

Attendance Policy

Students are allowed to miss the equivalent of one week of classes without penalty. If three classes are missed (on a T/Th schedule) your final grade will be reduced by 5%; if four classes are missed, your final grade will be reduced by 10%. Missing more than two weeks worth of classes will result in a failing grade for the course. Arriving late or leaving early three times will be counted as an absence.

Participation

Participation is not attendance. As communication majors, you are expected to model effective communication practices and participate in class and group activities. The following are basic class guidelines:

1. Be prepared for the readings/assignments of the day.
2. Practice your listening skills. Be an attentive and critical listener.
3. Do not engage in private conversations with fellow classmates.
4. Pose content relevant questions for consideration and clarification.
5. Participate in classroom discussions in a constructive manner.
6. Respect all participants and the views expressed.

Professionalism Policy

Webster defines a professional as: (1) characterized by or conforming to the technical or ethical standards of a profession; and (2) exhibiting a courteous, conscientious, and generally businesslike manner in the workplace.

Communication is an “audience oriented” discipline. Effective interpersonal communication is one of the hallmarks of “professional” communicators. Professionalism is not to be exhibited by arguing about grades, policies, or procedures, in class (or anywhere else), or trying to get out of doing your work. Rather, being genuinely interested in how to improve professionally and making an effort to do the best work possible, demonstrates professionalism.

Active Learning

Students are encouraged to approach learning actively. This means that you should provide the professor with feedback regarding the course on a regular basis and not allow personal problems to fester or hinder the learning process. Discussions critical of a course should take place during office hours and **not** in the classroom.

Presentations

Students are expected to exhibit a high level of professionalism for individual or group presentations that are part of your learning experience.

1. Show up early for presentations in order to assure that AV equipment functions properly and to arrange the physical set-up of 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 presentations. Reading to an audience is **not** an acceptable delivery mode for communication majors.
4. Wear appropriate attire that reflects the seriousness of the occasion. Always consult your professor to determine the degree of formality required.
5. Full participation by all group members is expected and involves a cohesive delivery and equal coverage of content.
6. Audience members should listen critically in order to pose appropriate questions and provide specific and constructive feedback.

Group Work

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

1. Exchange names, telephone numbers and e-mail addresses with other group members to facilitate arrangement of meetings.
2. Keep an accurate log of group meetings and take attendance.
3. Work outside of class in addition to any in-class time set aside for group work.
4. Communicate openly and effectively with each other—do not allow “free riders” or expect others to do the work.
5. Be prepared for group meetings by doing any necessary individual work.
6. Deal with conflict quickly and in a productive manner.

7. Assign roles for group members (when appropriate) early in the group process.
8. Take active and functional roles during group meetings.

Writing Emphasis

Effective writing is one of the special areas of human endeavor where virtuosity is nearly non-existent. That is, all of us have heard of child protégés who possess preternatural skills at mathematics, art, science, gaming, etc. However, more rare and nearly unheard of are individuals who, from an early age, possess voluminous knowledge of history, philosophy, literature, or communication. Writing is an art that must be developed and honed with time; as a result, we integrate writing into every course.

Montclair recognizes that almost everyone—even professors—needs assistance with their writing to rise to their fullest potential. For this reason, we encourage all of you to utilize the Writing Center throughout your academic careers and to see your professors with draft copies of your work for review and comment.

Written Assignments

Students are expected to submit written assignments on due dates. If unable to submit an assignment, you should notify the professor ahead of time and discuss alternatives if any are available. All written assignments must be prepared according to the guidelines provided by the professor. All assignments must be neatly typed, free of spelling and grammatical errors, and adhere to the highest standard of ethics, particularly concerning issues of plagiarism.

All sources must be carefully documented according to the APA Style Manual (a copy of the Manual can be found in the reference section of the library).

Paper Sources: For all written work submitted for a grade, you must include copies of all book/journal/Web 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.

There are two ways to slide easily through life; to believe everything or to doubt everything; both ways save us from thinking.

Alfred Korzybski