the college, its resources, and career preparation. Students will be coached on ways to maximize their learning and development. The main topics discussed this semester will be:

- Engagement (with UF faculty/staff, and fellow students)
- Involvement
- College resources
- Active engagement in one's own learning
- Goal setting and career plan development

### **Instructor's policies**

Students should contact Ms. Larsen by email and include a detailed subject line. Questions about assignment should be sent in a timely manner, giving Ms. Larsen ample time to respond before they are due.

The deadlines for all assignments in each module are on Sundays at 11:59 pm ET. The final project may have a different deadline. Modules are available a minimum of one week in advance of their due date. You must be aware of all deadlines as outlined in Canvas.

There is potential for point totals to change if things happen throughout the semester. I will keep you informed if they do!

## **The Grading (Total of 450 points)**

The grade breakdown for this course is as follows (subject to change):

- 2 Assignments: 50 pts. each for a total of 100 pts.
- 1 Quiz: 50 pts. each for a total of 50 pts.
- 4 Video Discussion Posts: 50 pts. each for a total of 200 pts.
- 1 Final paper: 100 pts.

## **The Modules**

Over the last few semesters, I've realized that there are always specific topics my students are interested in learning more about. That's why, I've tailored the course to fit your needs! Here's a look at what we have planned for the semester:

### *Module 1:*

- Welcome to MMC 1009!
  - Video Discussion Post

### *Module 2:*

- Become a Research Ninja
- Job Prep
  - Quiz

### *Module 3:*

- Resumes
- Cover Letters
- LinkedIn
  - Assignment and Video Discussion Post

### *Module 4:*

- Life After College
- Graduate School
- Mental Health
  - Video Discussion Post

### *Module 5:*

- Personal Branding
  - Assignment

### *Module 6:*

- My Personal Experiences, Their Experiences, & Yours
  - Video Discussion Post and Final Paper

## **Course Structure**

This course is online only via Canvas. All deadlines are on Eastern Time. Each module will become available on Monday by 11:59pm ET to Sunday at 11:59pm ET of a given week, including holidays. It is the student's responsibility to follow and adhere to this schedule. Each module may consist of course videos, readings, discussion topics, reading quizzes & lecture quizzes. There will be one final paper. Final grades will be calculated based on the average grade calculated in the Canvas grade book and according to the UF grading scale that follows.

*Reading/Video Quizzes* - Some of the modules will have quizzes on material covered in video lectures and readings. These quizzes may include open-ended questions to test your command and understanding of the material. These will be timed (length varies by module).

*Discussion Contributions* - You will participate in several discussions related to the subjects covered. Some of them will be centered around videos, and some will be about major points of the module. You are expected to make a minimum of one video discussion post and a 50 word reply/short video reply to a minimum of one classmate.

Do not use derogatory language in your discussion posts or assignments. Everyone deserves a safe environment in which to participate in class discussions. Therefore, while expressing what you feel about a particular issue, be respectful in your discussion posts and peer interactions. Disrespect towards other students, direct or covert, will not be tolerated under any circumstances. If you have questions about the use of specific words or language that may be deemed derogatory, obscene, or biased in some way, clarify with the instructor via email before including such words/phrases in your post.

## **The Fine Print**

### Lecture recordings and materials

All class materials will be available under the appropriate week/module. This includes pre-recorded videos, readings, links to assignments, and any additional relevant materials. In other words, if you are looking for the recording or assignment from Week 3's class, then click on the Week 3 module. This is also available under the Modules tab of Canvas. A detailed description of each assignment can be found on Canvas.

### Miss a quiz or assignment?

- All quizzes and assignments must be completed by 11:59pm on the Sunday of the week it is assigned, unless otherwise stated.
- If you do not complete a quiz or assignment by that time, you will receive a 0 for that week.

- I'm human, so if you are going through a difficult time and miss a quiz or assignment, please reach out to me personally so we can discuss your options.
- I have been in college for years and used every excuse in the book, so be honest with me when you fall short on an assignment. We can work something out.

### How will I get in touch with you?

Messages to the entire class will be sent out on Canvas. Individually, it may be via email or on Canvas. Remember that although I may reply to a message from your gmail (or other) account, I will always initiate a message to your UF email. This is in accordance with program policy. Check those UF email accounts!

### UF's Grading Policy

Please read: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

### Communication

You may email the instructor via Canvas messaging or UF email. Please contact the UF Help Desk to resolve technical issues that might arise with Canvas: <http://helpdesk.ufl.edu/>

### Makeups

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

### Evaluations

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. 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 at <https://evaluations.ufl.edu/results/>

### Academic Integrity

The College of Journalism and Communications at UF is committed to upholding the University's Academic Honor code as detailed on UF's website. Academic dishonesty of any kind is not tolerated in this course. The university's guidelines provide additional details, which you are expected to understand completely. <https://sccr.dso.ufl.edu/policies/student-honor-codestudent-conduct-code/>

### UMatter, We Care

If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352-392-1575 so that a team member can reach out to the student.

### Resources

The University of Florida is full of resources that can help you in your academic career. You are encouraged to make use of resources such as the library, tutoring, career resource center, etc. A list of useful UF resources can be found here: <http://www.ufl.edu/academics/resources/>

### Students with Disabilities

Reasonable accommodations will be made for any students with disabilities. If you have a disability, the Dean of Students Office will give you official documentation, which you will give to your instructor. More information is on the Disability Resource Center page from the Dean of Students Office: <https://drc.dso.ufl.edu/>