Welcome to Strategic Communications Capstone!

The Strategic Communications Capstone asks students to critically reflect on their coursework in the Master's program. Throughout this semester, students will consider how the program has impacted their sense of where they've come from academically and professionally, and where they're headed.

In this course, students will be guided by a series of case-based readings, related discussion prompts, and a final portfolio that will showcase professional interests, principles, and practices with reference to their MA-SC course work. The opportunity to synthesize these concepts and skills is what will make this final course a "capstone" experience.

Throughout the term students, will be asked to read and respond to published case studies exhibiting best practices, lead a discussion, and generate an online portfolio that highlights the skills gained throughout the program.

What will we be learning this semester?

Upon successful completion of this course, students will be able to do the following:

• Critically reflect on where they’ve come from and where they are headed professionally
• Create a personalized e-portfolio showcasing their academic and professional growth
• Apply program concepts to various areas of strategic communication

How will the course be structured?

We will meet for our live sessions on Wednesday nights from 5:30-6:20 PM CST.
In addition to our live meetings, students are required to complete weekly course readings, participate in weekly discussion forums, and complete assignments on time.

What tools will I need to complete the course work?
There is no required textbook for this course. Other readings and assigned materials will be made available on the class ICON website. All readings should be completed before class meetings or completing assignments.

**Media/System Requirements:** Computer with high speed Internet access, a camera and microphone. (Need technical support? Contact the Division of Continuing Education technical support staff at dce-techsupport@uiowa.edu).

**Are there other University policies I should be aware of?**

You can view other University policies here:

**Absences and Attendance**
Students are responsible for attending class and for contributing to the learning environment of a course. Students are also responsible for knowing their course absence policies, which will vary by instructor. All absence policies, however, must uphold the UI policy related to student illness, mandatory religious obligations, including Holy Day obligations, unavoidable circumstances, or University authorized activities (https://clas.uiowa.edu/students/handbook/attendance-absences). Students may use the CLAS absence form to aid communication with the instructor who will decide if the absence is excused or unexcused. The form is located on ICON within the top banner under "Student Tools."

**Academic Integrity**
All undergraduates enrolled in courses offered by CLAS have, in essence, agreed to the College's Code of Academic Honesty. Misconduct is reported to the College, resulting in suspension or other sanctions, with sanctions communicated with the student through UI email. Visit this page for information: (https://clas.uiowa.edu/students/handbook/academic-fraud-honor-code).

**Accommodations for Disabilities**
UI is committed to an educational experience that is accessible to all students. A student may request academic accommodations for a disability (such as mental health, attention, learning, vision, and physical or health-related condition) by registering with Student Disability Services (SDS). The student is then responsible for discussing specific accommodations with the instructor. More information is at https://sds.studentlife.uiowa.edu/.
Administrative Home of the Course
The College of Liberal Arts and Sciences (CLAS) is the administrative home of this course and governs its add/drop deadlines, the second-grade-only option, and related policies. Other colleges may have different policies. CLAS policies may be found here: https://clas.uiowa.edu/students/handbook.

Classroom Expectations
Students are expected to comply with University policies regarding appropriate classroom behavior as outlined in the Code of Student Life. This includes the policies and procedures that all students have agreed to regarding the Steps Forward for Fall 2020 in response to the COVID-19 pandemic. Particularly, all students are required to wear a face cover when in a UI building, including a classroom. In addition, the density of seats in classrooms has been reduced. In some instances, this will allow 6 feet or more of distance while other cases, it may be less. Regardless, wearing face coverings and maintaining as much distance as is possible are vital to slowing the spread of COVID-19. In the event that a student disrupts the classroom environment through their failure to comply with the reasonable directive of an instructor or the University, the instructor has the authority to ask that the student immediately leave the space for the remainder of the class period. Additionally, the instructor is asked to report the incident to the Office of Student Accountability for the possibility of additional follow-up. Students who need a temporary alternative learning arrangement related to COVID-19 expectations should contact Student Disability Services (https://sds.studentlife.uiowa.edu/fall-2020/covid-19-temporary-learning-arrangements/; +1 319 335-1462).

Class Recordings: Privacy and Sharing
Some sessions of a course could be recorded or live-streamed. Such a recording or streaming will only be available to students registered for the course. These recordings are the intellectual property of the faculty, and they may not be shared or reproduced without the explicit written consent of the faculty member. Students may not share these sessions with those not in the class; likewise, students may not upload recordings to any other online environment. Doing so is a breach of the Code of Student Conduct and, in some cases, a violation of the Federal Education Rights and Privacy Act (FERPA).
Communication and the Required Use of UI Email
Students are responsible for official correspondences sent to the UI email address (uiowa.edu) and must use this address for all communication within UI (Operations Manual, III.15.2).

Complaints
Students with a complaint about an academic issue should first visit with the instructor or course supervisor and then with the Chair of the department or program offering the course; students may next bring the issue to the College of Liberal Arts and Sciences; see this page for more information: https://clas.uiowa.edu/students/handbook/student-rights-responsibilities.

Final Examination Policies
The final exam schedule is announced around the fifth week of classes; students are responsible for knowing the date, time, and place of a final exam. Students should not make travel plans until knowing this information. No exams of any kind are allowed the week before finals with a few exceptions made for particular types of courses such as labs or off-cycle courses: https://registrar.uiowa.edu/final-examination-scheduling-policies.

Nondiscrimination in the Classroom
The University of Iowa is committed to making the classroom a respectful and inclusive space for people of all gender, sexual, racial, religious, and other identities. Toward this goal, students are invited in MyUI to optionally share the names and pronouns they would like their instructors and advisors to use to address them. The University of Iowa prohibits discrimination and harassment against individuals on the basis of race, class, gender, sexual orientation, national origin, and other identity categories set forth in the University’s Human Rights policy. For more information, contact the Office of Equal Opportunity and Diversity (https://diversity.uiowa.edu/eod; +1 319 335-0705 or (diversity.uiowa.edu)

Sexual Harassment
Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community must uphold the UI mission and contribute to a safe environment that enhances learning. Incidents of
sexual harassment must be reported immediately. For assistance, please see https://osmrc.uiowa.edu/.

What is the grading scale for the course?

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
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<td>A-</td>
<td>90-94</td>
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<td>B+</td>
<td>87-89</td>
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<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
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<tr>
<td>C</td>
<td>73-76</td>
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<tr>
<td>C-</td>
<td>70-72</td>
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<td>D</td>
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<td>60-62</td>
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<tr>
<td>F</td>
<td>59 and below</td>
</tr>
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</table>

What if I have questions, concerns or need to discuss something with the instructor?

I want you to be as successful as possible in this course. I'm here to support your learning. I also know that right now we are living through very difficult times and many of you are experiencing additional stress and uncertainty. **If you are having difficulty completing the course content, I encourage you to contact me as soon as possible.** In most cases, if we communicate early enough, we can develop a plan to help you complete the work. If you have any questions or need assistance of any kind, I'm available to talk via email, phone, text or Zoom. I try to respond within 24 hours. Weekends might take longer.

Where can I find assignment instructions and other course resources?

This information can be found in the Files section in ICON. Check the folders titled “Course Resources” and “Assignments.” If you’re not finding what you need there, you can reach out to the instructor.

Tell me about the course schedule.
The course schedule is listed below. This information can also be found in ICON. As a reminder, this schedule is tentative and subject to change. All changes will be announced in ICON.

Week 1: January 27th
- Introductions
- Discuss course assignments and expectations
Assignment: respond to discussion prompt (due Feb. 3rd)

Week 2: February 3rd
- Facilitated discussion demonstration
Assignment: respond to discussion prompt (due Feb. 10th)

Week 3: February 10th
- Overview of portfolio project
No discussion this week; begin work on portfolio project

Week 4: February 17th
- Presentations 1 & 2
Assignment: complete readings, respond to discussion prompt (due Feb. 24th)

Week 5: February 24th
- Presentations 3 & 4
Assignment: complete readings, respond to discussion prompt (due March 3rd)

Week 6: March 3rd
- Presentations 5 & 6
Assignment: complete readings, respond to discussion prompt (due March 10th)

Week 7: March 10th
- Presentations 7 & 8
Assignment: complete readings, respond to discussion prompt (due March 17th)

Week 8: March 17th
- Presentations 9 & 10
Assignment: complete readings, respond to discussion prompt (due March 24th)
Week 9: March 24th
- Presentations 11 & 12
Assignment: complete readings, respond to discussion prompt (due April 1st)

Week 10: April 1st
- Presentations 13 & 14
Assignment: complete readings, respond to discussion prompt (due April 7th)

Week 11: April 7th
- Presentations 15 & 16
Assignment: complete readings, respond to discussion prompt (due April 21st)

Week 12: April 14th
- NO CLASS: INSTRUCTIONAL BREAK
Assignment: complete readings, respond to discussion prompt (due April 21st)

Week 13: April 21st
- Presentations 17 & 18
Assignment: complete readings, respond to discussion prompt (due April 28th)

Week 14: April 28th
- Presentations 19, 20 & 21
Assignment: complete readings, respond to discussion prompt (due May 5th)

Week 15: May 5th
- NO CLASS: WORK DAY
Assignment: complete portfolio project (Due May 7th)