

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 ~ (800) 251-4299
Summer 2019

4. If you miss multiple weeks, no matter what the excuse is, do not expect to be able to make-up assignments.
5. It is the student's responsibility to keep all copies of papers and written assignments turned in for a grade. If an assignment is lost by the student or the instructor, the student is responsible for providing the instructor with another copy of the paper or assignment. Copies of the papers written in this course should be kept until the student receives his or her final grade for the quarter.
6. Students' written work will be typed using Microsoft Word; Times New Roman size 12 font; default margins.
7. Students suspected of plagiarizing will be subject to the penalties outlined in the *Midstate College Student Handbook*.
8. Late Work
I will accept assignments, but they will be subject to late points. Refer to assignment sheets for late point breakdowns.
9. Work from weeks 1-6 will not be accepted after midterm (Week 6), for any reason, even for late points. No exceptions.
10. During Weeks 7-11, the same above policies apply.
11. Work from weeks 7-11 will not be accepted after (Week 11), for any reason, even for late points. No exceptions.

Midstate College Plagiarism Policy:

Plagiarism is using another person's words, by either paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response that includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success: The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 217 (in person); (309) 692-4092, extension 2170 (phone); studentsuccess@midstate.edu (email).

Method of Evaluating Student Performance:

- Students will be expected to participate in class discussion, group studies and projects and will earn grades based on quality and frequency of contributions.
- All submitted papers, reports, etc., will be graded on content (scope, clarity, language, organization and understanding) and form (grammar, punctuation and structure).
- Pre- and post-assessment tests will be given from material in the text to determine comprehension of core course concepts.

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Examination Information: Quizzes and exams will feature multiple choice, true/false and/or short answer questions.

Grading Distribution:

- Projects (100 pts/ea) 200 points
 - Midterm Exam 100 points
 - Final Exam 200 points
 - Assignments (20 pts/ea) 200 points
 - Quizzes (20 pts/ea) 200 points
 - In-Class Skills Tests (10 pts/ea) 100 points
- 1,000 points

WEEKLY BREAKDOWN

| Week | Instruction & Skills Tests | Objectives | <u>A</u> ssignments, <u>Q</u> uizzes, <u>P</u> rojects, <u>E</u> xams |
|---------------|--|------------|---|
| Week 1 | <u>D</u> iscussion, <u>R</u> eading, <u>L</u> ecture, <u>S</u> kills <u>T</u> est <ul style="list-style-type: none"> • D: Communication and Your Career • R: H-1, Prologue & Chapter 1 • L: Course Introduction; Chapter 1 • ST#1: Chapter 1 Test Your Knowledge (10 pts) | 1 | Assignments for the week <ul style="list-style-type: none"> • Q#1: Chapter 1 (20 pts) |

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| Week 2 | <u>D</u> iscussion, <u>R</u> eading, <u>L</u> ecture, <u>S</u> kills <u>T</u> est <ul style="list-style-type: none"> • D: Group Communication • R: Chapter 2 • L: Chapter 2 • ST#2: Chapter 2 Test Your Knowledge (10 pts) | 1,2 | Assignments for the week <ul style="list-style-type: none"> • Q#2: Chapter 2 (20 pts) |
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| Week 3 | <u>D</u> iscussion, <u>R</u> eading, <u>L</u> ecture, <u>S</u> kills <u>T</u> est <ul style="list-style-type: none"> • D: Intercultural Communication • D: Three-Step Writing Process (Planning) • R: Chapters 3 & 4 • L: Chapters 3 & 4 • ST#3: Chapters 3 Test Your Knowledge (10 pts) | 3,4 | Assignments for the week <ul style="list-style-type: none"> • Mind-Mapping & Outlining (20 pts) • Q#3: Chapter 3 (20 pts) • Q#4: Chapter 4 (20 pts) |
| Week 4 | <u>D</u> iscussion, <u>R</u> eading, <u>L</u> ecture, <u>S</u> kills <u>T</u> est <ul style="list-style-type: none"> • D: Project 1 – Writing to Persuade • D: Three-Step Writing Process (Writing & Completing) • R: Chapters 5 & 6 • L: Chapters 5 & 6 • ST#4: Chapters 5 & 6 Test Your Knowledge (10 pts) | 1,2,4,5 | Assignments for the week <ul style="list-style-type: none"> • KISS – Organizing an intro, body, & conclusion (20 pts) • Q#5: Chapter 5 (20 pts) • Q#6: Chapter 6 (20 pts) |
| Week 5 | <u>D</u> iscussion, <u>R</u> eading, <u>L</u> ecture, <u>S</u> kills <u>T</u> est <ul style="list-style-type: none"> • D: Project 1 – Writing to Persuade • D: Utilizing Videoconferencing Software • ST#5: Midterm Review (10 pts) | 1-5 | Assignments for the week <ul style="list-style-type: none"> • Project 1 Outline (20 pts) • E#1: Midterm Exam (100 pts) |
| Week 6 | <u>D</u> iscussion, <u>R</u> eading, <u>L</u> ecture, <u>S</u> kills <u>T</u> est <ul style="list-style-type: none"> • E#1: Midterm Exam (100 pts) | 1-5 | Assignments for the week |

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| Week 7 | <u>D</u> iscussion, <u>R</u> eading, <u>L</u> ecture, <u>S</u> kills <u>T</u> est <ul style="list-style-type: none"> • D: Planning Reports & Proposals • D: Writing Reports & Proposals • R: Chapter 13 & 14 • L: Chapters 13 & 14 • ST#6: Chapter 13/14 Test Your Knowledge (10 pts) | 1,2,4 | Assignments for the week <ul style="list-style-type: none"> • Writing to Persuade (100 pts) • Q#7: Chapter 13/14 (20 pts) |
| Week 8 | <u>D</u> iscussion, <u>R</u> eading, <u>L</u> ecture, <u>S</u> kills <u>T</u> est <ul style="list-style-type: none"> • D: Project 2 – Speaking to Inform • D: Completing Reports & Proposals • R: Chapter 15 • L: Chapters 15 • ST#7: Chapter 15 Test Your Knowledge (10 pts) | 5 | Assignments for the week <ul style="list-style-type: none"> • Q#8: Chapter 15 (20 pts) |
| Week 9 | <u>D</u> iscussion, <u>R</u> eading, <u>L</u> ecture, <u>S</u> kills <u>T</u> est <ul style="list-style-type: none"> • D: Project 2 – Speaking to Inform • D: Developing Oral & Online Presentations • R: Chapter 16 • L: Chapters 16 • ST#8: Chapter 16 Test Your Knowledge (10 pts) | 1,4,6 | Assignments for the week <ul style="list-style-type: none"> • Q#9: Chapter 16 (20 pts) |

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| Week 10 | <u>D</u> iscussion, <u>R</u> eading, <u>L</u> ecture, <u>S</u> kills <u>T</u> est <ul style="list-style-type: none"> • D: Project 2 – Speaking to Inform • D: Using Visual Aids • R: Chapter 17 • L: Chapters 17 • ST#9: Chapter 17 Test Your Knowledge (10 pts) | 4,6 | Assignments for the week <ul style="list-style-type: none"> • A#10: Oral Presentation If we have time this term, you will be asked to do an on campus presentation. This is subject to change. • Q#10: Chapter 17 (20 pts) • Pr#2: Speaking to Inform (100 pts) |
| Week 11 | <u>D</u> iscussion, <u>R</u> eading, <u>L</u> ecture, <u>S</u> kills <u>T</u> est <ul style="list-style-type: none"> • D: Project 2 – Speaking to Inform • ST#10: Final Exam Review (10 pts) | 1-6 | Assignments for the week <ul style="list-style-type: none"> • E#2: Final Exam (200 pts) |
| Week 12 | <u>D</u> iscussion, <u>R</u> eading, <u>L</u> ecture, <u>S</u> kills <u>T</u> est <ul style="list-style-type: none"> • D: Course Summary • E#2: Final Exam (200 pts) | 1-6 | |