

Pro Seminar

JOUR 7002-001, M50

Spring 2016

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COURSE REQUIREMENTS**CATALOG DESCRIPTION:**

Self-paced, online orientation for incoming master's students, addressing skills and issues relevant to graduate studies in mass communication. Grades of S/U, IP will be given.

COURSE OVERVIEW:

This course is designed to prepare students for study in the Master of Arts in journalism program. Using self-paced modules online, students will learn about academic research, theoretical foundations, the Institutional Review Board, Department of Journalism faculty members, graduate projects and theses, and professionalism.

CLASSROOM FORMAT:

This class operates in an asynchronous online format. You may complete the assignments at your own pace. You must complete all the modules and assignments by the end of the semester to earn a satisfactory grade. You should engage your classmates and instructor using the course discussion boards, and you should feel free to email the instructor with questions and concerns.

COMPUTER USAGE:

Students are expected to use a computer in this course. Students must follow the acceptable use guidelines for computers set out by the University of Memphis. Students who are unable to access computers at home must be willing to make time to access a computer in one of the university's labs or in the Technology Hub in the University Center.

WRITING STYLE:

This course has intensive writing components. Because students are studying in the field of mass communication, students are expected to adhere to the Associated Press style guide. However, in terms of research, students may use either the Chicago Manual of Style or American Psychological Association style.

ASSIGNMENTS:

Students must complete all assignments for the course by 5 p.m., Central Standard Time, Wednesday, April 27, 2016. Homework assignments must be turned in as a Microsoft Word document to its own homework dropbox on eCourseware. Students must complete all assignments to earn a Satisfactory grade.

SCHEDULE OF CLASSES

MODULE 1: Graduate School

Purpose of graduate school. Three paths toward a degree. Plan of Study. Differences between a thesis and project.

Assignment: Prepare a plan of study for your program

MODULE 2: Meet the faculty

Introduction of all faculty members in the Department of Journalism.

Assignment: Write a brief report about what faculty members you might want to use on your committee, or about faculty whom you are looking forward to having for class

MODULE 3: Advising

A look at the advising process throughout the program.

Assignment: Write a memo to your adviser discussing your wants and needs for the program

MODULE 4: Theoretical foundations

Read Chaffee & Berger "What Communication Scientists do." Explore the role of theory in conducting research.

Assignment: Write a brief discussion post about the role of theory and post it to the page discussion board; also, respond to another student's post on the board

MODULE 5: Research methodologies

Exploration and discussion of qualitative, quantitative, historical, legal, visual, and critical patterns for research.

Assignment: Write a brief discussion post about a research method you might use or find interesting and post it to the page discussion board; also, respond to another student's post on the board

MODULE 6: The scientific method

The steps of the scientific method of research

Assignment: Write a brief discussion post about the research process and post it to the page discussion board; also, respond to another student's post on the board

MODULE 7: Research Integrity

Discussion of the role of the Institutional Review Board and protection of human subjects.

Assignment: CITI Training

MODULE 8: Library Resources

Exploration of resources available to students through the library

Assignment: Locate research

MODULE 9: Reading Research

Discussion of the different parts of a research article

Assignment: Systematic Reading Form

MODULE 10: Pedagogy

Discussion of the strategies and tactics of teaching.

Assignment: Write a brief discussion post about teaching and experiential learning and post it to the page discussion board; also, respond to another student's post on the board

DEPARTMENT POLICIES

PORTFOLIO REQUIREMENT:

All Department of Journalism undergraduate students are required to develop and maintain an active portfolio of their work. Students are to begin the portfolio in JOUR 2121 and contribute to it during every skills course thereafter. The portfolio should contain samples of the student's work from courses and/or professional experience and should develop as the student builds skills. Portfolios will undergo a final review while students are enrolled in the capstone course for their concentrations.

EMAIL:

You must have your UM email account activated. If you are using another provider, such as Google, you are required to have your UM email forwarded to that account. Go to <http://iam.memphis.edu> to implement forwarding of UM email. You are required to check your email daily. You are responsible for complying with any email sent to you by your professor or the university.

MOBILE PHONES AND LAPTOPS:

Some classes require a tablet, laptop or a smartphone to be used during class or to complete class assignments. Others do not allow them. Your instructor will set the policy for her/her specific class.

ATTENDANCE:

Class attendance is mandatory in the Department of Journalism. You may be assigned a failing grade for the semester for nonattendance, or habitual late arrival. Students are permitted three total unexcused absences without penalty. After three absences, the student's final grade will be deducted one letter grade for each absence. After seven unexcused absences, the student will fail the course. Absences for illness and other catastrophic emergencies, such as a death in the family, must be documented (e.g. doctor's note or obituary) to be excused from the total absence count. Students with excessive unexcused absences are encouraged to withdraw from the course prior to the drop deadline.

DEADLINES:

All deadlines are firm. This is journalism and mass communications. Assignments turned in late will NOT be graded. Late work is not accepted unless prior arrangements have been made with the instructor. Students are NOT permitted to make up assignments, quizzes, tests, etc. that occurred during an unexcused absence. Students who will miss class and/or a deadline because of an excused absence are expected to notify the instructor immediately upon knowing the absence will occur; exceptions will be made for reasonable circumstances. Students who are absent during the final exam are not permitted to make up the exam and will earn a grade of 0, which might result in failure of the course.

ACADEMIC INTEGRITY:

In addition to university-wide policies stated in the Code of Student Rights and Responsibilities, the Department of Journalism considers making up quotes from sources, turning in substantially the same assignment for credit in two different courses, a student receiving any assistance from others for work assigned to be done on his/her own, and violations of copyright law as acts of academic dishonesty punishable to the degree determined appropriate by the course instructor and department chair. Penalties might include grade reductions or dismissal of the student from the university.

“Your written work may be submitted to Turnitin.com, or a similar electronic detection method, for an evaluation of the originality of your ideas and proper use and attribution of sources. As part of this process, you may be required to submit electronic as well as hard copies of your written work, or be given other instructions to follow. By taking this course, you agree that all assignments may undergo this review process and that the assignment may be included as a source document in Turnitin.com’s restricted access database solely for the purpose of detecting plagiarism in such documents. Any assignment not submitted according to the procedures given by the instructor may be penalized or may not be accepted at all.” (Office of Legal Counsel, October 17, 2005)

Intellectual property and copyright guidelines

1. Ideas cannot be copyrighted, but the way they are described can.
2. Anything set down in a tangible form, i.e., written, is by law copyrighted.
3. If, in a paraphrase, your work is “substantially similar” to a copyrighted work, you are guilty of copyright infringement.
4. A citation indicates where you got material. However, that portion you do not show as a direct quote must be “substantially original” to you. In other words, you can’t just paste in something from another’s work, put a citation at the bottom and call it your own. You need a full rewrite in your own words and syntax so the unquoted material is “substantially original” to you.

Plagiarism: From UM Student Handbook: The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full or clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

ONLINE SETEs:

You are urged to complete the SETEs evaluation of this course. Once your instructor has posted your grade, you can immediately see that grade, provided you completed a teacher evaluation for that class. How to access your evaluation forms: Log in using your UUID and email password; click on the gray “Student” tab; complete an evaluation for each course listed and hit the “Submit” button at the bottom of the form. It will only take a few minutes of your time. We take the evaluations very seriously and use them to improve courses and instructional quality. Your feedback is essential and will be appreciated.

DISABILITY:

Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Please contact the Office for Disability Services at 901-678-2880 in 110 Wilder Tower to coordinate reasonable accommodations for students with documented disabilities.

DIVERSITY:

Students are required to respect the differences of others and treat all persons with respect. Discriminatory, derogatory and threatening language or behavior will not be tolerated. Further, students are expected to consider their work through a diverse mind. Mass communications reach a mass audience, and students should be aware of how those messages are received by a diverse audience.

WEATHER POLICY:

Check with local media and the University of Memphis website regarding inclement weather. If the university is closed or classes are canceled, this course will not meet. However, students will still be responsible for that day's work.

AP STYLE AND GRAMMAR:

All written work in this class should follow the AP Stylebook and accepted rules of grammar and punctuation. If you don't know the style for a particular phrase, look it up or ask your classmates or the instructor.