



## COLLEGE OF JOURNALISM AND COMMUNICATIONS

### MMC 1009 – Introduction to Media and Communications Class #18636 | Thursday | Fall 2024 Syllabus

**Professor:** Thomas Garvey

**Contact:** [garveyt@ufl.edu](mailto:garveyt@ufl.edu) (Be sure to use your gatorlink email)

**Meeting Time:** Thursday, Period 3 (9:35 AM – 10:25 AM)

**Meeting Location:** [Florida Gymnasium, 230](#)

**Office:** PATH Office, 1060R Weimer Hall

**Office Hours:** Mondays and Tuesday 3:30 - 4:30 pm or By Appointment. Please email to arrange a meeting

**Required Readings:** None

**Required Materials:** iClicker App

#### Overview and Objectives

MMC 1009 is designed to introduce students to the tools and resources offered by the College of Journalism and Communications, while preparing them for success as a student and in their careers thereafter. Students will receive lessons on the organization of the college and academic and career preparation. Instructors will coach students to maximize their learning and development by creating environments which provide opportunities for the following:

- Engagement (faculty/staff, and peers)
- Awareness and respect of diversity
- Involvement
- Knowledge of resources
- Active engagement in one's own learning
- Goal setting and career plan development
- Healthy lifestyle

#### Grade Breakdown

- Quiz Grades – 100 total points
  - Quizzes must be taken in person during each class meeting. No exceptions.
  - We will use iClicker to take quizzes in class.
- 3 Assignments – 20 points each for total of 60 points
  - More info in class and on canvas
- Final Project “Dream Job” – 100 points
  - To get the “Dream Job”, you have to know what it takes. Find a job posting for where you hope to be in the future. Not the one right out of college or after a few years of experience, the BIG one! Review the posting. What are the required

skills? What type of experience is required? What is preferred? Do you need any additional education? Submit a plan that highlights how you'll meet those requirements. What types of jobs/trainings will you look for to be the perfect candidate for the "Dream Job"? Rubric will be posted in Canvas.

- **Make sure you screenshot/print screen the ENTIRE job listing when you find it!**

### Deadlines

Unless otherwise noted, assignments must be submitted via Canvas by the end of the day (11:59 pm) on the due date.

### Attendance Policy

Attendance in the class is required. Students will be allowed 1 unexcused absence. Quizzes will be taken during each class period to earn credit.

Quizzes must be taken in class and **will not** be allowed to be made up if missed.

### Meeting Dates

Week 1	8/22	Welcome, Intro to Class, Review Syllabus, UF Policies
Week 2	8/29	Tour of Weimer Hall – <b>Class will meet in Weimer Hall</b>
Week 3	9/5	PATH Resources, Degree Requirements
Week 4	9/12	Student Organizations and Involvement
Week 5	9/19	<b>No Class</b> - <i>Attend Student Involvement Day on 9/18</i>
Week 6	9/26	Library Resources
Week 7	10/3	CJC Majors Overview
Week 8	10/10	Resume Building and Career Resources
Week 9	10/17	Immersion and Other Opportunities
Week 10	10/24	<b>No Class</b> – <i>Attend Careers in Communications Fair, 10/22 10 am – 2 pm</i>
Week 11	10/31	Knight Division
Week 12	11/7	The Atlas Lab
Week 13	11/14	What about Grad School?
Week 14	11/21	Topic TBD
	11/28	<b>No Class</b> – <i>Happy Thanksgiving!</i>
	12/5	<b>No Class</b> – <i>Reading Day</i>

**\*Please Note: Schedule is subject to change based on availability of guest speakers.**

## **Canvas**

Website for your course content is on Canvas. You will utilize it to keep track of assignment due dates, events, and deadlines on the site calendar. It is also where you can post to the class discussion page. Most importantly, it is where you will upload many of your course assignments! Please log in with your UF username and password, and explore, just in case you have any questions.

## **Academic Integrity**

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 Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. For more information visit the Honor Code web page at <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/> or contact Student Judicial Affairs, P202 **Peabody Hall, 392-1261**.

## **Students with Disabilities**

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc](http://www.dso.ufl.edu/drc)) by providing appropriate documentation. Once registered, students will receive an accommodation letter that must be presented to the instructor when requesting accommodation. Students with disabilities should follow this process as early as possible in the semester.

## **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/>.

- ***Submit confirmation of your completed Course Eval to canvas for extra credit!***

## Course Grading

Students will be graded in accordance with UF policies for assigning grade points as articulated here: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

- **Grading Scale:**

A	90 – 100 %
B+	87 – 89.9 %
B	80 – 86.9 %
C+	77 – 79.9 %
C	70 – 76.9 %
D+	67 – 69.9 %
D	60 – 66.9 %
E	Below 60 %

- *Minimum grade of C is required in all CJC Majors.*

## U Matter, We Care

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

## Resources

The University of Florida is full of resources that can help you in your academic career. You are encouraged to make use of resources such as the library, tutoring, career resource center, etc. A list of useful UF resources can be found here: <http://www.ufl.edu/academics/resources/>.