

COMM 321 Junior Colloquium

Fall 2016

WH316

Lecture: MW 1:00-1:50

Lab: F 1:00-1:50

Instructor: Chris Goble

Office: Wallace Hall Room 310

Office Hours: MWF 10-11, 12-1, R 1-2
or by appt.

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Text: DeVito, J. (2010) *The Interviewing Guidebook*. 2nd Edition, Boston: Allyn & Bacon.

Course Description: An examination of the goals and outcomes of study in Communication. Includes opportunities to prepare and present projects and develop a student Web-based electronic portfolio. Individual and group study will occur. Topics include: an overview of issues and choices facing Communication majors, internship and independent study planning, web and portfolio design, as well as career analysis and planning. Prerequisite: Communication major and junior standing or permission of the instructor. Offered each year in the fall semester (.5 course credits)

Course Materials Needed: None.

Course Goals:

1. Understand the COMM major goals that each student is expected to meet by graduation.
2. Understand basic web design and be able to create a web based portfolio.
3. Understand how to reflect upon personal/professional/academic experiences and communicate those reflections thru professional writing (resume, cover letter, major goal reflection statements).
4. Be able to plan and prepare for the rest of their academic career, including the required internship.
5. Understand the connection between COMM course activities, co-curricular activities and career goals.

Attendance Policy: COME TO CLASS! The other students are counting on you for their projects. After three un-excused absences for a lecture or lab, your grade will drop one letter grade. Excused absences include illnesses, a death in the family, an official school activity. Call or email ahead to let me know if you are going to be absent.

Late or Missed Work: Work that is turned in late will be penalized one letter grade for every class meeting its late. Missed work may be made up for excused absences.

Learning Environment Expectations: Each student is expected to conduct themselves properly in class. If a student is causing a disruption, he/she will be asked to leave and will lose credit for the day. If a student is caught cheating on tests or turning in work that is not your own, that student will fail the assignment and the offence will be reported to the proper authorities.

Cell Phones: Cell phone must be put away and turned to vibrate. No one may use their phone during class because they are very disruptive to the instructor and the other students.

Academic Support: Teaching & Learning Center: The Teaching and Learning Center offers various resources to assist Monmouth students with their academic success. All programs are FREE to Monmouth students and are here to help you excel academically. Our services are not just for struggling students, but designed to assist all students to get better grades, learn stronger study skills, and be able to academically manage your time here.

Visit us at the 2nd floor of Poling Hall from 8am-4:30pm or on line at <http://www.monmouthcollege.edu/academics/support/tlc>

We can also be reached at: tlc@monmouthcollege.edu or 309-457-2257

Disability Support Services: Monmouth College wants to help all students be as academically successful as possible. It is the goal of Monmouth College to accommodate students with disabilities pursuant to federal law, state law, and the college's commitment to equal educational opportunity. Any student with a disability who needs an accommodation should speak with the Teaching and Learning Center. The Teaching and Learning Center is located on the 2nd floor of Poling Hall, 309-457-2257, or <http://www.monmouthcollege.edu/life/disability-services>

Plagiarism: According to Webster's, to plagiarize is "to steal or pass off the ideas or words of another as one's own... to use created productions without crediting the source... to commit literary theft... to present as new or original an idea or product derived from an existing source." Students handing in any work that is not their own will receive an "F" on the assignment.

Use of Student Work for Distribution: As a student in this class, you on behalf of yourself, your heirs, executors, and administrators authorize Monmouth College, the Department of Communication and Theatre Arts, and the professor of this course to use live or recorded on tape, film, or otherwise your name, voice, likeness, performance, and produced materials for television distribution throughout the world and for audiovisual, web and general education purposes in perpetuity.

Equipment Use Policy: The student taking equipment agrees to return the equipment in the same condition it left. Students are responsible, financially, for all damage to the equipment while they have it checked out. Mistreatment of equipment and late return will cause suspension of equipment check out rights and a 10% reduction in the grade for that assignment.

Average Time Dedication: It is expected that you will spend the approximate time listed below on tasks in this course. Understand that these are weekly averages (some weeks will demand more than others; some students will need more time than others).

In Class Lecture and Lab Assignments	3 hours
Written Work	3-4 hour
Outside Class Individual Projects(Portfolio)	3-4 hours
Total Average Weekly Time Dedication	11 hours

Course Assignments

I. Portfolio/Career Planning Documents:

- | | |
|------------------------------------|-----------|
| 1. Career Goals/Course Plan | 10 points |
| 2. Career Investigation Assignment | 35 points |
| 3. Personal Goal Statement | 15 points |
| 4. Resume & Cover Letter | 35 points |
| 5. Mock Interview Reflection | 25 points |
| 6. Linked-In Set-up | 05 points |

II. Blog-Based Portfolio:

- | | |
|--|-------------------|
| 1. Basic Webpage Setup | 20 points |
| 2. Home Page | 15 points |
| 3. Course Reflections Page | 20 points |
| 4. Internship/Professional Work Sample Pages | 05 points |
| 5. Resume Page | <u>15 points</u> |
| | 200 points |

Grading Scale:

Your final grade will be determined on the following scale

	100-95% A	94-90% A-
89-87% B+	86-84% B	83-80% B-
79-77% C+	76-74% C	73-70% C-
69-67 D+	66-64% D	63-60% D-
below 59% F		

Daily Course Schedule
(subject to change)

Date	Topic	Assignments Due	Readings Due
8/22	No Class		
8/24	What is the Portfolio?		
8/26	<i>Portfolio Setup (Trotter Lab)</i>		
8/29	Career Goals/ Department Goals		
8/31	Career Goals/ Department Goals cont.	Career Goals/Course Plan Due	
9/2	<i>Workshop (Trotter Lab)</i>		
9/5	Internship Searching / Independent study	Personal Goal Statement Due	
9/7	Internship cont.		
9/9	<i>Workshop (Trotter Lab)</i>		
9/12	Resumes		
9/14	Cover Letters		
9/16	<i>Workshop (Trotter Lab)</i>	Resume & Cover Letter Due	
9/19	Interviewing Basics		
9/21	Interviewing cont.	Career Investigation Assignment Due	
9/23	<i>Workshop (Trotter Lab)</i>		
9/26	Mock Interviews	Linked In Setup Due	
9/28	Mock Interviews cont.		
9/30	<i>Workshop (Trotter Lab)</i>		
10/3	Mock Interviews cont.		
10/5	Mock Interviews cont.		
10/7	<i>Portfolio Sharing Workshop (Trotter Lab)</i>	Web Portfolio Draft	
10/10	What's Next?	Mock Interview Reflection Due	
10/13	No Final	Web Portfolio Due	

Career Goals and Course Planning Assignment- 10 points

This assignment is designed to get you prepared to create a resume, formulate a personal goal statement, and select appropriate courses/extracurricular activities.

1. Type out a list of 3-5 career goals you have (what is your dream job, what do you want from a career)
2. List at least 3 COMM courses you have already taken and briefly explain how they will help you achieve those goals.
3. List one extracurricular activity you feel also has given you experience and briefly explain how that will help you achieve those goals.
4. Finally, list at least 3 courses you still plan on taking (these do not have to be in COMM) and briefly explain how they will help you achieve those goals.

Be prepared to discuss this in class.

Career Investigation Assignment- 35 points

You need to find a working professional (someone who is not on-campus or a relative) in the career field you are planning on going into after graduation.

1. Do basic research on the field and the position your professional holds.
2. Prepare at least 10 interview questions that probe into the daily duties of their position, their job satisfaction, and their advice for new graduates wanting to get into their field of work.
3. Interview the subject and take detailed notes. (You can check out an audio recorder from the COMM department to use during the interview.)
4. Write a report that outlines your basic research, lists your prepared questions, summarizes the answers given by your professional, and provides some basic analysis of how you will use this information in preparing for your own job search process.

The report will be evaluated for quality of general writing, completeness of information and the quality of analysis.

Personal Goal Statement- 15 points

This statement will serve as your home page statement. You will need to formulate a few paragraphs that not only introduce who you are but also outline your personal/professional goals. Consider telling the story of how you came to understand this is the career path for you. Try to limit this to two or three short paragraphs.

Here is some advice from <http://owl.english.purdue.edu/owl/resource/642/01/>. Consider these questions; you do not need to answer them all in the statement. They are here as ways to get you started.

Questions to ask yourself before you write:

What's special, unique, distinctive, and/or impressive about you or your life story?

When did you become interested in this field and what have you learned about it (and about yourself) that has further stimulated your interest and reinforced your conviction that you are well suited to this field? What insights have you gained?

How have you learned about this field—through classes, readings, seminars, work or other experiences, or conversations with people already in the field?

If you have worked a lot during your college years, what have you learned (leadership or managerial skills, for example), and how has that work contributed to your growth?

What are your career goals?

What personal characteristics (for example, integrity, compassion, and/or persistence) do you possess that would improve your prospects for success in the field or profession? Is there a way to demonstrate or document that you have these characteristics?

What skills (for example, leadership, communicative, analytical) do you possess?

Resume & Cover Letter- 35 points

You will create a resume for yourself write a cover letter for a real internship in the field you are planning on going into.

1. Using the in class activity, perform a basic internship search in your chosen field.
2. Pick an internship from that search that you might.
3. Write a cover letter that you would send to that internship opportunity.

The cover letter will be evaluated on the general quality of the writing, direct examples that meet with job requirements listed in the job ad, and correct formatting of the cover letter.

Mock Interview Reflection- 25 points

You will need to prepare for a mock interview for the job you applied for in the cover letter assignment.

1. You will sign up for a 5 minute appointment during the assigned Mock Interview times.
2. Prepared for the interview (Resume & Cover Letter copies turned in, review the job ad, anticipate possible questions)
3. Show up early for your interview time, properly dressed for the interview.
4. Present yourself in the best possible light during the interview.
5. Review the video tape of the interview.
6. Analyze your performance in the interview.
7. Write a report on the mock interview. In the report discuss the 5 things you felt you did really well (Cite specific examples for each thing from the video) and discuss 5 things you need to improve on (Cite specific examples for each thing from the video).

This assignment will be evaluated both on your performance during the interview and your evaluation of your performance.

Linked-In Account Setup- 5 points

You will need to set up a linked in account, adding a picture and all required information (including your resume). Then you will ask to add the instructor as a connection.

Junior Colloquium Web Portfolio Rating Scale

Name: _____ Portfolio _____

Traits	Comments	Score
Basic Webpage Design: Functional links on all pages? Changed background image to customize to your personality? Consistent Text on all pages (font, left justified, line spacing)? Header changed into a font meaningful to your personality? Any other visual enhancements to customize the website?		20
Home Page: Professional Picture of you placed on the page? Introduction/Goal statement in final edited form? Contact links included (email, linked-in, etc.)		15
Course Reflections Page: Artifacts and Reflections placed for each course you have taken.		20
Internship/Professional Work Sample Pages: Pages created and placeholder text inserted on each page.		05
Resume Page: Final edited version properly linked, Resume/Skills Summary written and placed on the page.		15

Total Points (75) _____

Letter Grade _____