
Intro to Mass Communications

COMM-1154

Fall 2020 Section E01 3 Credits 08/12/2020 to 12/05/2020 Modified 08/12/2020

Description

An introductory, yet critical examination of the historical development, and paramount economic, legal/policy, ethical, political, and social effects issues concerned with mass media, i.e., books, newspapers, magazines, recordings, radio, movies, television, the internet, public relations, and advertising. Particular attention given to competition, convergence, and mass media's impact on society, as well as society's impact on mass media.

Requisites

Prerequisites:

Corequisites:

Contact Information

Lecturer: Professor Andrew Will

Email: awill@westga.edu

Phone: 404-375-7274

Meeting Times

Office Hours

Wednesdays - 3pm - 5pm, Tuesdays & Thursdays 5pm - 6:30pm
Room 220 Humanities

All office hours will be held virtually with some exceptions. Students may contact the instructor to request a meeting day and time for an appointment. This appointment may take place on Google Meet, Collaborative Ultra, telephone, or another platform. If for some reason a student wants to meet in person with the instructor then certain accommodations can be made. In that case, both or all parties, student(s) and instructor, will follow the proper guidelines in terms of wearing masks and proper social distance in a safe environment.

Materials

TEXT & ADDITIONAL MATERIALS

Biagi, Shirley (2015). *Media Impact: An Introduction to Mass Media* (12th ed.). Cengage Learning.

Outcomes

Course Learning Outcomes:

1. The student will have a thorough understanding of the relationship between the media and society
2. The student will analyze the impact that the media have on society and the cause and effect of societal behaviors on the media
3. The student will identify with each of the media industries from the historical beginning through today's new technology and the impact that each has on one another
4. The student will apply expertise and gain experience in innovative methods of research
5. The student will apply knowledge and gain experience in individual critical thinking
6. The student will gain experience in creative group relationships and practices through class work and/or group presentations
7. The student will gain experience in topical debate discussions as part of class assignment(s)

✓ Evaluation

GRADING POLICY

Grades earned in this class are based solely on the following:

Assignments (4 x 5 percentage points)	20%
Quizzes (2 x 6 percentage points)	12%
Examinations (2 x 8 percentage points)	16%
Exercises (5 x 3 percentage points)	15%
Discussions (4 x 3 percentage points)	12%
Topical Online Presentation	10%
Final Exam	15%
Total	100

Grading Scale:

Points needed to receive grade

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Criteria

Typed Assignments Rubric – Guidelines to follow (Assignment I)

- 12 pt font using a standard font type for term or research papers such as Times Roman or Courier
- 1" margins on top, bottom, left, and right
- Double-spaced
- Spelling, grammar, proper sentence structure should be used; avoid typos and misspellings
- Subject matter should be followed. If, for instance, you are required to discuss the subject matters on the colors red, green, and blue, don't just talk about green since it's your favored color and leave out the rest. Points will be deducted for leaving out vital, required information.
- If required to write at least one-page, make sure your assignment is one-full page or more. One paragraph, a half of page, or even $\frac{3}{4}$ of a page is deemed for points being deducted.

Critical Questions Assignments Rubric – Guidelines to follow (Assignments II – IV & Bonus Assignment)

- Each "Critical Questions" assignment can either be typed or hand-written; if hand-written, please scan the document and upload to the Assignment Submissions location. DO NOT take a pic of the hand-written document and upload it. This

method is not acceptable.

- If typed, use 12 pt font with standard font type such as Times Roman or Courier
- 1" margins on top, bottom, left, and right
- Single or double-spaced; whichever spacing is chosen be sure to properly space (double or triple) between each question.
- Spelling, grammar, proper sentence structure should be used; avoid typos and misspellings
- Write or type out ALL questions prior to answers and answer ALL questions with complete statements. (Points will be deducted if questions do not precede answers)
- If writing the assignment, PLEASE write legibly in order for answers to be understood; cursive is acceptable as long as it is neat and understood.
- If writing, avoid scratch outs, strike outs or writing outside of margins; DO NOT write in two or more colored inks. This looks very tacky and unprofessional.
- When answering each question, make sure that the question is answered fully. It is best to give more information to a particular question, then to give a little or brief information which may not answer the question enough.
- In the "Critical Questions" assignments, some questions may contain MORE than one question within the numbered question. For instance, question number 1 in the "Critical Questions" section for Chapter 5 *Recordings*, contains three questions within the actual number. If you answer ONLY one or two of the three questions, then points will be deducted.
- All "Critical Questions" assignments have 5 numbered questions (1-5). Each numbered question, whether or not it contains only one question or more, is worth a total of 20 points. Therefore, if all questions are answered correctly and all rules are followed, then your total score would be 100 (5 times 20).

Teaching methodology will include, but will not be limited to: PowerPoint lectures by the professor, videos, online group presentations, exercises, quizzes, exams, current media trend discussions and home assignments. The professor will direct discussions and give written guidelines for each project, exercise, or assignment.

Additionally, the course is designed to teach the students about the historical role and significance of each medium, in a lecture format that demands online participation from the students. This course provides a solid foundation for more advanced courses in the Department of Mass Communications. Through reading, research and discussions, students will examine the relationships of print media (newspapers and magazines, radio, television, film, book publishing, the internet, and the media support industries: public relations and advertising.

Breakdown

Assignments

Schedule

CLASS SCHEDULE - COMM 1154 Intro to Mass Communications – Section E01

(This schedule is subject to change in order to accommodate guest speakers and maintain some flexibility. Additional reading, listening, and viewing assignments may be made throughout the semester. You are responsible for all material assigned.)

AUGUST

Week One

Wed. 12-Syllabus review and important elements of the course discussed. Student introductions will take place. **Assignment I – "Media in Your Own Space – What you used or were aware of yesterday and today,"** Write a one or two-page paper (Typed-written) indicating your experience of yesterday (all the way to your childhood) and today's media in some way, shape or form. Your media experience may be through magazines, CDs, television, etc. For this assignment, you are not only discussing your first cell phone although that can be included. But you are to mainly discuss the older media technology used such as your family's first TV set, your grandfather's old 8-track tape machine, or your favorite magazine or book you read as a child. With that being said, you can also talk about past experiences you viewed your parents going through in addition to your own personal experiences. These past experiences will then transition into your current media experiences with various media tools.

This assignment is Due on Friday, Aug. 14th by 11:59pm.

Fri. 14-Submit Assignment I *"Media in Your Own Space – What you used or were aware of yesterday and today."* For next week, read and reflect on Chapter 1 *Mass Media and Everyday Life*. (As for all chapters discussed through PowerPoint, instructor will upload student copy on Course Den.) Assignment II – Complete the "Critical Questions" section at the end of Chapter 1. This assignment may be hand-written or typed and due on Tuesday, Aug. 18th by 11:59pm.

Week Two

Tue. 18-Submit "Critical Questions" Assignment II. Continue reflection on Chapter 1 *Mass Media and Everyday Life*.

Thu. 20-Online Exercise I is given to class pertaining to Chapter 1. Exercise I is due on Friday, Aug. 21st by 5pm. Guidelines for exercise will be posted in the "Assignments" area of Course Den.

Be ready for Quiz 1 - Chapter 1 *Mass Media and Everyday Life*.

Fri. 21 – Submit Online Exercise I by 5pm.

Week Three

Tue. 25- Quiz 1 – Chapter 1 *Mass Media and Everyday Life* is posted online.

For Thursday, read and reflect on Chapter 2 *Books: Rearranging the Page*.

Assignment III – Complete the "Critical Questions" section at the end of Chapter 2. This assignment may be hand-written or typed and due on Thursday, Aug. 27th at 11:59pm.

Thu. 27- Submit "Critical Questions" Assignment III.

Read and reflect on Chapters 3 *Newspapers: Expanding Delivery* by Tuesday of next week.

SEPTEMBER

Week Four

Tue. 01- More reflection on Chapter 3 *Newspapers: Expanding Delivery*.

Be ready for Exam I which takes place on Tue. Sept. 18th

Thu. 03 – Online Discussion I of topic pertaining to books or the book industry. Students will participate in a required discussion regarding Chapter 2 Books. More details will be given in either the Discussions tab or Content of Course Den. Discussion is due by 11:59pm.

Week Five

Tue. 08-Exam I – Chapters 1 through 3 takes place online.

Thu. 10- Online Discussion II of topic pertaining to newspapers or the newspaper industry. Students will participate in a required discussion regarding Chapter 3 Newspapers. More details will be given in either in the Discussions tab or Content of Course Den. Discussion is due by 11:59pm.

Week Six

Tue. 15- Online Exercise II is given to class pertaining to Chapter 5 Recordings. Exercise II is due on Thursday by 11:59pm. Guidelines for exercise will be posted in the "Assignments" area of Course Den.

1. Thu. 17- Submit Online Exercise II by 11:59pm.

2. Week Seven

3. Tue. 22- Online Discussion III of topic pertaining to radio broadcasting or the radio industry. Students will participate in a required discussion regarding Chapter 6 Radio. More details will be given in either in the Discussions tab or Content of Course Den. Discussion is due by 11:59pm.

4. Read and reflect on *Chapters 5 Recordings: Demanding Choice* and *6 Radio: Riding the Wave*. Assignment IV – Complete the "Critical Questions" section at the end of Chapter 5 ONLY. This assignment may be hand-written or typed and due on Thursday

at 11:59pm

5. Thu. 24-Submit "Critical Questions" Assignment IV of Chapter 5 by 11:59pm.

Week Eight

Mon.-28- Continue class reflection on *Chapters 5 Recordings: Demanding Choice* and *6 Radio: Riding the Wave*. Be ready for Quiz 2 on Chapters 5 and 6.

Wed. 30 - Quiz 2 - Chapters 5 and 6 takes place.

OCTOBER

Week Nine

Tue. 06- **Topical Online Presentation** – Instructor will assign specific news topics or headlines to a group of students in the class as a group assignment. Each group will answer specific questions pertaining to the given title and submit in a PowerPoint structured format which will include photos and/or video links of topic. Instructor will choose the set of students, for instance, first 5 students on roster assigned to topic on plane crash in Brazil. Each student will then communicate with each other and decide on which sections each group member will cover. This will make it a little easier on each of you. More details will be given in the "Group" or Content location of Course Den.

This assignment is due on Thu, Oct. 15th at 11:59pm.

Thu. 08-Students work on Topical Online Presentation.

Week Ten

Tue. 13- Continue work on Topical Online Presentation.

Thu. 15- Submit Topical Online Presentation in Group submission location. Read and reflect on *Chapters 7 Movies: Picturing the Future* and *8 Television: Changing Channels*.

Bonus Assignment – "Critical Questions" section at the end of Chapter 7 ONLY. This assignment may be hand-written or typed and due on Tuesday, Oct. 20th.

Week Eleven

Tue. 20- Submit "Critical Questions" Bonus Assignment of Chapter 7. More reflection on Chapters 7 and 8.

Thu. 22-Reflect and study for Exam II – Chapters 5 through 8.

Week Twelve

Tue. 27-Exam II – Chapters 5 through 8. (Given Online) – Read and reflect on *Chapter 11 Public Relations: Promoting Ideas*.

Thu. 29- Online Exercise III is given to class pertaining to Chapter 11 Public Relations. Exercise III is due on Friday by 5pm. Guidelines for exercise will be posted in the "Assignments" area of Course Den.

Fri. 30 - Submit Online Exercise III by 5pm.

NOVEMBER

Week Thirteen

Tue. 03- Online Discussion IV of topic pertaining to Public Relations current

news story. Students will participate in a required discussion regarding Chapter 11 Public Relations. More details will be given in either in the Discussions tab or Content of Course Den. Discussion is due by 11:59pm.

Thu. 05-Continue reflection on Chapter 11 Public Relations. For next week, read and be ready to discuss *Chapters 14 Law and Regulation: Rewriting the Rules* and *15 Ethics: Placing Responsibility*.

Week Fourteen

Tue. 10- Students will read and reflect on *Chapter 14 Law and Regulation*.

Thu. 12- Students will read and reflect on *Chapter 15 Ethics: Placing Responsibility*.

Week Fifteen

Tue. 17- Online Exercise IV is given to class pertaining to Chapter 14 Law and Regulation. Exercise IV is due on Thursday by 11:59pm. Guidelines for exercise will be posted in the "Assignments" area of Course Den.

Thu. 19- Submit Online Exercise IV by 11:59pm.

Online Exercise V is given to class pertaining to Chapter 15 Ethics: Placing Responsibility. Exercise V is due on Friday by 5pm. Guidelines for exercise will be posted in the "Assignments" area of Course Den.

Fri. 20 - Submit Online Exercise V by 5pm.

Week Sixteen

Mon. 23 & Wed. 25-Last week of school. Students use this week to focus on Final Exam which will cover Chapters 1-3, 5-8, 10 and 11 and 14 and 15. Study guide will be uploaded for student reflection.

Thu. – 26- Thanksgiving Day (No class)

Final Exam Date and Time: Thursday, December 3rd and Friday, December 4th

(Online Test Portal Open ALL DAY)

Exam will be given online

(Class Schedule may change at discretion of course instructor)

*** Course Policies and Resources**

Make-up and Late work policies and additional expectations

ASSIGNMENTS, QUIZZES, EXAMS AND PROJECTS

Make-up assignments, quizzes, exams and projects: Any make-up work will be administered at the discretion of the instructor. All requests to make-up missed work must be substantiated with official documentation as to why you were absent and unable to complete your work. Acceptable situations include a serious incapacitating illness or a death in your family, among others.

***ALL Make-up assignments must be submitted through the "Excused Make-up Assignments" area which is located in the Assignments Submission location of Course Den.** A student can only make up an assignment if he or she received prior permission from the instructor. Make-up assignments will not be accepted via email unless approved by instructor. This approval is usually determined if the student is having issues with uploading assignments to Course Den or if the UWG website is in the maintenance process. If any student is having problems with uploading content to Course Den, it is recommended that he or she contact the IT department immediately.

Late assignments: Late assignments will be accepted at the discretion of the instructor. If a late assignment is deemed acceptable, it will suffer a letter grade deduction penalty for each day it is late.

myUWG Campus Pipeline: It will be necessary to keep in contact with one another via the myUWG Campus Pipeline (i.e., e-mail and Course Den). You will be responsible for checking the Campus Pipeline (<http://myuwg.westga.edu/cp/home/loginf>) on a regular basis for class announcements, assignments, and discussion topics. You are encouraged to use Course Den, e-mail or your myUWG e-mail address (the University's official method of communication via e-mail) for all class related correspondence or at least have your myUWG e-mail messages forwarded to your personal e-mail account so that you do not miss any important class announcements or information. Necessary responses to your e-mail inquiries will be sent **within 48 hours** or less unless there are extenuating circumstances that do not allow for a response within the designated timeframe.

ACADEMIC DISHONESTY

Academic dishonesty is NOT tolerated. It will result in failure on assignment(s) as well as possible disciplinary sanction(s) as stipulated by university rules. University of West Georgia Student Conduct Code defines academic dishonesty as cheating, fabrication, plagiarism and facilitating or allowing academic dishonesty in any academic exercise.

Cheating: using or attempting to use unauthorized materials, information or study aids

Fabrication: falsification or unauthorized invention of any information or citation

Plagiarism: representing the words or ideas of another as one's own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged.

Academic dishonesty in any form compromises your grade and lowers the quality of your diploma. A fellow student who cheats may actually lower your grade, sometimes causing unfair and inflated grading scales. I hope each of you value your college education enough to protect yourself from dishonest classmates. If you are aware of cheating taking place, please contact the Chair of the Department of Mass Communications, or me and proper action will be taken.

SPECIAL NEEDS STUDENTS

I will make special arrangements for students with special needs. If you need special accommodations for tests or exams, let me know early, not a few days before. I am here to facilitate your learning, but I need to be informed to do so.

EXPECTATIONS FOR ONLINE COURSE

- You are expected to participate in online class discussions whenever a topic is presented. Comments should be constructive and relatable to the actual assignment and not personal.
- Treat the course as a daily class activity, Monday through Friday. You should constantly check your Course Den email for any updates and/or changes pertaining to anything involving the course. The class schedule will mainly contain Tuesday/Thursday assignment due dates but I will be emailing you on various days including Tuesdays and Thursdays about areas pertaining to the course or changes made.
- Although you are not monitored due to the class being online, always make sure your focus is present especially pertaining to quizzes, exams, and any assignments with pending deadlines. Turn off your cell phones, television, radio, and any other devices that can distract you from completing your work for the course.
- When taking all quizzes and exams, please make sure that you have proper internet connection. Using computers at the library or laptops at a restaurant or any other business that provides WiFi is best just to make sure you have internet stability.
- Avoid using your smartphones or other smaller devices when taking quizzes and exams. It is best to use a more trusting device such as a desktop computer or a fully powered laptop as opposed to other electronic devices.

College/School Policies

Mass Communications Degree Program Learning Outcomes

ACEJMC Professional Values and Competencies: The Bachelor of Science degree program in Mass Communications is accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC), and the Department is committed to preparing students with the requisite knowledge and skills to be successful in the media and communications industries after graduation. The Department has adopted as its Mass Communications degree program learning outcomes ACEJMC's 12 professional values and competencies, known as 6 X 6 MASS COMM SUCCESS, that all graduates of an ACEJMC

accredited program should be aware of and able to demonstrate as scholars and professionals in the discipline. For the detailed list of the ACEJMC professional values and competencies, see the [UWG Undergraduate Catalog \(https://catalog.westga.edu/preview_program.php?catoid=11&poid=1991\)](https://catalog.westga.edu/preview_program.php?catoid=11&poid=1991) or [ACEJMC - Standard 2. Curriculum and Instruction \(http://www.acejmc.org/policies-process/nine-standards/\)](http://www.acejmc.org/policies-process/nine-standards/).

6 X 6 MASS COMM SUCCESS

<p>6 X 6 MASS COMM SUCCESS (https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG)</p> <p>(click to view image)</p>	<ol style="list-style-type: none">1. Freedom of Speech & Press2. History3. Diversity4. Global Impact5. Theory6. Ethics7. Think Critically & Creatively8. Research & Evaluate9. Write Effectively10. Self-Evaluate11. Apply Numbers & Statistics12. Apply Technology
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Film & Video Production Degree Program Learning Outcomes

Overview: The Bachelor of Science degree program in Film & Video Production is designed to train graduates in the field who are agile, adaptable, and able to employ their skills in an array of roles from entrepreneurial content producers to on-set film work, both above and below the line. It will provide students with a comprehensive understanding of the machinery at work behind media production and distribution, along with a set of tangible, marketable, and transferable skills for an array of positions within the infrastructure of film and content production. The FVP degree program learning outcomes include:

1. Demonstrate critical thinking, aesthetic awareness and technical proficiency in the production and assessment of audio-visual film work.
2. Understand all phases and roles of film production in order to help formulate career goals.
3. Understand the various potentials of film as both a commodity for a targeted audience, and an act of authorship and creative expression.
4. Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of cinema in a global society.

Institutional Policies

Academic Support

Accessibility Services: Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact [Accessibility Services \(https://www.westga.edu/student-services/counseling/accessibility-services.php\)](https://www.westga.edu/student-services/counseling/accessibility-services.php).

Center for Academic Success: The [Center for Academic Success \(http://www.westga.edu/cas/\)](http://www.westga.edu/cas/) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu.

University Writing Center: The [University Writing Center \(https://www.westga.edu/writing/\)](https://www.westga.edu/writing/) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu.

Online Courses

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the [UWG Online \(https://uwgonline.westga.edu/\)](https://uwgonline.westga.edu/) site.

Students enrolled in online courses can find answers to many of their questions in the [Online/Off-Campus Student Guide \(http://uwgonline.westga.edu/online-student-guide.php\)](http://uwgonline.westga.edu/online-student-guide.php).

If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares \(http://www.westga.edu/UWGCares/\)](http://www.westga.edu/UWGCares/) site. [Online counseling \(https://www.westga.edu/student-services/counseling/index.php\)](https://www.westga.edu/student-services/counseling/index.php) is also available for online students.

Honor Code

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the [Student Handbook \(https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php\)](https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php).

UWG Email Policy

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

Credit Hour Policy

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance: [http://www.usg.edu/hb280/additional_information#\(http://www.usg.edu/hb280/additional_information\)](http://www.usg.edu/hb280/additional_information#(http://www.usg.edu/hb280/additional_information))

You may also visit our website for help with USG Guidance: [https://www.westga.edu/police/campus-carry.php\(https://www.westga.edu/police/campus-carry.php\)](https://www.westga.edu/police/campus-carry.php(https://www.westga.edu/police/campus-carry.php))

Mental Health Support

If you or another student find that you are experiencing a mental health issue, free confidential services are available on campus in the [Counseling Center](#). Students who have experienced sexual or domestic violence may receive confidential medical and advocacy services with the Patient Advocates in [Health Services](#). To report a concern anonymously, please go to [UWGcares](#).

ELL Resources

If you are a student having difficulty with English language skills, and / or U.S. culture is not your home culture, specialized resources are available to help you succeed. Please visit the [E.L.L. resource page](#) for more information.

COVID-19

Proctored Exams/Online Instruction: Students should be aware and plan ahead for the possibility of having to complete all courses and/or exams online or in a proctored environment. This means talking with your instructors about what minimum technical requirements (software and hardware) will be required should your class move online or a student's personal needs dictate. This also includes making plans for internet access at whatever location participation may occur.

Virtual or in-person proctored exams, if your instructor should require them, may result in an additional cost to the student. Please discuss these details with your instructor or see the information provided here.

Face Coverings: Effective July 15, 2020, University System of Georgia institutions, including the University of West Georgia, will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in campus outdoor settings where social distancing requirements are met. Anyone not using a face covering when required will be asked to wear one or must leave the area.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

Student FAQs: For more information about UWG COVID-19 guidance for students visit the [Student FAQ webpage\(https://www.westga.edu/student-services/health/coronavirus-info/return-to-campus/students-faq-return-to-campus.php\)](https://www.westga.edu/student-services/health/coronavirus-info/return-to-campus/students-faq-return-to-campus.php).

Additional Items

Description of Assignments, Quizzes, Exams, Discussions, Exercises, and Presentation

Assignments, Quizzes, and Exams will be administered during the semester. All quizzes and exams will be a combination of Multiple Choice and True/False sections. Each will cover textbook chapters, posted PowerPoint lectures or online lectures, and/or posted online articles, videos, audio, etc. Tests will take place online via Course Den. Assignments will be given periodically throughout semester. Assignments may be on chapter elements taken straight from the textbook and from online research or related to current media topics or trends through online articles, video, or audio. All assignments that are submitted via Assignment Submissions folder must be typed in 11 or 12-pt using a professional font format such as "Times New Roman" or "Courier." Any hand-written assignment or assignment submitted in a cursive style format will not be accepted. ALL assignments will be submitted via Course Den Dropbox for the exception of the online discussions which will take place in the "Discussion" area of Course Den.

Discussions: There will be four discussion assignments given during the semester. This type of assignment will be one of the following: current news topic, online article, current news video, current news audio. This assignment will begin with the instructor posting a media-related online element in the "Discussion" area of Course Den with each student commenting on the topic. When the online element is posted, the instructor will ask various questions relating to the topic. Each student must have substance in his or her answer to each question in order to receive full credit for the discussion assignment.

Exercises: There will be five exercise assignments. For these exercises, students will be placed in various real life situations pertaining to the actual chapter or chapter discussion, and give thorough answers about handling the situations that are placed in. Proper guidelines will be given for each exercise.

Topical Online Presentation: For this assignment, students, in a small group, will be assigned specific news topics or headlines in which certain questions pertaining to the topic are given. Students will answer the given questions in a PowerPoint structured format with various media content such as photos or video links. More information is discussed in the Class Schedule about this project.