

**Communication Studies 111**  
**Workshop on Managing the Information Environment**  
Fall 2012

Graduate Student Instructors

Monique Bourdage, [bmonique@umich.edu](mailto:bmonique@umich.edu), sections 002, 007, 009  
Derek Granitz, [granitz@umich.edu](mailto:granitz@umich.edu), sections 001, 005, 008  
Kitior Ngu, [kitior@umich.edu](mailto:kitior@umich.edu), sections 006, 011, 012  
Yu Won Oh, [ywoh@umich.edu](mailto:ywoh@umich.edu), sections 003, 004, 010

Course Oversight

Prof. Christian Sandvig  
[csandvig@umich.edu](mailto:csandvig@umich.edu)  
office hours by appointment

All classes meet in 1245 NQ.

**Objectives**

Communication Studies 111 is designed to provide you with the technical know-how to be successful in future Communication Studies classes. You will be introduced to a variety of resources and technologies that are of particular importance to Communication Studies students. You will find that many of the skills we cover will also help you succeed in courses in other departments at the University of Michigan and will help prepare you for future internships and jobs.

Some of the areas we will cover are research skills, MLA and APA citation styles, and preparing digital media presentations (editing photographs, preparing posters, creating web pages, and designing blogs).

**Course Grades**

Communication Studies 111 is offered as a Credit/No Credit class only. In order to pass the class, students will have to attain a minimum score of 85 points out of 100.

There are no quizzes, examinations, or readings in this course.

Attendance	10%
Individual In-Class Exercises	20%
Individual Homework Assignments	30%
Group Project Components	40%

We will be using the gradebook feature on CTools. You can find your assignment scores there.

### **Attendance**

Attendance is mandatory. Students are allowed one unexcused absence. With each subsequent absence, they will be docked 1 point.

Punctuality is expected. If you are more than 10 minutes late or leave before you are dismissed, you can only earn half-credit for attendance on that day.

### **In-Class Exercises**

In-class assignments missed due to excused and un-excused absences can be made up for full credit. However, they are accepted for only one week after the due date. No make-up assignments will be accepted once the following class begins. It is your responsibility to find out what was completed in class and turn it in to your GSI.

Note about making up in-class group exercises: If the in-class assignment was a group assignment, it is not possible for individuals to make up the work. Since the absent student will get credit for work they didn't help out with, that student should make this up to their team by doing more work later in the semester—or it is likely that their group will not evaluate them very well!

### **Homework**

Every homework assignment is due at the beginning of the class specified on the Comm 111 Calendar. Please ask me if you have any questions about the calendar.

Late homework is accepted for one week after the due date. However, students can only receive half-credit for homework that is submitted late. Late penalties may be waived in the case of excused absences.

### **Group Project**

Some of your work this term will be done in groups. Early in the semester, you will be assigned to a group of 3 or 4 students. Together, you will identify a topic, formulate a research question, collect research materials, build a website, and make a formal presentation.

In general, all members of a group will receive the same score on each component of the group project. However, you will be completing two peer evaluations during the course of the semester. If a student is found to be delinquent, his or her grade will be adversely affected.

### **CTools**

This class has two CTools sites, one specific to your GSI, one shared by all 111 sections, "COMM 111 ALL F12." Instructions and resources for assignments will be posted in the resources section of "COMM 111 ALL F12."

Use your GSI's website for the following: Check the weekly announcements, submit assignments, and view the gradebook.

When submitting files—homework, in-class assignments, and pieces of the group project—be sure to follow the directions as to the file format, filename, et cetera demanded of you. Failure to follow directions can and will affect your grade.

### **In Order to have Absences Excused / Late Penalties Waived**

In case of illness...

go to <http://lsa.umich.edu/students/>. Click on the button that reads "What to do if You're Sick" and complete the subsequent form. This will report your illness to all of your instructors. An email to your GSI/Professor is not sufficient for having an absence excused; you must complete LSA's form.

For a religious holiday...

notify your GSI of the dates of religious holidays on which you will be absent. Do this as soon as possible. If you take your religious obligations seriously enough to miss class, you should already know the dates on which you will miss class.

For UM athletes...

someone on your team's staff will provide you with paperwork to distribute to your instructors.

For family emergencies/funerals/etc...

notify the Assistant Dean of Student Academic Affairs, who will be able to inform all of your instructors. In Fall 2012, the assistant to the Assistant Dean is Debbie Walls, you can email her: [dwalls@umich.edu](mailto:dwalls@umich.edu). Or, you can call the Dean's office: 734-764-7297. When you return to campus, bring documentation in support of your absence.

### **Accommodations for Students with Disabilities**

If you think you need an accommodation for a disability, please let me know at your earliest convenience. Some aspects of this course, the assignments, the in-class activities, and the way we teach may be modified to facilitate your participation and progress. As soon as you make us aware of your needs, we can work with the Office of Services for Students with Disabilities (SSD) to help us determine appropriate accommodations. SSD (734-763-3000; <http://www.umich.edu/sswd>) typically recommends accommodations through a Verified Individualized Services and Accommodations (VISA) form. The teaching team will treat any information you provide as private and confidential.

## Course Schedule

The course schedule is linked from the ctools site for all sections. It is a google calendar. Please refer to the google calendar for specific due dates. (Due dates will vary depending on your section day/time.) This chart provides only an overview, by week.

			Grade category/points per assignment		
			ICE	HW	Group
<b>Week 1</b>	<b>Course Introduction</b>				
	ICE	Student Information Sheet	0		
<b>Week 2</b>	<b>Data (*)</b>				
	ICE	Excel	2		
* for Monday sections, Weeks 1 & 2 are combined due to Labor Day.					
<b>Week 3</b>	<b>Research Questions</b>				
	HW due	Word		3	
	ICE	Overview of the Research Project & Getting Started			
<b>Week 4</b>	<b>Images</b>				
	HW due	Research Question Write-up (group)			5
	ICE	Photoshop	3		
<b>Week 5</b>	<b>Conducting Research</b>				
	HW due	Plagiarism		3	
	ICE	Advanced Use of the Library & Electronic Resources	3		
<b>Week 6</b>	<b>University Resources</b>				
	HW due	MLA/APA Basics		3	
	ICE	University Resources			
	ICE	Reworks			
<b>Week 7</b>	<b>Combining Images and Text (1)</b>				
	HW due	Two Bibliographies		6	
	HW due	Group Eval 1 (group)			5
	ICE	In Design 1	3		
<b>Week 8</b>	<b>Combining Images and Text (2)</b>				
	HW due	Blog Banner		3	
	ICE	InDesign 2	3		
<b>Week 9</b>	<b>Web Design (1)</b>				
	HW due	Poster Draft		3	
	ICE	Dreamweaver 1			

Week 10	Web Design (2)			
	HW due	Poster Final		4
	ICE	Dreamweaver 2	3	
Week 11	Presentation Techniques			
	HW due	Blogosphere		3
	ICE	Presenting Information	3	
Week 12	Web Critique			
	HW due	Website Draft (group)		4
	ICE	Website Critiques		5
Week 13	Group Presentations			
	HW due	Final Website (group)		6
		Presentation Slide Deck (group)		4
	ICE	Group Presentations		6
Noon, Dec 11 (Tues)	HW due	Group Eval 2 (group)		5
		Teaching Evaluation		2