# CoJMC Syllabus Template Updated 8/13/2023

# Course Number & Title

## Instructor Information

Instructor’s name

Instructor’s office location (and Zoom link, if applicable)

Contact information (telephone and/or email address)

Office hours

## Course Description

Course pre-requisites

Required course materials(including any texts and personal equipment such as laptops)

## Course Format Information

## (Not necessary for courses with no remote option)

If the course is online be sure to explain the logistics and where to find course materials. If fully online, asynchronous describe what that means instead of just using the term.

## Course Assignments and Grading Policy

A list of papers, exams, and other assessments that will contribute to the students' grades, along with the exact or approximate value of those assessments, either in points or percent of total grade. Repeated small assessments, such as homework or quizzes, can be considered as one item in the list of assessments. Include grading scale that will be used to assign final grade.

## Course Policies and Procedures

### Learning Environment and Class Attendance Policy

This policy aligns with the [University of Nebraska-Lincoln's Class Attendance Policy](https://facultysenate.unl.edu/faculty-senate-policies-and-documents/class-attendance-policy/%22%20%5Co%20%22https%3A//facultysenate.unl.edu/faculty-senate-policies-and-documents/class-attendance-policy/%22%20%5Ct%20%22_blank) and aims to prepare students for the professional expectations they will encounter in their future careers while providing flexibility for legitimate absences.

Attendance is not just about being present—it is about actively participating. To foster this, students are expected to:

1. Attend all scheduled class sessions consistently and punctually. Many classes involve workshopping assignments, team activities, or discussions that cannot be replicated outside of class. Missing these sessions impacts both individual learning and group dynamics.
2. Engage with the course material and contribute to a collaborative class environment. This includes respecting peers, instructors, guest speakers, and being prepared. Disruptive behavior or disengagement during class may result in a grade reduction.
3. Use laptops and phones only for class-related purposes. Distracting others with personal device use during class is not acceptable.
4. Complete all assignments properly, on time and according to the established guidelines.

Students must notify the instructor in writing prior to the start of class if they will be absent, mirroring industry standards where professionals inform employers in advance of absences. The reasons for why an absence may be excused can be found in the [University of Nebraska-Lincoln’s Class Attendance Policy.](https://facultysenate.unl.edu/faculty-senate-policies-and-documents/class-attendance-policy/)

To request an absence:

* Notify your instructor in advance by email when possible
* Provide appropriate documentation promptly

If a student misses more than 10% of a scheduled class or *(instructor to customize*): 5 MWF classes, 3 T/TH classes, 3 M/W classes or 3 weekly classes) for any reason, they are required to meet with the instructor to determine the best course of action going forward.

Excessive absences will put a student at serious risk of failing the class. The instructor has discretion over whether absences will be excused and if makeup work will be allowed. A documented illness does not guarantee that makeup work will be permitted. Students are responsible for obtaining and catching up on missed material.

**Inclement Weather Policy.** In the event that the university cancels in-person classes and implements instructional continuity plans, you will be notified by [insert mode of communication: email, Canvas announcement, etc.] how the class will proceed. We might meet synchronously on Zoom, or you may be given other assignments to take the place of the missed class time. See the full [UNL Instructional Continuity Plan](https://executivevc.unl.edu/academic-excellence/teaching-resources/instructional-continuity-guidance) for more details.

**Other course policies**. List any special policies for the course, if any (e.g., a policy that collaboration is permitted on take-home work, a policy that calculators can be used on exams, etc. Any penalties for late work should be described in detail.)

**Other useful information.** Where applicable, may also be included at the instructor’s discretion:

* Time and location of final exam
* Projected schedule of assignments, quizzes, tests and other course work
* Information about how student work will be graded, including a rubric if possible
* An exact or approximate grading scale. Be clear whether your course will be graded on a point or percentage system

## Technology Requirements

List any software / hardware requirements for the course along with information on where to get help. It is recommend that you always including the following:

* To get help with Canvas problems, click ‘Help’ from the left side menu in Canvas. Help is available 24/7 via phone (1-877-244-8884) or [chat](https://cases.canvaslms.com/liveagentchat?chattype=student).
* To get help with other technological problems, contact the UNL Huskertech Help Center by phone (402-472-3970) or email (support@nebraska.edu)

## ACEJMC Competencies

The College of Journalism and Mass Communications is accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC). The mission of ACEJMC is “to foster and encourage excellence and high standards in professional education in journalism and mass communications.” ACEJMC recommends that all graduates should be aware of certain core values and competencies. This course addresses the following professional values and competencies:

* List the competencies here

Full list of **Professional Values and Competencies**: <http://www.acejmc.org/policies-process/principles/>

### Learning Indicators

One of ACEJMC’s principles is to promote student learning by assessing your achievement of the competencies listed above at the course and program level. After completing this course, students will be able to:

#### Awareness:

* List measurable learning indicators for each of the competencies listed above

#### Understanding:

* List measurable learning indicators for each of the competencies listed above

#### Application:

* List measurable learning indicators for each of the competencies listed above

## ACE Outcome – for ACE-certified courses only

Approved in January 2008 by the faculty of the University of Nebraska–Lincoln, UNL’s new Achievement-Centered General Education Program (ACE) is built on student learning outcomes that answer the fundamental question, "What should all undergraduate students--irrespective of their majors and career aspirations--know or be able to do upon graduation?" This course is certified to meet ACE student learning outcome *#\_: state ACE outcome here.*

Opportunities to learn: Describe the opportunities the course will give students to acquire the knowledge or skills necessary to achieve the Learning Outcome(s).

Opportunities to demonstrate: Describe the opportunities students have to demonstrate the outcome by stating the graded assignments you use to assess the students’ achievement of the Outcome(s).

## Creating a Culturally Proficient Workforce

The University of Nebraska-Lincoln does not discriminate on the basis of race, ethnicity, color, national origin, sex (including pregnancy), religion, age, disability, sexual orientation, gender identity, genetic information, veteran status, marital status, and/or political affiliation.

The College of Journalism and Mass Communications recognizes that acknowledging, building understanding and incorporating diverse voices and perspectives throughout the curriculum prepares students for communication careers in a global society. As communicators, we must reflect society in order to be credible, reliable and effective. Inaccuracies or biases in our written, spoken and visual reports mean we have failed as journalists. Diverse voices and perspectives improve our accuracy and truthfulness.

## Additional UNL Syllabus Policies

Note: You are no longer required to list all university policies within your syllabus. They are all located within the Canvas course linked in the text below (<https://canvas.unl.edu/courses/81519>) However, you may choose to include any of them if you wish to do so.

It is important that you familiarize yourself with all UNL and CoJMC educational policies. Please go to <https://canvas.unl.edu/courses/81519> and read all of the pages to ensure that you have up to date information about university policies. This information is considered part of this syllabus even if the text does not appear within this document.

## Additional Optional Syllabus Policies

Note: Everything below this point is completely optional to include in your syllabus.

### Checkout Room InformationAfter successfully completed the required equipment training, all CoJMC majors and students enrolled in classes in the college can check out equipment from the CoJMC Checkout Rooms located in the basement of Andersen Hall and the 3rd floor of the Lincoln Children’s Museum. This page contains the [checkout room policies and hours](https://canvas.unl.edu/courses/51236/pages/checkout-room-rules?module_item_id=867319) and this page has a list of all [equipment available for checkout](https://canvas.unl.edu/courses/51236/pages/start-here?module_item_id=867323).

### Recording of Class-Related ActivityTo create a classroom environment in which everyone may feel comfortable participating in discussions, students may not make or distribute screen captures, audio/video recordings of, or livestream, any class-related activity, including lectures and presentations, without express prior written consent from me or an approved accommodation from Services for Students with Disabilities. If you have (or think you may have) a disability such that you need to record or tape class-related activities, you should contact Services for Students with Disabilities. If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Failure to follow this policy on recording or distributing class-related activities may subject you to discipline under the Student Code of Conduct.