**COMM 345-201 (2967) Student Agency Spring 2024
(January 16 – May 4, 2024) Tues./Thur. 4:15 – 6:45, SOC010
Dr. Pam Morris, pmorris1@luc.edu** 773-929-5166 **and Haley Carroll,
hcarroll2@luc.edu**. Emails answered within 24 hours during the week, 48
on weekends. As the course is team taught, email both instructors for
questions or comments unless otherwise instructed. Virtual or in-person
office hours by appointment (Morris WTC Office Lewis Towers #906).

COURSE DESCRIPTION

Inigo is Chicago's only student run-agency. Students are required to apply to Inigo the semester prior
and, if accepted, are selected for specific roles. Students cannot register themselves. Students accepted
are vetted for 3.0 GPA minimum and if fully approved, are enrolled into the course by the Dean's
Office at the request of the instructor.

By running their own agency and working with real clients, students are offered hands-on professional
learning of the public relations and communication business. Inigo is an experience like no other. It's
also a course and requires accountability and grading. The Inigo Handbook and calendar provide
specific and detailed guidelines for the course.

Learning Objectives:

Students who successfully complete this course will:
- Be self-starters in all aspects of public relations and communication work and learn to
  continually strive to exceed expectations.
- Work collaboratively through advanced-level teamwork.
- Gain an understanding of the agency and its operations, internally and externally.
- Maintain a heightened degree of professionalism.
- Approach and network with industry professionals and potential clients.
- Balance fluctuating workloads, urgent deadlines, risk and client demands.
- Build a community and strong organizational culture.

Grading Criteria

	Item	Points	Description/Criteria
1	Timesheets	10	Complete, accurate and on time. Students are required to work 7-1/2 hours each week. Students need to submit timesheets each week, even to record hours of 0 due to illness or travel.
2	Attendance & participation	10	Attendance of all class sessions with active participation. Class excuses (up to three classes) need to be communicated with faculty advisors and team director ahead of time and project work needs to be covered off proactively with team members.
3	Reflections	12	6 reflections are required (see which as indicated on the Inigo calendar), up to 4 more may be completed for extra credit points.
4	Peer evaluation scores 1 and 2 each worth 15 points	30	Your individual score -- at the end of the first and last deliverable, the chief of staff will issue peer evaluations for your relevant colleagues to evaluate you on performance

			including such aspects as timeliness, teamwork, communication, participation and quality.
5	Complete evaluations of peers	6	Thorough and timely completion of evaluations.
6	AP Style self-quiz	6	Take on Sakai.
7	Class visit to promote Inigo	6	Upload details on Sakai.
8	Instructor evaluation	5	Includes items such as positive attitude, work quality, evaluations, engagement, professionalism, fulfilment of role.
9	Final Portfolio	15	Submit on Sakai.
	TOTAL	**100**	

Many items, such as the timesheets and reflections are worth full or no points. They are either complete and submitted on time or they are not. Late work submitted will not receive points for the individual assignment, but if completed, may have a positive impact on the instructor evaluation grade.

Extra credit. The only extra credit is the opportunity to complete the optional reflections (6 specific reflections are required and 4 are extra credit). These can be completed any time before the due date, but won't be accepted late.

Grading Scale

100-94 points = A 93.9-90 points = A-	89-88 points = B+ 87.9-83 points = B 82.9-80 points = B-	79-78 points = C+ 77.9-73 points = C 72.9-70 points = C-	69-68 points = D+ 67.9-63 points = D 62.9-60 points = D 59 points > = F

Policies
Attendance – It is your responsibility to come to every class and on site visit. Due to the intensive nature of the course, attendance will be taken. Regardless of good or bad reasons offered, present is present and absent is absent. Late attendance also counts as absent. For some of our outings, if you arrive late, you may not be admitted.

Late work – Activities, quizzes, and any of the assignments may not be made up without advance permission. If you get sick or face a personal emergency on the day an assignment is due, send the instructor an email in advance of the class or deadline. Incomplete class grades will only be given for exceptional reasons.

Schedule
The schedule/calendar will be provided. The instructor reserves the right to adjust the schedule for the good of the class.

Accommodations for Students with Disabilities
Loyola University provides reasonable accommodations for students with disabilities. Any student requesting accommodations will provide the instructor with an accommodation notification from SAC, before or during the first week of class. The instructor will accommodate students' needs in the best

way possible, given the constraints of course content and processes. It is the responsibility of each student to plan in advance to meet their own needs and assignment due dates. For more information or further assistance, please call the Student Accessibility Center (SAC) at 773.508.3700.

Academic Integrity
This course follows the School of Communication's Statement on Academic Integrity.
https://www.luc.edu/soc/academicintegrity/

Academic dishonesty can take several forms, including, but not limited to cheating, plagiarism, copying another student's work, and submitting false documents. Academic cheating is a serious act that violates academic integrity. Cheating includes, but is not limited to, such acts as:
• Obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the teacher;
• Providing information to another student during an examination;
• Obtaining information from another student or any other person during an examination;
• Using any material or equipment during an examination without consent of the instructor, or in a manner which is not authorized by the instructor;
• Attempting to change answers after the examination has been submitted;
• Unauthorized collaboration, or the use in whole or part of another student's work, on homework, lab reports, programming assignments, and any other course work which is completed outside of the classroom;
• Falsifying medical or other documents to petition for excused absences or extensions of deadlines; or
• Any other action that, by omission or commission, compromises the integrity of the academic evaluation process.

Plagiarism is a serious violation of the standards of academic honesty. Plagiarism is the appropriation of ideas, language, work, or intellectual property of another, either by intent or by negligence, without sufficient public acknowledgement and appropriate citation that the material is not one's own. It is true that every thought probably has been influenced to some degree by the thoughts and actions of others. Such influences can be thought of as affecting the ways we see things and express all thoughts. Plagiarism, however, involves the taking and use of specific words and ideas of others without proper acknowledgement of the sources, and includes, but is not limited to, the following:
• Submitting as one's own material copied from a published source, such as Internet, print, CD-ROM, audio, video, etc.
• Submitting as one's own another person's unpublished work or examination material;
• Allowing another or paying another to write or research a paper for one's own benefit; or
• Purchasing, acquiring, and using for course credit a pre-written paper.

The above list is in no way intended to be exhaustive. Students should be guided by the principle that it is of utmost importance to give proper recognition to all sources. To do so is both an act of personal, professional courtesy and of intellectual honesty. Any failure to do so, whether by intent or by neglect, whether by omission or commission, is an act of plagiarism.