

**CIS 110: Composition and Communication (3 hours)
Summer 2020**

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Course Description

Composition and Communication I is the introductory course in a two-course sequence designed to engage students in composing and communicating ideas using speech, writing, and visuals. Students will develop interpersonal communication, critical thinking, and information literacy skills by exploring what it means to be engaged, twenty-first century citizens. Students will practice composing, critiquing, and revising ideas based on personal experience, and observation, culminating in several discrete projects using oral, written, and visual modalities.

Student Learning Outcomes

In this course, students will demonstrate the ability to...

- Compose written texts and deliver oral presentations that represent relevant and informed points of view appropriate for the audience, purpose, and occasion.
- Analyze, create, and use visual media as both independent and interconnected forms of communication.
- Demonstrate an awareness of appropriate strategies used to communicate effectively in different situations (e.g., public speaking, interpersonal) and contexts (e.g., face-to-face, digital).
- Work with design elements (font, size, line, color) to successfully incorporate design principles (contrast, alignment, repetition, and proximity) as part of effective composition
- Employ research skills to find, analyze, evaluate, and properly cite pertinent primary and secondary sources, using relevant discovery tools (e.g. InfoKat, Library Databases, Google), as part of the process of composing work in written, oral, and visual modes.
- Organize, revise, practice, edit, and proofread (for grammar and mechanics) their own and other student work flexibly and effectively to improve the development and clarity of ideas.
- Define goals for improving/revising work and devise effective plans for achieving those goals, in collaboration with peers, instructor, and librarians.
- Employ and evaluate interpersonal communication skills.

Required Materials

Cooper, T., Kercsmar, S., & Vallade, J. (Eds.). (2017). *CIS 110/111: Composition and communication I & II* (2016-2017 ed.). Plymouth, MI: Bedford/St. Martin's.
ISBN: 978-1-319-09272-6

Hacker, D., & Sommers, N. (2016). *A pocket style manual: APA version* (7th ed.). Boston, MA: Bedford/St. Martin's. ISBN: 978-1-319-01113-0

COURSE ASSIGNMENTS

Assignment	Due Date	Total Points
Self-Introduction Speech	6/14	30
Public Speaking Analysis	6/17	50
Focus on Visuals	6/21	50
Plagiarism Quiz	6/21	10
Youtube Tutorial Speech	6/28	50
Informative Essay Prep	7/1	25
Informative Essay Draft	7/5	50
Quiz 1	7/5	25
Informative Essay Peer Review	7/6	25
Final Informative Essay	7/12	150
Infographic	7/12	50
Quiz 2	7/19	25
Informative Speech Prep	7/19	25
Informative Speech Outline	7/26	25
Informative Speech PPT	7/26	50
Informative Speech	8/2	150
Quiz 3	8/2	25
Impromptu Speech	8/5	25
Final Reflection Video	8/6	35
Quiz 4	8/6	25
TOTAL		900

ASSIGNMENT DESCRIPTIONS

Below is a brief description of each assignment in CIS 110. More detailed information and grading rubrics are provided in Canvas, and assignments will be discussed in class as they become relevant.

Your instructor will provide you with details on how to access the pre-test and post-test, as well as when they open and close.

Self-Introduction Speech (30 points)

You will prepare a 2-3 minute speech of self-introduction, incorporating an object that represents something about you. You may use a maximum of three, one-sided notecards and will not use a podium.

Plagiarism Quiz (10pts)

Before your first writing assignment, you will demonstrate your understanding of plagiarism.

Reading Quizzes (100pts)

Four quizzes over the course of the semester will measure your knowledge of the assigned readings. Be certain to complete all readings before beginning each quiz and be aware of the deadlines after which quizzes will close.

Public Speaking Analysis (50 points)

For this assignment, you will find and watch a public presentation and analyze the effectiveness of the content and delivery while considering the historical situation and intended audience(s).

Focus on Visuals (50pts)

Students will submit an image that makes an argument and will write a brief essay (at least 250 words) explaining and justifying their choices of subject, composition, and post-processing.

Essay Draft & Peer Review (40 points)

You will complete rough drafts of your essay (25 points) and participate actively and thoughtfully in the peer review process (15 points) prior to submitting the final version of your informative essay.

Informative Essay (150 points)

For this assignment, you will have three options of topics to address. First, after reviewing each option, you will choose your preferred topic and review the associated reading, reviewing communication concepts that you are required to integrate into your essay. Second, you will conduct research on this topic, paying particular attention to the credibility of the sources you are locating; you are required to include at least 5 external and credible sources. Third, you will write a 4-5 page essay, making sure that you are thoroughly synthesizing and integrating your research, as well as accurately applying the required communication concepts associated with your topic option.

Infographic (50 points)

Using research from your informative essay, you will use principles of design to create a visually appealing infographic.

Youtube Tutorial Speech (50 points)

For this assignment, you will prepare a 3-4 minute speech that teaches your audience a skill through your own demonstration.

Impromptu Speech (25 points total)

At some points during the semester, you will be provided with a topic and asked to deliver a speech with little time to prepare. These speeches will help you practice thinking on your feet and organizing your thoughts quickly in order to deliver a coherent message.

Speech Outline Draft & Peer Review (20 points)

Before submitting a final speech outline, you will complete a draft (10 points) and actively and thoughtfully participate in the peer review process (10 points).

Final Speech Outline (30 points)

You will complete a typed formal outline with your speech. This outline should follow standard outline formatting rules, be written in complete sentences, and should also include all relevant source citations and a reference page. Outlines should be submitted to Canvas on the due date provided by your instructor.

Speech Rehearsal (25 points)

Prior to delivering your major informative speech, you will be required to rehearse your speech. More information will be provided about this assignment by your instructor.

Informative Speech (150 points)

For this assignment, you will prepare a speech that informs your audience about a topic of your choosing, with the goal of increasing your audience's knowledge about and understanding of this topic. You will need to include outside research and a digital presentation (e.g., PowerPoint, Prezi) in your speech.

Final CIS 110 Video Reflection (35 points)

As you think about your experiences this semester, you will reflect on and answer the provided questions in a video format, which you will upload to YouTube and submit via a link in Canvas.

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Once you have totaled all of your major and minor assignments (listed above), compare your total points to the scale below to determine your final grade in CIS 110:

Percentage	Total Points	Final Grade
90-100%	810-900	A
80-89%	720-809	B
70-79%	630-719	C
60-69%	540-629	D
59% and below	0-539	E

Tentative Course Schedule

Course schedule is tentative to change. See detailed course schedule posted on Canvas.

Mid-term Grade

Mid-term grades will be posted in myUK by the deadline established in the [Academic Calendar](#).

COURSE POLICIES AND CLASSROOM EXPECTATIONS

Submission of Assignments

All written assignments (first/rough and final drafts) **MUST** be submitted in a .doc, .docx, or .pdf format to Canvas. If you have submitted correctly, you will see a screen that confirms your submission and you can check the gradebook to see that the assignment has been submitted.

Late Assignments

Your assignments for this course, including speeches, essays, and other assignments, are due on the dates indicated in the class outline below or as indicated in class. You may request (in advance) one two-day extension of the due date on the final draft of a major assignment (not drafts). Late assignments are not accepted unless a two-day extension has been requested and approved in advance of the deadline. If you cannot attend class on the day an assignment is due, you must post the assignment to Canvas by the beginning of class. You may not miss class on the day of a peer review, workshop, or speaking day. You may not write your assignments during class unless you are directed to do so.

Attendance and Participation

This class is a community whose success is dependent on everyone's participation. Also, there is a strong correlation between class attendance and grades. Therefore, attendance is vital for your achievement.

Attendance is worth 100 points during the semester. At the start of many class periods students will be asked to do a short "warm-up" writing or speaking assignment. If a student arrives after this activity has been completed, the instructor may choose not to provide attendance points to that student for the day. These assignments will not be formally graded, rather students will be awarded points for completion.

Attendance points will be recorded in Canvas at least every two weeks so you may monitor your attendance progress.

You are entitled to 2 unexcused absences, no questions asked, but this does not apply to speech or peer review days, or on days when guest speakers or workshops are scheduled. Because of the way points are allotted in Canvas, your instructor will mark you as "Present" for your first two qualifying unexcused absences.

If you are absent on a day when an assignment is due or an exam is given, you will be allowed to hand in or make-up that work **only** if the absence is **officially excused**. You will be asked to provide official written documentation for excused absences the class period that you return to class. If you do not turn in the written documentation on time, the absence will be counted as unexcused. Please see the definition of excused absences in the next section.

If you know ahead of time that you will be absent from class without an excused absence, please discuss this with your instructor and turn in any assignments ahead of time. Excuses for university-sponsored activities must be made *prior* to such absences. **No make-up work is available for in-class exercises, workshops, or exams unless approved in advance by your instructor.**

Note: Students are required to attend class whenever any student is scheduled to speak. If you miss class on a speaking day, points will be deducted from your course grade total as follows: 5 points (*not* percentage points) each day missed.

Students are strongly encouraged to withdraw from the class if more than 20% of the classes scheduled for the semester are missed per university policy.

Note: Please reference the definition of excused absence in current edition of *Students Rights and Responsibilities* or on the web at <http://www.uky.edu/StudentAffairs/Code/>.

For any emergency situation that arises, **e-mail your instructor** as soon as you know about the situation.

Technology Requirements

Minimum technical requirements for UK courses and suggested hardware, software, and internet connections are available at [ITS Student Hardware & Software Guidelines](#).

Share any additional technology requirements, such as required software, and your preferred procedure for resolving technical complaints for each service or software used in the course.

Technical Support

For account help, contact UK's [Information Technology Customer Services online](#), by [email](#), or by phone at 859-218-HELP (4357).

[Distance Learning Library Services](#)

[Carla Cantagallo](#), Distance Learning Librarian, 859-218-1240

Add any additional resources you feel will be helpful for your course: Writing Center, ProctorU/NCTA information, etc.

Excused Absences

Senate Rules 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) significant illness, (b) death of a family member, (c) trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events, (d) major religious holidays, (e) interviews for graduate/professional school or full-time employment post-graduation, and (f) other circumstances found to fit "reasonable cause for nonattendance" by the instructor of record. Students should notify the professor of absences prior to class when possible.

If a course syllabus requires specific interactions (e.g., with the instructor or other students), in situations where a student's total EXCUSED absences exceed 1/5 (or 20%) of the required interactions for the course, the student shall have the right to request and receive a "W," or the Instructor of Record may award an "I" for the course if the student declines a "W." (Senate Rules 5.2.4.2.1)

(If an attendance/interaction policy is not stated in the course syllabus or the policy does not include a penalty to the student, the Instructor cannot penalize the student for any unexcused absences.)

Verification of Absences

Students may be asked to verify their absences in order for them to be considered excused. *Senate Rule 5.2.4.2* states that faculty have the right to request appropriate verification when students claim an excused absence due to: significant illness; death in the household, trips for classes, trips sponsored by an educational unit and trips for participation related to intercollegiate athletic events; and interviews for full-time job opportunities after graduation and interviews for graduate and professional school. (Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.)

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays. Please check the course syllabus for the notification requirement. If no requirement is specified, two weeks prior to the absence is reasonable and should not be given any later. Information regarding major religious holidays may be obtained through [the Ombud's website](#) or calling 859-257-3737.

Students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The instructor must give the student an opportunity to make up the work and/or the exams missed due to the excused absence, and shall do so, if feasible, during the semester in which the absence occurred. The instructor shall provide the student with an opportunity to make up the graded work and may not simply calculate the student's grade on the basis of the other course requirements, unless the student agrees in writing.

Regarding University Health Services Health Notes:

1. *Tier 1* excuses are not accepted as a valid excused absence. You may use your freebie coupons instead.
2. *Tier 2* excuses are accepted as a valid excused absence. However, the instructor reserves the right to request additional or alternative documentation if the instructor, under the circumstances, has concerns about the validity of the Tier 2 documentation.
3. *Tier 3* excuses are always accepted as a valid excused absence. The UHS restricts students from attending class with Tier 3 excuses

Academic Integrity: Plagiarism

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the [Code of Student Rights and Responsibilities](#). Complete information can be found on the [Academic Ombud](#) page. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Senate Rule 6.3.1 (see current [Senate Rules](#)) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among

themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Academic Integrity: Cheating

Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. The fact that a student could not have benefited from an action is not by itself proof that the action does not constitute cheating. Any question of definition shall be referred to the University Appeals Board.

Academic Integrity: Falsification/Misuse of Academic Records

Maintaining the integrity, accuracy, and appropriate privacy of student academic records is an essential administrative function of the University and a basic protection of all students. Accordingly, the actual or attempted falsification, theft, misrepresentation or other alteration or misuse of any official academic record of the University, specifically including knowingly having unauthorized access to such records or the unauthorized disclosure of information contained in such records, is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete permanent academic record, all official and unofficial academic transcripts, application documents and admission credentials, and all academic record transaction documents. The minimum sanction for falsification, including the omission of information, or attempted falsification or other misuse of academic records as described in this section is suspension for one semester.

Accommodations due to disability

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. Visit the [DRC website](#), [email the DRC](#), contact them by phone at (859) 257-2754, or visit their office on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407.

Military Members and Veterans

Being both a member of the military community and a student can bring some complexities. If you are a member of the military or a military veteran or dependent, please let me know when these challenges arise. Drill schedules, calls to active duty, mandatory training exercises, issues with GI Bill disbursement, etc. can complicate your academic life. Please let me know if you experience complications and I will do my best to work with you.

If you are a military student serving in the National Guard or Reserve it is in your best interest to let all of your professors know that immediately. You might also consider sharing a copy of your training schedule as well as any orders activating you. The Veterans Resource Center (VRC) can provide a letter for your

professors validating your absence but be aware that there is no current UK policy protecting military students who miss class due to short term activations such as long weekend drills, annual training or emergency activations. See the instructor or the VRC for details.

The VRC is a great resource for members of our military family. If you have questions regarding your VA benefits or other related issues, the VRC has a full complement of staff to assist you. The VRC also provides study and lounge space, as well as free printing. Please visit the [VRC website](#), [email the DRC](#), visit them in the basement of Erikson Hall, or call the director, Tony Dotson, at (859) 257-1148.

Non-Discrimination and Title IX Information

UK is committed to providing a safe learning, living, and working environment for all members of the University community. The University maintains a comprehensive program which protects all members from discrimination, harassment, and sexual misconduct. For complete information about UK's prohibition on discrimination and harassment on aspects such as race, color, ethnic origin, national origin, creed, religion, political belief, sex, and sexual orientation, please see [the electronic version of UK's Administrative Regulation 6:1 \("Policy on Discrimination and Harassment"\)](#). In accordance with Title IX of the Education Amendments of 1972, the University prohibits discrimination and harassment on the basis of sex in academics, employment, and all of its programs and activities. Sexual misconduct is a form of sexual harassment in which one act is severe enough to create a hostile environment based on sex and is prohibited between members of the University community and shall not be tolerated. For more details, please see [the electronic version of Administrative Regulations 6:2 \("Policy and Procedures for Addressing and Resolving Allegations of Sexual Assault, Stalking, Dating Violence, Domestic Violence, and Sexual Exploitation"\)](#). Complaints regarding violations of University policies on discrimination, harassment, and sexual misconduct are handled by the Office of Institutional Equity and Equal Opportunity (IEEO), which is located in 13 Main Building and can be reached by phone at (859) 257-8927. You can also visit [the IEEO's website](#).

Faculty members are obligated to forward any report made by a student related to IEEO matters to the Office of Institutional Equity and Equal Opportunity. Students can *confidentially* report alleged incidences through the Violence Intervention and Prevention Center, Counseling Center, or University Health Services.

Presentation U!

Come see us if you need help with any of the following: brainstorming project topics, creating outlines, essay writing, research papers, effectively using APA/MLA style, practicing oral presentations, designing and constructing effective visual aids, including PowerPoint, Prezi, websites, videos, and digital projects. Bring your multimodal projects to one of our two conveniently located centers, at the Hub in W. T. Young Library and our center at eStudio located in the James & Gay Hardymon Center for Student Success (located in FPAT). We open early and stay open late! Visit www.uky.edu/UGE/pres-u for our complete hours. Our tutoring services are available on a drop-in basis, as well as a scheduled face-to-face, or online appointments.