

University of Kentucky
School of Information Science (SIS)
CIS 110-020: Composition and Communication 1



Instructor

Renee Kaufmann, PhD

Contact Information

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Office Hours

- Email for appointment
- Will respond to email within 24 hours

Class Information: LCLI 302, 9:00-12:20
MW

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., Kerckmar, 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:

Note: Assignment descriptions and rubrics are posted in Canvas.

Assignment	Points Possible
Assignment Revision / Assignment Revision: Video Reflection	50
Informative Essay [DRAFT]	20
Informative Essay [FINAL]	150
Infographic	30
Self-Introduction Speech	30
Demonstration Speech	50
Impromptu Speech	25
Informative Speech Outline [DRAFT]	10
Informative Speech Outline [FINAL]	30
Informative Speech	150
Attendance/Exit Slips	30
Quizzes	100
TOTAL	675

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. It is YOUR responsibility to ensure your assignment has been submitted correctly. Assignments emailed to me WILL NOT be accepted.

- **Late Assignments**

All assignments are due at the beginning of class, at the time indicated in the class schedule, or as specified in class. **Late work is not accepted.** Quizzes are due by 11:59PM EST on the day noted in the syllabus.

- **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 30 points during the semester. Your attendance will be monitored at the start of class and the end of class with exit slips (that will be due at the end of class). Failure to be one time and turn one in results in an absence for the day.

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: MW classes: 10 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/> (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, and (e) 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 (Links to an external site.)Links to an external site.

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused) per University policy.

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:

Tier 1 excuses are not accepted as a valid excused absence.

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.

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. 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. 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. Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/> (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.

- **Being a Respectful Audience Member**

First, attend all presentations, whether you are speaking or not. Second, be courteous and attentive. Third, remove all objects (phones, computers, newspapers, speaking notes, etc.) that might distract you. I take this policy quite seriously. I reserve the right to reduce a disrespectful audience member's grade if I observe egregious offenses.

- **Responsible Technology Use**

Cell phones should not be used for noninstructional purposes during class. Use of cell phones during class (texting, social media, internet use, gaming, etc.) for noninstructional purposes could lead to minor deductions in participation points.

However, cell phones may be left on vibrate for emergency notification purposes. If you expect an important phone call, please inform me before class and quietly excuse yourself when you receive it. Additionally, there are a variety of reasons you will be permitted to use cell phones for learning purposes during class. You are encouraged to use cell phones for note taking purposes during class. Additionally, cell phones may be used to record lectures and take pictures of course content. Finally, feel free to use your cell phone to look up pertinent information that relates to class content during lectures or activities on social media or the internet. I am confident that you can use discernment to use cell phones in a non-distracting, productive way during class.

C&C = CIS 110/111: *Composition & Communication I & II*
APA = *A Pocket Style Manual (Hacker & Sommers, 2016)*
 Assignments are listed in **RED**
Class time: 9:00 -12:20 (3.20hrs)

Date	Topic(s)	Assigned Reading	DUE on Canvas by 9:00am
Monday, June 26	(1) Course Overview (2) Self-Introduction Speech Overview (3) Intro to Verbal & Nonverbal Communication	C&C: ✓ Read Ch 1: <i>Verbal Communication</i> ✓ Read Ch 2: <i>Nonverbal Communication</i>	
Wednesday, June 28	(1) Informative Essay Overview (2) Informative Speech Overview (3) Selecting a Topic (4) Outlining	C&C: ✓ Read Ch 5: <i>Selecting a Topic and Purpose</i>	Self-Introduction Speeches
Monday, July 3	(1) Conducting Research (2) Evaluating Research (3) Integrating Sources in Writing (4) Topic Selection (5) APA References (6) APA Formatting	APA: ✓ Ch 4: <i>Finding Appropriate Sources</i> ✓ Ch 5: <i>Evaluating Sources</i> ✓ Ch 6: <i>Managing Information: Avoiding Plagiarism</i>	Quiz 1 – complete by 11:59pm EST

	(7) Formatting References	<ul style="list-style-type: none"> ✓ Ch 8: <i>Avoiding Plagiarism</i> ✓ Ch 9: <i>Integrating Sources</i> ✓ Ch 13: <i>APA In-Text Citations</i> ✓ Ch 14: <i>APA List of References</i> ✓ Ch 10: <i>Parts of a Paper in APA Style</i> ✓ Ch 11: <i>APA Paper Format</i> ✓ Ch 12: <i>Sample Pages from Papers in APA Style</i> 	
Wednesday, July 5	<ul style="list-style-type: none"> (1) Language & Writing Style (2) Presenting Text Visually (3) Infographic Overview (4) Common Errors in Grammar & Punctuation (5) Structuring Your Text 	<p>APA:</p> <ul style="list-style-type: none"> ✓ Read section on <i>Clarity</i> (pp. 139-155) ✓ Read pp. 157-182 in section on <i>Grammar</i> ✓ Read section on <i>Punctuation</i> (pp. 192-212) <p>Canvas:</p> <ul style="list-style-type: none"> ✓ Read <i>Structuring Your Texts</i> (PDF) 	Quiz 2 – complete by 11:59pm EST
Monday, July 10	<ul style="list-style-type: none"> (1) Grade Norming (2) In-Class Peer Review *Impromptu Speeches 		<p>Informative Essay [DRAFT]</p> <p>*Note: Bring a hard copy to class.</p>
Wednesday, July 12	<ul style="list-style-type: none"> (1) Informative Speaking (2) Demonstration Speech Overview (3) Assignment Revision Overview (4) Assignment Revision: Video Reflection Overview *Impromptu Speeches 	<p>C&C:</p> <ul style="list-style-type: none"> ✓ Read Ch 7: <i>The Informative Speech</i> 	Informative Essay [FINAL]
Monday, July 17	<ul style="list-style-type: none"> (1) Speech Anxiety (2) Audience Analysis (3) Speech Organizational Patterns (4) Introductions (5) Conclusions 	<p>C&C:</p> <ul style="list-style-type: none"> ✓ Read Ch 4: <i>Managing Speech Anxiety</i> ✓ Read Ch 6: <i>Analyzing the Audience</i> ✓ Read Ch 9: <i>Organizing the Body of the Speech</i> ✓ Read Ch 10: <i>Developing the Introduction</i> ✓ Read Ch 11: <i>Developing the Conclusion</i> ✓ Read Ch 12: <i>Outlining the Speech</i> 	Quiz 3 – complete by 11:59pm EST

Wednesday, July 19	(1) Orally Citing Sources (2) Transitions (3) Presentational Aids	C&C: ✓ Read Ch 8: <i>Citing Sources in Your Speech</i> ✓ Read Ch 16: <i>Speaking with Presentation Aids</i> ✓ Read Ch 17: <i>Designing Presentation Aids</i> ✓ Read Ch 18: <i>Using Presentation Software</i>	Infographic
Monday, July 24	(1) Physical and Vocal Delivery	C&C: ✓ Read Ch 13: <i>Methods of Delivery</i> ✓ Read Ch 14: <i>The Voice in Delivery</i> ✓ Read Ch 15: <i>The Body in Delivery</i>	Assignment Revision Quiz 4 – complete by 11:59pm EST
Wednesday, July 26	Demonstration Speeches		Assignment Revision Reflection Video
Monday, July 31	(1) Grade Norming (2) In-Class Peer Review (3) Presentation Practice		Informative Speech Outline [DRAFT] <i>*Note: Bring a hard copy to class.</i>
Wednesday, August 2	Informative Speeches		Informative Speech Outline [FINAL]