

## College of Communication (CCOM) Student Handbook 2019 - 2020

### Introduction

Welcome CCOM Students - we are excited to have you join our college! We hope you will find your work rewarding and satisfying and that you will reach your academic, professional, and personal aspirations through your studies in CCOM. We will be a partner with you on this important journey.

Information in *The College of Communication (CCOM) Student Handbook* applies to all of our students enrolled in CCOM departments and courses and is meant as a helpful resource for you. The policies and procedures outlined in the CCOM Student Handbook are a supplement to those outlined in the Butler University Student Handbook, which apply to all Butler students. The Butler University Student Handbook can be found at <https://www.butler.edu/student-handbook>.

A note about where to find us:

The Dean's office is located in the Fairbanks Center for Technology, 770 West Hampton Drive, suite 218. Most faculty offices are also located in Fairbanks except the faculty offices for Communication Sciences & Disorders (CSD) which are located in Jordan Hall 246.

### Contents

1. Administration
2. Departments/Majors/Minors
3. CCOM Requirements
4. Teaching
5. Academic Advising
6. Course Information
7. Honors
8. Academic Standards
9. Graduation Requirements
10. CCOM Mission Statement

### 1. Administration

#### CCOM Dean's Office

**Dean:** Brooke Barnett, Ph.D., 317.940.6903, [bbarnett@butler.edu](mailto:bbarnett@butler.edu), FB 218D

**Assistant to the Dean:** Mary Proffitt, 317.940.9625, [mproffit@butler.edu](mailto:mproffit@butler.edu), FB 218B

**Associate Dean:** Suzanne Reading, Ph.D., 317.940.9492, [reading@butler.edu](mailto:reading@butler.edu), FB 218C

- Academic Issues and Policies
- Student Issues and Policies
- Curriculum and Enrollment Management
- Conduct Issues

**Administrative Specialist:** Maggie McGlynn

- ❖ Contact information: FB 118, 317.940.5962, [mmcglynn@butler.edu](mailto:mmcglynn@butler.edu)
- Assistant for:
  - Entertainment Media and Journalism (EMJ) Department
  - Communication Sciences & Disorders (CSD) Department (JH 246)
- The *Collegian*
- Camera Checkout

**Administrative Specialist:** Vicki Wilson

- ❖ Contact information: FB 218, 317.940.8350, [vewilson@butler.edu](mailto:vewilson@butler.edu)
- Assistant for:
  - Communication and Media Studies (CMS) Department
  - Strategic Communication: PR and Advertising (STR) Department
- Assistant to Associate Dean
- Student Forms
- Speakers Lab

**Technical Services Coordinator:** Mark Harris

- ❖ Contact information: FB 002, 317.940.5977, [mharris@butler.edu](mailto:mharris@butler.edu)
- Equipment and Facility Manager

**Multimedia Coordinator:** Erin Earnest

- ❖ Contact information: FB 260, 317-940 – 8398, [earnest@butler.edu](mailto:earnest@butler.edu)
- Social Media and Marketing
- Director, Indy Blue Video

**Internship Director:** Scott Bridge

- ❖ Contact Information: FB 118D, 317.940.8813, [sbridge@butler.edu](mailto:sbridge@butler.edu)
- Preparation and enrollment for internships
- CCOM Up Close contact for Admissions

**Speakers Lab Director:** Sally Perkins, Ph.D.

- ❖ Contact Information: [sperkins@butler.edu](mailto:sperkins@butler.edu)

## 2. Departments/Majors/Minors

CCOM consists of 4 departments and offers 9 majors.

### Communication & Media Studies (CMS) Department

- **Critical Communication and Media (CCM) major/minor**
- Film Studies minor
- **Human Communication & Organizational Leadership (ORG) major/minor**

### Communication Sciences & Disorders (CSD) Department

- **Communication Sciences and Disorders (CSD) major**

### Entertainment Media and Journalism (EMJ) Department

- **Creative Media and Entertainment (CME) major/minor**
- **Music Industry Studies (MI) major/minor**
- **Web Design and Development (WDD) major/minor**
- **Journalism (JR) major/minor**
- **Sports Media (SPM) major**

### Strategic Communication: PR and Advertising (STR) Department

- **Strategic Communication: PR and Advertising major/minor**

## 3. CCOM Requirements

\*Note that passing grades in the CCOM Core are C- or better (as of December 2016) except for the foreign language requirement which is D- or better. Courses may not be taken Pass/Fail for credit in the CCOM Core.

- COM101 Rhetoric & the American Democratic Tradition
- COM/SW(Social World) 266 Media Literacy
- Communication & Culture class (selected from course offerings)
- Foreign Language: 6 hours at the 203- 204 level, or 3 hours at the 204 or above or scoring an intermediate level or above on a proctored exam (Please let us know if you are multilingual and would like consideration related to this requirement)
- 2<sup>nd</sup> major *or* minor *or* Concentration (Concentration is 12 credits)
- 126 credits to graduate

## 4. Teaching

### **CCOM Faculty Commitment to Excellence in Teaching**

Teaching occurs both within and outside of the classroom, during student advising sessions, and during informal settings involving teacher and student interactions. CCOM faculty aspire to effective teaching practices by providing:

- Encouragement and inspiration for student learning
- Clear expectations for student performance
- Purpose and clear objectives for courses
- Innovative and interactive instruction
- Current views and/or content
- Fair and appropriate evaluation of student work
- Respect and understanding for students
- Timely communication with students

## 5. Academic Advising

All CCOM students will be assigned an academic adviser who is a faculty member in the College. Both the student and the adviser have responsibilities to ensure an effective and beneficial partnership.

### **Adviser (Faculty) Responsibilities**

The student can expect the adviser to:

- Establish and maintain an environment that is friendly, helpful, and professional.
- Be reasonably accessible and respond to student needs in an appropriate timeframe.
- Provide advisees with specific contact/location information, preferred methods of communication, and reasonable expectations for response timelines. (24/7 access and immediate response would not be a reasonable expectation.)
- Understand and effectively interpret the curriculum, graduation requirements, and University and College policies and procedures.
- Encourage, support, and mentor advisees as they develop clear academic plans and attainable educational and career goals.
- Monitor student's academic progress, which includes performing individual academic audits at least annually. (One way of doing this is reviewing "academic requirements" in the individual student's Advisee Student Center area in [my.butler](#))
- Maintain accurate records of conversations about topics and recommended courses
- Provide the student with information about, and strategies for, utilizing the available resources and services on campus.
- Assist students with career path exploration and changing majors, if appropriate
- Protect student privacy, as outlined in Family Educational Rights and Privacy Act (*FERPA*), a federal law which regulates the disclosure of personally identifiable information from student education records. FERPA forms may be obtained in the Dean's office.
- Utilize the Community of Care approach and report serious concerns via [www.formstack.com/forms/butler-report\\_concern](http://www.formstack.com/forms/butler-report_concern)

## Advisee (Student) Responsibilities

The advisor can expect students to:

- Interact with their academic adviser in a professional, courteous, and friendly manner
- Learn the curriculum, graduation requirements, and University and College policies and procedures
- Take personal responsibility for academic progress and behaviors that have the potential to impact academic performance
- Identify and respect the academic adviser's preferred method of communication
- Keep scheduled appointments with the academic adviser at least one time per semester
- Prepare for your advising appointment before it occurs
- Participate in the advising process; ask questions and proactively address potential concerns
- Perform periodic personal academic progress audits using [my.butler](#)
- Self-register for appropriate courses following discussions with the academic adviser
- Respond to and provide appropriate follow up with the adviser within a reasonable timeframe
- Maintain a personal record (file) including any important documentation from the University/College, personal health records, certifications, etc.

If a student's academic adviser is unavailable and the student has an emergency issue that needs immediate attention, the student should contact the Associate Dean, Dr. Suzanne Reading (FB 218C, [reading@butler.edu](mailto:reading@butler.edu)) for assistance. In instances where advisers are on a prolonged leave (maternity leave, sabbatical, etc.), students will temporarily be assigned another academic adviser.

## Advising Resources

The following resources provide guidance and policies/procedures that advisers and advisees will find helpful:

- CCOM resources can be found on the [CCOM](#) website which provides current program curriculum sheets, course pre-requisites, and other important information
- The Registration and Records website provides information on course registration (including registration holds, drop/add/withdraw, consortium for urban education, permission number contacts), course repeat policy, transfer credit, academic calendars, the Bulletin, etc. <https://www.butler.edu/registrar>
- <https://www.butler.edu/core> provides information regarding the core curriculum and related requirements
- The Butler University Student Handbook is available at <https://www.butler.edu/student-handbook>
- An explanation of services provided at the on-campus health center as well as online appointment scheduling can be accessed at <https://www.butler.edu/health-services> while information on counseling services is available at <https://www.butler.edu/counseling-services>
- Resources for academic success are available through the Center for Academic Success and Exploration and can be found at <https://www.butler.edu/learning>

- Resources from the office of Career and Professional Success can be found at <https://www.butler.edu/career>
- Wellness resources can be found at <https://www.butler.edu/bubewell>

## 6. CCOM Course Information

### **Student Success**

In CCOM, we are committed to your success as a student. However, you have a responsibility to ensure your own success by adhering to the following:

- Check email regularly and respond
- Attend class regularly
- Read syllabi and know due dates for assignments
- Submit assignments on due dates
- Inform your professors if you cannot attend class
- Contact your professor or Associate Dean early about problems so they can be solved

### **Checking Email**

Check your email regularly and, if needed, respond within a reasonable amount of time. This is how the Dean's office and professors send important messages. You are responsible to know the content of those messages.

### **Attendance**

Students have the responsibility to notify their instructor if they need to miss class, an exam, or an experiential opportunity. Students should consult the course syllabus for policies related to excused and unexcused absences since faculty are authorized to set course attendance policy.

### Religious Holidays and Attendance

Butler University respects all students' right to religious observance and will reasonably accommodate students' religious practice with regard to class attendance, examinations, and assignments when requests are made in a timely manner.

It is the **student's responsibility** to inform instructors of course conflicts resulting from religious observations at least two weeks in advance of the observance, so that accommodations can be made. The student should propose an alternative due date, examination date, or make-up outline.

The professor should review the request and if the student's proposed suggestion is acceptable, he or she should notify the student of the agreement. Any solution that is mutually agreeable to both student and faculty member is acceptable. If accommodations cannot be agreed upon, the instructor and students should seek the advice of the Associate Dean in the appropriate College. No adverse or prejudicial effects will result to students because they have made use of these provisions. (Approved by Faculty Senate, 11/06/12)

### **Withdrawing from a Course**

Prior to withdrawing from a course, students must consult their adviser and discuss all potential academic ramifications. Students and advisers should consult the registrar's website for the withdrawal deadlines and current policies and procedures regarding course withdrawal and course repeat. It is the student's responsibility to consult the Financial Aid Office (Robertson Hall—lower level) and the Office of Student Accounts (JH102) to determine how withdrawal from a course will impact financial aid and tuition and eligibility for tuition refund. Requests for retroactive withdrawals after the published withdrawal deadline are not granted. If there are special circumstances to consider, students must meet with the Associate Dean to discuss them.

**Summer Course Withdrawal:** Note that courses taken in summer have varying drop and withdraw deadlines, as well as tuition refund schedules based on the start date of the course and the length of the course. The windows for dropping or withdrawing from a summer course are much smaller than during the traditional academic year.

### **Withdrawing from the Semester**

Occasionally students find it necessary to withdraw from all courses for the semester. To withdraw completely from Butler for reasons other than *medical*, a student should confer at once with the dean of their college. The effective date of the *withdrawal* is the date the form is received by the Registration and Records Office. View a [checklist](#) of items to do before leaving Butler.

**Medical Withdrawals:** For *medical withdrawals*, the student should contact the Office of Student Affairs. The date of *withdrawal* will be utilized by the Office of Financial Aid in determining the amount of financial assistance that may be retained by the student, based upon the percentage of the enrollment period

### **Exceeding 20 Credit Hours**

Students are considered full time students when enrolled in no less than 12 and no more than 20 credit hours per an academic semester (fall or spring). Registration for more than 20 credit hours in a single semester requires the approval of the Associate Dean. Students are charged additional tuition for each hour above 20 credit hours. Please see the Tuition and Fees area of the <https://www.butler.edu/tuition> for specific information.

### **Course Variance**

Courses in the majors and minors in CCOM have been developed through careful consideration of future student needs. However, if a course is unavailable to a student, the student and their advisor can request a course variance. A **variance** is a request to use a substitute course to take the place of a required course. The substitute course should be related to the content area of the required course. A course variance requires approval by the student's advisor, Department Chair, and Associate Dean. Course variance forms are in the Dean's office, or [linked here](#).

### **Approval of Transfer Credit**

Butler University will grant transfer credit only for courses passed with grades of C- or higher. Grades earned at other colleges and universities do not affect the Butler University cumulative grade point average, which is the average of grades earned only at Butler University. Transfer credit will not be granted for any course that duplicates one which has already been passed at Butler. A grade earned at Butler cannot be replaced with a higher grade earned elsewhere.

If a CCOM student plans to take a course at another college or university, advance approval is required. Any student planning to take courses elsewhere to be applied toward a degree at Butler University should note carefully the proper procedures and regulations. The procedures and forms required for approval are available at: <https://www.butler.edu/registrar/transfer-credits>.

After completion of the course elsewhere, the student must request the registrar at the school where the course was taken to send a transcript to the Office of Registration and Records at Butler University. The student should check their transcript or a transfer credit report on [my.butler](#) to ensure that the transfer credit was processed.

### **Independent Study Courses**

Independent Study courses provide opportunities for students to pursue a topic of specific interest. Independent study courses should not be used to replace courses that are taught on a regular rotation in the curriculum. CCOM has specific standards for Independent Study courses that can be found on the CCOM website, [linked here](#).

### **Incomplete Grades**

As outlined in the Butler University Student Handbook, a grade of Incomplete (I) may be assigned by an instructor when exceptional circumstances, such as sudden and serious illness, prevent a student from finishing all work required in a course. The Incomplete must be removed within the next regular session of the student's enrollment. A grade of (I) may not be assigned as a grade option to avoid assignment of a poor or failing grade, which a student has earned in a course, or to delay assignment of a grade for a course when the student intends on repeating the course in a future semester. Once a student graduates, courses with Incompletes may not be changed, are not included in GPA calculations, and remain on the student's transcript as an "X."

### **Grade Changes**

Once a final grade has been reported, it can be changed only upon written request of the instructor and with the written approval of the head of the department and the Office of the Dean of the College. Only a demonstrable clerical or computational error will be accepted as grounds for changing a grade. A final course grade may not be changed in a subsequent semester.

### **Major/ Minor Changes**

If students plan to change their major, add a second major, or change or add a minor, they should first consult with the Chair of the Department to discuss the decision and its impact on their academic progress. Students need to complete a Change of Major/Minor form, available in the Dean's office, FB 218.

### **Concentrations**

CCOM students are required to have a second major or a minor. However we recognize that earning the credits for these requirements may not be possible. Therefore, students have the option of completing a Concentration. A Concentration is a minimum of 12 credit hours and comprised of courses that are related to a specific area of study. Student who choose a Concentration need to work with their advisor and complete a Concentration form, [Linked here](#).



## **Internship Courses**

Some majors in CCOM require enrollment in an internship course for academic credit. Internship courses are graded on a Pass/Fail basis and enrollment is through the CCOM Internship Director, Scott Bridge. To enroll for an Internship for academic credit, students must first obtain approval from their Department Chair. Students who have questions about internships should contact Professor Bridge ([sbridge@butler.edu](mailto:sbridge@butler.edu)) for information about enrollment requirements and deadlines.

## **Course Evaluations**

During the last weeks of classes students will have the opportunity to evaluate courses and course instructors. This is a responsibility that should be taken seriously. Realistic appraisals from the student's perspective can be helpful in improving the quality of education. Positive, constructive suggestions are beneficial and aid the faculty in designing courses that create the most successful learning environments for students.

## 7. Honors

### **Dean's List**

Undergraduate student academic accomplishment is recognized at the end of each semester by eligible students being named to the Dean's List. The top 20 percent of CCOM students in each curricular year are named to the Dean's List based on the student's University semester GPA.

### **Departmental Honors**

CCOM students who excel academically may be eligible to graduate with honors, high honors or highest honors in the department. Information regarding departmental honors may be obtained from the Butler University Bulletin <https://www.butler.edu/bulletin> or from the student's academic adviser. Students may qualify for departmental honors whether or not they participate in the University Honors Program.

### **University Honors**

It should be noted that in order to graduate magna cum laude or summa cum laude from Butler University, students must complete the University Honors Program. The Honors Committee and the College's advisers monitor the progress of the College's students in this program.

## 8. Academic Standards

### **Academic Integrity**

The Academic Integrity Policy of Butler University is included in the Butler University Student Handbook, and is available at <https://www.butler.edu/student-handbook/academic-integrity>. Please note the information in the Bulletin about **Plagiarism**; it is the fraudulent misrepresentation of any part of another person's work as one's own. Submitting any writing, including take-home exams, that does not properly acknowledge the quoting or paraphrasing of another person's words, or that fails to give proper credit for another person's ideas, opinion, or theory is plagiarism. Any unacknowledged use of sources to which one is indebted including but not limited to, music, video, audio, theatre projects, compositions, Website and computer software constitutes plagiarism.

### **Graduation Grade Standards**

All students at Butler University must achieve and maintain a minimum of a 2.0 cumulative GPA to meet graduation standards and receive a diploma.

### **University Academic Probation**

Any Butler student, regardless of major, is placed on University probation when the cumulative GPA drops below 2.0. The CCOM Associate Dean reviews and monitors CCOM students on Probation and requires individual meetings to discuss academic plans. Students risk dismissal from the college and/or the university when they earn below a 2.0 for two consecutive semesters.

A student who is dismissed from Butler University and who requests to be readmitted to the University should consult the procedures regarding dismissal and readmission from the University as outlined in the Butler University Student Handbook.

### **Return of University-Owned Equipment**

All equipment (computers, cameras, books, manuals, software, etc.) owned by the University must be returned to the appropriate CCOM or University office at the end of the semester in which it was used.

## 9. Graduation Requirements

If there is any question regarding a student's completion of all degree requirements, the student should consult with their academic adviser. However, it is ultimately **the responsibility of the student to make sure all degree requirements have been met to qualify for graduation.** Graduating students must file for their degree at the time they register for their final semester through the Office of Registration and Records.

## 10.CCOM Mission Statement

The Butler University College of Communication prepares students for success in our digital age and global society. Our curricular structure reflects the centrality of communication as a basic human right in society. Students learn to analyze, synthesize, speak, write and create meaningful, socially responsible messages across dynamic communication contexts and media platforms. Our innovative, experiential approach to discipline-based education ensures that graduates can excel in their chosen professions or post-graduate study. The strong grounding in liberal arts ensures that our graduates are well prepared for civic engagement and to provide leadership in their careers and communities.