

**CIS 112-XXX**  
**Accelerated Composition and Communication**  
**Fall 2019**  
**Meeting Time and Location**

**Instructor:**

**Email:**

**Office:**

**Phone:**

**Office Hours:**

**Canvas Site:** [uk.instructure.com](http://uk.instructure.com) (It's helpful to download the Canvas App on your phone.)

**Service Learning Email:** [cis112.uky@gmail.com](mailto:cis112.uky@gmail.com) (Please use this email for all questions related to your service learning organization.)

### **Overview and Goals**

CIS 112 is an accelerated version of the standard two-semester composition and communication sequence. It focuses on integrated oral, written, and visual communication skill development and emphasizes critical inquiry and research. Students will sharpen their ability to conduct research; compose and communicate in written, oral, and visual modalities, and use interpersonal skills to work effectively in groups (dyads and small groups).

In order to achieve these goals, students will explore issues of public concern that align with their interests using exploratory, informative, and persuasive communication skills as both consumers and producers of information. Course members will develop complex arguments based on significant primary and secondary research, ultimately aimed at proposing a solution to their chosen issue. To do this, they will conduct individual, partner, and team-based work and produce a series of communication products that combine modalities (face-to-face, written, oral, visual, digital) in different ways. A significant component of the class will consist of learning to use visual and digital resources, first to enhance written and oral presentations and later to communicate mass mediated messages to various public audiences.

### **Student Learning Outcomes**

By the end of the semester, students will be able to:

- Compose in writing and deliver orally with visuals (in a face-to-face or digital environment) at least one major project grounded in scholarly research in a manner that is appropriate and effective for the audience, purpose, and occasion. (The development of one or more major research projects is the course's primary educational focus.)
- Employ advanced strategies for developing ideas and analyzing arguments, with an emphasis on engaging in dialogue with communities outside the university, and with evidence of critical thinking in both the conception and the development of the thesis.
- Employ advanced strategies for developing ideas and analyzing arguments.

- Find, analyze, evaluate, and properly cite pertinent primary and secondary sources as part of the process of conducting significant research on a subject.
- Develop flexible and effective strategies for organizing, revising, practicing/rehearsing, editing, and proofreading (for grammar and mechanics) as a means to improve the construction, design, and delivery of their ideas.
- Define revision strategies for essays, speeches, and visuals, set goals for improving them, and devise effective plans for achieving those goals, in collaboration with peers, instructor, and pertinent members of the public.
- Employ and evaluate interpersonal and small group communication skills, with particular emphasis on critiquing the work of peers and professionals.

### **Required Materials**

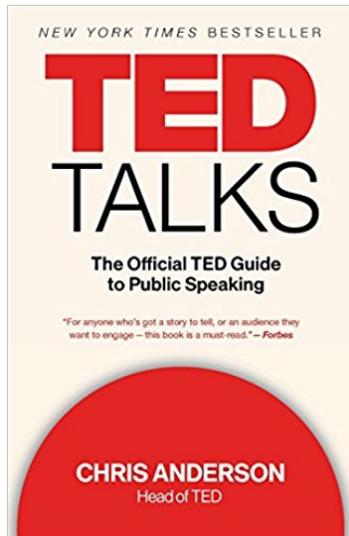
For this course, we will use three books, and the total cost of the three books combined should be around \$60. I encourage you to search for used or rental copies of each online or in bookstores.

Starkey, D. (2017). *Academic writing now: A guide for busy students*. Ontario, Canada: Broadview Press.

(NOTE: The 2017 version of this book was published with an updated MLA section, however it's fine to buy the 2015 or 2017 version since the book chapters haven't changed and we use APA Style.)



Anderson, C. (2017). TED talks. Mariner Books.



## Course Policies

### 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 grades section to see that the assignment has been submitted.

### Late Assignments

I treat this class like a job. You have deadline that must be met. If you miss a deadline, you have 24 hours (including weekends) after the original deadline to submit the assignment for up to half credit. After that time, you will receive a zero. **NOTE:** This policy does not include in-class peer reviews, presentations and speeches, which cannot be completed late.

### 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 most class periods, you will be asked to do a short writing or speaking focus assignment during the first 5-10 minutes of class. If you arrive late, you will be marked late and lose some attendance points on Canvas. These focus assignments will not be formally graded, but you will be awarded points for completion. Attendance points will be recorded in Canvas every week so you may monitor your attendance progress.

You are entitled to two unexcused absences, no questions asked, during the semester. However, if you miss class on any speech or peer review day, or on days when guest speakers or workshops are scheduled, it will count as an unexcused absence unless you provide documentation that it's an excused absence (see the section below about excused absences).

If you are absent on a day when an in-class 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. Important: 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 each day missed on a MWF; 7.5 points each day missed on T/Th

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 [Student Affairs Code of Conduct](#)

For any emergency situation that arises, email 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 with prior notification required, (e) interviews for graduate/professional

school or full-time employment post graduation with instructor having the right to require appropriate verification, (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), [UK Ombud Information about Excused Absences](#).

If a student misses 20 percent of the class contact hours due to excused absences, and attendance is required or a criterion for a grade in the course, the instructor may request that the student withdraw from the class or impose an [incomplete](#).

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 instructor 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 1 excuses are not accepted as a valid excused absence.
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: [UK Ombud's Office](#). 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 [UK Faculty Senate](#) 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). Visit [Disability Resource Center](#) for more information.

### **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 IEEO 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](#); 859-257-3574), the Counseling Center (106 Frazee Hall, [UK Counseling Center](#); 859-257-8701), and University Health Service (830 S. Limestone; [Student Health](#); 859-323-2778) are confidential resources on campus.

### **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.

## **Class Conduct**

### **Ask Three, Then Me**

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

- Consult the class schedule and syllabus.
- Check Canvas.
- Confer with three classmates.

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

### **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**

Email: During the semester, you will receive emails from me with updates and reminders. You are expected to regularly check your official UKY email address. I will only respond to emails that are written using proper grammar. This includes using correct punctuation within and at the end of sentences, spelling words correctly, and using proper capitalization. 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.

- When corresponding with me, please (a) use a descriptive subject line, (b) include a respectful greeting (e.g., "Hi, Dr. DeVito, Hello, Dr. D, etc."), and (c) fully sign your name. Please send all email correspondence to the email address provided above, and put CIS 112 and your section number in the subject line each time.
- Typically, I will respond to your email within 24 hours, although my response time will be slower on weekends.

### **Cell Phones/Laptops/Tablets**

Learning requires focus. Thus, unless we are using your personal devices for a class-related activity, they should be put away.

- Throughout the semester, we will be using your devices to conduct online research, collectively brainstorm, etc. We will refer to these technology-related activities as "screen up" time. During announced "screen up" time, you will be encouraged to use your devices liberally.
- However, many of our class periods will be "screen down," meaning that your personal devices should be put away so they don't tempt you. This is especially true during speeches or if a video is being shown. The only exception is if you have official documentation from Disability Services indicating that a laptop or similar device is necessary for your learning.
- Turn cell phones on silent for the duration of class. Not on vibrate, but silent. This includes all devices that make noise (texts, calendar alerts, music, etc.).
- Inappropriate media use greatly increases your chances of being called on and pulled back into the class discussion. If it continues, I will ask you to leave.

### **Peer Groups**

Because most writers, educators, and other professionals must learn to work collaboratively, you will collaborate--cheerfully--with your peers both in and out of class.

You will work in groups this semester, and while I do not expect you to develop life-long friendships through this process, it has been known to happen in my classes! Treat everyone in this class as a valued colleague, and you will have few problems. That means that you will honor all deadlines agreed to by your classmates as though I was the one who set them and in general be respectful. Consequences for "slacking" may result in anything ranging from a full letter grade deduction for the assignment to a zero (determined on a case-by-case basis).

### **Canvas Policy**

Please become familiar with Canvas ([uk.instructure.com](http://uk.instructure.com)). Important announcements and updates will be distributed through our course site, and your assignments will be submitted through Canvas as well. Make sure you check Canvas daily for any course updates or important announcements.

Things happen throughout the semester and I try to be responsive to student requests, which means that the daily schedule is likely to change during the semester. You will be responsible for checking the online syllabus and schedule before beginning your homework for each of our class meetings for any changes or updates. I will post all assignments and rubrics on Canvas. It's a great idea to download the Canvas app for your electronic devices, so you can keep track of assignments and deadlines.

## **Assignment Descriptions**

Below is a brief description of each assignment in CIS 112. More detailed information and grading rubrics are provided in Canvas, and assignments will be discussed in class as they become relevant.

### **Written Assignments**

**Informative Essay (50 points):** You will write an informative essay about a past service or volunteer experience you've had – the good, the bad, and the ugly – and lessons learned. Discuss the who, what, when, where, why and how of this experience. The goal is to inform us about your experience. You may write in the first person for this essay. It should be 500-750 words in length.

**Opinion/Editorial (100 points):** The focus of this assignment is to be clear, address an audience and stay on task. For this assignment, you will need choose a publication such as a newspaper, magazine, journal, or website that you have encountered before and write an opinion editorial (op-ed) that addresses a certain problem, conflict, or issue that has impacted you, your family members or friends, your community or your service learning organization. Within this editorial, you must:

1. Summarize the issue.
2. Describe how it has affected you personally, your loved ones, your community or your service learning organization.

3. Explain the implications of this problem.
4. Persuade the audience how and why they should fix it.

You will need to research this publication and read other op-eds in order to understand the format, style, and audience that you will work with. If you choose to write about your service learning organization, you cannot write about how it needs more funding or volunteers.

Requirements: Write 700-900 words (not including cover page, abstract/writer's memo or references) and use proper APA format (including cover page, abstract/writer's memo, and reference page) and include at least one image, graph, chart, etc. At least three credible sources are required. In addition to your editorial, you will prepare a writer's memo, which includes a paragraph that explains which publication you are writing for, its specific audience and why you chose it along with an email that you would send to the publication that briefly introduces yourself and summarizes your editorial. For this assignment, the writer's memo takes the place of the abstract. For most academic essays, your second page will be an abstract or paragraph summary of your paper. It is not required for this assignment. Instead, you will complete the writer's memo. Below is a page breakdown, and an example template is posted on Canvas.

- Page 1: Cover page (with your name, title of the editorial, etc.)
- Page 2: Writer's memo
- Pages 3, 4, 5, etc.: Editorial (750-900 words and include at least one image, photo, etc.)
- Final Page: References (at least three are required).

**Annotated Bibliography (25 points):** For this assignment, you should locate five outside sources relevant to your editorial assignment topic and type up the APA reference citation and a brief summary for each source (more information will be provided).

**Editorial Draft and Peer Review (30 points total):** You will submit a draft of your editorial that is at least 75% complete and also complete a peer review assignment related to the draft. The draft is worth 15 points, and the peer review is worth 15 points.

### **Speaking Assignments**

**Getting to Know You Speech (15 points):** In 1 to 2 minutes, address one of the issues below so that we can all get to know one another better. An excellent speech will include an introduction, body, and conclusion, as well as elements of good delivery such as eye contact, gestures, etc.

- a. Discuss 1 to 2 policies or ideas you would implement if you were the president of the U.S. OR president of the University of Kentucky
- b. Discuss 1 to 2 reasons why you like or dislike \_\_\_\_\_ (a public person, place, sport, book, movie, TV show, or hobby)

- c. What super power would you want to have and why? OR What super power would you NOT want to have and why? For either question, provide 1-2 reasons why you would want this super power OR not want it.

**Oral Presentations (45 points):** For your informative essay, you will prepare a 1-minute oral presentation that briefly explains one aspect of your previous service experience. You only have one minute to present and will be cut off after one minute. This presentation is worth 20 points. For your editorial assignment, you will prepare a 2-3 minute oral presentation that includes 2-3 visuals related your topic. This presentation is worth 25 points.

**Choose Your Own Adventure Speech (30 points):**

You will have three options for this speech. Choose one to present on during class. No PowerPoint or Prezi slides can be used for any of the options.

Option 1: You will deliver a 2-3 minute special occasion speech, such as a toast at a wedding, a birthday or anniversary party tribute, or a eulogy at a funeral. Describe your relationship with the person(s) you are speaking about and include moments of humor when appropriate.

Option 2: You will deliver a 2-3 minute speech in which you tell your audience a story (or multiple stories) based on one of the prompts below.

- Who is the most important person in your life and why?
- How did you meet your best friend or significant other?
- What is your favorite childhood memory and why?
- What is your most embarrassing moment and why?
- Where is your favorite place to visit and why?
- What is your favorite thing to do and why?
- Who do you miss the most and why?

Option 3: You will deliver a 2-3 minute speech that teaches your audience something new and demonstrates how to do something. You can bring objects or props with you but you cannot use PowerPoint or Prezi slides. Make sure you have time to adequately explain how to do something and choose something that most audience members won't know how to do.

**Impromptu Speech (20 points):** At some point this semester, you will be asked to deliver an impromptu speech. Your instructor will provide more details.

**TED Talk (100 points):** You have two options for topic selection for this assignment. You've spent the whole semester with your service site and you've become aware of the societal issues that are important to your organization. Your TED talk should focus on an issue that is related in some way to an issue your organization addresses as part of its mission OR you can choose another societal issue that resonates with the public for your

TED Talk (instructor must approve all topics). These speeches will be 6-8 minutes in length, include a presentational aid (PowerPoint or Prezi with images), and follow the criteria outlined in class for good content, structure and delivery.

**TED Talk Speech Outline (15 points):** For your TED Talk at the end of the semester, you will prepare a formal, full sentence outline. You will have an outlining workshop in class and then will turn in a final copy of the outline on the first day of TED talks.

**TED Talk Rehearsal (15 points):** Prior to delivering your TED Talk, you will be required to practice your speech with a peer tutor at Presentation U! Many students find this so helpful that they go back to practice more than once! You'll receive a follow-up email from Presentation U! after your visit, and you will submit this confirmation of your meeting on Canvas as proof of your meeting.

**Video Speech Reflection (20 points):** Your final assignment is to provide some advice to incoming CIS 112 students in a 2-3 minute recorded speech that you upload to YouTube/Canvas. What was your favorite/least favorite part of the course? What was the biggest challenge? What can they do to be particularly successful? What are the "big picture" lessons you'll take with you as you go through the rest of your college career?

### Service Learning Assignments

**Service-Learning Hours (100 points):** Each student must complete 10 hours of service at a chosen service site during the course of the semester (10 points for each hour you complete, not to exceed 100 points) and also complete an initial 10-point orientation assignment outlined below. Before you can serve with your service learning organization this semester, you must read, print and sign a Waiver of Liability that is posted on Canvas.

If at any time during the semester you have any questions, concerns or issues with your service learning organization that you instructor cannot assist with, please send an email describing the situation to [cis112.uky@gmail.com](mailto:cis112.uky@gmail.com) and our course coordinator (Dr. Allyson DeVito) will assist you.

You will document your service using the report of hours form provided on Canvas. You must have half of your hours completed by MIDTERM, and the remaining half completed by the END OF SEMESTER. Before starting your service, you will need to complete the short orientation assignment detailed below.

**Orientation Assignment (10 points):** First, conduct some research about your assigned organization (based on website, social media, etc.) and write a brief 2-3 paragraph reflection about it. Explain something that you learned about this organization, what you hope to learn, why it was your first, second, third choice, what is your first impression, what are you most/least excited about it, etc.

In addition, you need to copy and paste the email you have sent to the contact person that introduces yourself and asks when you should schedule your first meeting and/or orientation. It's a good idea to list some days and times that you are available that match the times you are needed in the description of the organization.

Finally, after receiving a response from the organization, you need to include the first time you will visit the organization (based on the email response you received from the organization contact) and how you plan to get there (bus, walking, car pool, etc.).

**Service Learning Reflections (40 points):** Throughout the semester, you will participate in several individual written and/or oral reflections about your service learning experiences. Your instructor will explain more about the requirements for these reflections.

**Group Podcast Assignment (150 Points Total):** Each service learning group will work together to create a podcast series about their group's service learning organization and their experiences. This project focuses on storytelling, first-person accounts and interviews. Podcasts will be due throughout the semester and played/discussed on Reflection Days. Your instructor will provide specific details about what is required for each podcast episode along with deadlines and group member roles.

### **Other Required Assignments**

#### **Pre-test and Post-test (20 points)**

Each CIS 112 student is required to complete a pre-test at the beginning of the semester (during the first two weeks) and a post-test at the end of the semester (during the final two weeks) for departmental assessment purposes. These will be completed online and you will receive credit for these assignments; your answers will not affect your grade. You will receive 20 points for completing these two assignments (10 points each). You must complete both the pre-test and post-test and earn 20 points. If you only complete one of the tests and not both, you will earn zero points. Each test will take approximately 30 minutes to complete. There are no late submissions or make-ups for these assignments.

#### **Attendance/Warm-Up Activities (100 points)**

As noted above, most class periods will begin with a warm-up activity for which you will earn various points for attendance. Points will be deducted for lateness.

#### **Engagement Activities (85 points)**

Throughout the semester, there will be several in-class workshops and activities, as well as out-of-class homework and/or minor quizzes and assignments.

#### **Required Research Credits (30 points)**

The School of Information Science is committed to providing students a broad and comprehensive education. Students in this class are provided the option to participate in one or more research studies for 3 credit points which is equal to 30 points towards the total points in the class (3 percent of your grade). If you are enrolled in multiple courses that participate in the RSP, you must contact the RSP coordinator to make after you have

completed the required 3 credit points and the RSP coordinator will ensure that points are prorated across classes. Detailed information about available research studies can be found on the [Research Participant Management System website](#). If you have questions about the research or about credit, please contact the researcher for the specific study about which you are inquiring. Participation is voluntary and there are alternative options for credit. Please see the complete description of the procedures for alternative research credit. If you elect to participate in the alternative assignment, you must sign up for this by the midterm. More information about the alternative assignment can be found on 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: I absolutely CANNOT legally discuss grades via email. If you have questions or issues related to a grade, you MUST come and talk to me in my office.

Percentage	Total Points	Final Grade
90-100%	900-1000	A
80-89%	800-899	B
70-79%	700-799	C
60-69%	600-699	D
59% and below	0-599	E

### Mid-term Grade

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

### Final Exam Information

There is no final exam for this course. There are no plans to meet during finals week, but the schedule is subject to change, and your instructor will inform you if it is necessary to meet during the scheduled final exam time.