

JMC 499: Senior Seminar (Fall 2004)

Department of Journalism and Mass Communications (1 hr.)
4 - 5 p.m. Thursday

JMC 499-01

Instructor: Dr. Jeanne Scafella
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Office hours:

JMC 499-02

Instructor: Dr. Celia Wall
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Office hours:

Monday	9:30 – 11:30 a.m. 12:30 – 1:30 p.m.
Tuesday	9 – 9:30 a.m. 12 – 12:30 p.m. 5 – 6 p.m.
Wednesday	10 – 11:30 a.m. 12:30 – 1:30 p.m.
Thursday	9 – 9:30 a.m. 12 – 12:30 p.m. 2 – 3:30 p.m.

I. *Title:* Senior Seminar

II. *Catalog Description:* A required course for all graduating seniors in advertising, public relations, journalism and radio-TV. A forum for career preparation on such topics as resume and portfolio preparation, job searches, interviews, and graduation requirements.

III. *Purpose:* To get the graduate ready of the job search to include building a portfolio, audition tape, and clip book; putting the resume and cover letter in final form; and preparing for the job interview.

IV. *Course Objectives:* To ensure the senior has completed all graduation requirements; has compiled a professional resume, cover letter and portfolio/clipbook/audition tape; and knows the job interview process.

V. *Content Outline:* See Tentative Schedule.

VI. *Instructional Activities:* Speakers, completion of graduate materials, job search materials.

VII. *Field and Clinical Experiences:* N/A

VIII: *Resources:* Department/university literature, handouts.

IX. *Grading Procedures:* The class is pass/fail. To complete this course with a passing grade, students must 1) complete all university/department graduation materials; 2) complete all instructor-assigned projects by the announced due date; 3) attend 80 percent of all class sessions; and 4) attend the departmental activity on the date listed on the schedule.

X. *Attendance Policy:* Attendance and punctuality are required. As you would be expected to be punctual and present on a professional job, you are expected to attend all class sessions. A legitimate reason for being absent, such as illness or a university-related trip should be brought to the instructor's attention by notifying the instructor of an absence ahead of time, just as you would notify a professional employer. Work missed because of an excused absence may be made up, but work missed because of an unexcused absence may not be made up. Thus, unexcused absences will negatively affect a student's final grade. This is the official Department of Journalism attendance policy.

XI. *Text and References:* None

XII. *Prerequisite:* Must be a senior who will graduate in December, May, or August during the current school year.

VIII. *Academic Honesty:* Academic dishonesty will not be tolerated. See "Academic Honesty" on page 50 of the 2003-2005 Murray State University Undergraduate Bulletin of the official university policy.