Hello and welcome to the Department of Communication. My name is Dr. Jason Wrench and I am a professor in the Department of Communication and I specialize in organizational communication. In this short video, I’m going to walk you through a number of different parts of the department, including things that you can expect going forward and most importantly for our purposes today, understanding your progress report. So, let’s get started. Again, welcome to the department. I am glad that I am the first person who gets to welcome you into our department and we look forward to getting to know all of you. So let’s start by understanding your major plan. Now before we do that, I do want to point out a couple of things. First, please make sure that you check out the department’s website that addresses https://www.newpaltz.edu/communication/. You can also find the major plans here on the New Paltz website. Again at https://www.newpaltz.edu/ugc/las/comm_media/major_elec.html. Of course, it’s definitely easier to look at that one and go to that website. You can also locate that website from the communication website directly and you can find both the interpersonal and intercultural and organizational major plan and the public relations major plans. So, let’s go ahead and get going.
So, there are a number of important notes that you need to understand before we can move forward. First, to graduate in the state of New York, you must have 120 credits. 45 of those credits must be what we call upper division credits, and these are courses that are at the 300 or 400 level here at SUNY New Paltz. To get a Bachelor's in Liberal Arts, you must have 90 liberal arts credits to get that ba 30 credits must be taken in residence here at SUNY New Paltz and the last 15 credits must be taken at SUNY New Paltz. Those last 15 credits cannot be credits that are transferred in from another institution. Now, there are rare occasions where you can get permission to do that. But there are definitely a number of hoops that you would have to jump through to be able to do that. If that ends up being a situation for you, please talk to your advisor as soon as possible. Many of you are also going to have general education requirements, and we'll look at those in just a few minutes. There are also what we call SUNY New Paltz graduation requirements, and these include a writing intensive course and diversity courses. We will look at those as we go through the major plan itself. So, let's start by walking you through your progress report. If you have not gone ahead and located your progress report, it's going to be under your my new paltz.edu. So, please take a second and go ahead, log into your my new paltz.edu and find that progress report. So, you can look at your progress report while I walk you through the different parts of the Progress Report. So, let's go ahead and get started.

Whenever you first log into your progress report, there are going to be a number of things for you to pay attention to. First thing you're going to see here is your name. You're also going to see your end numbers. In this case I have in 099999 it's going to let you know what your classification is. In this case, this person is a sophomore as they are transferring in, it's going to let you know when you are transferring in this case this person is transferring in 202X, it's going to let you know if you have an associate's degree. Now, this is a very important one. If you have an Associate's Degree coming in, you're gonna see where it says transfer degree. And you'll see here it says a hyphen happy times Community College New York. If you have an associate's degree and you know that you have an associate's degree and it is not showing up here. This means that New Paltz has not received your final transfer information from your community college that shows us that you have that Associate's Degree in hand.

Now, if you have an AA or AS, this is very important because it's going to impact what you see on this progress report. And if you have one, and it's not showing up yet, there are gonna be a number of courses that get listed that are ones that you do not technically need to take. The next thing on here is your math placement level. It's going to have your foreign language level how many credits you're actually transferring into the institution. And of course, if you're transferring in, you're going to see the New Paltz credits. In this case, it's zero, how many credits you've totally completed. And then on the other side, you'll see what you are as this case, it's an undergraduate Bachelor of Arts Liberal Arts and Sciences is our college it's going to let you know your major. In this case, this person is a public relations that's at 505 R. It'll let you know if you're in the Honors Program or the scholars Mentor Program. If you're in the pre health program, how many transfer credits are in progress, how many New Paltz credits are in progress, and then total credits in progress. And again, don't be surprised if you're transferring and that all of those are zero. Now, again, down here at the bottom, you will notice that a minimum of 120 credits are required to graduate and a minimum of 150 credits are required for a dual degree. Let's keep going.

The next thing you're going to see is the basic legend. Now, it's pretty easy to understand your progress report. If it has a nice green checkmark, that means it is something that is complete. If it has a big red box next to it. That means it's something that is not complete. If it has an exclamation point next to it, that means that it is complete except for that is in progress, meaning that there's something that you are currently registered for. Now, I'm not going to read the rest of this to you. But please make sure you go through and look at the actual legend.

The next thing you're going to see here is the degree in bachelor of arts and it's going to say how many credits you have. And again, it's at minimum 122 graduate. Again, if you have dual degree, it's gonna let you know that you need more than that. And again, yes, 30 residents credit must be taken in residence 15 of those can must be taken during your last semester, you got to take those here. So, again, that's just some basic Bachelors of Arts information. The next slide you're going to see is this one. Now this is important, I'm pointing this out, if you have an AA or AS, as a transfer student, your GE4 requirements are waived, you'll see that big arrow right next to it, you're gonna see that big green checkmark that says general education
four requirements are waived. If you have an AA or AS coming in, you want to make sure that you see this again, you also should see it on that first page. But you’re also going to see it right here. And this is going to let us know that you have those general education requirements waived.

Something important. Now, if you are transferring in, what you are going to see is the different courses that have transferred, and you’ll see them listed over here. In this case this person is coming in, they do have a few what we call upper division courses that are transferring it. And again, I can keep going, you’ll see that there’s a lot of different courses that this person because again, this person was coming in with 66 credits right off the bat. So there was a lot of stuff and you’ll see what the course was. If there is an equivalence here, it’s going to show you that. So I’m going to point this one out here, see where it says CMM 202, it says interpersonal communication. Now this person took interpersonal communication, but it was called comm 102 at Happy Times Community College. So again, oftentimes what you will see is that there are courses that are what we call transfer equivalent. And so you’ll see what the course is here at New Paltz, and then how it was satisfied by one of the courses that you previously took at your old institution. So again, there’s just more here from the student at happy times Community College. Now, if you still have those requirements, what you’re going to see here in this case, you have the upper division requirements this person is transferring in with no upper division requirements.

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So if you are transferring in, it’s possible that you have some that are listed there. It’s also going to let you know that you have liberal arts in this person, this person has zero liberal arts credits, so they still have a range to go. It’s also going to let you know that you have to take that writing intensive requirement now. The capstone seminars in all three concentrations here in the Department of Communication are going to take care of that writing intensive requirement. You do not need a second writing intensive course to graduate from SUNY New Paltz and the Department of Communication. Now, you also are going to have what we call a diversity course, this is a campus requirement, so all students must complete this course here at SUNY New Paltz, and the Department of Communication, we have CMM 214, Storytelling and Culture, and a CMM 359, Communication Among Cultures. Both of those courses fulfill this diversity requirement. However, you do not need to take one of our courses in the Department of Communication to fulfill this requirement. To fulfill your diversity requirement, you’ll see that there are a number of courses that are listed here and your progress report. Just to go through this you’ll see Anthropology 303 or 363, Black Studies 201, 202, 221, 264, and so on. That’s how you can see where it says here, diversity course it has that big red box, it says still needed. And it lists all the different courses that are possible that you can take to fulfill that requirement.

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Now, if you have general education requirements that you still need to take, this is what it’s going to look like. In this case, this person still needs math, and it’s going to show you the different types of courses or the different courses that will count towards that. Again, it’s just like what we saw on the previous one. This person still needs basic communication. So they have one Classes either English 170, or 206. So what you’re going to be able to see when you go through and look at your general education requirements is that anytime that you see a bidrag box, it’s going to let you know that is something that you have to take. Now, one thing I do want to point out as many of you are coming in, and you do need to take a foreign language. And one thing to realize is that you’ll see that it says choose one of the following. Most of the time when it says choose one of the following that is a two course sequence. So for example, if you wanted to take Arabic, you would take both Arabic one and two, or Arabic, 101 and 102. So again, you don’t have to take all of these, but you do have to take that foreign language sequence.

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Then we get to category two in general education requirements. And these are basically what we call Exposure to the Disciplines. For example, we have the Arts, Humanities.

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We then have one four credit lab course, or two, three-credit, non-lab, Natural Science courses. So, we do have different possibilities here. There are some courses that have labs. And if you take a course that has a lab, you only need one of those. But there’s also science courses that don’t have labs. And in that case, you would have to take two of those. And here we have the listing of those non lab science courses

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You then have to take a Social Science course, you have category three, what we call the region’s which includes US Studies, Western Civilization, and World Civilizations. And those are the general education for requirements here at SUNY New Paltz. So again, depending on how many courses you transferred in what they transferred in here at SUNY New Paltz as equivalent or whether or not you have an associate’s degree is going to impact what you see here, and the general education for section.

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So, now that we’ve gone through the basics of your progress report, let’s talk about the different concentrations. The first concentration is the Public Relations Concentration. Now, what you’re going to see whenever you log in is it’s going to tell you what your major is, in this case, it’s a major in Communication Studies, it’s going to let you know how many credits are still required. And importantly, you’re going to see down here, it says the public relations concentration, it says still needed, see concentration and public relations. So if you are PR, you should see this right here at the bottom of this section. That’s where you’re going to be able to see what is your actual concentration. So let’s look at the PR concentration. Here are the list of
courses that you must complete. To fulfill your requirements for the public relations concentration. The first thing you have is a two course sequence, which is Journalism One and Investigating Journalism, those are in the Department of Media and Journalism. You must take Public Speaking, Introduction to Public Relations, Public Relations Campaigns, Social Media and Public relations, and Multimedia Editing and Layout. Then we have what we call feature writing or proposal says plans and projects. These are the capstone courses, we predominantly want you to take CMM 456, which is the Proposals, Plans and Projects, this is the real Capstone, and it is that writing intensive course for the concentration. But we do have over here as a possibility is that Feature Writing, which is in the Department of Digital Media and Journalism. You then have to take either Theories of Persuasion or Consumer Behavior. Now, we do want to point out one thing, if you’re in our department, you can take that Theories of Persuasion with no problems. However, many of our students will take some business classes. You’ll notice that there is an asterisk that is right next to that, that means that that course has a prerequisite that you must complete to be able to take that course. So if you wanted to take business 326, you’ll want to make sure that you have the prerequisites. Now, it’s possible that you’re taking a minor in business, and that those prerequisites you’re going to have. But it’s also possible that those are prerequisites, you will not have an asset. If it is of course it has prerequisites, it’s not one that you can just take without those prerequisites. Our next category is media ethics. There are two possible courses, we have either Media Ethics or Business Ethics. Most of our students take that course over in Digital Media and Journalism, the Media Ethics. And the last part of the concentration are six credits of electives. And you’ll can see here that there is a laundry list of possibilities for different electives that our students and the public relations concentration can take.

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Our next concentration is the interpersonal and our cultural concentration. Now, whenever you look at this, again, it’s going to function the same way. At the top, you’ll see the unmet requirements that you have, how many you still need, what you need to do when it comes to residents. And you’ll see the actual title of that concentration, the interpersonal intercultural communication concentration right there at the bottom. So, let’s look at that concentration. So, the first thing you’re going to notice is that you have this basic sequence of courses you have an Introduction to Communication, you have Public Speaking. Then you have what we call intermediate courses, which again, the basic ones most of our students take we have Interpersonal, Small Group, Storytelling and Culture, or Argumentation. If you are a transfer student coming in, and you need those upper division classes, we highly recommend taking that Argumentation course because that’s going to not only count towards the intermediate courses, it’s also going to count towards your concentration. And of course, if you are an interpersonal intercultural student, you’ll definitely want to take interpersonal communication. From there, you have what we call our required theory courses, which is either Theories of Persuasion, or what’s now called Persuasion and Social Influence, or Quantitative Research Methods. We have a new course that is Qualitative Communication Research Methods that can also be taken to fulfill this requirement. From there, you have the interpersonal intercultural communication courses. And you’ll see that there is a sequence of possible courses that we have in this major. Some of the courses that we have in here are Computer-Mediated Communication, Nonverbal Communication, Communication Among Cultures. So, these are just some examples of the courses that exist within that concentration. Now, again, notice there are a couple of courses outside of the department that can fulfill the requirements for the concentration. But again, notice those have those asterisks next to them, so it does mean that those have prerequisites. Then you have your required seminar course, in this case, it’s going to be that 455, which is the Interpersonal Communication Seminar. Then you have a series of electives. If you are in this part of the concentration, you’ll see that you have what we call 12 electives. And this is anything in our department, over or over in dum, or at linguistics for 13. Now, six of those credits must be at upper division, which means they have to be that 300 or 400. And then you can have six that are just general electives, which again is anything from 100 to 400 level classes in the department. Now, many of our students will go ahead and take all of their electives at the 300 or 400 level, and that is perfectly fine.

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Let’s look at our third concentration, which is the Organizational Concentration. And again, everything functions the same way except at the bottom, you are going to see here where it says organizational communication. Okay, so let’s look at this concentration. It’s going to look very, very similar to the interpersonal intercultural because it is designed almost identically, except for the actual concentration courses. So, you’re going to see that the basic courses, Introduction to Communication, Public Speaking; the intermediate courses; the theory course - all of those are going to be the same. However, it does get a little bit different because we have the organizational communication concentration courses, which include Communication Among Cultures, Organizational Communication, Negotiation, Training and Development. And again, there are a few classes in other departments again. Make sure that you do have those prerequisites to be able to take those. Now, there is also the required seminar in this case, it is that 454, which is the Organizational Communication Seminar. And again, there are those upper division and additional electives. Now, if you are an organizational communication major, you do need to take that CMM 360, which is Organizational Communication One. So, that basically walks us through the actual concentration.

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So, let talk about the possibility of some credits that transferred, but do not necessarily apply. The last section in the progress report is what we call the credits that count towards your degree, but not towards general education, your major or your minor. And these are just credits that came in, they are still counting towards that 120 to help us graduate, but these aren’t necessarily ones that are actually counting. It’s also possible that there are what we call non-applicable courses. These are courses that just are not eligible to fulfill anything; there is simply no equivalent here, and as such, they just don’t transfer in as actual credits. In this case, the reason why they’re not transferring it is because they transferred in as a trance TF which means that that person failed that class and that’s why they are not transferring in.
The very bottom of your progress report you are going to see this disclaimer, “you are encouraged to use this degree audit report as a guide when planning your progress report toward completion of the above requirements. Your academic advisor or the registrar’s office may be contacted for assistance and interpreting this result report. The audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the registrar’s office regarding this degree audit report your official degree or certificate completion status or to obtain a copy of your academic transcript.”

So, now that we have walked you through your progress report, let’s talk a little bit about what you can expect as you go into the future. When it comes to advising. Please make sure that you check your progress report to see who your major advisor is at the beginning of the semester. Create a tentative schedule using your My Schedule Planner. And you will be working with this as you are doing any kind of advising so it’s always important for you to go in before you talk to advisor and start thinking about what you could take and putting those into your Schedule Planner. Again, at the beginning of about the midpoint of the semester watch from an email from your advisor. And they’re basically going to let you know that “hey, it’s advising time, it is time to start signing up for advising.” And as soon as you see that, the sooner you can schedule an appointment to see your advisor the better off you’re going to be. Now, advisors are there to help you with courses add drop progress toward graduation, signatures on paperwork, etc. but also to discuss graduate school and career options, internship opportunities, etc. Now, always when you are reaching out to your advisor include your Banner Number, that’s that N number. And the reason why it’s important to do this is it’s just going to make it a lot faster for your advisor to be able to help you when it comes to schedule changes your progress report questions, etc. So always when you’re reaching out, please make sure that you include that and number. When you meet with your advisor, you are going to go over your My Schedule Planner choices, and your advisor is going to release you to register so that when your registration time assignment comes you can register directly. And your time assignment and date is when you register through your my.newpaltz.edu.

Now, if you do not meet with your advisor, you will not be released to register. So if you haven’t met with your advisor, and it is your time assignment, you will not be able to go in and actually register because your advisor has not released you. So it is very important, again, that as soon as you see those emails that come out from your advisor that says it is timed to go through advising that you go ahead and make that appointment. So let’s be clear about time assignments. They are the time you must log in to register for courses. You and your advisor will discuss this in advance you cannot do it before your actual time assignment. And again, do not wait until your time assignment to meet with your advisor. That’s too late.

So, other department information that we think is going to be important for you as we head into your time with us here at SUNY New Paltz. Well first, get involved. We urge transfer students to get involved in extracurriculars and get to know us meet with your faculty during their office hours. We also have the communication Honor Society, Lambda Pi Eta, that recognizes students at graduation time if they need a GPA of 3.5. There’s a brunch, there’s a ceremony, there’s a graduation cord for their gown, etc. Again, always look out for those emails, if you qualify, become a member of that association.

There’s also an active Media and Journalism Society that welcomes communication majors. They have guest speakers, field trips, an alumni panel in the spring, and weekly meetings with pizza. Again, you can learn more on their Facebook page.

Internships. Many of our students are going to want to take an internship, and this is highly encouraged, but it is not mandatory. However, to take an internship, you must have 30 credits at New Paltz and must apply for departmental certification one semester before you start looking for a placement. Repeat that, again. You have to have those 30 credits, and you need to start getting that departmental certification one semester before you start looking for a placement. If you find an internship and then try to get departmental certification, it is too late. So, you have to make sure that you are certified before you start looking. Now the application is in the department office or on our website. You can find more about that on our blog, which is https://hawksites.newpaltz.edu//comm/. Part of the internship application is getting your adviser signature, so please make sure you plan in advance. If you wait until the due date for the internship application, you may have a problem getting in touch with your academic advisor.

Again, welcome to the Department of Communication. We look forward to having you in our department as you continue and finish your undergraduate degree with us here at SUNY New Paltz. We hope that this video presentation has helped you understand what you can expect during your time here within the Department of Communication.