

COMM 3354-E01: Digital Social Media & Society

General Information

Semester Hrs: 3

Semester/Yr: Fall 2016

Time/Location: 100% online in CourseDen (<https://westga.view.usg.edu/>)

Instructor: Patrick D. Hadley

Physical Office: Humanities 144

F2F Office Hours: Tuesdays/Thursdays, 10:00 am – 10:30 am; 3:30 pm - 5:30 pm
Fridays (by appointment only)

Online Office Hours: Mondays/Wednesdays, 10:00 am - 12 noon (via D2L email or Google Voice phone/text)
Fridays: 2:30 pm - 3:30 pm

In addition to the times above, I am available asynchronously¹ via CourseDen 24/7. I am also available via my westga email account, but CourseDen email is preferred unless the system is down. Email messages will be answered within 24 hours on weekdays. Although I commonly review and respond to emails over the weekend, my official policy is that emails received after 6:00 pm on Fridays will receive a reply no later than noon on the following Monday morning.

If you would like to set up a virtual meeting outside of my online office hours, let me know and we can use the tool of your choice (e.g., phone, chat, Skype, etc.).

Telephone: (404) 919-7349 (Google Voice Number)

E-mail: phadley@westga.edu

Communication: When questions arise, the most efficient ways to contact me are as follows:

1. CourseDen mail (inside the course)
2. UWG email (phadley@westga.edu)
3. Phone call to my Google Voice Number: 404-919-7349 (messages left on Friday after 6:00 pm will be returned by the following Monday at noon)

TEXT & ADDITIONAL MATERIALS

¹ Asynchronous communication happens when the sender and receiver of a message are not communicating at the same time. For example, John may send a message on Monday, and Jane responds to it on Tuesday.

Required Text:

All readings for COMM 3354 will be provided online. There is no physical textbook required.

Hootsuite Academy training content: As part of your enrollment in COMM 3354, you will need to sign up for free access to Hootsuite Academy. This site contains extensive educational content related to a range of social media topics, certification programs, and training on the Hootsuite social media management platform. We will only use a limited amount of content for our course. However, there is a wealth of information that you can study on your own to enhance your social media awareness and skills.

Below are the steps to create a free Hootsuite Academy account:

1. Click the following link to access Hootsuite Academy's Main Page:
<https://hootsuite.com/education>
2. Next, scroll down under "Courses and Certifications" and click the green "Get Started Now" button under "Social Media Training." (Do NOT click the Hootsuite Platform Training" button.)
3. In the upper right-hand corner of the page, click the "Sign In" button
4. Next, click the "Create a new Hootsuite Academy account" under the Green "Sign In" button
5. Fill out your name, email, and password and you will have free access to Hootsuite's training content. Specific videos and articles from Hootsuite Academy will be assigned throughout the semester, starting in Module 1.
 - a. NOTE: If you are taken to a different selection page with options for "Social Media Training," "Hootsuite Platform Training," and "Certification Exams," just select "Social Media Training" and complete the login process. Hootsuite has recently changed its structure and its web navigation sometimes can be awkward.

Hootsuite Social Media Resources: In addition to Hootsuite's training content, you will find an extensive selection of blog articles on social media topics (click on "[Social Media Resources](#)" on tab in middle of menu to jump down the page, or scroll down [the page](#) to this heading). Some of these blog posts may be assigned in our course readings during the semester. Feel free to explore them on your own to learn about topics of interest.

IMPORTANT: You will need access to the Hootsuite Academy content in order to complete Module 1 and several subsequent modules in the course. Make sure to enroll during the three days of class so you will be ready to begin Module 1 after the Orientation Module.

Required Materials:

- **Computer-compatible microphone:** In this course, you will need the ability to record audio (for screencasts). Many laptops have integrated microphones that will work adequately. Alternatively, you can purchase a headset microphone for \$10 - \$25 at online electronics sellers like Amazon.com, or at a physical store that sells discount electronics (e.g., Walmart or Best Buy).
- **Daily Computer Access:** All students at UWG are required to have access to a computer that is up to the specs posted in the Scoop. You need to have a plan for what you will do if your computer crashes. How will you continue to participate in the course? Perhaps you could use the computers at your local library in an emergency. Think about this.

Computer problems are not an automatic excuse excusing failure to meet an assigned deadline in the course.

- **Speakers or Headphones:** Many presentations in this course have audio playback features, so you need to have access to speakers or headphones to listen to the audio portion of the presentation.

DEPARTMENT OF MASS COMMUNICATIONS LEARNING OUTCOMES

1. Awareness: Students will demonstrate *awareness* of mass communications scholarship, i.e., theory/research; paramount economic, ethical, legal/policy, social, and technological issues; and the role of principle personalities and stakeholders within the context of freedom of speech, freedom of press, media competition, media convergence, diversity, and/or social responsibility. ACEJMC defines awareness as familiarity with facts, concepts, theories, laws and regulations, processes and effects.
2. Understanding: Students will demonstrate *understanding* of mass communications scholarship, i.e., theory/research; paramount economic, ethical, legal/policy, social, and technological issues; and the role of principle personalities and stakeholders within the context of freedom of speech, freedom of press, media competition, media convergence, diversity, and/or social responsibility. ACEJMC defines understanding as assimilation and comprehension of information, concepts, theories and ideas.
3. Application: Students will demonstrate effective application of mass communications scholarship, i.e., relate and/or apply concepts, theory/research, and professional principles to analyze and synthesize information, create, develop, produce, and/or write for converging digital, multi-media, and traditional media. ACEJMC defines application as competence in relating and applying skills, information, concepts, theories and ideas to the accomplishment of tasks.

COURSE HIGHLIGHTS AND OBJECTIVES

1. You will learn about historical development, political and economic environment, technological foundations, and socio-cultural context for new Web applications referred to as “Web 2.0” or “social media,” such as blogs, Facebook, Twitter, Instagram, YouTube, and LinkedIn. services. (*Awareness/Understanding Objectives*)
2. You will examine and comment on the implications of these new social media for traditional industries and activities, such as broadcasting, journalism, education, business, marketing, politics, government, and social relationships (*Understanding/Application Objectives*).
3. You will apply, practice, and demonstrate this knowledge by:
 - a. examining and discussing key social media applications; (*Understanding Objective*)
 - b. completing quizzes to demonstrate your awareness and understanding of the major concepts covered in the readings and discussions (*Awareness/Understanding Objectives*); and

c. completing hands-on assignments using key social media applications;
(*Understanding/Application Objectives*)

d. selecting and completing a final project that will allow you to explore and demonstrate use of social media tools in depth (*Application Objective*)

4. You will participate in an organic learning environment where everyone participates in the construction of a knowledge community through various online course activities. (*Application Objective*)

COURSEWORK, EVALUATION PROCEDURES, AND GRADING

Three Main Types of Tasks in this Class: Discussions, Projects, and Quizzes

In this class you normally submit your work in one of three ways: through the Discussion board, through the Quizzes tool, or via Projects that you will post on a course blog you will create. Pay attention and follow instructions concerning what must be posted where.

Discussions

We will have several Discussions during the semester. They are asynchronous with deadlines. This means that while we will not have to login at the same time, we will have to login during the same week to make our posts. For some discussions, you are expected to make at least one initial post and reply to another post. The first post you make is called your “initial posting.” This is your primary posting, and will generally be longer than any reply. In discussions where a reply is expected, you should make your initial posting by midnight on Thursdays. Unless otherwise specified, all discussions end on Sundays at 11:59 pm.

When a module is more than one (1) week long, you should use the last Thursday of that module as your deadline for making the first posting, unless the directions include an explicit direction to submit by another day of the week.

You are welcome to discuss past these deadlines (in all discussion boards). However, credit may only be given for discussions occurring during the official window.

You can practice your discussion skills using the first discussion of the course where you introduce yourself and visit with your online classmates.

*If you are expected to follow a discussion schedule that differs from what is stated above, it will be outlined in the instructions for a specific discussion.

Projects

As you work through the learning modules for each online week, you will come across hands-on projects that have to be completed using a particular social media application. You will generally post these projects on the course blog/website that you will create. These also will need to be completed by the assigned deadline.

You also will complete a final project in the class that will be posted on your course blog/website.

Quizzes

There are quizzes in each learning module of the course. You can access your quizzes through the learning module or through the Quizzes button (if visible) in CourseDen. Be sure to read the instructions that appear before your entry into the quiz. In addition, once you start a quiz, you have a limited amount of time to finish it. The amount of time will be stated before you start the quiz, and a timer will be visible informing you of how much time you have remaining before the quiz expires.

Each quiz has its own unique properties. The official deadline for each quiz is what is posted in the Course Schedule. Aside from these unpredictable deviations, the **quizzes do not have extensions**.

Course Work & Evaluation

There are three types of tasks in this class: Discussions, Projects, and Quizzes. Below, all discussions, projects, and quizzes are listed with their associated point values.

Tasks/Topics within Modules	Points
--Quiz: Orientation Module	10
--Disc: Orientation Discussion	5
--Quiz: Overview of social media	10
--Disc: Personal experience with social media	10
--Quiz: Blog/WordPress content	10
--Disc: (a) Post URL to your blog (b) Blog topic	10
--Proj: Create blog and intro blog posts	25
--Quiz: ePortfolio content	10
--Disc: ePortfolio discussion	10
--Proj: Convert blog into ePortfolio	25
--Quiz: Screencasting content	10
--Disc: Screencasting topic	10
--Proj: Create screencast	30

--Quiz: YouTube/social video content	10
--Disc: YouTube/social video topic	10
--Proj: YouTube/social video exercise	25
--Quiz: Twitter readings	10
--Disc: Twitter topic	10
--Proj: Twitter exercise	15
--Quiz: Facebook/Instagram content	10
--Disc: Facebook/Instagram topic	10
--Proj: Facebook/Instagram exercise	25
--Quiz: LinkedIn content	10
--Disc: LinkedIn and online job search strategies	10
--Proj: LinkedIn exercise	15
--Final Project	65
TOTAL	400

Grading Scale

Grade	Point Range
A	360-400
B	320 - 359
C	280 - 319
D	240-279
F	0-239

In the interest of academic integrity and fairness, please note that at the end of the semester, I do not offer individual extra credit opportunities. However, extra credit opportunities may be made available to the class at times during the semester. Stay alert to the course home page and News area for more information.

I will round up final averages when the total points earned in the class are within 0.5 points of the next higher grade. For example, a final grade total of 319.5 points would be rounded up to 320 points.

CLASS, DEPARTMENT, AND UNIVERSITY POLICIES

Attendance

Online Attendance:

In an online class, regular involvement counts. I believe that regular logging in is a crucial aspect of determining your performance. Regular logging in keeps you in contact with the class, not only in terms of the learning activities, but also allows you to be informed of any relevant course announcements relating to a particular module during the week.

Students who do not login regularly can experience frustration, anxiety, fear, alienation, a sense of being overwhelmed, etc. These are not ideal learning conditions in a face-to-face classroom, and can be particularly troubling in a 100% online course.

I strongly recommend that you log into the course three or more days a week. I can only help you if you are attending to the course.



If your computer crashes or some other computer-related crisis occurs, you must access your back-up computer (see *Required Materials* above). It is not an acceptable excuse to claim “I won’t be able to login to the course for 2 weeks until my computer is repaired and sent back to me.” You must go to the campus or your local public library, go to a friend’s house, or make other arrangements to ensure that you are regularly logging into the course. If you are not confident that your computer will make it through the course, you may want to consider taking this course in a later semester when you have access to more reliable technology.

Late Work Policies

Discussions Late Policy

Discussions posts that are late, but within 24 hours of the deadline, will have the earned grade reduced by 50 percent. Discussions posted more than 24 hours after the deadline will receive a zero.

Discussions may be made up (with modifications by the instructor) only if you provide written documentation of a medical, family, or related emergency that was outside of your control. (You can submit written documentation via a scanned copy of a document forwarded to the instructor via email)

Projects Late Policy

Projects posted after the deadline will have the grade reduced by 50 percent. If posted more than 48 hours late, the project will receive a zero.

Late project postings may be permitted without penalty if you provide written documentation of a medical or family emergency. (You can submit written documentation via a scanned copy of a document forwarded to the instructor via email)

Quizzes Late Policy

There is no extension on quizzes without documentation of a medical or family emergency.

Use the Course Schedule to know when quiz deadlines will occur.

Tips for Meeting Deadlines

- Don't procrastinate. Instead, try to get ahead.
- If possible, submit all work by Saturday, so that if you have any technical difficulties, you still have 24 hours to try to submit on another computer (such as at a local library). Remember that CourseDen has a posted maintenance schedule overnight on certain Fridays from 10:00 pm – 7:00 am Saturday.
- Read all submission instructions very, very carefully. Failing to follow instructions WILL cause you to lose points.

Standard University Policies

The University has standard policies that apply to all students throughout the University, in the areas of the Americans with Disabilities Act, UWG's email policy, credit hours, and the UWG Honor Code. These policies are provided in more detail in the following link:

<http://www.westga.edu/UWGSyllabusPolicies/>.

Special Needs

- I will make special arrangements for students with special needs, as documented through Student Services. Please inform me and provide me with appropriate documentation at the beginning of the semester. For more information, contact Accessibility Services at the University of West Georgia:
<https://www.westga.edu/student-services/counseling/accessibility-services.php>.

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. The 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. If you are aware of cheating taking place, please contact me or Dr. Camilla Gant, chair of the Department of Mass Communications (678-839-4933), and proper action will be taken.

CLASS OUTLINE: SEE THE [COURSE SCHEDULE](#)



The Course Schedule

The Course Schedule is the central resource for a global view of the semester's activities and deadlines. Want to know when something is due? Check the Course Schedule. It is always available from the home page of the course and is viewable at

https://docs.google.com/document/d/1ZVGhjHlbfLWmWJ9jysjIT5a7w4cOta_K0wFDktw1ds/edit?usp=sharing

The Course Schedule may change slightly over the semester. It is an online, dynamic document. You should check it at least once per week each time you enter the course. It is located on our CourseDen home page.

If I ever make changes, I make a strikethrough and revision directly on the Course Schedule that describes what changes were made and when. Additionally, I notify the whole class via CourseDen email and the Course News area on the front page of our CourseDen site. Hopefully, no changes will need to be made, but if they are, you will learn about them via multiple channels.

TIPS FOR SUCCESS

Navigating the Course

Each time you login to CourseDen, check the following:

1. **Course News**, where major general updates and information for the course are posted
2. **Email**, where announcements and updates are regularly communicated to you by the instructor.
3. **Discussions**, where students are often engaged in graded communication exchanges.
4. The **Course Schedule** for a global view of what's going on in the course.
5. The **Modules** on the home page, which contain what is happening during a given week or set of weeks. Through these, you gain access to your Discussions, Projects, and Quizzes.
6. Review and follow the **Checklist** that is provided for each module to know what you need to do in that module for success.

[END OF SYLLABUS VERSION 1.0]

COURSE SCHEDULE

COMM 3354 - Fall 2016

The Course Schedule may change over the course of the semester, so do not ONLY look at a paper version you may have printed. Visit the online version regularly through the semester.

NOTE: You will have one week to complete some assignments, and two weeks to complete others. It is YOUR responsibility to be aware of the course schedule and deadlines. Forgetting a deadline or having a competing course or job obligation at the same time as a COMM 3354 deadline is not an excuse, given the early notification of deadlines in this class.

Assignments for discussions/quizzes/projects for specific modules will often be available before the official “start date” of that particular module on the schedule. However, be aware that some discussion assignments may require an initial posting, followed by a reply to a classmate’s initial post. If you complete an initial discussion post before the start date of that module and there are no other posts by your classmates to which you can reply, remember to return to that discussion during the week(s) assigned for that discussion to complete the reply portion of the assignment. Failure to post replies on time will result in loss of points for that portion of a discussion assignment.

MODULE	TOPICS/NOTES	DUE
Orientation Module: Wednesday, Aug. 10 to Sunday, Aug. 14	<i>Topics: Getting oriented to online course, syllabus, technology</i>	<u>Due by Sunday @ 11:59 pm</u> --Orientation Discussion --Quiz: Orientation Module (NOTE: multiple quiz attempts available without penalty ONLY for Orientation Quiz)
Module 1: Monday, Aug. 15 to Sunday, Aug. 21	<i>Topics: Overview of social media history, trends, technologies (e.g., Facebook, Twitter, YouTube, LinkedIn, Instagram), recent developments</i>	<u>Due: by Sunday @ 11:59 pm</u> --Social Media Discussion --Quiz: Social Media overview content (NOTE: only one quiz attempt permitted for this and all future modules during semester)
Module 2: Monday, Aug. 22 to Sunday, Aug. 28 (NOTE: Module 3 will open at same time as Module 2. However, deadlines are different. LOOK CLOSELY!)	<i>Topic: Blogging, WordPress and related applications</i>	<u>Due: by Sunday @ 11:59 pm</u> --Create blog and intro blog posts --Discuss social impact of blogs and post your blog URL --Quiz: Blog-related content
Module 3: Monday, Aug. 22 to Sunday, Sept. 4 Thursday, Sept. 8 by 11:59 pm	<i>Topic: ePortfolio development</i>	<u>Due: by Sunday Thursday @ 11:59 pm</u> -Convert blog into ePortfolio -Discussion of ePortfolios -Quiz: ePortfolio content

<p>(NOTE: Deadline is Labor Day Weekend! Post early if leaving town over Labor Day weekend! Module 3 will be released at the same time as Module 2 to allow an early start and extra time for completion.)</p>		
<p>Module 4: Sunday, Sept. 4 to Sunday, Sept. 18</p>	<p><i>Topic: Screencasting</i></p>	<p><u>Due: by Sunday @ 11:59 pm</u> --Screencasting project --Discuss relevance of screencasting --Quiz: Screencasting content</p>
<p>Module 5: Monday, Sept. 19 to Sunday, Oct. 2</p>	<p><i>Topic: YouTube and other video sharing sites</i></p>	<p><u>Due: by Sunday @ 11:59 pm</u> --YouTube/video sharing project --Discuss impact of YouTube --Quiz: YouTube content</p>
<p>Module 6: Tuesday, Oct. 4 to Wednesday, Oct. 12 [New Deadline!] Monday, Sept. 26 to Sunday, Oct. 9 (NOTE: Thurs., Oct. 6 and Fri., Oct. 7 are Fall Break, so Module 6 will be released while Module 5 is open to ensure ample time for completion)</p>	<p><i>Topic: Twitter and related microblogging services</i></p>	<p><u>Due: by Sunday Wednesday @11:59 pm</u> --Twitter project --Discuss significance of Twitter --Quiz: Twitter content</p>
<p>Module 7: Monday, Oct. 10 to Sunday, Oct. 23</p>	<p><i>Topic: Social networking sites (e.g., Facebook, Instagram)</i></p>	<p><u>Due: by Sunday @ 11:59 pm</u> --Social Networking project --Discuss experience among social networking sites --Quiz: Competition among various social networking sites</p>
<p>Module 8: Monday, Oct. 24 to Monday, Oct. 31 Sunday, Oct. 30</p>	<p><i>Topic: LinkedIn and other social job search tools</i></p>	<p><u>Due: by Sunday Monday @ 11:59 pm</u> --LinkedIn project --Discuss LinkedIn and other social media job search applications --Quiz: LinkedIn and social job search content</p>

<p>Final Project Module:</p> <p>**Deadline: Friday, December 2, 2016 at noon**</p>	<p><i>Topic: Final project synthesizing social media topics and tools from entire semester (Detailed guidelines later in semester)</i></p>	<p><u>Due: by Friday, December 2,, 2016 @ 12 noon</u> --Post final project on course ePortfolio/blog</p>
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