

CIS 110 210
Summer 2020
Dr. Jessalyn Vallade

This is copied from the virtual syllabus available in Canvas

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.

Objectives

- **In this course, students will demonstrate the ability to...**
 1. Compose written texts and deliver oral presentations that represent relevant and informed points of view appropriate for the audience, purpose, and occasion.
 2. Analyze, create, and use visual media as both independent and interconnected forms of communication.
 3. 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).
 4. Work with design elements (font, size, line, color) to successfully incorporate design principles (contrast, alignment, repetition, and proximity) as part of effective composition
 5. 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.
 6. 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.
 7. Define goals for improving/revising work and devise effective plans for achieving those goals, in collaboration with peers, instructor, and librarians.
 8. 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

Online Course Format

- The syllabus for this course will remain posted under the Syllabus tab.
- Each unit for the course is represented in Canvas by a separate Module. Within each module will be all of the readings (in addition to textbook chapters), lecture materials (video, PowerPoint), discussion boards, and assignments that are due for that particular unit.
 - **Every week includes (a) Course Content (i.e., lectures and assigned readings), (b) a quiz over the week's reading, and (c) assignments due. Each week begins on Monday and ends, with all work due, by 11:59pm EST on the following Sunday night.**
 - **NOTE:** You can almost always work ahead (unless peer interaction is required, as with peer review), so plan ahead if you have something particular scheduled on a due date.
- All assignments and grading rubrics can also be found under the [Assignments](#) tab on Canvas.

Because this course is taught online, you MUST have or be willing to do the following:

- Students enrolled in this course must have access to recording equipment (Flip Camera, computer camera, video camera, etc.). This is your responsibility. If you have access to the UK campus, there are plenty of resources for you to use while recording speeches (e.g., Media Depot, Presentation U!). If you are completing this course from a distance, you may also want to check your local library for options to check out recording equipment.
- You will be asked to upload your speech videos to YouTube as unlisted and provide the link. For some assignments, recording directly into Canvas may also be an option; this will be specified in each assignment.
- Students must be willing to engage with their classmates. Throughout this course, you may be asked to participate in discussion with and provide constructive feedback to your classmates. This is an important part of the learning process and will be very beneficial to you.
- Please check Canvas and your university provided email account daily to see any announcements or assignments from me. You can also change your notification settings

in Canvas to make sure that you are notified (via email, text, etc.) any time an announcement, assignment, grade, etc. is posted. *I would recommend doing this to make sure that you do not miss anything.*

- **You are expected to work independently, be self-motivated, and be able to use the software/hardware to complete each assignment.** You should familiarize yourself with all of the software/hardware immediately. Issues with technology will NOT be an excuse for failing to complete assignments in this course.

CIS 110 Behavior Policies

Submission of Assignments

All written assignments (first/rough and final drafts) MUST be submitted in Microsoft Word 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. Speaking assignments will be submitted by uploading your video to YouTube and providing the link in Canvas. Make sure that links to videos or any media uploads work BEFORE submitting them; you should also check to make sure they work after you submit. **If I cannot access your video, you will receive a zero. All assignments are due at the date/time specified.**

***Note: Emailed assignments will NOT be accepted under any circumstances.** ALL assignments must be submitted through Canvas.

Recorded speech guidelines:

- **Your demonstration speech will require that you have an audience of at LEAST four adults** (over the age of 16). The audience can include friends, family, classmates, etc. You will pan to the audience at the beginning and end of your speech.
- **ALL speeches must be UNEDITED, unless otherwise instructed.** If it is edited, you will receive a ZERO for the assignment. One of the benefits of taking an online speech class is that you can submit the best speech you record, so editing is absolutely unacceptable.
- **Your recorded speeches should show you standing and you should be visible from the waist up.** The camera should not be zooming in or out – it should stay in one position. If you can't see something, it's too small for the presentation.
- Speeches should be extemporaneous, meaning that you know the material but do not read the entire time. It is acceptable to look at your notes occasionally, but they should not be a “crutch.”
- Keep a copy of your speech for your own records.

Late Assignments

All assignments are due at the time indicated in the class schedule or on Canvas. Given that this course is only four weeks long, there is not time for deadline extensions. Therefore, **late work will NOT be accepted in this course. You will be expected to devote a sufficient amount of time out of every day to working on this class and to stay on top of the content, assignments, and deadlines.**

Murphy's Law: "Anything that can go wrong, will go wrong." Laptops are stolen. Printers run out of ink. Hard drives crash. The campus wireless connection fails. So, do not wait until the last minute to submit your assignments and SAVE OFTEN.

- Always save duplicates of your work on an external source (e.g., flash/thumb drive, Google Drive, Dropbox.com)!
- For your protection, keep all assignments that are graded and handed back to you until final grades have been submitted.

E-mail

Throughout these four weeks, I will post announcements and send out emails. You are expected to regularly check your official UKY e-mail address and Canvas – if information is posted or 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 110-210 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. Vallade," "Hi, Dr. V," etc.), 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 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 reading the syllabus or checking Canvas, I may choose not to respond.

Canvas

Please become familiar with Canvas, as all of your assignments, discussions, announcements, and lecture materials will be posted here. Additionally, make sure you check Canvas daily for any course updates or important announcements. **Lack of familiarity with Canvas will not be an excuse for failure to participate in this course or submit assignments on time.**

Things happen throughout a course and I try to be responsive to student requests, which means that it is possible for the weekly schedule to change. All updated course schedules will be posted to Canvas and you will be notified via a Canvas announcement.

University/Course Policies

Excused “Absences”

For any emergency situation that arises that might prevent you from accessing or submitting assignments, **e-mail your instructor** as soon as you know about the situation. Because you have access to material and assignments well in advance, very few situations will warrant an extension on assignments; this is particularly true given the short period covered by this class (see section on Late Assignments).

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.). 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. Part II of Student Rights and Responsibilities (available online <http://www.uky.edu/StudentAffairs/Code/part2.html> (Links to an external site.)) 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 the question of plagiarism involving their own 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 anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. 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 of information, the student must carefully acknowledge exactly what, where and how he/she 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 (Section 6.3.1).

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 (Multidisciplinary Science Building, Suite 407, at the corner of Rose Street and Huguelet Drive, 859-257-2754, email address: dtbeac1@uky.edu) for coordination of campus disability services available to students with disabilities.

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.

Assignments

Below is a brief description of each assignment in CIS 110. More detailed information and grading rubrics are provided under the [Assignments](#) tab in Canvas.

[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.

[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).

[Infographic](#) (50 points)

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

[Essay Draft & Peer Review](#) (50 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.

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.

Informative Speech Outline (50 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.

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 (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 & 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 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 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.

NOTE: When you approach me to discuss a grade, make sure you have prepared a thoughtful and evidence-based justification for why you deserve a different grade than you received.

POINT DISTRIBUTION		
Assignment	Points Possible	Percentage of Total Grade
Self-Introduction Speech	30	3.75%
Public Speaking Analysis	50	6.25%
Assignment Revision & Reflection Video	50	6.25%
Informative Essay Draft	20	2.5%
Essay Peer Review	10	1.25%
Final Informative Essay	150	18.75%
Infographic	50	6.25%
Demonstration Speech	50	6.25%
Informative Speech Outline Draft	10	1.25%
Outline Peer Review	10	1.25%
Final Informative Speech Outline	50	6.25%
Informative Speech	150	18.75%
Quizzes	100	12.5%
Workshops, Homework, Engagement	50	6.25%
Final CIS 110 Video Reflection	20	2.5%
TOTAL	800	100%

Once you have totaled all of your 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%	720-800	A
80-89%	640-719	B
70-79%	560-639	C
60-69%	480-559	D
59% and below	0-479	E