**NMIX 4210: NEW MEDIA INDUSTRIES**

| **NEW MEDIA INDUSTRIES**  F 1:50P to 3:50P  Mission: Explore new media technologies, industry trends  and secrets to getting a JOB. | **MANAGER**  Megan Ward    Journalism, NMI 403K  TR 10A to 11A  Available on Slack | **ASSISTANT MANAGER**  Berkeley Chandler  Journalism, NMI 403C  R 11A to 1P  Available on Slack |
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| **POSITION**  New Media Student | **SALARY**  Satisfactory Grade | **TERM**  Spring 2023 |
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| **COURSE SCHEDULE + TOPICS**  Located on our course  eLC homepage. | **ASSIGNMENTS**  Located on our course  eLC homepage. | **LOCATION**  Check eLC Calendar |

**EXPECTATIONS**

1. **New Media Industries** explores new media technologies, industry trends and secrets to getting a JOB. We will help prepare you to find a JOB - to keep that JOB - and to be an ADULT at that JOB. We are your employers - you are our employees - and this is the workplace. There is no attendance or assignments - only work responsibilities and work days. To keep your job (and pass this class) prove to be a valuable employee - and don’t get fired.

As with college as a whole, your experience at New Media Industries. is dependent on what you put into it. If you remain an unengaged bump on a log, then you will not enjoy the experience nor will it be beneficial to you. I aim to deliver content and guests that prepare you for the world. It is your job to fully take advantage of this opportunity given to you.

Now - abandon everything you are used to regarding classes and grades - in New Media Industries we are turning it all upside down.

1. **Guests**: Most Fridays, we will introduce you to industry professionals who graciously share their experiences with you and simultaneously provide networking and career opportunities. The NMI finds immense value in incorporating industry professionals into our curriculum. We work hard to limit extracurricular meetings and events and to facilitate these learning and networking opportunities in our certificate curriculum. We hope that our students find as much value and convenience in this learning opportunity as the faculty do.

When guests are with us: Be attentive. Ask informed and interesting questions. Be ready to be called on at any moment.

1. **Residential Class Dos and Don'ts.** Be on time. Turn your phone on silent. NO computers. Attendance will be taken via business cards.
2. **Online Class Dos and Don’ts**. Be on time. Follow my Zoom Rules - they are non-negotiable. Attendance will be taken via an attendance report downloaded from Zoom.

Video: Your camera is required to be on during the entirety of all Zoom sessions. This is important for participation, to create the best learning environment for you and your peers, and to provide the best teaching experience for me and our industry guests. If your camera is off, you will be marked absent.

Stationary Computer Participation: You are required to be stationary and on your computer. You can not fully participate in this course if you are on a mobile device or in motion (ex. on a bus, driving your car, on a treadmill). Normally you sit in MLC 150 in front of me - giving me your never ending love and attention - I expect the same via Zoom.

Audio: You will be muted on entry. To eliminate background noise, please remain muted when not speaking. Be prepared at all times to unmute quickly when called on.

Name: Your name (as listed on eLC) is required to be present on your Zoom window.

Participation Features: At the start of each session, please open the Participants and Chat features.

* We will use the Chat and Polling features to initiate and manage secondary participation.
* We will use the Hand Raise feature to manage discussions and questions.
* I encourage use of the Thumbs Up and Clapping reactions to show peer support.
* Berkeley and I will regularly use the Share Screen feature.

**RESPONSIBILITIES**

1. **Time Off:** Every employee receives 2 days off per semester. Exceeding your **2** allotted days will result in automatic termination (automatic fail).

* At any time, I may randomly call on people for class engagement opportunities. Successful engagement will earn you a bonus point. Be ready to be the focus of my attention at any moment.
* Do NOT ask permission to arrive late or leave early. The answer will be NO. Asking permission to prioritize something else is unprofessional. If something comes up that requires you to miss a portion of our time together, that is your decision and your responsibility.
* There are no excused/unexcused days off – a day off is a day off. Sick? If you miss three days due to illness, then you need to seek an incomplete. Skip two days and then really are sick on the third? Tough. Traveling? Totally fine but figure the day off into your two allotted.

If a covid-related illness causes you to miss more than 2 classes, have Student Care and Outreach contact Megan and she will follow-up with you.

1. **Work Tasks**: Throughout the semester a series of tasks will be assigned - detailed explanations and expectations for each task can be found on eLC. There will be a total of **7** tasks - all to be submitted via eLC.
   * **Write-Up**: Each time you fail to complete a task you will receive a write-up - it will be reflected in the eLC gradebook as a 2.
   * **Warning:** Each time you turn in poor work or late work you will receive a warning - it will be reflected in the eLC gradebook as a 1.

**Late Work Policy**: Late work is accepted. Reading Day is the final day to submit any late assignment.

* + **Quality work** will be reflected in the eLC gradebook as a 0 - good job!

Exceeding **3** write-up/warning points will result in automatic termination (automatic fail). The eLC gradebook will be updated the last week of every month.

**In summary, this is a Pass/Fail course: to receive a passing grade you can not exceed 2 absences or 3 points.**

**Bonus Options**

Are your write-up/warning points creeping up? Need to earn some negative points? The main option to take advantage of is Thank You Notes. See elc for details. There will be other bonus opportunities that will arise throughout the semester and they will be announced in class.

**Business Items**

**Course Materials:** All students need access to a computer with Zoom, Slack, Google Drive, and eLC. Other necessary materials depend on the Professional Development assignments chosen by each student.

### Slack

Slack is used for all NMI communication—from courses, to events, to requirements, and everything in between. What’s Slack, you ask? [Slack](https://slack.com/help/articles/115004071768-What-is-Slack-) is the preferred comms platform for the technology and creative industries as an alternative to email.

Students are **required** to opt in to the NMI workspace ([bit.ly/uganmi](https://bit.ly/uganmi)) and appropriate channels each semester, before the end of drop/add. Get in the habit of checking Slack and engaging on a regular basis. Slack can (and should) be downloaded on your mobile device and computer. What are you waiting for? [Download Slack](https://slack.com/help/categories/360000049043) today! Did we mention it’s free?

**Update Your Slack Profile**

From the desktop Slack app, click on your profile icon in the top right. Select Profile > Edit Profile.

1. Set your preferred pronouns and edit your name.
2. Please add an appropriate profile photo (no group photos, please).
3. In the “What I do” field, enter any NMI classes you’re currently enrolled in (separated by a comma if you’re enrolled in more than one) with the naming convention Class Instructor Time. For example, if you’re enrolled in John Weatherford’s NMIX 4510 class that starts at 3:55pm, you’d enter “Weatherford NMIX 4510 3:55".

**NMI-Wide Channels**

All NMI students must be in the following channels:

#update

#jopps

**Program Channels**

Students should join all channels that relate to their specific NMI affiliations.

*Slack Tip: To add a channel, hover over “Channels” in the sidebar, select the plus icon, then browse through channels.*

New Media Certificate: #certificate

Emerging Media Double Dawgs: #doubledawgs

Emerging Media Masters (residential): #em

Emerging Media Masters (online): #emo

TEDxUGA Student Council: #tedxuga

NMIXperts: #xperts

**Course Channels**

For this course, you are required to join the following channels: **#4210.** All course communication will occur in this channel. It is your responsibility to check it regularly.

**Social**

In addition to Slack, the NMI loves to be social. Follow our socials to stay in the know!

* LinkedIn: Request to join the [Job Board](https://www.linkedin.com/groups/1769167/) and [follow us](https://www.linkedin.com/company/new-media-institute-at-uga)
* We’re also on [Facebook](https://www.facebook.com/newmediainstitute?fref=ts), [Twitter](http://twitter.com/nmiuga/), and [Instagram](https://instagram.com/nmiuga)!

**Google Docs:** When completing an assignment from a Google Doc template (such as the Course Contract), always make a copy of the document and save it to your personal Google Drive. Do not edit the template document that is owned and provided by Megan and Berkeley - doing so, will result in a grade deduction.

**eLC**: The following items are maintained in eLC:

Task Details (Content Module)

Task Submission and Feedback (Assignment Tool)

Attendance (Attendance Roster) and Grades (Gradebook)

It is your responsibility to regularly check eLC.

Berkeleu is the primary point of contact for all tasks and attendance.

If you need assistance navigating eLC or any of the assignment materials, see Berkeley before you make an error.

**Meet the Destination Dawgs:** We are very lucky and excited to welcome Destination Dawgs to New Media Industries! Destination Dawgs is a non-degree certificate program that supports students with intellectual disabilities between the ages of 18 and 25 who are transitioning to adulthood. Destination Dawgs have an opportunity to prepare for a career and independent living over the course of 5 spring/fall semesters. Destination Dawgs participate in UGA courses, gain valuable job skills, and build a social network based on individualized plans supported by peer mentors. Upon completion, Destination Dawgs earn a UGA Certificate in College and Career Readiness from the UGA Center of Continuing Education.

With a focus on professional development and career readiness, New Media Industries is a perfect fit for the Destination Dawg course criteria. We're very excited to share this semester with them. Please let Megan know if you have any questions, would like to learn more, or if you're interested in getting involved further with Destination Dawgs!

## **Policies**

**NMI Policies**

New Media Institute Policies: New Media Institute students are responsible for knowing and abiding by all NMI policies. You agreed to these policies upon enrolling in this NMI course and will be held accountable for following them. Need a policy refresher? I've got your back: [nmi.cool/nmc](https://nmi.cool/nmc/)

NMI Dossier: Throughout your academic journey, you’ll create many things you want to show off to the world. Through your NMI nmi.cool/certificateclasses, you’ll develop and build on the skills to create a digital portfolio to do so. See below to find your portfolio assignment.

**New Media Dossier**

NMC Dossier Details:[nmi.cool/portfolio](https://nmi.cool/portfolio/)

NMC Dossier Submission: <http://bit.ly/3GRiZJ4>

**Note:** Links do not need to be resubmitted or updated each semester. Just be certain to check that your URLs are up-to-date and functional.

**Emerging Media Masters**

EM Dossier Details: [nmi.cool/portfolio](https://nmi.cool/portfolio/)

EM Dossier Submission: <https://bit.ly/37oQKi8>   
**Note:** Links do not need to be resubmitted or updated each semester. Just be certain to check that your URLs are up-to-date and functional.

**Not a certificate or masters student?** Don’t worry! We have you covered with this Alternative Portfolio assignment: [nmi.cool/portfolio](https://nmi.cool/portfolio/)

**Earning both the certificate and masters?** Oh, you overachiever you! Check out *both* portfolio details above.

NMIXperts: You know our motto — “Make something work. Then make it work better.” While we’re learning how to make it work on our journey to becoming technowledgeable, there are a select few of us specially equipped to make it work even better. These incredible individuals are NMIXperts. From development to design, NMIXperts have displayed an outstanding aptitude for a specialized skill throughout their NMIX classes. Now, they’re ready to help you make it work even better. Whether you need help troubleshooting your website, debugging an app, navigating Adobe CC, or anything in between, our NMIXperts are ready to help you tackle the challenge! Seeking their assistance is easy:

1. Navigate to [nmi.cool/resources](https://nmi.cool/resources).
2. Find an NMIXpert whose talent(s) align with your needs.
3. Check out their available Xpert Hours and jump in the following Zoom channel during that time - 932 5007 2656 *|* [bit.ly/xperthours](http://bit.ly/xperthours)
4. Hang out in the Waiting Room, and you’ll be admitted once they become available. Easy as that!

TACO: At the NMI, taco Tuesday is everyday: Introducing the **Technology and Accessory Check Out** (or as its known around these parts, TACO). The TACO is home to a buffet of technology available for student use. Note that students are required to pick up and drop off equipment on campus in Athens.

Students pursuing the New Media Certificate and/or the Emerging Media Masters may request an item from the limited menu of iMacs, MacBooks, cameras, microphones, and more. Sour cream and guac not included.

To make your request, visit: <https://nmi.cool/resources>.

Reference Webpage: For more information about Advising, accessing the TACO, meeting with our Xperts, making room reservations, and more visit <https://nmi.cool/resources>.

### **UGA Policies**

UGA Honor Code: UGA Student Honor Code: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." A Culture of Honesty, the University's policy and procedures for handling cases of suspected dishonesty, can be found at [uga.edu/ovpi](http://www.uga.edu/ovpi).

Academic Honesty: Students are expected to adhere to all elements set forth in the University Academic Honesty Policy ([honesty.uga.edu/Academic-Honesty-Policy)](https://honesty.uga.edu/Academic-Honesty-Policy/)). Failure to adhere to these may result in grade sanctions and/or dismissal from New Media Institute Academic Programs.

Syllabus Statement: The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

Mental Health and Wellness Resources: If you or someone you know needs assistance, you are encouraged to contact Student Care and Outreach in the Division of Student Affairs at 706-542-7774 or visit [sco.uga.edu](https://sco.uga.edu/). They will help you navigate any difficult circumstances you may be facing by connecting you with the appropriate resources or services.

* UGA Mental Health Services: [uhs.uga.edu/bewelluga/bewelluga](https://www.uhs.uga.edu/bewelluga/bewelluga)
* UGA Crisis Support: [uhs.uga.edu/info/emergencies](https://www.uhs.uga.edu/info/emergencies)
* BeWellUGA: [uhs.uga.edu/bewelluga/bewelluga](https://www.uhs.uga.edu/bewelluga/bewelluga)
* Additional resources can be accessed through the UGA App

**New Media Industries Contract**

I agree to the terms of New Media Industries. My answers to the following questions acknowledge that I understand the terms of my employment and the requirements to earn a passing grade. Highlight the correct answer for each question. Sign and date the bottom of the last page and submit it as Task 1 in eLC. All answers must be correct to earn a 0 for task 1.

To make your own copy of this Google Doc: Go to the “File” menu and click “Make a copy”. Complete your copy, save as PDF, and submit in eLC. Do NOT edit this copy. Only submit the contract, not the syllabus part. If you have any questions, ask Berkeley.

What is the mission of New Media Industries?

* Explore new media technologies, industry trends and secrets to getting a JOB.
* Explore workplace lunch options that you can bring in a brown paper bag.
* Learn about new web products from industry insiders.

Class meets on Fridays from 1:50P to 3:50P.

* True
* False

I can find our class Zoom info in the following location:

* Taped to the front door of the NMI.
* On our eLC Homepage.
* In the NMI Update.

What is the process for clocking in and out each **in-person** day?

* Go up to Berkeley and tell her my name.
* Sign in on the attendance sheet.
* Submit a business card when the bucket is passed.
* Sign into Zoom on time. Ensure that my camera is on and I am stationary.

How many days off are permitted at New Media Industries?

* 1
* 2
* 3

What are the consequences of missing more than 2 days of work at New Media Industries?

* Termination and Failing
* Nothing, Megan is a Push Over

The following counts as an excused day off.

* School Function
* Internship or Job Interview
* Mom is in Town
* There are NO Excused Absences. Megan is mean.

If I need to arrive late or leave early, I should just ask Megan.

* True, she will be cool with that.
* False! Megan will fire me on the spot.

In eLC, I can find details for all my tasks under which tab?

* Content
* Assignments
* Attendance

In eLC, I submit all tasks (except business cards and thank you notes) under which tab?

* Discussion
* Assignments
* Attendance

Exceeding how many points will result in termination and a failing grade?

* 1
* 2
* 3

How many suggestions are required for the Speaker Suggestion task?

* 1
* 2
* 100

I can receive -.5 bonus points by:

* Writing a Thank You email and cc’ing Megan
* Writing a great Thank You note and turning it in at the beginning of the next class
* Telling Megan that she is awesome

What is the Thank You note limit?

* 1
* 2
* 4

If I chose to write a Thank You note, when is it due?

* Anytime throughout the semester.
* All thank you notes are due the last day of class.
* The first class after the guest’s visit - late notes are not accepted!

Who is your first stop for questions?

* Megan
* Berkeley
* President Morehead
* Hairy Dawg

Where will all guest slide decks, grades, and attendance be posted?

* Athena
* mynmi.net
* eLC
* Slack

Megan is terrifying but this class will be awesome.

* True
* Still true, there are no other options.

**Please sign and date below to acknowledge the terms of this course:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_