

## **CIS 110: Composition and Communication (3 hours)**

**Summer 2019**

**Instructor:** Dr. Troy B. Cooper  
**Office Address:** 332 Lucille C. Little Library  
**Email:** troy.cooper@uky.edu  
**Office Phone:** 859.257.9589  
**Office hours:** By appointment

### **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, observation, and fieldwork in the community, 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* (7<sup>th</sup> ed.). Boston, MA: Bedford/St. Martin's.

ISBN: 978-1-319-01113-0

### **COURSE ASSIGNMENTS**

#### **POINT DISTRIBUTION**

<b>Assignment</b>	<b>Points Possible</b>
Public Speaking Analysis	50
Focus on Visuals	50
Informative Essay Draft	20
Essay Peer Review	20
Final Informative Essay	150
Infographic	50
Self-Introduction Speech	30
Demonstration Speech	50

Final Informative Speech Outline	30
Informative Speech	150
Online Participation Activities	80
Quizzes	100
Final CIS 110 Video Reflection	20
<b>TOTAL</b>	<b>800</b>

### *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.

#### **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.

#### **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 choice(s) of subject, composition, and post-processing.

### **Essay Draft & Peer Review (40 points)**

You will complete a rough draft of your essay (20 points) and participate actively and thoughtfully in the peer review process (20 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.

### **Demonstration Speech (50 points)**

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

### **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.

### **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.

### **Online Participation Activities (80 points)**

As noted above, you will complete various online participation activities that may include discussion posts, videos, audio, etc.

### **Final CIS 110 Video Reflection (20 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.

## **GRADING AND GRADING SCALE**

I operate with the 24/7 rule. This means that, once you receive a graded assignment back, you must wait at least 24 hours to come and discuss it with me. I am more than happy to discuss grades with you, but ask that you take the time to thoroughly review the feedback provided beforehand and carefully compare your work with the assignment requirements and grading rubric. You must also come and talk to me within one week (7 days) of receiving the grade. Once that one-week period has passed, the grade will not be changed under any circumstances. Please note: when you come to discuss a grade, make sure you have prepared a thoughtful justification for why you deserve a different grade than you received.

**Please NOTE: Course and assignment grades will not be discussed via email.**

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:

<b>Percentage</b>	<b>Final Grade</b>
90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% and below	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 (<http://www.uky.edu/registrar/calendar> (Links to an external site.)Links to an external site. (Links to an external site.)Links to an external site.).

## **Final Exam Information**

Although there is no actual final exam in this course, we reserve the right to use this time if needed (e.g., in the case of major weather events).

## **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**

Late work will only be accepted in special circumstances, and in agreement with the instructor (i.e. for an excused absence). If you know that you will be unable to complete and/or submit an assignment before the due date, notify the instructor as soon as possible to make alternate arrangements. See the syllabus section on Excused Absences for more information about what constitutes and excused absence.

### **Attendance and Participation**

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

Participation is worth 100 points during the semester. Because this is an online course, and there is no official “attendance,” your participation will be assessed through weekly discussion posts/activities posted in Canvas.

You are entitled to 2 unexcused absences, no questions asked, but this does not apply to speech or peer review days. 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.**

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/> ([Links to an external site.](#))[Links to an external site.](#) ([Links to an external site.](#))[Links to an external site.](#)

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

## **Excused Absences**

Students need to notify the professor of absences prior to class when possible. *Senate Rules 5.2.4.2* defines the following as acceptable reasons for excused absences: (a) serious illness, (b)

illness or death of family member, (c) University-related trips, (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 professor.

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 no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-

3737, [http://www.uky.edu/Ombud/ForStudents\\_ExcusedAbsences.php](http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php) (Links to an external site.)Links to an external site. (Links to an external site.)Links to an external site..

In situations where a student’s total EXCUSED absences exceed 1/5 (or 20%) of the class periods scheduled for the semester, students are strongly encouraged to withdraw (take a “W”) from the class as per university policy. If a student has excused absences in excess of one-fifth of the class contact hours for that course, the student shall have the right to receive a ‘W’, or the Instructor of Record may award an ‘I’ for the course if the student declines to receive a ‘W.’

Per *Senate Rule 5.2.4.2*, 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 professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred

### **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 because of illness, or death in the family. 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. In this course, you must provide appropriate documentation of an excused absence no later than the day you return to class.

*Regarding University Health Services Health Notes:*

1. *Tier I* 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**

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 at the following website: <http://www.uky.edu/Ombud> ([Links to an external site.](#))[Links to an external site.](#) ([Links to an external site.](#))[Links to an external site.](#). 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 Rules 6.3.1* (see <http://www.uky.edu/Faculty/Senate/> ([Links to an external site.](#))[Links to an external site.](#) ([Links to an external site.](#))[Links to an external site.](#) for the current set of *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.

### **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. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at [drc@uky.edu](mailto:drc@uky.edu). Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/> ([Links to an external site.](#))[Links to an external site.](#) ([Links to an external site.](#))[Links to an external site.](#)

### **Military Members and Veterans**

We recognize the complexities of being a member of the military community and also a student. If you are a member of the military or a military veteran or dependent, please inform your instructor if you are in need of special accommodations. Drill schedules, calls to active duty, mandatory training exercises, complications with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate your academic life. If you are aware of a complication, we will work with you and put you in contact with university staff members who are trained to assist you. Please contact the Coordinator of the University of Kentucky Veterans Resource Center at 859-257-1148 for additional assistance. Visit <http://www.uky.edu/veterans> for more available resources.

### **Title IX Information**

The University of Kentucky faculty are committed to supporting students and upholding the University's non-discrimination policy. Discrimination is prohibited at UK. If you experience an incident of discrimination, we encourage you to report it to Institutional Equity & Equal Opportunity (IEEO) Office, 13 Main Building, 859-257-8927.

## Acts of Sex- and Gender-Based Discrimination or Interpersonal Violence

If you experience an incident of sex- or gender-based discrimination or interpersonal violence, we encourage you to report it. While you may talk to or share information with a faculty member, instructor, TA, or RA, understand that as a "Responsible Employee" of the University these individuals MUST report any acts of violence (including verbal bullying and sexual harassment) to the University's Title IX Coordinator in the IEEEO Office (859-257-8927). If you would like to speak with someone who may be able to afford you confidentiality, the Violence Intervention and Prevention (VIP) program (Frazee Hall – Lower Level; VIP

Center <http://www.uky.edu/VIPCenter> (Links to an external site.)Links to an external site. (Links to an external site.)Links to an external site. ; 859-257-3574), the Counseling Center (106 Frazee Hall, UK Counseling Center <http://www.uky.edu/counselingcenter/> (Links to an external site.)Links to an external site. (Links to an external site.)Links to an external site.; 859-257-8701), and University Health Service (830 S. Limestone; Student Health <https://ukhealthcare.uky.edu/university-health-service/student-health> (Links to an external site.)Links to an external site. (Links to an external site.)Links to an external site.; 859-323-2778) are confidential resources on campus.

## 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](http://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.

## CLASSROOM BEHAVIOR POLICIES

### *Online Course Considerations*

Online courses, while covering the same content as a face-to-face course, present a different set of expectations and challenges. To be successful in this course, it is imperative that you familiarize yourself with the structure of the Canvas course and the setup of the course content/assignments. All content will be presented in weekly/biweekly course Modules in Canvas. Each module will have posted readings/videos to cover course content and assignments to complete. Be sure to check Canvas often, as this is our primary mode of communication for the course

I receive hundreds of e-mails every week, many from students asking questions that could easily have been answered by reading the syllabus or asking a classmate. Thus, **BEFORE e-mailing me, please follow these steps:**

1. Consult the class schedule and syllabus.
2. Check Canvas Module
3. Check Canvas Announcements

If you still don't know the answer to your question, you may e-mail me. I won't reply to a question that could be answered by following these steps.

### ***Responsible Technology Use***

**E-mail:** Throughout the semester, you will receive e-mails from me with updates and reminders. You are expected to regularly check your official UKY e-mail address – if information is sent to you via email and you do not read it in time to adjust accordingly, this is not the fault of your instructor.

Email is the best and preferred way to reach me and I will be checking it frequently throughout the business day (i.e., Monday-Friday 9:00am-5:00pm). I will not be on email 24/7 and will not expect you to be, either! Please send all email correspondence to the email address provided above, and put CIS 110 and your section number in the subject line each time.

Additionally, use your emails as an opportunity to practice good communication! All emails must include an appropriate greeting (e.g., "Hello, Dr. Cooper"), a message including full sentences, professional language, correct spelling, grammar, and capitalization, and an appropriate closing. If your email does not include these components, I may choose not to respond. Writing emails to your friends/family can be informal, but when you start writing emails to your instructors, professors and potential employers, they should be well written with as few mistakes as possible. Additionally, if you email me with a question that could be answered by checking Canvas, I may choose not to respond.