

## **CIS 110- 010 Composition and Communication (3 hours)** **Syllabus - Summer 2019**

**Instructor:** Dr. Fallon Watson  
**Office Address:** LCLI 310 M  
**Email:** [fallon.watson@uky.edu](mailto:fallon.watson@uky.edu)  
**Cell Phone:** 606-483-9190  
**Office hours:** by appointment for Summer

### **Course Description**

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

### **Student Learning Outcomes**

In this course, students will demonstrate the ability to...

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

- Define goals for improving/revising work and devise effective plans for achieving those goals, in collaboration with peers, instructor, and librarians.
- Employ and evaluate interpersonal communication skills.

## Required Materials

Cooper, T., Kerckmar, S., & Vallade, J. (Eds.). (2017). *CIS 110/111: Composition and communication I & II* (2016-2017 ed.). Plymouth, MI: Bedford/St. Martin's.

**ISBN: 978-1-319-09272-6**

Hacker, D., & Sommers, N. (2016). *A pocket style manual: APA version* (7<sup>th</sup> ed.). Boston, MA: Bedford/St. Martin's.

**ISBN: 978-1-319-01113-0**

## Course Assignments

Assignment	Points Possible	Percentage of Total Grade
<u>Public Speaking Analysis</u>	50	5%
<u>Assignment Revision &amp; Video Reflection</u>	60	6%
<u>Informative Essay Draft</u>	20	2%
<u>Essay Peer Review</u>	20	2%
<u>Final Informative Essay</u>	150	15%
<u>Infographic</u>	50	5%
<u>Self-Introduction Speech</u>	30	3%
<u>Demonstration Speech</u>	50	5%
<u>Impromptu Speeches</u> (2 x 12.5pts each)	25	2.5%
<u>Informative Speech Outline Draft</u>	10	1%

<u>Outline Peer Review</u>	10	1%
<u>Final Informative Speech Outline</u>	30	3%
<u>Speech Rehearsal</u>	25	2.5%
<u>Informative Speech</u>	150	15%
Attendance/Warm-Up Activities	100	10%
<u>Quizzes</u>	100	10%
<u>Required Research Credits</u>	30	3%
Workshops, Homework, Engagement	50	5%
<u>Pre-Test &amp; Post-Test</u>	20	2%
<u>Final CIS 110 Video Reflection</u>	20	2%
<b>TOTAL</b>	<b>1,000</b>	<b>100%</b>

## Assignment Descriptions

Below is a brief description of each assignment in CIS 110. More detailed information and grading rubrics are provided in Canvas, and assignments will be discussed in class as they become relevant.

- [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.**

The pretest opens on **Wednesday 8/23** and will close at 11:59pm on **Friday 9/1**. The pretest can be found at: <http://comm.uky.edu/courses/CIS110/pretest> (Links to an external site.)Links to an external site..

The posttest opens on **Wednesday 11/29** and closes on **Friday 12/8**. The posttest can be found at: <http://comm.uky.edu/courses/CIS110/posttest> (Links to an external site.)Links to an external site..

- **[Self-Introduction Speech \(30 points\)](#)**

You will prepare a 2-3 minute speech of self-introduction, incorporating an object that represents something about you. You may use a maximum of three, one-sided notecards and will not use a podium.

- **[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).

- **[Assignment Revision & Video Reflection \(50 points\)](#)**

After submitting and receiving feedback on your Public Speaking Analysis, you will go back through and revise your paper using track changes. You will also record a video reflecting on your revision process, as well as your strengths and weaknesses as a writer and your goals for improvement.

- **[Essay Draft & Peer Review \(40 points\)](#)**

You will complete a rough draft of your essay (20 points) and participate actively and thoughtfully in the peer review process (20 points) prior to submitting the final version of your informative essay.

- **[Informative Essay \(150 points\)](#)**

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

- **[Infographic \(30 points\)](#)**

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

- **[Résumé \(30 points\)](#)**

Writing doesn't always mean essays! For this assignment, you will use professional writing and organizational skills to create a resume detailing your accomplishments.

- **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.

- **Impromptu Speech (25 points)**

At some point during the semester, you will be provided with a topic and asked to deliver a speech with little time to prepare. This speech 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).

- **Final Speech Outline (30 points)**

You will complete a typed formal outline with your speech. This outline should follow standard outline formatting rules, be written in complete sentences, and should also include all relevant source citations and a reference page. Outlines should be submitted to Canvas on the due date provided by your instructor.

- **Speech Rehearsal (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.

- **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.

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

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

- **Workshop, Homework, Engagement (50 points)**

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

- **[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.

- **[UK Reflective Activities](#)**

This semester you will be asked to take part in a university project designed to help students do well in college. You will be required to take part in **three** UK Reflective Activities. **Please note:** *If you have any questions about this assignment or encounter any difficulties, please contact Andrew Nelson at [uksurveyhelp@gmail.com](mailto:uksurveyhelp@gmail.com). You will receive a reply within 24 hours on weekdays (M-F).*

- **[Required Research Credits](#)**

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 to earn a total of 3 “credit points” which is equal to 30 points towards the total points in the class (3 percent of your grade). The number of credit points given per study can be found in the study description on the SIS Research Subjects Pool (RSP) website at <https://uksis.sona-systems.com> ([Links to an external site.](#))[Links to an external site.](#). For more information about the SIS RSP, please visit <https://ci.uky.edu/sis/rsp>. ([Links to an external site.](#))[Links to an external site.](#)

- **Signing Up for Studies**

On September 5th, you will receive an email with your SIS RSP sign in information. This email will be sent from the Research Participation System ([uksis-admin@sona-systems.net](mailto:uksis-admin@sona-systems.net)) and will be sent to your official University of Kentucky email address. You can setup your official University of Kentucky email address at <https://ukam.uky.edu/manager/Account/Login.aspx> ([Links to an external site.](#))[Links to an external site.](#). Using your SIS RSP sign in information, you can login at <https://uksis.sona-systems.com> ([Links to an external site.](#))[Links to an external site.](#) to view detailed information about available research studies and sign up.

- **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 [uksisrsp@gmail.com](mailto:uksisrsp@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 [uksisrsp@gmail.com](mailto:uksisrsp@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 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.**

Once you have totaled all of your major and minor assignments (listed above), compare your total points to the scale below to determine your final grade in CIS 110:

<b>Percentage</b>	<b>Total Points</b>	<b>Final Grade</b>
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

## Tentative Course Schedule

Course schedule is tentative to change. [See detailed course schedule posted on Canvas.](#)

## Mid-term Grade

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/registrar/calendar> (Links to an external site.)Links to an external site.).

## Final Exam Information

No final exam, however, if the course gets off schedule, we may use this time to finish necessary course work.

## Course Policies and Classroom Expectations

- **Submission of Assignments**

All written assignments (first/rough and final drafts) MUST be submitted in a .doc, .docx, or .pdf format to Canvas. If you have submitted correctly, you will see a screen that confirms your submission and you can check the gradebook to see that the assignment has been submitted.

- **Late Assignments**

Your assignments for this course, including speeches, essays, and other assignments, are due on the dates indicated in the class outline below or as indicated in class. You may request (in advance) one two-day extension of the due date on the final draft of a major assignment (not drafts). Late assignments are not accepted unless a two-day extension has been requested and approved in advance of the deadline. If you cannot attend class on the day an assignment is due, you must post the assignment to Canvas by the beginning of class. 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. Each class period, you will be asked to do a short "warm-up" writing or speaking assignment during the first 5 minutes of class. If you come after the first 5 minutes of class, you will not receive your attendance points for the day. These assignments will not be formally graded, rather you 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 2 unexcused absences, no questions asked, but the excuses **may not be** used on any speech or peer review day, or on days when guest speakers or workshops are scheduled. In order to claim your excused absences, **you must complete this form** within one week of your absence: <https://goo.gl/forms/qoLVISfC11hmUO33> (Links to an external site.)Links to an external site.

If you are absent on a day when an assignment is due or an exam is given, you will be allowed to hand in or make-up that work **only** if the absence is **officially excused**. You will be asked to provide official written documentation for excused absences the class period that you return to class. If you do not turn in the written documentation on time, the absence will be counted as unexcused. Please see the definition of excused absences in the next section.

If you know ahead of time that you will be absent from class without an excused absence, please discuss this with your instructor and turn in any assignments ahead of time. Excuses for university-sponsored activities must be made *prior* to such absences. **No make-up work is available for in-class exercises, workshops, or exams unless approved in advance by your instructor.**

*\*Note: Students are required to attend class whenever any student is scheduled to speak. If you miss class on a speaking day, points will be deducted from your course grade total as follows: MWF classes: 5 points each day missed.*

Students are strongly encouraged to withdraw from the class if more than 20% of the classes scheduled for the semester are missed per university policy.

*\*Note: Please reference the definition of excused absence in current edition of Students Rights and Responsibilities or on the web at <http://www.uky.edu/StudentAffairs/Code/> (Links to an external site.)Links to an external site.*

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

- **Excused Absences**

Students need to notify the professor of absences prior to class when possible. *Senate Rules 5.2.4.2* defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit “reasonable cause for nonattendance” by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737), [http://www.uky.edu/Ombud/ForStudents\\_ExcusedAbsences.php](http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php) (Links to an external site.)Links to an external site.

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

Per *Senate Rule 5.2.4.2*, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

- **Verification of Absences**

Students may be asked to verify their absences in order for them to be considered excused. *Senate Rule 5.2.4.2* states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness, or death in the family. Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence. In this course, you must provide appropriate documentation of an excused absence no later than the day you return to class.

Regarding University Health Services Health Notes:

1. *Tier 1* excuses are not accepted as a valid excused absence. You may use your freebie coupons instead.
2. *Tier 2* excuses are accepted as a valid excused absence. However, the instructor reserves the right to request additional or alternative documentation if the instructor, under the circumstances, has concerns about the validity of the Tier 2 documentation.
3. *Tier 3* excuses are always accepted as a valid excused absence. The UHS restricts students from attending class with Tier 3 excuses

- **Academic Integrity**

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

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud> (Links to an external site.)Links to an external site.. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

*Senate Rules 6.3.1* (see <http://www.uky.edu/Faculty/Senate/> (Links to an external site.)Links to an external site. for the current set of *Senate Rules*) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

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

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

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

*\*Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.*

- **Accommodations Due to Disability**

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at [drc@uky.edu](mailto:drc@uky.edu). Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/> (Links to an external site.)Links to an external site..

- **Military Members and Veterans**

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

## 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.

- **Responsible Technology Use**

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

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

Additionally, use your emails as an opportunity to practice good communication! All emails must include an appropriate greeting (e.g., “Hello, Dr. Watson,” “Hi, Dr. W,” 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 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 Asking Three, Then Me (see above), I may choose not to respond.

**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.).
- 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.

[\(Links to an external site.\)Links to an external site.](#)

- **Willing to share an assignment? Click below:**

<https://www.evernote.com//AAGIE3KIk5NNH7f82TcrcuK31eEuUDi5j4Q> (Links to an external site.)Links to an external site.