



COM6930 Seminar in Mass Communication Teaching

Academic Term: Spring 2025

3 Credit Hours

Instructor

Name: Dr. Paula Jones

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Class Zoom Meetings/Virtual Office Hours: 5:45pm-7:45pm (Available to meet via Zoom after class meetings, as needed), email for additional appointments.

Course Description and Prerequisites

Course Description: In this course, students will examine teaching strategies for mass communication courses in higher education. Students will learn to identify the purpose of higher education, understand faculty roles, and create a professional teaching portfolio. In addition, students will focus on the elements of quality course designs and examine their roles as professional educators.

Course Prerequisites – N/A

Course Expectations

This is a fully online course; you must log in to Canvas with your Gatorlink username and password to access the materials and assignments. The course is organized into modules with due dates. Unless otherwise specified, each module begins on Monday at 12:00 AM ET and ends on Sunday at 11:59 PM ET.

Time Commitment & Student Workload Expectations

Expect to spend 10 to 20 hours per week per course watching or attending lectures, reading, working on assignments and projects, and engaging in discussions.

Expectations for Writing Assignments: Writing Style

To meet the academic rigor and standards of a graduate program, all students must use the Publication Manual of the American Psychological Association (APA) 7th Edition style in their courses when appropriate for the assignment. The APA 7th Edition Manual has a plethora of guidelines that includes scholarly writing, publishing principles, elements and format for your papers, writing style and grammar, bias-free language guidelines, mechanics of style, in-text citing references, etc. For additional information on notable changes, see changes between APA 6th Edition and APA 7th Edition.

Class Demeanor

We will start our live sessions at exactly the time listed in the course shell. Please arrive a few minutes early to test your video and audio settings.



Attendance Policy

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies. [Click here to read the university attendance policies](#) for information on absences, religious holidays, illness, and the twelve-day rule. Excused absences must be consistent with university policies in the [Graduate Catalog](#) and require appropriate documentation.

Late Assignment Policy

Late work is not accepted for credit in this course. Please plan to stay current in the course throughout the term. This includes weekly module assignment and the final projects or work due in the final week of class due to the university grading deadlines. If potential issues arise concerning submitting weekly module assignments and/or the final projects, students should contact their instructors *before* the assignment deadline. Staying current is best.

1. **Late Discussion posts or participation cannot be accepted for credit.**
2. **Missed Live Seminars cannot be made up (active participation is required);** students are still able to submit the Talking Points Document for grading even if the Live Seminar is missed.
3. For University excused absence – a late assignment grade reduction would apply. Prior notice to the instructor is required. See [University excused absence](#).
 - a. 0-24 Hours Late: 10% reduction in grade.
 - b. Over 24 Hours (24 hours and 1 minute) to 7 Calendar Days Late: 20% reduction in grade.
 - c. After the 7th Calendar Day: Work will not be accepted.

Student Guidelines for Course Challenges

A student with questions regarding course content such as assignments, assessments, instructional materials, lectures, meetings, course objectives, course module objectives, or other areas of the course, please adhere to the following guidelines: First, *approach the faculty member who is teaching the course* to ask for clarifications regarding the course assignments, assessments, materials, lectures, meetings, etc. Use the instructor's contact information to request an appointment where you can address any concerns and/or questions. If, after meeting with *the faculty member teaching the course*, you are still unclear on the course assignments, assessments, materials, lectures, meetings, etc., then the next step would be to contact online advising (onlineadvising@jou.ufl.edu) for additional guidance.

Accessibility/Students with Disabilities Information

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the [Disability Resource Center](#). It is important for students to share their accommodation letters with their instructors and discuss their access needs as early as possible in the semester.

Course Evaluation

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 professionally and respectfully 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/>.



Course-Level Objectives

Upon successful completion of this course, students will be able to:

1. Explain the purpose of higher education. (CO: 1)
2. Analyze faculty roles. (CO:2)
3. Create a professional teaching portfolio. (CO:3)
4. Examine the elements of quality course design. (CO:4)
5. Create course documents. (CO:5)
6. Examine personal teaching style and philosophy. (CO:6)
7. Evaluate assignments/assessments. (CO:7)
8. Identify classroom strategies. (CO:8)
9. Investigate the role of technology. (CO:9)
10. Examine growth opportunities as a professional teacher. (CO:10)
11. Participate in the Quality Matters student module and receive course certification. (CO:11)

Textbooks and Materials

Required Course Textbook(s)

McKeachie, W. J., & Svinicki, M.D. (2014). *McKeachie's teaching tips: strategies, research, and theory for college and university teachers*. Belmont, CA: Wadsworth, Cengage Learning.

- ISBN-10: 1133936792
- ISBN-13: 9781133936794

Required Software: There is no required software to purchase for this course.

Recommended Textbook(s)

This textbook is recommended in all CJC Online classes to support student expectations for writing style.

American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed.).

- ISBN-13: 978-1433832161
- ISBN-10: 143383216X

University and Course Grading Policies

University 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 Conduct Code specifies the number of behaviors that violate this code and the possible sanctions. Click [here](#) to read the Conduct Code. If you have any questions or concerns, please consult with the instructor in this class.

Plagiarism

Plagiarism is unacceptable, especially in academic communities. All academic work must be an original work of your own thought, research, or self-expression. Plagiarism includes, but is not limited to, prohibited collaboration, consultation, and submission of academic work that has been purchased or obtained (see the [UF Policy: Student Conduct Violation](#)). In addition, self-plagiarism is also unacceptable. Self-plagiarism is defined as recycling or reusing one's own specific words from previously submitted assignments or published texts. Remember that plagiarism is unacceptable in any of your work, including all discussion board posts, journal entries, wikis, and other written and oral presentation assignments. It's important to always cite your sources in your assignments.

Grading Criterion

Your grade will be calculated based on the following:

| Assignments/Assessments | Weight (%) |
|---|-------------|
| Course Orientation: These assignments are required; however, they do not count toward the final grade. <ul style="list-style-type: none">• Student Introduction• Course Evaluation | 0% |
| 14 Talking Point Documents (No. 1, 2, 3, 5, 7, 9, 10, 12, 14, 16, 19, 21, 22, 23) | 20% |
| 11 Assignments (No. 4, 6, 8, 11, 13, 15, 17, 18, 20, 24, 25) | 15% |
| 10 Teaching Portfolio Components | 15% |
| 13 Live Virtual Seminars | 20% |
| 1 Module Planned/Design in Canvas (Completed) | 15% |
| 1 QM Student Certification | 10% |
| 1 Reflection Paper (Assignment 25) | 5% |
| TOTAL | 100% |

| Grade | Percentage |
|-------|------------|
| A | 92.5-100% |
| A- | 89.5-92.4% |
| B+ | 86.5-89.4% |
| B | 82.5-86.4% |
| B- | 79.5-82.4% |
| C+ | 76.5-79.4% |
| C | 72.5-76.4% |
| C- | 69.5-72.4% |
| D+ | 66.5-69.4% |
| D | 62.5-66.4% |
| D- | 59.5-62.4% |
| E | 0 – 59.4% |



The only passing grades for graduate students are A, A-, B+, B, B-, C+, and C. Letter grades of C-, D+, D, D- or E are not considered passing at the graduate level. However, the grade points associated with these letter grades are included in grade point average calculations. See the [Graduate Catalog](#) and [UF graduate school grading policy](#) for more information.

Student Privacy

Federal laws protect your privacy regarding grades earned in courses and on individual assignments. For more information, please see the [Notification to Students of FERPA Rights](#).

Technology Requirements

Software Use

All faculty, staff, and students at the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Software

- [Microsoft Office 365](#).
- [UF Apps](#) – access UF software applications from any device from any location at any time.
- [Adobe Reader](#)
- [Zoom](#)

Technical Support

If you have technical difficulties with your course, don't hesitate to contact the UF Computing Help Desk by filling out an online request form or calling 352-392-4357 (HELP).

If your technical difficulties cause you to miss a due date, you must report the problem to the Help Desk and then email your instructor. Include the ticket number you are given from the Help Desk in an email to the instructor to explain the late assignment/quiz/test.

IT Support

For all Technical assistance questions, please get in touch with the UF Computing Help Desk.

Phone: 352-392-HELP (4357)

Email: helpdesk@ufl.edu

Communication Policies

Student Expectations

Students should use their official UF Email address to communicate with their instructor. Please do not use the mail system within Canvas as those messages often go unseen.

Announcements



You are responsible for reading all announcements posted in the course each time you log in.

Email

You are responsible for reading all your course emails and responding promptly (within 24 hours).

Video Conferencing

You are responsible for attending course video conferencing meetings. If you cannot attend the video conferencing meeting, please advise the instructor at least 24 hours in advance (exceptions can be made for legitimate emergencies). You are expected to demonstrate netiquette and etiquette communication expectations during these meetings.

Instructor Communications

Email Policy

Except for weekends, holidays, and University breaks, the instructor will typically respond to emails within 48 hours. For course-related questions, **please post on the Canvas FAQ discussion board**. If you have questions of a personal nature, please email me directly.

Assignment Feedback Policy

I will provide feedback/grades on submitted assignments within two weeks of the due date. Some assignments may require a longer review period, which I will communicate to you if necessary.

Course Policies

Video Recording

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal, educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under [UF Regulation 4.040 Student Honor Code and Student Conduct Code](#).

Privacy

If your course includes live synchronous meetings, the class sessions will all be recorded for students in the class to refer to and for enrolled students who cannot attend live. Students who participate with their camera engaged or utilized a profile image agree to have their video or image recorded. If you are unwilling to consent to have your profile or video



image recorded, keep your camera off and do not use a profile image. Likewise, students who unmute during class and participate agree to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. Please see UF's Information Technology [policies](#) for additional information.

Challenging Topics

In this course, we may cover subjects that may be sensitive and/or challenging. As in all our courses, we do this not to indoctrinate but to instruct, to prepare you to be the most effective and successful media professional or scholar you can be. We encourage you to understand all concepts presented in class, but we know that what you personally believe is your choice. If you want to discuss anything regarding this, don't hesitate to contact me directly.

Academic and Student Resources

Academic Resources

- E-learning Technical Support: Contact the UF Computing Help Desk at 352-392-4357 (HELP) or via e-mail at helpdesk@ufl.edu.
- [Career Connection Center](#): Career assistance and counseling. Reitz Union, Phone: 352-392-1601.
- [Library Support](#): Various ways to receive assistance concerning using the libraries or finding resources.
[UF Library Services for Distance Students](#)
[Ask a Librarian](#) – chat with librarians online.
CJC Librarian - April Hines, Phone: 352-273-2728, Email: aprhone@uflib.ufl.edu.
- [Writing Studio](#): Provides one-on-one consultations and workshops tailored to specific classes (graduate and undergraduate). 302 Tigert Hall, Phone: 352-846-1138.

Health and Wellness

- *U Matter, We Care*: If you or someone you know is in distress, please contact umatter@ufl.edu, call 352-294-2273, or visit the website to refer or report a concern, and a team member will reach out to the student in distress.
- *Counseling and Wellness Center*: Visit the [Counseling and Wellness Center](#) website or call 352-392-1575 for information on crisis and non-crisis services.
- Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need or visit the [Student Health Care Center website](#).



- University Police Department: Visit the [UF Police Department](#) website or call 352-392-1111 (or 9-1-1 for emergencies).
- GatorWell Health Promotion Services: For prevention services focused on optimal well-being, including wellness Coaching for Academic Success, visit the [GatorWell website](#) or call 352-273-4450.

Student Fees and Service Entitlement

Student Fees

There are fees mandated by the state and one local fee that ALL students must pay per credit hour. Visit the [University Bursar](#) for up-to-date fee rates.

- Capital Improvement Trust Fund Fee
- Technology Fee
- Student Financial Aid Fee [not applicable for certificate programs]

Student services and entitlements

The student services that the distance student is entitled to are comparable to those of the resident student and should include the following:

- Eligibility for financial aid and financial aid advising [not applicable for certificate programs]
- Student complaints and concerns
- Student counseling and advising
- Student organizations
- Technology assistance

Course Schedule

| Week Number | Topic and Assignments |
|-------------|---|
| 1 | The Purpose of Higher Education. Assignment 1, Seminar 1 |
| 2 | Faculty Types and Roles. Assignment 2, Seminar 2 |
| 3 | Teaching Styles and Philosophies. Assignments 3, 4 and Seminar 3 |
| 4 | Course Development Part 1. Assignments 5, 6 and Seminar 4 |
| 5 | Course Development Part 2. Assignments 7, 8 and Seminar 5 |
| 6 | Types of Learning Assignments/Assessments Part 1. Assignment 9, Seminar 6 |
| 7 | Types of Learning Assignments/Assessments Part 2. Assignments 10, 11 and Seminar 7 |
| 8 | Specific and Descriptive Criteria for Evaluation of Student Work. Assignments 12, 13 and Seminar 8 |
| 9 | Module Development and Peer Reviews. Assignments 14, 15 and Seminar 9 |
| 10 | Teaching with Technology. Assignments 16, 17 and Seminar 10 |
| 11 | Helping Students Succeed. Assignment 18, Seminar 11 |
| 12 | Common Teaching Challenges. Assignments 19, 20 and Seminar 12 |
| 13 & 14 | The Ethics of Higher Education. Assignment 21, Seminar 13 & Quality Matters (QM) Certification. Assignment 22 |
| 15 | Your Growth as an Instructor. Assignments 23, 24, 25 |

The instructor reserves the right to adjust this syllabus as necessary.