CIS 110: Composition and Communication
Mondays, Wednesdays, & Fridays
Spring 2021

Instructor:	Conrad A. Davies, Sr.
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Office hours:	By appointment only… (please send an email)
Classroom Locations:	CIS 110-001, 9:00am, McVey Hall, Rm 72
	CIS 110-002, 10:00am, McVey Hall, Rm 72
	CIS 110-003, 11:00am, McVey Hall, Rm 72
	CIS 110-004, 12:00pm, WhiteHall Classroom Bldg, Rm 212

Course Description

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

Student Learning Outcomes

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

Required Materials

Cooper, T. Martin, J.C. and Haggerty, S. CIS 110: Composition and Communication.

CM Vitalsource ePub3 for A Speaker's Guidebook 7e (Six-Months Online) for University of Kentucky

E-Textbook Information

First Day is your bookstore's Inclusive Access program. With this program, the cost of course materials is added as a charge for the course, by your school, and students receive the materials at a discounted price.

Here is a link to the First Day FAQ website https://customercare.bncollege.com/hc/en-us/categories/360000142447-First-Day-Inclusive-Access-FAQs

If you have issues accessing the text:
- Use Google Chrome or Mozilla Firefox
- Allow Pop Ups for your web browser
- Contact Macmillan support: https://macmillan.force.com/macmillanlearning/s/contactsupport and make sure to inform the agent this course is part of an Inclusive Access delivery.

Course Assignments

See Canvas (http://uk.instructure.com) for the updated list of course assignments.

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.

Pre and Posttest (20 points)

Each CIS 110 student is required to complete a pre-test at the beginning of the semester and a post-test at the end of the semester for departmental assessment purposes. These will be completed online and you will receive credit for these assignments; your answers will not affect your grade. **BOTH the pre-test and the post-test must be completed to earn the 20 points.** Each test will take approximately 30 minutes to complete. **There are no late submissions or make-ups for these assignments.**

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

Self-Introduction Speech (30 points)

You will prepare a 2-3 minute speech of self-introduction, incorporating an object that represents something about you.

Canvas Administration
As a means to organize the feature in Canvas that allow communication to be clear, this Canvas administration assignment will have you set up your profile and your notifications for Canvas.

Plagiarism Quiz (10pts)

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

Reading Quizzes (100pts)

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

Journal Article Analysis (75 points)

For this assignment, you will find and critically analyze a scholarly journal article. As part of your critique, you will identify potential areas for improvement in the article as well as discuss how the article is relevant to your own life.

Focus on Visuals (62.5 points)

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

Essay Draft & Peer Review (40 points)

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

Informative Essay (150 points)

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

Demonstration Speech (62.5 points)

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

Demonstration Speech Discussion (5 @ 3 points each)
As a means to create some interaction regarding the uploaded Demonstration Speeches, you will be required to give a reflection of five of your schoolmates' Demonstration videos in Canvas as a discussion post. You will be prompted with questions in Canvas that focus your responses.

Impromptu Speech(es) (25 points total)

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

Speech Outline Draft & Peer Review (20 points)

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

<u>Final Speech Outline</u> (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.

<u>Speech Rehearsal</u> (25 points)

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

<u>Informative Speech</u> (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.

<u>Attendance/Warm-Up Activities</u> (100 points)

As noted above, each class period will begin with a warm-up activity for which you will earn points for attendance.

<u>Classmate Interviews</u> (2 @ 15 points each)

As a means to connect with your classmates and learn of someone new, you will conduct two classmate interviews this semester.

<u>Final CIS 110 Video Reflection</u> (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.

<u>Research Subject Pool</u>

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 in order to earn 3 credit points, which is equal to 30 points towards the total points in the class (3 percent of your grade). Each study listed within the RSP will have an allotted time requirement and credit(s) to earn when study is complete. 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 applied across all required RSP classes. Detailed information about available research studies can be found on the Research Participant Management System website found at (https://uksis.sona-systems.com). 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.

Early in the semester you will receive an email with your SIS RSP sign in information. This email will be sent from the Research Participation System and will be sent to your official University of Kentucky email address. Using your SIS RSP sign in information, you can login to view detailed information about available research studies and sign up at https://uksis.sona-systems.com.

Alternatives to Research Studies

Participation is voluntary and there are alternative options for credit. Research alternatives will be listed along with actual studies on the SIS RSP website. These alternative assignments usually consist of reading an article or webpage and summarizing the contents. Research alternatives are to be completed through the SIS RSP website.

Earning Credits

After completing each study, you will see a completion page on the SIS RSP website. Take a screen shot of this completion page and save it for your records. Your credit should be granted automatically by the system. At the end of the semester, your instructor will be able to view the number of credits you have earned. If you have questions about credits earned, contact sisrsphelp@gmail.com.

Need Help?

If you have general questions about how to use the SIS RSP website or are having issues logging on, please contact sisrsphelp@gmail.com. If you have questions about a particular study or if you have questions about the research, please contact the researcher for the specific study about which you are inquiring. This information will be listed in the study description on the SIS RSP website.

Grading and Grading Scale

I am more than happy to discuss grades with you, but I 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.
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:

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

Tentative Course Schedule and Location Details

Course schedule and course location is tentative to change. See the most up-to-date detailed course schedule posted in Canvas.

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 in this course.

Course Policies and Academic 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. If, for whatever reason, you have problems submitting to Canvas, please submit your assignment via email **within 15 minutes** of the due date and time.

Late Assignments

Deadlines must be met, thus **LATE WORK WILL NOT BE ACCEPTED**. Do not ask for an extension unless you have communicated efficiently and effectively with me within reasonable time (e.g., at least 12-24 hours before the assignment is due). All assignments are due the day they are listed on the course schedule. You may not miss class on the day of a peer review, workshop, or speaking day. You may not write your assignments during class unless you are directed to do so.

Attendance and Participation

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

Attendance is worth 100 points during the semester. At the start of many class periods students will often be asked to do a short "warm-up" writing or speaking assignments. If a student arrives after this activity has been completed, the instructor may choose not to provide attendance points to that student for the day. These assignments will not be formally graded, rather students will be awarded points for completion. Attendance points will be recorded in Canvas at least every two weeks so you may monitor your attendance progress.

You are entitled to two unexcused absences, no questions asked, but this does not apply to speech or peer review days, or on days when guest speakers or workshops are scheduled. To utilize an unexcused absence, you must email your instructor to indicate your desire to use one of your two "freebies". Because of the way points are allotted in Canvas, once you email your request for an unexcused absence, 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 turn 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: https://www.uky.edu/studentconduct/code-student-conduct

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

Excused Absences

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

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

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

Verification of Absences

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

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

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

Regarding University Health Services Health Notes:

1. *Tier 1* excuses <u>are not</u> accepted as a valid excused absence. You may use your free unexcused absences instead.

2. *Tier 2* excuses <u>are</u> 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 <u>always accepted</u> as a valid excused absence. The UHS restricts students from attending class with Tier 3 excuses

Technology Requirements

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

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

Technical Support

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

Distance Learning Library Services
Carla Cantagallo, Distance Learning Librarian, 859-218-1240

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

Academic Integrity: Plagiarism

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

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

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

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

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student

submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

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

Finally, work submitted in this class should represent an original effort on the part of the student. While it is acceptable to have common threads of interest across various classes, no work should be submitted to this class that amounts to any degree of "copying and pasting" work from another class.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism. This software compares your submission to internet resources as well as work submitted by students.

Academic Integrity: Cheating

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

Academic Integrity: Falsification/Misuse of Academic Records

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

Accommodations Due to Disability

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

Military Members and Veterans

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

If you are a military student serving in the National Guard or Reserve it is in your best interest to let all of your professors know that immediately. You might also consider sharing a copy of your training schedule as well as any orders activating you. The Veterans Resource Center (VRC) can provide a letter for your professors validating your absence but be aware that there is no current UK policy protecting military students who miss class due to short term activations such as long weekend drills, annual training or emergency activations. See the instructor or the VRC for details.

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

Non-Discrimination and Title IX Information

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

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

Presentation U!

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

complete hours. Our tutoring services are available on a drop-in basis, as well as a scheduled face-to-face, or online appointments.

Masks and Physical Distancing

In accordance with University guidelines, students must wear UK-approved face coverings in the classroom and academic buildings (e.g., faculty offices, laboratories, libraries, performance/design studios, and common study areas where students might congregate). If UK-approved face coverings are not worn over the nose and mouth, students will be asked to leave the classroom.

Students should complete their daily online wellness screening before accessing university facilities and arriving to class.

Students should not move chairs or barriers in classrooms and should socially distance at all times, leaving a six (6) foot radius from other people. Masks and hand sanitizer can be found {specific location in building} if needed.

Students should leave enough space when entering and exiting a room. Students should not crowd doorways at the beginning or end of class.

Course Recordings

Classroom Recording and Copyright Statement: The University of Kentucky Code of Student Conduct defines Invasion of Privacy as using electronic or other devices to make a photographic, audio, or video record of any person without their prior knowledge or consent when such a recording is likely to cause injury or distress.

Meetings of this course may be recorded. All video and audio recordings of lecturers and class meetings, provided by the instructors, are for educational use by students in this class only. They are available only through the Canvas shell for this course and are not to be copied, shared, or redistributed.

As addressed in the Code of Student Conduct, students are expected to follow appropriate university policies and maintain the security of LinkBlue accounts used to access recorded class materials. Recordings may not be reproduced, shared with those not enrolled in the class, or uploaded to other online environments.

If the instructor or a University of Kentucky office plans any other uses for the recordings, beyond this class, students identifiable in the recordings will be notified to request consent prior to such use. In anticipation of such cases, students may be asked to complete an "authorization of use" form by a faculty member.

Video and audio recordings by students are not permitted during the class unless the student has received prior permission from the instructor. Any sharing, distribution, and or uploading of these recordings outside of the parameters of the class is prohibited. Students with specific recording accommodations approved by the Disability Resource Center should present their official documentation to the instructor.

Course Copyright

All original instructor-provided content for this course, which may include handouts, assignments, and lectures, is the intellectual property of the instructor(s). Students enrolled in the course this academic term may use the original instructor-provided content for their learning and completion of course requirements

this term, but such content must not be reproduced or sold. Students enrolled in the course this academic term are hereby granted permission to use original instructor-provided content for reasonable educational and professional purposes extending beyond this course and term, such as studying for a comprehensive or qualifying examination in a degree program, preparing for a professional or certification examination, or to assist in fulfilling responsibilities at a job or internship; other uses of original instructor-provided content require written permission from the instructor(s) in advance.

Classroom Behavior Policies

Ask Three, Then Me

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.
3. Confer with three classmates.

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.

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.

E-mail

Throughout the semester, you will receive e-mails from me from Canvas with announcements 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. Please send all email correspondence to Conrad.Davies@uky.edu, and identify your section number somewhere in the email.

Email Etiquette: Use your emails as an opportunity to practice good communication! All emails must include an appropriate greeting (e.g., "Hello, Mr. Martin"), 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 the Asking Three, Then Me policy above, I may choose not to respond.

Cell Phones/Laptops/Tablets:

Learning requires focus, thus, use your personal devices for a class-related activity only, then put them 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.).
- At no time should you be using earphones during class time. These must be put away at all times.
- 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.

Face Covering/ Distancing Policy

- In accordance with University guidelines, students must wear UK-approved face coverings in the classroom and academic buildings (e.g., faculty offices, laboratories, libraries, performance/design studios, and common study areas where students might congregate). If UK-approved face coverings are not worn over the nose and mouth, students will be asked to leave the classroom.
- Students should complete their daily online wellness screening before accessing university facilities and arriving to class.
- Students should not move chairs or barriers in classrooms and should socially distance at all times, leaving a six (6) foot radius from other people. Masks and hand sanitizer can be found at building entrances if needed.
- Students should leave enough space when entering and exiting a room. Students should not crowd doorways at the beginning or end of class.
- The instructor may choose to remove a mask when pedagogically necessary at the front of the classroom and behind a clear barrier. The instructor's mask will be replaced when it is no longer necessary to have it removed, or when the class meeting is complete.

Class Recording Notification

The University of Kentucky Student Code of Conduct defines Invasion of Privacy as using electronic or other devices to make a photographic, audio, or video record of any person without their prior knowledge or consent when such a recording is likely to cause injury or distress.

Meetings of this course may be recorded. All video and audio recordings of lecturers and class meetings, provided by the instructors, are for educational use by students in this class only. They are available only through the Canvas shell for this course and are not to be copied, shared, or redistributed.

As addressed in the Student Code of Conduct, students are expected to follow appropriate university policies and maintain the security of LinkBlue accounts used to access recorded class materials. Recordings may not be reproduced, shared with those not enrolled in the class, or uploaded to other online environments.

If the instructor or a University of Kentucky office plans any other uses for the recordings, beyond this class, students identifiable in the recordings will be notified to request consent prior to such use. In anticipation of such cases, students may be asked to complete an "authorization of use" form by a faculty member.

Video and audio recordings by students are not permitted during the class unless the student has received prior permission from the instructor. Any sharing, distribution, and or uploading of these recordings outside of the parameters of the class is prohibited. Students with specific recording accommodations approved by the Disability Resource Center should present their official documentation to the instructor.

All content for this course, including handouts, assignments, and lectures are the intellectual property of the instructors and cannot be reproduced or sold without prior permission from the instructors. A student may use the material for reasonable educational and professional purposes extending beyond this class, such as studying for a comprehensive or qualifying examination in a degree program, preparing for a professional or certification examination, or to assist in fulfilling responsibilities at a job or internship.