Syllabus for COMM 249-K01 (1 credits)

Spring 2022

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Office Hours: M-T-W-Th 1-2pm

This is a generally asynchronous course, we will not need to meet face to face once a week. All work will be turned in via Blackboard. There are no required or recommend texts for this course.

Course Requirements & Expectations
- It will be important that you check your GMU e-mail periodically throughout the week in the event that we need to discuss something related to the class.
- Computer "glitches" are never a reasonable excuse for not turning in an assignment. Be prepared and make sure that your hard drives, monitors, printers, USB keys, ink, etc. are in working order. Coming to me with computer "problems" is as lame as telling me your dog ate your homework. If your computer is not in working order, there are plenty of places on campus where you can use computers. Please plan ahead.
- The best way to reach me is through e-mail. I check e-mail periodically between 8 am and 8 pm, and irregularly on the weekends. If you e-mail me after 9:30 pm I will not be able to answer your question(s) until the following day. If you wish to meet with me, please drop me a line to let me know.
- I will discuss any grading questions on a specific assignment with you during a scheduled office-hour visit for up to two class sessions following the class period I handed it back.
- When turning in assignments online, MSWord (available on all campus computers) must be used. Do NOT use WordPerfect, MSWorks, WordPad, or any Apple/Mac product. If I cannot open/read a file, I cannot assign a grade other than zero (0).

Harassment
This class will adhere to all published university policies regarding harassment and equal opportunity and this class will follow all appropriate university regulations.

Grading Scale
Only two grades will be given for COMM 249, S or U. Submission of the end-of-course paper is required for a grade of S.

Assignments

Student Learning Objectives	**10**
Experiential Learning Agreement	**5**
Time Sheets (weekly)	**11**
Assignment 1	**4**
End-of-Course paper	**20**
Total points for course	**50**

Spring 2022 Schedule of Work

Week	Date	Assignments Due	Points Possible
4		Student Learning Objectives uploaded and Experiential Learning Agreement from Supervisor uploaded	10 (Student Learning) 5 (Experiential Learning)
2 - 14		Record hours on "Time sheet"	11 (time sheet)
3 - 13		Meet with Course Supervisor	4 (Assignmnet1)
16		Final time sheet and course paper uploaded by Friday at 11:59pm	20 (paper)

NB: Any adjustments to the schedule will be announced via email and on blackboard; students are responsible for adhering to these changes.