



Course Name: Composition I

Course Number: ENG-105

Course Department: Communications

Course Term: Fall 2017

Last Revised by Department: Fall 2017

Total Semester Hour(s) Credit: 3

Total Contact Hours per Semester:

Lecture: 45

Catalog Description: This course focuses on the process of writing expressive and informative prose, incorporating oral, visual and electronic modes. It introduces research skills and critical thinking skills and reinforces critical reading skills. Mandatory Placement Levels: Accuplacer (WritePlacer): 5+ OR 4+ and 66+ in ACCUPLACER Reading Comprehension; Reading Compass Writing: 65+; ACT 18+; or a grade of C or better in ENG101-Elements of Writing.

Pre-requisites and/or Co-requisites: Mandatory Placement Levels: Accuplacer (WritePlacer): 5+ OR 4+ and 66+ in ACCUPLACER Reading Comprehension; Reading Compass Writing: 65+; ACT 18+; or a grade of C or better in ENG101-Elements of Writing.

Textbook(s) Required:

Hacker, Diana, and Nancy Sommers. *A Writer's Reference with Exercises*. 8th ed. New York: Bedford, 2016. ISBN: 978-1319083557.

Access Code: None

Materials Required: Loose-leaf paper/notebook and a pen/pencil for taking notes and completing class work; Google Chrome to submit assignments to iNet (Internet Explorer/Mozilla Firefox are NOT compatible!); Microsoft Word, One Drive, Dropbox, or Google Drive for typing papers; USB/Flash Drive and/or Google Drive, One Drive, or Dropbox for saving your daily work and major writing assignments; Additional files and links posted on iNet.

Suggested Materials: Use of Smarthinking (Online Tutoring) through TritonPass; use of Writing Center and/or Academic Assistants in the Academic Resource Center

Institutional Outcomes:

Critical Thinking: The ability to dissect a multitude of incoming information, sorting the pertinent from the irrelevant, in order to analyze, evaluate, synthesize, or apply the information to a defensible conclusion.

Effective Communication: Information, thoughts, feelings, attitudes, or beliefs transferred either verbally or nonverbally through a medium in which the intended meaning is clearly and correctly understood by the recipient with the expectation of feedback.

Personal Responsibility: Initiative to consistently meet or exceed stated expectations over time.

Department/Program Outcomes:

1. Students will analyze diverse perspectives.
2. Students will demonstrate their ability to solve problems.
3. Students will examine cultural similarities and differences.
4. Students will demonstrate personal accountability both in and out of the classroom.
5. Students will evaluate different strategies used in writing, speaking, and/or thinking.

Student Learning Outcomes:

As part of fulfillment of Iowa Central student outcomes, the student will meet the minimum competency requirements of this course by completing a minimum of three (3) papers including an informative research report with integrated sources and a rhetorical analysis. Note: If you fail to turn in the required papers and to submit them to Turnitin.com on time, you will automatically fail the course.

Students will be evaluated on the following outcomes through completion of daily assignments, essays, presentations, portfolios, tests, conferences, and/or quizzes:

1. Practice strategies of the writing process that include invention, drafting, revising, editing, and publishing.
2. Integrate source materials collected using traditional and electronic search techniques.
3. Apply critical reading and thinking skills.
4. Express ideas and information using written, oral, visual, and technological formats.

Course Objectives:

1. Practice strategies of the writing process that include invention, drafting, revising, editing, and publishing.

Competencies:

- 1.1 Use a variety of introduction and conclusion strategies
- 1.2 State and support a thesis

- 1.3 Compose paragraphs that use a topic sentence and have adequate development.
- 1.4 Construct clear and effective sentences in Standard English
- 1.5 Submit essays to *Turnitin.com*
2. Integrate source materials collected using traditional and electronic search techniques.
Competencies:
 - 2.1 Generate appropriate questions for research
 - 2.2 Conduct research using Iowa Central database and credible online resources
 - 2.3 Evaluate electronic sources for credibility
 - 2.4 Synthesize source materials
 - 2.5 Use quotations and paraphrases to avoid plagiarism
 - 2.6 Use correct citation methods including signal phrases
 - 2.7 Use current Modern Language Association (MLA) format guidelines for quoting, citing, and formatting
3. Apply critical reading and thinking skills.
Competencies:
 - 3.1 Summarize and analyze texts
 - 3.2 Respond to the writer's ideas
4. Express ideas and information using written, oral, visual, and technological formats.
Competencies:
 - 4.1 Design and integrate visual and written information to create a unified text
 - 4.2 Adapt communication to specific purposes and audiences.
 - 4.3 Present a consistent point of view

College Procedures: All college-wide procedures are located in the Iowa Central Community College Student Handbook.

Assessments: Students will complete a minimum of three (3) papers including an informative research report with integrated sources, a rhetorical analysis essay, and either a profile or a literacy narrative. Each paper must be submitted to Turnitin.com. A measurable final exam is also required.

Please note that assessments are subject to change.

Non-discrimination Statement: It is the policy of Iowa Central Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206,

et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), Age Discrimination Act of 1975 (34 CFR Part 110), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or complaints related to compliance with this policy, please contact Kim Whitmore, Director of Human Resources, phone number 515-574-1138, whitmore@iowacentral.edu; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576.

Disability/Accommodation Services: If you have a request for an accommodation based on the impact of a disability, it is Iowa Central's policy that you contact the Academic Assistance & Accommodations Coordinator to discuss your specific needs and to provide supporting information and documentation, so we may determine appropriate accommodations. The office for accommodations is located in the Academic Resource Center, and it can be reached by calling 515-574-1045. For online information about accommodations, please go to www.iowacentral.edu/accommodations.

Bias-Free Classroom Statement: Composition I maintains high standards of respect in regard to individual beliefs and values when selecting classroom materials including textbooks, project activities, power points, videos, presentations, and classroom discussions.

It is our belief that all people have the right to obtain an education within our department/program courses free of bias, with full respect demonstrated to all who enroll in the courses of this department/program.



Course Name: Composition II

Course Number: ENG-106

Course Department: Communications

Course Term: Fall 2017

Last Revised by Department: Fall 2017

Total Semester Hour(s) Credit: 3

Total Contact Hours per Semester:

Lecture: 45

Catalog Description: This course is a continuation of ENG-105, Composition I, with advanced work in research techniques. The major focus is on persuasive and argumentative writing with an emphasis on critical thinking and reading skills.

Pre-requisites and/or Co-requisites: A grade of "C" or better in Composition I

Textbook(s) Required:

Hacker, Diana, and Nancy Sommers. *A Writer's Reference with Exercises*. 8th ed. New York: Bedford, 2016. ISBN: 978-1319083557.

Access Code: None

Materials Required: Loose-leaf paper/notebook and a pen/pencil for taking notes and completing class work; Google Chrome to submit assignments to iNet (Internet Explorer/Mozilla Firefox are NOT compatible!); Microsoft Word, One Drive, Dropbox, or Google Drive for typing papers; USB/Flash Drive and/or Google Drive, One Drive, or Dropbox for saving your daily work and major writing assignments; Additional files and links posted on iNet.

Suggested Materials: Use of Smarthinking (Online Tutoring) through TritonPass; use of Writing Center and/or Academic Assistants in the Academic Resource Center

Institutional Outcomes:

Critical Thinking: The ability to dissect a multitude of incoming information, sorting the pertinent from the irrelevant, in order to analyze, evaluate, synthesize, or apply the information to a defensible conclusion.

Effective Communication: Information, thoughts, feelings, attitudes, or beliefs transferred either verbally or nonverbally through a medium in which the intended meaning is clearly and correctly understood by the recipient with the expectation of feedback.

Personal Responsibility: Initiative to consistently meet or exceed stated expectations over time.

Department/Program Outcomes:

1. Students will analyze diverse perspectives.
2. Students will demonstrate their ability to solve problems.
3. Students will examine cultural similarities and differences.
4. Students will demonstrate personal accountability both in and out of the classroom.
5. Students will evaluate different strategies used in writing, speaking, and/or thinking.

Student Learning Outcomes:

Complete a minimum of three (3) papers/projects (evaluation; position research paper with integrated sources; proposal)

Note: If you fail to turn in the required papers/ projects and submit them to Turnitin.com, you will automatically fail the course.

Students will be evaluated on the following outcomes through completion of daily assignments, essays, presentations, portfolios, tests, conferences, and quizzes:

1. Practice strategies of the writing process that include invention, drafting, revising, editing, and publishing.
2. Integrate research, which uses traditional and electronic search techniques and integrates source materials.
3. Apply critical reading and thinking skills to persuasion and argument.
4. Synthesize and express ideas and information using written, oral, visual, and technological formats.

Course Objectives:

1. Practice strategies of the writing process that include invention, drafting, revising, editing, and publishing.
Competencies:
 - 1.1 Select topics that are appropriate for the audience and purpose of the assignment
 - 1.2 Construct multiple drafts of a particular piece to exhibit growth
 - 1.3 Analyze and evaluate drafts (their own and peers' or professionals') to identify strengths and weakness
 - 1.4 Produce specific recommendations to peers for improving their writing
 - 1.5 Construct a viable thesis statement

- 1.6 Choose relevant, factual information from sources to support a thesis statement
 - 1.7 Identify and correct major errors in grammar, usage, and mechanics
2. Integrate research, which uses traditional and electronic search techniques and integrates source materials.
Competencies:
 - 1.1 Synthesize a variety of valid, useful sources beyond Internet search engines.
 - 1.2 Apply current Modern Language Association format.
 - 1.3 Demonstrate each step of the assigned research process.
 - 1.4 Apply direct quotes and paraphrases.
 - 1.5 Use correct citation methods.
3. Apply critical reading and thinking skills to persuasion and argument.
Competencies:
 - 1.1 Apply emotional, ethical, and logical appeals.
 - 1.2 Evaluate and compose counterarguments
 - 1.3 Evaluate evidence reliability, sufficiency, and appropriateness.
 - 1.4 Identify propaganda techniques and fallacies.
 - 1.5 Differentiate between general and specific information.
 - 1.6 Differentiate between fact and opinion.
4. Synthesize and express ideas and information using written, oral, visual, and technological formats.
Competencies:
 - 1.1 Organize information effectively to build a persuasive argument.
 - 1.2 Design communication for specific purposes and audiences.
 - 1.3 Employ a consistent point of view.
 - 1.4 Apply persuasive/argumentative writing techniques to three kinds of written assignments: proposal, evaluation, and position.

College Procedures: All college-wide procedures are located in the Iowa Central Community College Student Handbook.

Assessments: Students will complete a minimum of three (3) papers/projects (evaluation; position research paper with integrated sources; proposal). Each paper must be submitted to Turnitin.com. A measurable final exam is also required.

Please note that assessments are subject to change.

Non-discrimination Statement: It is the policy of Iowa Central Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206,

et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), Age Discrimination Act of 1975 (34 CFR Part 110), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or complaints related to compliance with this policy, please contact Kim Whitmore, Director of Human Resources, phone number 515-574-1138, whitmore@iowacentral.edu; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576.

Disability/Accommodation Services: If you have a request for an accommodation based on the impact of a disability, it is Iowa Central's policy that you contact the Academic Assistance & Accommodations Coordinator to discuss your specific needs and to provide supporting information and documentation, so we may determine appropriate accommodations. The office for accommodations is located in the Academic Resource Center, and it can be reached by calling 515-574-1045. For online information about accommodations, please go to www.iowacentral.edu/accommodations.

Bias-Free Classroom Statement: Composition II maintains high standards of respect in regard to individual beliefs and values when selecting classroom materials including textbooks, project activities, power points, videos, presentations, and classroom discussions.

It is our belief that all people have the right to obtain an education within our department/program courses free of bias, with full respect demonstrated to all who enroll in the courses of this department/program.



Course Name: Public Speaking
Course Number: SPC-112
Course Department: Communication
Course Term: Fall 2017
Last Revised by Department: Fall 2017
Total Semester Hour(s) Credit: 3
Total Contact Hours per Semester:

Lecture: 45

Catalog Description: This course is designed to develop the basic skills of speech communication by studying the process from topic selection through delivery. Emphasis is placed on the preparation and delivery of presentations.

Pre-requisites and/or Co-requisites: ENG-105 Must receive a C or better.

Textbook(s) Required:

Lucas, S. (2015). *The Art of Public Speaking, 12th Edition*. McGraw-Hill: New York City, NY.

ISBN: 978-0073523910

Access Code: N/A

Required Materials: N/A

Suggested Materials: N/A

Institutional Outcomes:

Critical Thinking: The ability to dissect a multitude of incoming information, sorting the pertinent from the irrelevant, in order to analyze, evaluate, synthesize, or apply the information to a defensible conclusion.

Effective Communication: Information, thoughts, feelings, attitudes, or beliefs transferred either verbally or nonverbally through a medium in which the intended meaning is clearly and correctly understood by the recipient with the expectation of feedback.

Personal Responsibility: Initiative to consistently meet or exceed stated expectations over time.

Department/Program Outcomes:

Students will analyze diverse perspectives.
Students will demonstrate their ability to solve problems creatively.
Students will examine cultural similarities and differences.
Students will demonstrate personal accountability both in and out of the classroom.
Students will evaluate different strategies used in writing, speaking, and/or thinking.

Student Learning Outcomes:

As part of fulfillment of Iowa Central student outcomes, the student will meet the minimum competency requirements of this course by completing four (4) speeches including informative and persuasive. Note: If you fail to deliver the required speeches and to submit them to Turnitin.com on time, you will automatically fail the course.

Create presentations for a variety of purposes
Demonstrate effective delivery techniques
Evaluate online sources for credibility
Integrate information from credible sources into presentations
Demonstrate ethical behavior as a speaker and as a listener

Course Objectives:

- 1. Create presentations for a variety of purposes**
 - 1.1. Select topics that are appropriate for the audience and purpose of the assignment
 - 1.2. Construct a viable central idea
 - 1.3. Choose relevant, factual information from sources to support the central idea
 - 1.4. Organize a presentation logically
 - 1.5. Prepare thoroughly for each presentation by creating a manuscript and practicing extemporaneous delivery from notecards
- 2. Demonstrate effective delivery techniques**
 - 2.1. Employ presentation software or other visuals to enhance a presentation
 - 2.2. Demonstrate appropriate volume, pace, eye contact, tone of voice, and facial expression
 - 2.3. Use note cards effectively
- 3. Evaluate online sources for credibility**
 - 3.1. Assess a source's reliability based on function, authorship, currency, accuracy, and objectivity

- 3.2. Specify what makes a particular source acceptable for college-level research
- 4. Integrate information from credible sources into presentations**
 - 4.1. Synthesize a variety of valid, useful sources—beyond an Internet search engine
 - 4.2. Apply current Modern Language Association format
 - 4.3. Employ both quotations and paraphrasing
 - 4.4. Use correct citation methods.
- 5. Demonstrate ethical behavior as a speaker and as a listener**
 - 5.1. Analyze an audience to determine wants, needs, and interests
 - 5.2. Demonstrate preparedness, honesty, and accuracy
 - 5.3. Demonstrate respect for an audience's time, culture, values, and dignity
 - 5.4. Practice speaker responsibility by accurately crediting sources both orally and in writing
 - 5.5. Practice listener responsibility by eliminating distractions and focusing on the speaker
 - 5.6. Evaluate peers' presentations by employing active listening and offering constructive criticism

College Procedures: All college-wide procedures are located in the Iowa Central Community College Student Handbook.

Assessments: You are required to complete the four required speeches in order to have the opportunity to pass.

Non-discrimination Statement:

It is the policy of Iowa Central Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), Age Discrimination Act of 1975 (34 CFR Part 110), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

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Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576.

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Bias-Free Classroom Statement:

Public Speaking maintains high standards of respect in regard to individual beliefs and values when selecting classroom materials including textbooks, project activities, power points, videos, presentations, and classroom discussions.

It is our belief that all people have the right to obtain an education within our department/program courses free of bias, with full respect demonstrated to all who enroll in the courses of this department/program.

This workforce solution is funded by the IHUM Consortium which is 100% financed through a \$15,000,000 grant from the U.S. Department of Labor's Employment & Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This work is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>.

