

### Participation

Participation is not attendance. As Gaylord students, you should model professional practices by participating in class and group activities. Class guidelines include:

1. Turn your cellular telephones, computers, palm pilots, and other communication devices off.
2. Never check your palm pilot or cellular telephone for messages during class. Do not check messages or instant message others during class.
3. Utilized critical listening skills. Be attentive. Focus on understanding what professors and lecturers are saying.
4. Come to class prepared for discussions, having completed readings/assignments.
5. Avoid side conversations with your fellow classmates during class.
6. Pose content relevant questions for discussion and clarification.
7. Participate in classroom discussions in a constructive manner.
8. Respect your classmates and the views expressed by others.

### Group Work

As majors in communication oriented professions, group work is an essential part of your learning experience both in and out of the classroom. Although group work requires coordination and planning group work can be a thoroughly pleasant educational format when group members make substantial and equitable contributions to the group process. Group members are expected to:

1. Exchange names, telephone numbers, and e-mail addresses with other group members to facilitate meetings.
2. Communicate openly and effectively with each other.
3. Take active and functional roles during group meetings.
4. Assign roles to group members (when appropriate) early in the group process.
5. Be prepared for group meetings by doing any necessary individual work.
6. Deal with conflict quickly and in a positive, productive manner.
7. Do not allow "free riders" or expect others to do your work.
8. Expect to be thrown out of groups very quickly if you do not pull your weight.
9. Be prepared to work outside of class in addition to in-class group time.
10. Keep an accurate log of group meetings and take attendance.

### Presentations

Students should exhibit a high level of professionalism and preparation in individual and group presentations. Presenters are expected to:

1. Show up early for presentations in order to assure that AV equipment functions properly and to arrange the physical space for the presentation.
2. Adhere to the time limits specified for presentations and any subsequent questions. A dress rehearsal is necessary for timing your presentation.
3. Thoroughly prepare for extemporaneous deliveries during all presentations. Reading to

your audience is not an acceptable delivery style for communication professionals.

4. Wear appropriate attire that reflects the seriousness of the occasion. Always consult your professor to determine the degree of formality required.
5. Deliver cohesive presentations with full participation and equal coverage by everyone.

Audience members should listen critically, provide specific and constructive feedback, and pose challenging questions.

### Writing Skills

Effective writing is one of the areas of human endeavor where virtuosity is non-existent. Everyone has heard of child protégés who possess amazing mathematical, artistic, scientific, and musical skills. However, unheard of are people born with knowledge of history, philosophy, literature, communication, or rhetoric. Writing is an art that must be developed and honed. None of you are "great" writers yet. That is why you are here.

Almost everyone, even professors, needs assistance with their writing in order to rise to their fullest potential. For this reason, you should take advantage of every opportunity to improve your writing. When your professors offer to read early drafts of your work, take advantage of the opportunity! However, understand that professors are not editors and will not mark all of your mistakes. Students are expected to edit their own work for spelling, AP/APA style, etc.

### Written Assignments

You are expected to submit written assignments on time. If you are unable to submit an assignment on time, be sure to notify your professors *ahead of time* and discuss alternatives, if any exist. No professor is obligated to allow you to turn in your work late. Do not assume that you have the option to turn in your work late.

- All assignments should be neatly typed, free of spelling and grammatical errors, carefully proofread, and adhere to the highest standard of professionalism and ethics, particularly concerning issues of plagiarism.
- All sources must be carefully documented according to the APA Style Manual for essays, and AP style for news releases, etc.

**Paper Sources:** For all written work submitted for a grade, include copies of title pages of all book/journal/Web/etc. sources cited. Copies of title pages and pages cited are sufficient for book and journal articles. For Web sites, include the home page of the site visited and copies of the individual link pages used in quotes or to support points.

**Note:** Only sources cited in the body of your text belong in the bibliography section of your papers. *Do not include sources that do not appear in the body of your texts. Do not annotate sources unless requested by your professor.*

### Active Learning

You should approach your learning actively. Provide your professors with feedback regarding the course. Do not allow personal problems to fester or to hinder your learning. Discussions that are critical of courses or professors should, of course, take place privately, during office hours, and **not** in the classroom.

### Professionalism

Webster's dictionary defines a professional as: (1) characterized by or conforming to the tech-

nical or ethical standards of a profession; (2) exhibiting a courteous, conscientious, and generally businesslike manner in the workplace.

Regularly missing class (or work), coming late, or leaving early, is clearly unprofessional. Furthermore, merely coming to class every day, getting passing grades, and "occasionally" saying something in class is not the mark of a professional either. People who simply show up to work, do their jobs, and collect their paychecks (or grades), are not "professionals," they are "employees" (or students).

Demonstration of the "conscientiousness" mentioned by Webster is accomplished by being prepared to discuss classroom issues, doing your reading, making an effort to understand class readings and materials, and showing a focused and respectful attitude toward your peers, the teacher, and any guests.

Effective interpersonal communication is one of the hallmarks of "professional" communicators. JMC majors are "audience oriented" disciplines. Arguing about grades, policies, or procedures, in class (or anywhere else), or trying to get out of doing your work, are not examples of professionalism. Instead, professionalism involves being genuinely interested in how to improve professionally and making an effort to do the best work possible.

### Grades

If you wish to contest a grade, please do so in writing (typed). Using Memo form, explain why you think you deserve a higher grade.

**Poor arguments:** "My roommate, who is an English major, read my essay and said that it was an A"; "My friend and I worked together on this and she got a higher grade..."; "I have never received a grade this low before..."; "I worked really hard on this..."; "I came to see you three times and only received a...."

**Effective arguments:** "Based on the assignment criteria (length, material covered, sources, etc.) I believe that I exceeded the assignment criteria in the following ways..."; "In our meeting in your office you explained that I should do the following...I did each of those things as you can see from the highlighted paper, attached..."; "In the textbook it was explained that...you said that 'we should consult the textbook for more information...my assignment followed those suggestions by doing...'" These are all examples of "reasonable" arguments not based on "but I worked hard..." etc. **Note:** simply "meeting criteria" only earns you a C.

A degree is not an education,  
and the confusion on this point is perhaps  
the gravest weakness in American thinking  
about education.

*Simpson's Contemporary Quotations*, (1988), #2719

Men occasionally stumble over the truth,  
but most of them pick themselves up  
and hurry off as if nothing ever happened.  
Sir Winston Churchill

Most learning isn't fun.  
Learning takes work. Discipline.  
Commitment, from both teacher and student.  
Responsibility—you have to do your homework.  
There's no shortcut to a quality education.  
And the payoff isn't an adrenaline rush,  
but a deep satisfaction arriving weeks,  
months, or years later.  
Equating learning with fun says that if you  
don't enjoy yourself, you're not learning.  
Clifford Stoll (1999). *High-Tech Heretic*... p. 12.