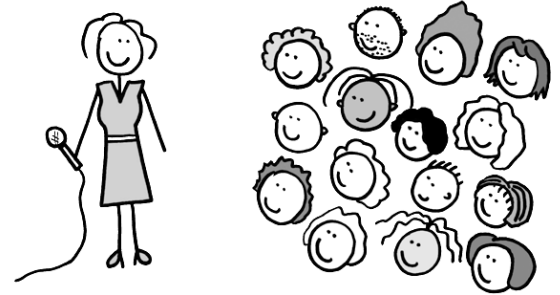


COMM 101: Fundamentals of Public Speaking

Ivy Tech Community College Fort Wayne ♦ Fall Semester 2013
COMM 101 - 34C = 3 Credit Hours
M & W 11:00-12:15 in SL 141
August 19 - December 11
Instructor: Theresa Ransbottom
Email: transbottom@ivytech.edu
Office Hours: By appointment



Last day to drop for full refund: Friday, August 30
Last day to withdraw from class: Saturday, November 16

Textbook: *Public Speaking Handbook*, Beebe & Beebe, 4th Edition - ISBN-13: 9780205029402

Catalog Description: This course introduces the fundamental concepts and skills for effective public speaking, including audience analysis, outlining, research, delivery, critical listening and evaluation, presentation aids, and use of appropriate technology.

Learning Objectives: Upon successful completion of this course the student will be expected to:

- Analyze an audience and adapt presentations accordingly
- Apply principles of composition to the development of oral presentations, such as effective organization and outlining
- Develop ideas with credible forms of support and appropriate documentation
- Recognize and demonstrate nonverbal communication appropriate to the verbal message
- Use presentational aids to support and enhance oral presentations
- Actively listen to and critically evaluate oral presentations
- Apply the fundamental concepts of effective public speaking through oral presentations
- Incorporate appropriate technology to support and enhance oral presentations

Four Requirements for Successful Completion of the Course: In order to pass this course, students must achieve the following:

- 1) Delivery of the five required speeches, including use of Presentation Aids and submission of all required documents for each speech (text of speech, Preparation Outline, Works Cited page)
- 2) Completion of Final Exam
- 3) Adherence to all school and class policies
- 4) A passing grade of D or above

Instructional Methods: This is a traditional lecture class. I will use the whiteboard, videos, handouts, PowerPoint and Prezi presentations to deliver information. I will also set up certain situations for you to consider, discuss and report back to the rest of the class. You will role play, speak, listen, work in groups, work in pairs, and work individually. In-class activities worth participation grade points will take place frequently, so attendance is important!

Class Policies

BEHAVIOR - Human communication is all about sending and receiving *messages*. Your attention should be on *sending* clear and unambiguous messages, and focusing so you *receive* all messages and understand them on all levels. This means that giving 100% of your attention to the class is *critical*!

Behavior that distracts other students, disrupts the learning environment, or sends a negative message about the class is forbidden. This includes, but is not limited to: the use of any electronics - cell phones, tablets or laptop computers, ipods, etc. -- without the permission of the Instructor; private conversations during lecture or a speech; sleeping in class (if you're that tired, go home). I will always give at least one warning about inappropriate behavior; after that, I will penalize offenders by subtracting points from their overall grade. Example: a student who texts during class will be warned. The next time he or she texts, a five-point penalty will be applied. Students who persistently ignore class policies will be asked to leave the room so that the rest of the class can focus on learning.

ATTENDANCE - Be aware that repeated absences will have a negative effect on your grade - you can easily drop a letter grade from missed quizzes and activities. In addition, questions on quizzes or exams may be worded based on lecture points or activities from previous classes. This means that simply reading the textbook might not provide all the information you need to do well on a quiz or exam. Missing one-fourth or more of the semester - eight + absences -- will result in a risk of failing this class.

SIGN IN - A sign-in sheet is supplied for each class. Your signature is proof that you were in class on that day. If you do not sign, I cannot guarantee that you will receive points for participation or quizzes if the question arises at a later date.

COMMUNICATIONS - I will be communicating with you by email *OFTEN*. You will receive announcements, reminders, information about syllabus changes, dates for giving speeches and other pertinent messages through your Ivy Tech email account. I *STRONGLY* suggest that you check your email often -- once a day is not too much; at minimum, you should check it once a week.

Additionally, you should regularly review your grade through BlackBoard - at least once a week. BlackBoard grades will be updated by Monday morning each week. Any errors or omissions should be brought to my attention as soon as possible.

DOCUMENTS - All document submissions must be typed hard copy - I do not accept electronic files except when specifically requested. You are encouraged to have your documents printed out *****the day before they are due*****. Excuses based on problems with technology - printer out of ink, flash drive malfunction, etc. - will not prevent you from being penalized for lateness if you do not have your paperwork on the day it is due. This is all about planning, people, and having your work done despite difficulties.

Each speech will require a typed document to be submitted **BEFORE** you speak, as noted in the assignment handout. This may be as simple as the full text of your speech assignment, or it may be as complex as a ***Preparation Outline*** that includes a ***Works Cited Page***. ***If you don't have the paperwork, you will not be allowed to speak.***

DELIVERING YOUR SPEECHES - All speeches must be delivered standing, from the front of the room. Two speeches may be read from full text; three speeches must be delivered from notes - you may NOT read your speech from a full-text document. Two speeches require you to cite at least three unduplicated sources orally during the speech and include an MLA-formatted Works Cited page with a Preparation Outline. One speech requires you to use Presentation Aids.

LATE PENALTIES - ***Speeches***: You will be assigned a date for each of your speeches ... you **MUST** give the speech on that date or you will be penalized! I will waive the penalty for two reasons: 1) You have arranged with me ***in advance*** (at least one day prior) to reschedule your speech because of important scheduling conflicts. You must bring documentation. 2) You contact me before class begins to tell me about an emergency situation, **AND** you bring paperwork to document it when you return. If you miss a speech, you will be expected to give it on the first day you return to class, so be prepared.

Late speeches will be penalized 10% off the final grade for each class period they are late. The maximum penalty is 50%, but you **still** must give the speech or fail the class. This is a Department policy - no exceptions!

LATE PENALTIES - Speech Evaluation: One of your assignments is a three-page evaluation of a speech by a college student, chosen from a list of YouTube speeches. This assignment is due on a specific date; if you do not submit it by the due date, a penalty of 10% for each class period it is late will apply. Example: a paper is due on Monday. Once the class time has ended, your final grade for that assignment drops 10% of the total. If you submit your assignment by the end of class on Wednesday, the penalty remains 10%. If you do not submit the assignment by the end of class on Wednesday, the penalty increases to 20% of the final grade.

RESPONSIBILITIES OF THE AUDIENCE - In addition to your responsibilities as a speaker, you also have responsibilities as an audience member. Just as you want support from your classmates when YOU get up to speak, you owe your classmates your attention and support when **they** talk. I expect you to give your attention wholly to the person who is speaking. You may also be asked to give feedback that is tactful, pertinent, and thoughtful; learning to listen and evaluate speeches will be an important part of the class.

MISSED EXAMS - If you miss an exam, you must **FIRST** contact me so I can fill out a Proctor Form for you. You will not be allowed to take the exam unless I submit a form. You must then schedule an appointment: Go to <http://www.ivytech.edu/northeast/online> and choose the "Testing" button on the left hand side of the screen. Find and click on the link to the Test Scheduling System, then choose a Station that has a blank box during the time you wish to take the Make-Up Exam. Click on the Station number from the left side of your screen, fill out the form that appears and submit it. You must take the exam no later than one week after you return from your absence. Students who fail to schedule and make up the exam during this time frame will receive a zero.

PLAGIARISM - Plagiarism is an academic crime! But what exactly **is** plagiarism? Here are some examples:

- Using someone else's exact words without using quotes and citing the author
- Changing a few words and trying to pass someone else's words as your own
- Taking someone else's work and changing the words but retaining the sentence structure and order in which information is presented in the original text
- Presenting someone else's ideas as your own, even if they are paraphrased. This includes arguments, reasoning, stories, analogies, opinions and judgments.
- Using statistics without crediting the original source
- Allowing your own work to be significantly edited
- Using copyrighted images, tables, charts, PowerPoint slides, etc., without crediting the author.

There are many web sites that offer assistance to teachers investigating plagiarism, and I will take advantage of them if I feel that you have plagiarized. And rest assured, if you suddenly produce an "A" speech when previously you have turned in "C" work, or if you can't pronounce the words you supposedly wrote, I **will** be checking! Remember, if YOU can find it on the web, so can I.

Learn to paraphrase! **You must use your own words and images if you do not give credit!** Quoting (oral citation) is encouraged as long as you 1) limit your quotes and crediting, and 2) include the author's information and where you found the material in your speech. YOU MUST label any images, charts, videos, etc., that are not your own work by crediting the author/artist. **Plagiarism will be penalized 5% to 100% off your grade, depending on the scope of the offense.**

COMM 101 - Fundamentals of Public Speaking
Instructor: Theresa Ransbottom
Grade Points and Description of Assignments

TOTAL POINTS AVAILABLE: 1000 (Extra Credit points are not part of this total)

Final Grade	900 - 1000 points = A	800 - 899 points = B	700 - 799 points = C
	600 - 699 points = D	Below 600 points = F	

Definition of Grades

A: Earned for work which far exceeds minimum expectations, not only doing all that is required, but doing it with superior skill, creativity, and thoroughness.

B: Earned for work which is clearly above average, not only doing what is required, but doing it very well and demonstrating substantial competence.

C: Earned for work which is average: it meets the minimum requirements, but does not demonstrate a grasp of the material beyond the basics.

D: Earned for work which is passing, but below average competency for college students. A significant amount of work is missing, shows little effort or thought, and/or has many errors.

F: Earned for work which does not meet the minimum requirements of the course, and/or demonstrates a general lack of understanding or effort.

Description of Assignments & Point Values

“TELL ME ABOUT YOURSELF” SPEECH: A two-to-three minute speech where you will describe yourself to the class. Make a statement about yourself, then “prove” that you are this way by writing two paragraphs that support and give evidence to prove your statement. Choose two personality characteristics or qualities that you believe fit who you are, and that can be talked about for approximately one minute each. Develop a paragraph for each one, proving that you **are** what you say by using personal experience to support your “claim” to each quality. Include an Introduction and a Conclusion. Submit a typed **copy of your speech text** before speaking. [75 pts - See Assignment handout]

“WHY DO YOU WANT TO WORK HERE?” SPEECH: A two-to-three minute speech as a response to a question during an interview for a professional position. Choose a REAL JOB ... an **entry-level professional position** in your career area that you could apply for with a two or four-year degree. Introduce your speech by giving at least two **good** reasons why you want to work for this employer. Next, explain and illustrate those reasons and show you are knowledgeable about the company. Paraphrase the two reasons for your Conclusion. Submit a typed **outline** before speaking. Use speaking notes - you may NOT read this speech. [100 pts - See Assignment handout]

INFORMATIVE SPEECH ABOUT AN EVENT: A five-to-seven minute speech that gives the class NEW information about an event. Choose an event that has already taken place - examples might be a flash mob or a royal wedding, a celebration or a catastrophe, a discovery, a journey, a sports event or a battle. See pages 311-312 in your text. Research the event, develop a Central Idea and then choose two to four points on a timeline that will be your Main Points. Submit a typed **Preparation Outline** before speaking **plus** an MLA-formatted References page with at least three unduplicated sources. Your sources must

be included in the Outline and mentioned aloud during the speech. Use speaking notes - you may NOT read this speech. [150 pts – See Assignment handout]

PERSUASIVE SPEECH: A five-to-seven minute speech on a topic chosen from the website, “Issues and Controversies: Facts on File,” available through the Ivy Tech Library. This speech will attempt to persuade class members of the rightness of ONE SIDE of a controversial issue. Inform the Instructor by email of your choice at least one week before speaking. Develop a Central Idea and 2-4 Main Points that support your viewpoint. Submit a typed **Preparation Outline** before speaking *plus* an MLA-formatted References page with the Fact on File website and two other credible sources. Your sources must be included in the Outline and mentioned aloud during the speech. You may not use the same stand on a topic as a classmate - first come, first served!! [150 pts – See Assignment handout]

EULOGY SPEECH: A four-to-five minute speech eulogizing a famous person who has passed away. Introduce yourself and explain your relationship to the deceased, pay tribute to the unique achievements of the person, express a sense of loss, and end by comforting the audience in your Conclusion. Submit a typed full-text copy *before* you speak. Use speaking notes - you may NOT read this speech. [125 pts - See Assignment handout]

EVALUATE A SPEECH: A three-page written critique of a speech by a college student, chosen from a list of YouTube speeches provided by your Instructor. Complete the Rubric provided by your Instructor. In your Introduction, identify the speech by author and topic, state the “grade” the speaker earned (your Central Idea), then list four Main Points: two things about the speech you thought were good and two things you thought could be improved. Explain your opinion in detail by writing *at least one* full paragraph (a full paragraph has a *minimum* of four sentences that do not repeat information) for each of the positive qualities and one paragraph for each of the two areas that need improvement. Use specific examples from the speech to support your opinion. Paraphrase your Central Idea and Main Points, then close. Be tactful! Don’t say what was *wrong* without talking about how the speech could be improved. Attach the Rubric to the completed Peer Evaluation. [100 pts - see Assignment handout]

Quizzes, Exams, Participation Points and Extra Credit

QUIZZES: Five opportunities to show that you have mastered the material, generally short essay questions about basic concepts from the text, handouts and lecture. Quizzes CANNOT be made up. [10 pts ea X 5 = 50 pts]

TWO EXAMS: Up to 50 questions each, multiple choice and True/False, plus 1-2 essay questions. Questions may be over reading assignments in the text or important lecture points. Exams may be made up by contacting the Instructor for a Proctor form *first*, then scheduling through the Make-Up Testing office - see the guidelines at <http://www.ivytech.edu/northeast/online/Testing.html> Exams must be made up within one week of returning to class after missing the exam. [75 pts ea X 2 = 150]

PARTICIPATION: On *at least* ten unannounced occasions during class activities, I will award up to 10 points for **Participation** in activities that provide an opportunity to practice what we are learning. If you are focused and engaged, showing a good attitude and completing the activity, you will receive the full ten points. Students who do not give their best effort or who don’t complete the activity will receive 0-9 points. Students may earn up to 100 points for these activities. Participation points CANNOT be made up. [10 pts each X 10 = 100]

EXTRA CREDIT: There will be at least two opportunities to attend a live speech event, usually part of IPFW’s Omnibus Lecture Series. You must check in with me *before* the event begins, and remain for the entire presentation. You can only receive credit for one attendance. [10 pts]

**** Please see the Ivy Tech student handbook for grade appeal policies regarding your final grade. ****

Class Schedule ♦ Fundamentals of Public Speaking ♦ Fall 2013

Instructor: Theresa Ransbottom

This schedule is subject to change as needed by the Instructor. Students will be notified promptly, by in-class announcement and/or email message, if and when changes occur.

<p>M Aug 19 Week 1 Class 1</p>	<p>Icebreaker ♦ Syllabus Review</p> <p><i>Homework: Read Ch 1 for Wednesday 8-21.</i></p>
<p>W Aug 21 Week 1 Class 2</p>	<p>Vocabulary List. Lecture Ch 1: Overview of the speechwriting process & parts of a speech. Quiz #1</p> <p><i>Homework: Read Ch 6 for Monday 8-26.</i></p>
<p>M Aug 26 Week 2 Class 3</p>	<p>Vocabulary list. Explanation of Speech #1: “Tell Me About Yourself.” Lecture Ch 6: Developing the Body of your speech. Class activity: Mapping</p> <p><i>Homework: Read Ch 7 for Wednesday 8-28. Choose a quality, skill or talent you possess to use as the basis for your first speech. Begin writing the Body of your speech.</i></p>
<p>W Aug 28 Week 2 Class 4</p>	<p>Vocabulary list. Lecture Ch 7: Supporting materials for your speech. Class activity: Paragraphs. Quiz #2</p> <p><i>Homework: Read Ch 9 for Wednesday 9-4. Continue working on Body of your speech.</i></p>
<p>M Sept 2 Week 3</p>	<p>Labor Day Holiday - No class</p>
<p>W Sept 4 Week 3 Class 5</p>	<p>Vocabulary list. Lecture Ch 9: Introduce your speech. Class activity: Introductions.</p> <p><i>Read Ch 10 for Monday 9-9. Write an Introduction for your speech.</i></p>
<p>M Sept 9 Week 4 Class 6</p>	<p>Vocabulary list. Lecture Ch 10: Conclude your speech. Class activity: Conclusions. Quiz # 3.</p> <p><i>Homework: Write a Conclusion for your speech. Rehearse.</i></p>
<p>W Sept 11 Week 4 Class 7</p>	<p>All students give Speech #1: “Tell Me About Yourself”</p> <p><i>Homework: Read Ch 12 for Monday 9-16. Find an entry-level professional job posting in your career field and bring to class on Monday 9-16.</i></p>
<p>M Sept 16 Week 5 Class 8</p>	<p>Vocabulary list. Explanation of Speech #2: “Why Do You Want To Work Here?” Lecture Ch 12: Choosing and using words for your speech.</p> <p><i>Homework: Read Ch 13 for Wednesday 9-18. Find a 30-second speech from a movie or literature that you will read on Wednesday 9-18.</i></p>
<p>W Sept 18 Week 5 Class 9</p>	<p>Vocabulary list. Lecture Ch 13: Delivering your speech. Class activity: Declamation.</p> <p><i>Homework: Read Ch 5 for Monday 9-23. Continue writing your second speech.</i></p>

M Sept 23 Week 6 Class 10	Vocabulary list. Lecture Ch 5: Audience Analysis. Class activity: Analysis of a job interviewer as audience. <i>Homework: Read Ch 8 for Wednesday 9-25. Continue writing your second speech.</i>
W Sept 25 Week 6 Class 11	Vocabulary list. Lecture Ch 8: Organize your speech. Class activity: Organizational patterns. <i>Homework: Finish writing and rehearse your second speech.</i>
M Sept 30 Week 7 Class 12	All students give Speech #2: "Why Do You Want To Work Here?" <i>Homework: Read Ch 15 for Wednesday 10-2. Choose a place, thing or event that you will talk about in Speech #3</i>
W Oct 2 Week 7 Class 13	Vocabulary list. Explanation of Speech #3 and schedule. Lecture Ch 15: Informative speaking. Quiz #4. <i>Homework: Read Ch 11 for Monday 10-7. Research and begin writing your third speech.</i>
M Oct 7 Week 8 Class 14	Vocabulary list. Lecture Ch 11: Outlining your speech. Class activity: outline a speech. <i>Homework: Read Ch 14 for Wednesday 10-9. Put the Body of your third speech in outline format.</i>
W Oct 9 Week 8 Class 15	Vocabulary list. Lecture Ch 14: Presentation Aids. <i>Homework: Develop a PowerPoint presentation for your third speech. Study for Mid-term Exam on Monday 10-14.</i>
M Oct 14 Week 9 Class 16	Explanation of Speech Evaluation Assignment. <u>Mid-term Exam.</u> <i>Homework: Read Ch 4 for Wednesday 10-16</i>
W Oct 16 Week 9 Class 17	Lecture Ch 4: Listening to speeches. Class activity: Critique speeches. <i>Homework: Complete your third speech. Put in Preparation Outline format. Include a Works Cited page in MLA format. Rehearse with slide presentation.</i>
M Oct 21 Week 10 Class 18	Informative speeches - first half of the class. See the schedule for your date.
W Oct 23 Week 10 Class 19	Informative speeches - second half of the class. See the schedule for your date. <i>Homework: Read Ch 16 for Monday 10-28. Choose a controversial issue and decide how you stand on this issue for your fourth speech.</i>
M Oct 28 Week 11 Class 20	Vocabulary list. Explanation of Speech #4. Lecture Ch 16: Principles of Persuasion. <i>Homework: Read Ch 17 for Wednesday 10-31.</i>
W Oct 30 Week 11 Class 21	Vocabulary list. Lecture Ch 17: Persuasive strategies. Quiz #5. <i>Homework: Read Ch 2 for Monday 11-4. Begin writing your fourth speech.</i>

M Nov 4 Week 12 Class 22	Vocabulary list. Lecture Ch 2: Speaking with confidence. <i>Homework: Complete your Speech Evaluation assignment. Continue working on your Persuasive speech.</i>
W Nov 6 Week 12 Class 23	Speech Evaluation assignment due. Impromptu speeches. <i>Homework: Read Ch 3 for Monday 11-11. Continue working on Speech #4.</i>
M Nov 11 Week 13 Class 24	Vocabulary list. Lecture Ch 3: Ethics and Freedom of Speech <i>Homework: Finish writing and rehearse your Persuasive speech.</i>
W Nov 13 Week 13 Class 25	Persuasive speeches -- first half of class. See the schedule for your date.
M Nov 18 Week 14 Class 26	Persuasive speeches -- second half of class. See the schedule for your date. <i>Homework: Read Ch 18 for Wednesday 11-20.</i>
W Nov 20 Week 14 Class 27	Vocabulary list. Explanation of speech 5. Lecture Ch 18: Special Occasion speeches. <i>Homework: Begin writing your fifth speech.</i>
M Nov 25 Week 15 Class 28	Impromptu Acceptance speeches.
W Nov 27 Week 15	Fall Break Holiday: No class
M Dec 2 Week 16 Class 29	Speech work day. <i>Homework: Finish writing and rehearse your fifth speech.</i>
W Dec 4 Week 16 Class 30	Students present Eulogy speeches. See the schedule for your date.
M Dec 9 Week 17 Class 31	Students present Eulogy speeches. LAST CHANCE to make-up speeches.
W Dec 11 Week 17 Class 32	<u>Final Exam.</u> No speeches will be presented.

School of Liberal Arts and Sciences Grading and Makeup Policies

General Policies Regarding All Classes and All type of Assignments

- The instructor owns the copyright to all original material, and this material may not be duplicated without permission from the instructor.
- Computer/technical problems (printer ran out of ink, computer locked up, flash drive was stolen, etc.) do not constitute an excuse for turning anything in late.
- No late papers or assignments may be turned in during the last week of the semester.
- Being late or not attending class can negatively affect your grade. Missing 25% of the class may result in failure of the course due to missed instruction and missed work that cannot be made up.
- You are responsible for all missed material due to any absences.
- In case of a documentable emergency, the policies may be adjusted at the discretion of the instructor.

Classroom Etiquette

- Cell phones must be turned off or put in vibrate mode; text messaging is not allowed during class.
- Children under 16 are not allowed in the classroom.
- You must gain permission from the instructor before you can tape any portion of the class.

Homework and Assignments

- Homework and assignments are due at the **beginning** of class on the due date unless otherwise indicated by the instructor.
- If you are absent from class, you are still expected to turn in your homework/assignment on time.
- Late homework and assignments may be turned in within **one** week of the due date if permitted by the instructor, but the late homework or assignment will be given only half credit. Certain types of homework or assignments may not be turned in late for any amount of credit. These are clearly identified in the class syllabus.
- After one week, an assignment or homework will no longer be accepted for credit.

Papers and Projects

- Papers and projects are due at the **beginning** of class on the due date unless otherwise indicated by the instructor.
- If you are absent on the due date, it is your responsibility to make sure the paper or project is still turned in on time.
- The instructor reserves the right to reject any paper that is not completed according to directions given or that fails to meet general college-level standards.
- The responsibility for proof regarding the originality of a paper rests with you, not the instructor.
- Late papers and projects may be accepted with the following late penalties. Certain types of papers or projects may not be turned in late for any amount of credit. These are identified in the class syllabus.
 - If it is turned in within 24 hours of the due date, there will be a 10% reduction.
 - After 24 hours and up to one week, there will be a 50% reduction.
 - After one week, the paper or project will no longer be accepted for credit.

Quizzes and in-class assignments

- Quizzes and in-class assignments **cannot** be made up.
- If you are absent for any reason on a day with a quiz or in-class assignment, your grade will be zero.

Tests

- Only one test a semester may be made up.
- If you know you will have to miss a test, you must make arrangements with the instructor before the test date in order to take the test at an alternate time.
- In an emergency situation (i.e. flat tire, emergency room visit), you must contact the instructor via means outlined in the syllabus to make arrangements to make up the test.
- Arrangements to make up a test must be made with the instructor within one week of the original date of the test.
- Midterms may not be made up.
- There is no make-up for the final exam. The semester is over.

Grading

- If questions about class policies and procedures or grades arise during or after the semester, you must meet with your instructor to discuss this first prior to speaking with a program chair or any other college representative.

End of Semester

- The last class meeting is the end of the semester. Nothing may be turned in or completed after that date. All graded assignments should be picked up by the end of this meeting or they will no longer be available.

ADA STATEMENT

Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services in Harshman Hall 1710 & 1714 260-481-2278.

Todd Nichols, Director
Tina Horn

wnichols3@ivytech.edu
thorn10@ivytech.edu

260-481-2210
260-481-2253

IVY TECH GROWING GREENER

Ivy Tech Community College-Northeast is committed to the development and implementation of a comprehensive sustainability plan. We're emphasizing our responsibility to go green. To that end, we are asking students, faculty, and staff to actively participate in energy conservation measures and proper recycling on campus. The recycling bins located in classrooms and offices are for paper and paper products only. Ivy Tech participates in single-stream recycling for other items. All aluminum, glass, and plastic beverage containers can co-mingle in the same recycling bins located in the hallways. Please remember to empty the liquid from your containers before depositing them in the bins. Any materials that cannot be recycled should be placed in garbage cans. It is also important to turn off lights and computers when leaving a room. Together, we can make an impact on conserving our limited resources. Remember to reduce, reuse, and recycle!

BREATHE EASY TOBACCO AND SMOKE FREE CAMPUS

Ivy Tech Community College-Northeast is committed to providing a healthy, comfortable and productive environment for the students, faculty and staff of this campus. In light of various findings through research on first-hand and second-hand smoke, Ivy Tech-Northeast is entirely tobacco and smoke-free.

The use or sale of any tobacco product is prohibited on college-owned, operated, or leased property or vehicles at any time. The policy applied to all Ivy Tech-Northeast facilities and grounds, regardless of location. Smoking, including the use of e-cigarettes, shall not be permitted in any enclosed space and is also prohibited outdoors on all college campus property, including parking lots. This policy applies to all students, faculty, staff and visitors.