

Course Syllabus

SPCH 2389 (3:3:0)

Academic Co-Op

Communication Department

Division of Arts and Sciences

Levelland

South Plains College

FALL 2024

Janine Fox

Course Syllabus
SPCH 2389 Academic Co-Op in Communication Studies

Instructor Information: *Janine Fox*

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Office hours: *Monday 9:30 AM - 1:30 PM*

Tuesday 12:15 PM - 1:00 PM

Thursday 12:15 PM - 1:00 PM

Friday 9:30 AM – 12:00 PM

This syllabus is a tool, not a legal contract. College and department policies are firm, but the professor reserves the right to modify, supplement, or make changes as need arises.

Department: Communication Department

Discipline: Communication Studies

Credit: 3 hours lecture

Prerequisites: Assessment conference with the instructor and completion of at least one three-hour credit course in speech communication. Note: (Performance based)

Available Formats: conventional, hybrid, online and ITV

Campus: Levelland, Lubbock Downtown

Course Description:

This course includes an instructional program designed to integrate on-campus study with practical hands-on work experience in communication. In conjunction with student/instructor meetings, the student will set up specific goals and objectives in the study of communication.

Course Requirements:

1. You will be required to attend 4 (at minimum) in-person reporting sessions.
2. A project proposal will be compiled from the options laid out by your instructor.
3. You must actively participate in discussions/communications through various channels.
4. Show maturity and professionalism in preparation of assignments and in behavior.
(Disruptive/inappropriate behavior may result in being dropped from class.)
5. You will execute the project as determined by the proposal.
6. Initiate consultations with the instructor whenever assistance is needed.

7. You must appropriately cite information obtained from other sources. Cases of plagiarism will be treated as will any case of academic dishonesty, with at least a failing grade for the assignment.
8. You or the instructor may need to initiate withdrawal from the course if there is a lack of communication or you are missing major components of the course
9. The instructor will complete an evaluation of the project/progress made in the course.
10. You will finally complete a reflection of the semester and assess the project.

Academic Honesty: It is my expectation and the institution's that appropriate citation and documentation is given for materials and information obtained from other sources. Cases of plagiarism will be treated, as will any case of academic dishonesty, with *at least* a failing grade for the assignment/examination. In addition, the student may be dropped from the course with a failing grade. See the ***SPC Student Handbook*** for more information.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Disabilities Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Non-Discrimination Statement: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement: If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Health and Wellness at 806-716-2529.

Diversity Statement: In this class, I will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge

and stimulate all of us to learn about others, about the larger world and about ourselves. Great value is placed on freedom of expression, however certain topics are considered overdone or cliché. These topics will NOT be approved for proposals, so it is important to discuss with your instructor. Some topics may be controversial, so open and honest dialogue will be allowed. Keep in mind that each person has a valuable opinion and our goal is to present sound, reasonable examples and NOT to harass or berate. If we follow these simple rules, no person should be offended, even if they disagree. If you feel there has been some offense made, it is your responsibility to bring it to my attention, in private, as soon as possible.

Covid-19 Policy Statement: SPC will follow the recommended 5-day isolation period for individuals that test positive. Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result. Students and employees MUST notify their instructor AND DeEtte Edens (806-716-2376 or by email) immediately if they have tested positive and to verify dates before returning to class or work. The home test is sufficient but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu. A student is clear to return to class without further assessment from me if they have completed the 5-day isolation period, symptoms have improved and they are fever free for 24 hours without the use of fever-reducing medication. Students and employees must communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation. Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

Assessment and Grading: This department supports university policies of academic excellence as noted in the student handbook. Interpretation of grades should be considered within the university framework: A=excellent, B=good; C=average; D=inferior; and F=failure. Grades will be calculated based on the amount of points students earn & will be interpreted as: A=900-1000, B=800-899, C=700-799, D=600-699, F=599 and below.

Assignments:		Points Earned:
Collaboration Meetings (4x25 pts)	100	_____
Project Proposal	200	_____
Project	300	_____
Instructor Evaluation	200	_____
Self-Reflection	200	_____
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Points Possible:	1000	Your Total: _____

Graded Assignment Brief Descriptions:

1. **Collaboration Meetings (4 @25 points each):** A minimum of 4 in-person meetings will be held throughout the semester. These will be graded in a way that illustrates students desire to plan, collaborate, or make corrections to the components of the course.
2. **Proposal (200 points):** After the initial meeting, the student will be required to compose a proposal of the selected project. This may be an essay, or outline format with special instructions on how the project will be handled. Student and instructor will determine the details and student will be graded on their robust content and SMART goals that can be calculated throughout the semester.
3. **Project (300 points):** The final project will be presented at the end of the semester. Full completion of the project as laid out in the proposal and work throughout the semester will indicate full credit on this portion of the course.
4. **Evaluation (200 points):** The project will be evaluated by the instructor. Components of this evaluation will include *communication*, *consistency*, *completion* and *consequences* of the tasks lined out in the proposal and the process which the student went through.
5. **Reflection (200 points):** The project will be evaluated by the student. Components of this reflection will address the *process*, *problems*, and final *product*. Student will have the freedom to articulate their journey through this course in detail.

I DO NOT USE BLACKBOARD MUCH FOR THIS CLASS. You will need to communicate to the instructor directly (through SPC email/by phone) regarding the class. It is important that you keep ALL assignments/correspondence during the semester.

Attendance and Tardy Policy: Please make sure you have read and understand your Student Handbook for SPC policies. For this course, all students enrolled are expected to attend meetings regularly, complete online requirements by the deadline, be on time for meetings etc. Whenever, in the instructor's opinion, minimum course objectives cannot be met, the student should initiate withdrawal from the course. A student who does not meet the attendance/course requirements of class as stated in this syllabus and does not officially withdraw from this course by the official census date of the semester may be administratively withdrawn from that course and receive a grade of "X". Students are responsible for all class work covered during absences.

Make-Up Policy: Due to the nature of this Academic Co-op, late and/or make-up work is NOT accepted. All work has a deadline and deadlines must be met even if the student is ill etc. When an unavoidable reason arises, such as illness, family death, emergency, an official trip authorized by the college or an official activity, I **may** permit the student to extend a deadline or re-submit an assignment ONLY IF DOCUMENTATION IS PROVIDED. The student should communicate with the instructor to learn what documentation is acceptable. Each student absence will be dealt with on an individual basis. If a student must be absent, she/he should advise the instructor beforehand if possible and if the student is representing the college, they should have a signed permit from his/her coach or sponsor. In all cases, it is the student's responsibility to complete work missed within a reasonable amount of time. Each student must make an appointment to plan for make-up work. **Also, late work may not receive full credit.**