

## MMC 1009 (15407): Intro to Media and Communications

Spring 2024 – <http://elearning.ufl.edu/>. ***Our course begins Monday, Jan. 8, 2024!***  
**Please read and study the essential information below...**

Course Facilitator: Gladys L. Cleland, DM, HDD (and a CJC Gator!)

E-mail: [clelanql@jou.ufl.edu](mailto:clelanql@jou.ufl.edu)

Cell: 315.382.8484 (based in Central New York – Eastern Time)

Video Lecturers: Members of the UF College of Journalism and Communications Advising Staff. ***Dr. Cleland will be your primary contact. Please contact Dr. Cleland with your questions.***

Office Hours: Asynchronously, by appointment. Availabilities also will be posted in Course Announcements, plus queries are always welcomed via email!

### Description of Course

This course is designed to introduce UF Online students to the tools/resources available through the College of Journalism and Communications (CJC) and the University, while also preparing them for success as an online student and for future internships and professional careers. Lessons will focus on keys to success in online learning, the organization of the college, as well as academic and career preparation.

The activities and exercises offered in MMC 1009 will facilitate student learning and understanding by including opportunities to develop skills for:

- Achieving success in online learning
- Understanding CJC majors and requirements
- Discovering and using College and University resources
- Career Preparation
- Practicing protocol for Diversity and Inclusion
- Respectful and professional engagement (with College, Faculty/Staff, and Peers).

**FYI-1:** This is a **self-directed course**, which means that you must be self-motivated, and time manage your participation wisely. Your facilitator does not lecture, but enhances your learning through assignments and commentary related to real world scenarios and text materials.

**FYI-2:** Certain submissions may require credible and legitimate **outside sources**, referenced in APA Style – the required referencing style you will use during your UF academic career to avoid committing plagiarism. See [apastyle.apa.org](http://apastyle.apa.org) for FREE assistance in formatting. Even if an assignment appears opinion-based, you should seek resources to support your platform. **I call this P-I-E [Platform – Investigation of supporting information – Examples (provided to add credibility to your platform and the points you are attempting to make.)]**

## Learning Objectives and Outcomes

There are several learning objectives for this one-credit course. Upon completion, students should:

- Understand the best practices for online learning success and how to incorporate them into their daily routine
- Know their advisor and how/when to reach out to them
- Have a basic knowledge of CJC's general degree requirements
- Understand how to read their degree audit and participate in academic planning
- Have gained a basic knowledge of the CJC majors and how these fields of study provide career opportunities
- Have a general knowledge of the university, college, and career resources available to them and how to leverage them
- Understand how to position social networks for professional benefit
- Have a general knowledge of where to find opportunities for academic and professional growth.

## Grading - Check your weekly Modules for all activities.

Assignments, Activities and Discussions	70%
Quizzes	20%
Resourcefulness Tasks	10%

### Assignments, Activities and Discussions – 70%

Most Assignments, Activities and Discussions may cover topics in the lectures, readings, and other materials provided in weekly Course Modules. Unless otherwise noted, ALL assignments should be submitted as MS Word documents with a specific heading.

### Quizzes – 20%

Six Multiple-Choice Quizzes will cover the topics in the lectures and readings. Each will be offered with a specified time limit and will be graded immediately following your completion.

### Resourcefulness Tasks – 10%

If offered, these tasks will challenge you as a communications investigator and researcher. You may be asked to find answers to seek information outside of this Course Shell as it applies to various activities. *This can be both useful and fun!* If not offered, this grade component will be added to Assignments, Activities and Discussions.

## Grade Distribution

The distribution of grades follows the [UF Grading Policy and Scheme](#) below. When the facilitator feels it warranted, final grades *may be* curved to a student's advantage.

[View/Edit Grading Scheme](#)

UF Canvas Grading Scheme		<a href="#">Select Another Scheme</a>
Name:	Range:	
A	100 %	to 94.0%
A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%
B	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
C	< 77.0 %	to 74.0%
C-	< 74.0 %	to 70.0%
D+	< 70.0 %	to 67.0%
D	< 67.0 %	to 64.0%
D-	< 64.0 %	to 61.0%
E	< 61.0 %	to 0.0%

For more on the university's grading policies please visit <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

## Texts and Resources

There are no required texts for this Course.

Very helpful resources for in-text citations and end-of-submission References listings – used to avoid plagiarism and self-plagiarism:

[apastyle.apa.org](http://apastyle.apa.org) AND [citefast.com](http://citefast.com)

## Course Policies

1. **Course Format.** The Module requirements for this independent study course demand efficiency and expediency! It will be imperative for you to time manage and to keep on task. There also may be both content and deadline changes per UF Administrators as the course progresses due to weather occurrences, so monitor Course Announcements and UF email often for details.
2. **Due Dates.** Weekly assignments are due Mondays at 11:59 p.m., unless otherwise noted on the assignment page or changed by the University's administrators. You will submit your work in the **Assignment Silo** (the location where assignments are uploaded by you).

- 3. Making up missed assignments.** If you miss any assignments ONLY for medical reasons, family deaths, illnesses, or military service (if you are not documented as military personnel with DSO), please reach out to me ASAP. **You are required to report these challenges to the Dean of Students Office** ( <https://dso.ufl.edu/> ). An assessment of your challenge will be determined by a DSO professional and *potential arrangements* for a late submission suggested. You will need to provide a doctor's note or other medical documentation to DSO. DO NOT email your assignment unless instructed to do so. Any other missed assignments result in a "zero" grade; there is no extra-credit work offered in this course.
- 4. DRC Accommodation Letters.** So we can collaborate toward facilitating your course success, please submit your documentation to me via email no later than the end of the first week of classes. See the University Policy below.
- 5. Contacting the Course Facilitator.** Please note: **While there are several Video Lecturers, Dr. Cleland will be your primary contact.** Please contact me, Dr. Cleland, with your questions via email (at <mailto:clelangl@jou.ufl.edu>) and I will get back to you within 24 hours during the workweek, if not sooner. Weekends, not so much...but I will try if I can. I am an interactive prof, who enjoys engaging with her students, so reach out as needed. Also, monitor Course Announcements for the posting of asynchronous online office hours (when I will be online within the Course Shell).
- 6. Asking questions.** If you have general questions about the subject matter or the course policies, please post them to the General Discussion Forum for all to see and to potentially answer. Other students also may have similar concerns, and this way the questions and answers may be shared by the entire class. *I did not create this course, so I am sure I will have questions, too!* We will learn together like professional colleagues :-). To iterate, I generally will answer your question(s) within 24 hours. It may be longer during the weekend. If you have a personal question, please contact me directly; otherwise, post your assignment queries in the Weekly Discussion Forums. You may sign a **Syllabus Contract**, so there may be times when I will refer you back to various Course materials to seek out answers as part of your investigative training - a great lesson in resourcefulness!

## University Policy on Accommodating Students with Disabilities and Recognizing Diversity

Students requesting accommodation for illnesses or documented disabilities must first register with the Dean of Students Office. [The Dean of Students Office \(DSO\)](#) will provide documentation to the student, who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation **prior to** submitting assignments or taking the quizzes or exams. Accommodations are not retroactive; therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

**Recognizing Diversity:** A component of ALL UF Courses, whether on-campus or online, is to create an environment that fosters the expression of diverse backgrounds, opinions, methods of presentation, and to teach tolerance with respect. Your suggestions and opinions are encouraged and appreciated as we interact in an evolving social learning environment that is respectful yet vibrant.

## University Policy on Academic Misconduct

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <https://archive.catalog.ufl.edu/ugrad/1617//advising/info/student-honor-code.aspx>.

## Netiquette: Communication Courtesy and Feedback

All members of the class are expected to follow this "social contract" of rules for common online interaction courtesy through all email messages, threaded discussions and chats: [https://www.cise.ufl.edu/wp-content/uploads/2019/08/CISE\\_Netiquette\\_Guide.pdf](https://www.cise.ufl.edu/wp-content/uploads/2019/08/CISE_Netiquette_Guide.pdf).

### *Course Evaluations*

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>. Should you have any complaints with your experience in this course please visit <https://distance.ufl.edu/getting-help/student-complaint-process/> to submit a complaint.

## Getting Canvas and Personal Help

For issues with technical difficulties for E-learning and Canvas, please contact the UF Computing Help Desk\*\* at:

- <http://helpdesk.ufl.edu/>
- 352.392.4357 - Be prepared to offer your UF ID to the Representative

**\*\* Any requests for make-up work due to technical issues MUST be accompanied by the ticket number received from the Representative, which documents when the problem was reported.** The ticket number includes the time and date of the problem. You **MUST** e-mail your instructor with the ticket number within two hours of the technical difficulty if you wish to request an assignment accommodation.

Other helpful resources are available at <https://distance.ufl.edu/getting-help/> for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

**NOTES—**

***#BelieveAndAchieve!***