

COMM 421 Senior Colloquium

Fall 2016 2nd Half

WH316

Lecture: MW 1:00-1:50

Lab: F 1:00-1:50

Instructor: Chris Goble

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Office: Wallace Hall Room 310

(309)667-2829 (home)

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

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Course Description: Continuation of Junior Colloquium examining the goals and outcomes of study in Communication. Includes opportunities to prepare and present projects and complete a student web-based electronic portfolio. Individual and group study will occur. Topics include: an overview of emerging issues facing Communication graduates, Web and portfolio design, as well as career and life planning. Seniors serve as mentors to sophomore and junior Communication majors. Prerequisite: Communication major and senior standing or permission of the instructor. Offered each year in the fall semester. (.5 course credits)

Course Materials Needed: none

Course Goals:

1. Be able complete and pass the required web-based portfolio..
2. Be able to plan and prepare for post-graduation, including job searching, resume and cover letters, interviewing, graduate school.
3. Be able to reflect upon their academic career and articulate effectively what they have learned.

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	1-3 hour
Outside Class Individual Projects(Portfolio)	4-5 hours
Total Average Weekly Time Dedication	11 hours

Course Assignments

I. Junior Colloquium Bridge Assignment:

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|---|-----------|
| 1. 2 Reflections written during Jr. Coll. updated and published | 20 points |
| 2. 2 Reflections written after last Fall updated and published | 20 points |
| 3. Spring Portfolio Planning Meeting | 20 points |
| 4. Mentor Meeting with comments | 20 points |
| 5. 2 new reflections turned in via email and printout | 20 points |

II. Career Preparation Assignments:

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|------------------------------------|-----------|
| 1. Career Investigation Assignment | 35 points |
| 2. Resume Update | 15 points |
| 3. 2 Cover Letters | 25 points |
| 4. Linked-in Account Update | 05 points |
| 5. Mock Interview Reflection | 35 points |

III. Web-Based Portfolio:

To pass the course and graduate with a COMM major, you must receive a passing score from the departmental evaluation on all sections of the portfolio. Failing to do so on your second evaluation will result in failing the course and repeating the course.

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|--|---------------------------------------|
| 1. Professional Web Page Design Completed
(these points will be assessed at the end of the course) | 85 points |
| 2. Reflection Evaluation
<i>20 points each section and 10 points for passing on the first review</i>
(these points will be assessed after the departmental evaluation using the composite scores from the evaluators)
<i>On the scale- 5= 20 points, 4=18 points, 3=16 points</i> | <u>50 points</u>
350 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
10/17	Class Intro	
10/19	So, What do you want to be when you grow up? Career Planning	
10/21	Reflection Review- (WH 316)	Jr. Coll. Bridge Assignment Due
10/24	Job Searching & Graduate Schools	
10/26	No Class- Mentoring Day	
10/28	Portfolio Workshop (<i>Trotter Lab</i>)	Professional Work Examples Due
10/31	Job Searching cont.	
11/2	Job Searching Workshop	5 Relevant Job Advertisements Due
11/4	Portfolio Workshop (<i>Trotter Lab</i>)	
11/7	Resumes and Cover Letters	Career Investigation Assignment Due
11/9	Resumes cont.	
11/11	Portfolio Workshop (<i>Trotter Lab</i>)	
11/14	Preparing for the Interview	Resume & Cover Letter Due
11/16	Mock Interviews	
11/18	Portfolio Workshop (<i>Trotter Lab</i>)	
11/21	Mock Interviews cont.	Linked-In Update Due
11/23-25	No Class- Thanksgiving Break	
11/28	Mock Interviews cont.	
11/30	Reflection Review Day	Portfolio Due for Design Evaluation
12/2	“Welcome to the Real World, a**hole”	Mock Interview Reflection Due
12/5	Open Day????	
12/7	Class Wrap Up	
12/9	No Final	

Bridge Assignment to Senior Colloquium- 100 points

You must turn in the revised copies of your *4 Skillful Message Construction & Execution Reflections* and *4 Thoughtful Application of Knowledge Reflections*. (These include the 4 you wrote in Jr. Coll. and the 4 you wrote for this assignment). The artifacts and reflections statements must also be published on the portfolio website.

These reflections should have reviewed by your faculty mentor during spring semester (turn in the copy with their notes signed and dated by them with the final revised copy you turn into me).

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.

Resume Update- 15 points

You will need to update and improve the resume you created in Jr. Colloquium. You need to add in all the new experiences you have had, such as your internship. Also, you will need to create a scannable resume in the way we discussed in class. Finally, you need to create links on the resume page for both your new updated PDF resume and your new scannable version.

Cover Letter- 25 points

You will write two cover letters for real jobs in the field you are planning on going into.

1. Using the in class activity, perform a basic job search in your chosen field.
2. Pick two jobs from that search that you might apply for if you were job searching at this moment.
3. Write a cover letter for each that you would send to that job opportunity if you were actually applying for it.

The cover letters 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.

Linked-In Account Update- 5 points

You will need to update your linked in account, adding a picture and all required information (including your resume).

Mock Interview Reflection- 35 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.

Senior Colloquium Webpage Design- 85 points

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? Home page elements present? All sections have completed introductions?		25
Reflections/Artifacts: All artifacts and reflections properly placed and edited in each objective section?		10
Internship Page: Internship experience described in cover letter type language? Some examples of the work done at the internship?		10
Resume Page: Final edited versions of both resume types properly linked on the resume page?		10
Pro-Work Page: 3 samples of professional quality work and a paragraph explaining the project to a potential employer/		30