

Department Name and Number _____

Recommended SCNS Course Identification

Prefix ____ Level ____ Course Number ____ Lab Code ____

Full Course Title _____

Transcript Title (please limit to 21 characters) _____

Effective Term and Year _____ Rotating Topic yes no

Amount of Credit ____ Contact Hour: Base ____ or Headcount ____ S/U Only yes no

Repeatable Credit yes no If yes, ____ total repeatable credit allowed

Variable Credit yes no If yes, ____ minimum and ____ maximum credits per semester

Course Description (50 words or less)

Prerequisites	Co-requisites
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Degree Type (mark all that apply) Baccalaureate Graduate Professional Other _____

Category of Instruction Introductory Intermediate Advanced

Rationale and place in curriculum

Department Contact	Name	Phone	Email
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College Contact	Name	Phone	Email
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All UCC1 forms and each UCC2 form that proposes a change in the course description or credit hours must include this checklist in addition to a complete syllabus. Check the box if the attached syllabus includes the indicated information.

Syllabus MUST contain the following information:

Instructor contact information (and TA if applicable)

Course objectives and/or goals

A weekly course schedule of topics and assignments

Required and recommended textbooks

Methods by which students will be evaluated and their grades determined

A statement related to class attendance, make-up exams and other work such as: "Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>."

A statement related to accommodations for students with disabilities such as: "Students requesting classroom accommodation must first register with the Dean of Student Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation."

Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

A statement informing students of the online course evaluation process such as: "Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu>.

It is recommended that syllabi contain the following information:

1. Critical dates for exams and other work
2. Class demeanor expected by the professor (e.g., tardiness, cell phone usage)
3. UF's honesty policy regarding cheating, plagiarism, etc. Suggested wording: UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.
4. Phone number and contact site for university counseling services and mental health services: 392-1575, <http://www.counseling.ufl.edu/cwc/Default.aspx>
University Police Department: 392-1111 or 9-1-1 for emergencies.

The University's complete Syllabus Policy can be found at: http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf

Social Media Management (PUR4XXX) – Spring 2014

Instructor: Nicole Hisler
Nicole.Hisler@raymondjames.com

Virtual Office Hours: Monday – Friday;
Tampa, FL 33629 by appointment.

Teaching Assistant: Chase Abraham
chaseabraham@gmail.com

Course Description

Social media has changed the way we interact, build personal and business connections, market our business and position our brand. The tools available at our fingertips are for the most part free, simple to use, and highly accessible. Businesses today are exploring new ways to utilize these platforms to capture their prospects attention and marketing managers everywhere are being forced to take a closer look at the tools that at first seemed like nothing more than a place to gossip with friends.

Social media refers to the practice of engaging in an interactive conversation on the web. This is done through blogging, social networking sites (Facebook, LinkedIn, and Twitter), forums, wiki's, etc. You are posting information on these sites and open for comments to receive feedback.

With millions of users on LinkedIn, Twitter, and now BILLIONS on Facebook, and more than one-hundred million blogs in existence, it is obvious to see why businesses are looking to join the online conversation.

Social media management as a skill is becoming increasingly important to businesses, so much so that it is now common to see this skill listed as a requirement under many marketing positions, even entry-level positions. "Social Media Manager," has also been a common new title added to job boards.

This course will be presented online and will provide students with an understanding of how to use the Internet to build connections and market a business.

Course Objectives

- To help you gain a good understanding of Internet marketing, with a focus on social media.
- To help you become more comfortable using the most popular social media sites in a professional environment.
- To gain enough in-class experience to confidently apply for marketing or PR positions that require social-media skills.

Course Prerequisites

There are no prerequisites for this course; the class is open to all.

Materials

There is no text book for this class (the content goes out of date too quickly). All course content will be provided from the instructor and from reputable resources online.

Format

This class will be 100% online and it will consist of writings and presentations from the instructor, supportive video content, online readings and it is possible that social media experts will be invited to give guest presentations to further expand on a topic.

Communication

I will always be available for questions via email and email is the best way to reach me. There is also a TA assigned to this course as another resource to you, Chase Abraham. Chase will be participating in reviewing assignments and grading and the best way to reach him is via email as well at chaseabraham@gmail.com.

If you would like to set a meeting time with me, please feel free to email me some dates and times that would work for you and I will do my best to make myself available.

Assignments and Coursework

You will be asked to use social media platforms, such as a blog, LinkedIn, Facebook, and Twitter, to complete your assignments for this course. Each week will require you to become more and more familiar with these social media tools.

Your grade will be assessed primarily from quizzes given weekly, however there may be some discussion board participation or written assignments. There will also be a midterm and a final exam. To succeed in this course, you will need to regularly visit the content in Sakai accessed through the eLearning page at <https://lss.at.ufl.edu/>.

Course content will be posted as we go, there will be very few opportunities to work ahead. The content for the upcoming week will be posted by 8:00am that Monday morning.

Each week you will be notified of your assigned coursework and an assignment for that week. Some weeks you will have two assignments to complete, most weeks you will have just one. The assignments will be one or two of the following:

- 1) A multiple-choice or short answer quiz.
- 2) A social-media posting assignment.
- 3) A discussion board assignment.
- 4) A written assignment.

Quizzes: If a quiz has been assigned for that week, you will need to have it **completed by Friday at 5pm of that week.**

Social Media Posting: A social media posting assignment may include asking you to create a profile on a site (such as LinkedIn, Twitter or Facebook) using the skills covered in class, update an existing profile you own, or post on a chosen social media site. Social media posting assignments will be submitted in the assessment section and are **due by Friday at 5pm of that week.**

Discussion Board Postings/Responses: If your assignment for the week includes a discussion board posting/response activity, you will be given a topic and you are asked to create a post on that topic. Your post must be **submitted by Friday at 5pm.**

Sometimes, you will be given instructions that may ask you to write a thoughtful response to a post by another student in the class that expands on their post and responds to their thoughtful entry. That must be

submitted by **Sunday at midnight of that week.**

Written Assignments: If your assignment for the week is to write about the content covered, and does not require a response by a fellow student, you may be asked to submit it in the assessment section of Sakai. Again, instructions for your assignments will be given each week in your course content.

Grading

Your participation in this class and your understanding of the material presented will be broken into three areas:

Weekly Assignment/Quiz Scores: 50% of your grade

You will be notified of your assignment for each week in your course content. Weekly assignments, whether they are written, a social media post, or a quiz, will be worth 10 points. Assignments/quizzes will be unavailable past the 5pm Friday deadline, no work will be accepted late.

You will have 20 minutes to complete each 10-question quiz (multiple choice or short-answer format) and you will have from Monday until Friday at 5pm to take your quiz at a time that best suits your schedule. Please keep in mind quizzes are designed for prepared learners. You will not have time to look up all the answers.

Midterm: 25% of your final grade

Your midterm will be an online exam that will test the knowledge you retained from the course throughout the first-half of the semester. The test will be available for you to take on February 26 – 27 and it will also be timed.

Final Exam: 25% of your final grade

Your final exam will be an online exam that will test the knowledge you retained from the course throughout the entire semester. The test will be available for you to take on April 28 – 29 and it will also be timed.

Requests for make-ups will be considered *only in cases of emergencies* that are communicated to me in a timely manner, beforehand when possible, and will require documentation (illness, etc.). If you encounter an emergency close to quiz/test time, please send me an email immediately. *There is a zero tolerance policy for missing deadlines, and missing even one quiz can significantly impact your grade, so please be sure to submit all your work on time.*

Final grades will be based on these break-points:

A- = 90-93.5% A = 93.6%+
B- = 80-83.5% B=83.6-87% B+=87.1%-89.9%
C- = 70-73.5% C=73.6-77% C+=77.1%-79.9%
D- = 60-63.5% D=63.6-67% D+=67.1%-69.9%
E = 59.9% or lower

For more information on UF's grading policies, please visit:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Sakai Policies

If you are not familiar with Sakai I encourage you to take advantage of the student resources offered on the e-Learning help page, which can be accessed on the "Help" tab of our course site. Sakai tools work best in a *Firefox browser*, so please plan accordingly.

If you are having any technical difficulties, it is best that you first contact the **UF Help Desk at 352-392-4357**.

Sakai, like most online programs and software, is not immune to glitches. You may notice occasional downtime. If you are experiencing an error, please try logging out and logging back in to see if the issue self-corrects. If I am notified of an issue with Sakai, I will use Twitter to communicate any updates to you, my Twitter profile name is @NicoleDLevin. Please do not use Twitter to reach me directly, email is best.

If you have an issue, and you do not see any posts from me on Twitter, your next step is to assume that this issue is unique to you or your computer and you should try accessing the course from another computer or browser and contact the UF Help Desk immediately.

You may also email me directly to alert me that you are dealing with an issue if it is close to a deadline.

Online Course Evaluations

Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu>.

Miscellaneous Information and Policies

By taking this class you agree to abide by the UF Honor Code and promise to submit only your original work. Cheating and plagiarism will not be tolerated.

If you have special needs that have been identified by the university for a student taking a course online, please notify me by email at the start of the semester so that we may make any necessary accommodations.

Course Topics Outline

Date	Topic
Week 1	Social Media in 2013
Week 2	Search Engine Optimization (SEO) and Social Media
Week 3	Blogging: The What, Why, How and Who
Week 4	LinkedIn for Business
Week 5	Facebook for Business
Week 6	Twitter for Business
Week 7	Module 1) Online Photo and Video Sharing Module 2) Forums, Wiki's, Online Directories and Online Reviews
Week 8	Midterm
Week 9	Copywriting for the Web
Week 10	Public Relations in a Social Media World
Week 11	Going Viral with Social Media
Week 12	Module 1) Marketing an Event Using Social Media Module 2) New Company/Product/Book Launch Using Social Media
Week 13	Politics and Social Media
Week 14	Tracking ROI of Social Media
Week 15	Final Exam