Sections:

 [Fundamentals Public Speaking - 47515 - COMM 101 - 53C](https://banprod-ssb.ivytech.edu/BANNER/bwckctlg.p_disp_listcrse?term_in=201330&subj_in=COMM&crse_in=101&schd_in=L)

Class Room: SL141

Thursday

6:30 am-9:20 pm

\*Last day to drop a class this semester is March 28, 2014

\*Ivy Tech will observe Spring Break –March 9 -March 16, 2014

Instructor: Glen Stevens

E-mail: gstevens2@ivytech.edu

Campus Mailbox: SL 53 (Student Life Center-North Campus)

**Required Text:** Beebe, Steven A. and Beebe, Susan J. (2011) *Public Speaking Handbook.4th Ed. Boston:*

 *Pearson Education, Inc. ISBN* 13: 9780205029402

Program Chair:

Rebecca Bishop, Program Chair of Communication

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PREREQUISITES: Demonstrated competency through appropriate assessment or earning a grade of “C” or better in ENGL 025 Introduction to College Writing II or ENGL 093 Introduction to College Writing and ENGL 032 Reading Strategies for College II or ENGL 083 Reading Strategies for College.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1. Analyze an audience and adapt presentations accordingly.

2. Apply principles of composition to the development of oral presentations, such as effective organization and outlining.

3. Develop ideas with credible forms of support and appropriate documentation.

4. Recognize and demonstrate nonverbal communication appropriate to the verbal message.

5. Use presentational aids to support and enhance oral presentations.

6. Actively listen to and critically evaluate oral presentations.

7. Apply the fundamental concepts of effective public speaking through a minimum of 4 oral presentations of significance three of which must be delivered extemporaneously.

8. Incorporate appropriate technology to support and enhance oral presentations.

CATALOG DESCRIPTION: Introduces fundamental concepts and skills for effective public speaking, including audience analysis, outlining, research, delivery, critical listening and evaluation, presentational aids, and use of appropriate technology.

COURSE CONTENT: Topical areas of study include --

Communication models – elements; Ethics and public speaking

Listening; Selecting a topic and purpose;

Analyzing the audience and assessing Researching the speech topic

the situation; Supporting materials and tests of evidence;

Using presentational aids; Speech introductions and conclusions;

Organizing the body of speech; Oral and written source citation;

Outlining the speech; Presenting the speech; Language and Speaking to inform and delivery modes

**Teaching and grading philosophy:**

I will honor the values of: fairness, respect, accountability and consistency in all interactions that affect the classroom.

**FAIRNESS AND RESPECT**: I believe that learning is essentially a process of personal and intellectual growth. I will strive to foster an environment that is fair and respectful and encourages the development of each student’s growth in the area of public communication. To meet this objective in the classroom, I will expect both myself and each student to communicate in a manner that is respectful. Due to the personal and often intimidating nature of public speaking, I believe that this growth can only occur when we are all working together to foster a caring and respectful attitude toward one another. It is my goal to foster an environment that will help the student develop confidence in both the speech-writing process and in his/her ability to perform and express his or her ideas in a public setting. I believe that each student has something meaningful to contribute to the learning process.

 **ACCOUNTABILITY AND CONSISTENCY**: In regard to grading, I will expect that each student be prepared for class and has completed the assigned reading. I give quizzes and exams to test your comprehension of the material and to gauge student participation and progress. Unless you have made prior arrangements with me, tests and quizzes may not be made up. If you have a problem with an assignment, please do not hesitate to speak with me about your problem or concern prior to the date that the assignment is due. I suggest that you keep a hard copy of your assignments as proof of your grade. If you have a question regarding your grade or if I have made an error, I will be happy to discuss your concern before or after class. **All assignments are due on the date due in the syllabus. I will impose grade penalties for all late work that is not justified by a documented medical emergency, or military service. All speeches and assignments that are turned in one week past the due date will receive a fifty percent penalty—before it is graded. Assignments turned in after one week will receive a zero.** If you anticipate that you will need to miss class or have a schedule conflict, you may turn in an assignment early to avoid the late penalty. Because this course is organized with several student presentations and activities, your failure to be prepared can adversely affect the entire class. Please speak with me to make arrangements to turn in work early, if you have a schedule conflict. I am grading you on the timeliness and the quality of your work and your participation in class, and not on your individual circumstances. This simply means that you are responsible to complete the assignments in the time frame specified in the syllabus, and that I will apply the same standard of evaluation to evaluate the quality of work of each student consistently and fairly. In regard to final grades, I will strictly follow the stated grading scale when assigning final grades. This means if you earned 899.9 points you will receive the grade of “B”. I do not give extra credit points. It is my belief that if you attend class regularly, complete all class assignments, ask questions when you do not understand a concept or an assignment, and turn your work in on time, you should be pleased with the final outcome. If you have a question about the grades that you receive, please contact me prior to the end of the semester.

Your attendance in the second week of the semester shall be considered an indication of the student’s agreement of the terms outlined by the instructor in the syllabus.

**Assignment Policies – Speeches and Outlines**

* Speeches will be graded based on: delivery, content, organizational pattern, preparedness, and obvious interest in the speech topic.
* **Speeches are due at the beginning of class on the due date.** If you are not present when it is your turn to speak, you will receive a zero for the assignment, unless you have a valid reason for being late.
* If you are late to class and speeches have already started, **DO NOT** walk into the room during someone's speech. It is distracting and rude. Wait until they have finished before entering.
* 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- this includes outlines and visuals aids!
* The instructor reserves the right to reject any outline or stop any presentation that is not completed according to directions given or that fails to meet general college-level standards.
* No interruptions, talking, or distracting behavior during other peoples' speeches. Inappropriate behavior (texting, writing delivery outlines, homework for other classes, etc)) during others’ speeches will result in a deduction of attendance / participation points.
* Visual aids must be appropriate to the speech, the topic, and to the classroom environment.

If questions about class policies, 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.

All outlines and work cited pages and other class assignments must be submitted in the specified format:

* Typed
* Double-spaced
* Font size of 12 pts. Times New Roman
* One inch margins

 No handwritten papers will be accepted. All assignments must be submitted in hard copy. No electronic copies will be accepted**.** Additional homework may be assigned throughout the semester per your instructor and is always due at the beginning of the class period. All late assignments are subject to a 50% grade reduction **before it is graded** and are due at the beginning of the following class period; failure to do so will result in a “zero”.

**Attendance is mandatory.** You are being graded as a speaker as well as your participation as a member of the audience, (class participation). Please notify me in advance, should you need to leave early, or have a conflict that prevents you from attending class. An attendance sheet will be passed around at the beginning of each class period. It is your responsibility to sign the attendance sheet for each class that you are present. It is Ivy Tech’s policy that you must be registered to attend this class. If you are not registered you will be asked to leave the class. Please contact me, if you plan to drop the class. You will be granted one excused absence during the semester. Additional absences will adversely affect your grade for class participation.

**Assignments: All outlines and assignments are due at the beginning of the class period. You must be present to turn in your assignment. In the event of an extreme emergency, please contact your instructor 24 hours before class. If you have a problem with an assignment or do not understand the grade that you received, I will be happy to discuss these concerns with you before or after class.**

**SPEAKING ASSIGNMENT: There will be 5 speeches.**

Speech #1: Self-Introduction Speech- Assignment

**Introductory Speech** (3-5 minutes**)**  75 points

 Develop a speech about yourself. The speech should introduce you to the audience; some possibilities include basic information about yourself, a story that typifies what you are like as a person, or a central theme about you. Focus on some aspect of your uniqueness and expand on it. This speech should be at least 3 minutes long when presented to the class, and should not exceed 5 minutes. The speech should be organized in a manner which includes a brief introduction and conclusion. Generally, the introduction and conclusion of a speech will constitute 10 percent of the total delivery time of the speech.

 First think about some of the things that are unique to you as a person. Is there a central theme in your life, or can you organize facts about yourself in an interesting and creative way. Think about the things that you would like to share with your fellow classmates. Then think for a moment about the things that you might want to know about others. This can be a great way of getting started with this assignment. You may want to talk about the experiences that have lead you to where you are in your life, childhood, hobbies, family, work, pets, your dreams, your goals, etc. Present yourself in an interesting way. The goal of this assignment is simply to inform the class about **YOU**. Let us know who you are.

If you are having a problem with this assignment, remember that your approach to this assignment is likely to be as unique as you are as an individual. The purpose of this assignment is to give you an opportunity to introduce yourself to a group of new acquaintances. Relax, and have fun with this assignment!

I have provided URL links to *YOUTUBE* videos of others who have posted a self- introduction on blackboard. You will find these resources under the resources tab. There is a folder names Speech Assignment guides. Think about the time requirements (3-5minutes) and work at filling that time with an interesting, and informative speech about yourself.

Speech #2: Demonstration Speech- Assignment

**Demonstration Speech** (5 minutes) 100 points

Using a clear outline of 3-5 steps and demonstration aids, teach your audience how to complete a process. The goal is that the audience could complete the process without your help. This speech should include a complete introduction (attention-getting device, purpose, preview) and conclusion (summary, purpose, final thought). Submit preparation outline.

## For your second speech, you will prepare a 5 minute speech that teaches the audience how to complete a process. The speech should illustrate each step necessary to complete the process, (3-5 steps). This speech should include a complete introduction, (Attention-getting device, clearly stated purpose, or thesis statement, and a preview of the information presented in the body of the speech. Additionally, you should include an effective conclusion, (which includes a summary of your main points or steps in the process, restates the purpose, or thesis statement, and ends with a final appeal). You should use visual/demonstration aids. Visual support is important in a demonstration speech because the people in the audience are not able to easily recreate all stages of presentation in their imagination without the aid of visual support.

Tips:

* Should include steps that have to be done in order
* Should meet the time limits
* Should physically demonstrate parts of the process
* Should be a topic that is interesting to both you and your audience, and appropriate for a classroom environment
* Should give the audience enough information that the audience can duplicate the process
* Should use visual aids

 Can use Power Point but must not *exclusively* use Power Point

Can include handout: recipes, supply list, key steps

* + Handouts should not be smaller than an index card. They should be neat and organized and if they include material that originate from other sources, they should include a reference

Structurally, a demonstration speech should consist of three parts: an introduction, a body and a conclusion. To help you with organizing your ideas for this assignment a model outline for a demonstration speech is represented below:

1) Introduction:

- Attracting attention to the problem in question;
- Announcing what you are going to demonstrate in your speech and which exact results you are going to achieve;
- Giving preparatory, or technical explanations (e.g. facilitating the perception of new terms you will use in your speech);

2) Body:

- Explaining how to perform an action, acquire a skill, accomplish some procedure;
- Warning the audience against possible errors, giving helpful tips;
- Showing the results;

3) Conclusion:

- Short review of the previous stages of the demonstration speech in order to foster memorizing the new information;
- Making a summary and referring back to introduction and initial statements.

Speech #3: Informative Speech- Assignment

### Informative Speech (6-8 minutes) 150 points

Submit an outline and works cited information

The purpose of the informative speech is to provide interesting, useful, and unique information to your audience. By dedicating yourself to the goals of providing information and appealing to your audience, you can take a positive step toward succeeding in your efforts as an informative speaker. You will need to submit a copy of your preparation outline as well as a full bibliography, (MLA Format), for the resource that you cited in your speech. You should use a minimum of four sources in developing your speech. You must use MLA format to structure your works cited page. Outlines and Bibliographies are due on the first day of speech presentations. **Points will be deducted for any speech that does not meet the required time limit.** This assignment is worth 150 points. Your outline is worth 40 points, the Works Cited Page is worth 35 points and your presentation in class is worth 75 points. **You will find links to video examples of informative speeches in blackboard under the resources tab, as well as helpful resources such as the Purdue On-line Writing Lab for help with questions pertaining to the MLA Style and format.**

In this assignment, focus on developing a speech informative speeches about:

1. Objects: a famous person, place or a thing
2. Events
3. Concepts

***This speech will not be scripted. The delivery style for this speech should follow the extemporaneous style discussed in your text.***

Speech #4: Persuasive Speech- Assignment

**Persuasive Speech** (8-10 minutes) 200 points

Submit an outline and Works Cited information. ***This speech will not be scripted.***

* Goal is to persuade the audience to do something
* It must be something that is do-able for this audience
* It should be something that they are capable of doing this year
* You should provide them with everything they need to know in order to accomplish what you have asked
* You need to demonstrate why they need to do it
* You should stress the advantages of what will happen if they do it, or fail to act.

**Requirements**

Time: 8-10 minutes

References: 4-6 credible sources: Books, journals, magazines,

 Newspapers, websites: credible, internet sources

 Typed, alphabetized in MLA format

Outline: Full sentence outline typed in proper format

 Organizational Structure: Uses Monroe’s Motivated Sequence:

 Attention, Need, Satisfaction, Visualization, Action

Includes a strong Introduction and Conclusion:

Attention getter, credibility, preview, transitions, summary,

and a strong call to action as your closing final appeal.

Research is used in the outline-Specifically referenced in the outline and orally cited in the delivery of the speech.

Outline and speech should include a refutation statement, and one example of each of the three classical appeals: ethos, pathos, logos. These should be clearly marked in your outline.

Works Cited page should be a separate page and be correctly formatted in MLA Style

Visual Aid: Powerpoint presentation

Speaking Focus:

Practice connecting with the audience. You should practice using your tone of voice, gestures, eye contact and body language to enhance the persuasive impact of your speech delivery. There is a temptation to overuse notes on this speech. Be very familiar with your speech, practice especially the research, make sure your notecards are brief and easy to read. The goal of the speech is to persuade someone to do something. Monroe’s sequence will work well for a topic that is problem/solution focused.

**Persuasion Speech Checklist**

**Monroe’s Motivated Sequence: Label each of the 5 steps on your outline**

**Attention**

**Need**

**Satisfaction**

**Visualization**

**Action**

 **Refutation (Clearly marked)**

* **Ethos (Clearly marked)**
* **Pathos (Clearly marked)**
* **Logos (Clearly marked)**
* **Reference page in MLA format (Works Cited in MLA)**
* **At least four sources referenced directly in the speech (Clearly cited in the outline and cited orally in your presentation)**
* **Visual Aids- Powerpoint presentation**

Speech #5: Impromptu Speech- Assignment

**Impromptu Speech** (2-3 minutes)25 points

There will be at least one unannounced speaking opportunity.

***Speech Description***

In business, in school, and in public life, you are often called upon to “make a few comments.” Though these are not as formal as some of your other speeches, they are speeches none the less. Often, people so tasked with a short speech become frustrated or experience problems organizing their thoughts under the pressure of the time constraints. The impromptu speech assignment is designed to help you develop resources so you can shine where others falter. Impromptu speaking reinforces all aspects of good public speaking: quick thinking, sound argumentation, strategic word choice, and engaged delivery.

This speech does not reward those who simply fill air with words for three to four minutes. My main goal for this speech is that you are able to quickly arrange and deliver a clear and well-supported argument or engage the audience and keep them interested. You must act quickly, which requires a sense of speech arrangement. Your speech must be clear, which requires you to include previews, reviews, and transitions. Your speech needs to have, at its heart, a well-organized and well-supported argument, or make a clear statement. **For the impromptu, you will have 10 minutes of prep time during class, and be expected to deliver a 2-3 minute speech. The impromptu speech is worth 25 points.**

***Procedure***

Each student will receive a card with a question that a thesis statement can be developed. The class will be given 10 minutes to prepare a short speech outline. You should use your time wisely. You may “play devil’s advocate” if you do not have to agree with the thesis statement; you can argue against it. Next you should support the thesis statement with 2-3 main points. For each main point, you need at least one piece of evidence that illustrates your main point. This is your last speech, so focus on using the delivery skills that you have learned this semester.

**Other Graded Assignments**

**Quizzes (5)**

There will be 5 quizzes worth 20 points each. 100 points

**The quizzes will cover information that is covered in the reading assignments.**

You will find a study guide posted under the resource tab on blackboard for each quiz. I would suggest that you take the time and effort to print and review the study guides and save them. They are an excellent way to prepare for not only the quizzes, but also for the mid-term and Final Exam.

**Exams (2) There will be two exams worth 100 points each** 200 points

The final exam will be a comprehensive exam covering the content from the assigned readings. You will find a study guide under the “Resources Tab in Blackboard to help you prepare for the exams.

**COMM 101 Paper** 50 points

**COM 101 Paper**

**Paper Title -** Public Speaking: What I Have Learned and How I Have Grown

**50 points possible**

**Length**: 2 ½ pages min. 3 pages max. (no cover sheet necessary)

**Font size**: 12 points, legible font (Times New Roman, Arial, Tahoma, etc.)

**Body of Paper**: Double-spaced, 1” margins, stapled upper left-hand corner

**Header: single-spaced and located in the upper right-hand corner- 3 lines only**

Your name

COM 101-Section #

Today’s Date (day the paper is due)

Paper Title (provided above) - Centered directly beneath the header

For this paper I want you to provide an honest assessment of your evolution as a public speaker this semester. Think of some of the goals that you set at the beginning of the semester and some of the fears that you had at the beginning of the course. Also be certain to note how you believe you have overcome these challenges.

Please be honest in this assessment; you are not going to be graded on whether you did or did not accomplish these goals. Or, perhaps you **identified new areas for improvement** as the semester progressed and you were delivering speeches. Regardless, I want you to candidly **address what you did well and provide new goals for future presentations**. Also feel free to **include other comments and ideas as they relate to your public speaking experience in this class.**

Spelling and grammar counts (2 point deduction per error); be sure to write in complete sentences and provide appropriate paragraph separations! After you run spell check be certain to proof your paper; spell check does not catch everything. Please follow the above guidelines re: paper length, **(MAKE SURE YOU FULLY MEET THE 2-1/2 PG MINIMUM)** spacing, font size, paper layout etc. Also be certain to address **all** of the information specifically requested in this criteria sheet. Your paper will be evaluated by all of the clearly established criteria in this assignment sheet.

**No late papers accepted after 1 week, no exceptions.** Failure to provide the paper at the beginning of class on the assigned date will result in an automatic 50 percent deduction for the assignment. (This is before I grade your paper.)

Please see your instructor with any questions re: this paper assignment.

**Grades: The course is based on a total of 1000 points. Below is a break-down of the assigned point values for each assignment.**

**Point Distribution**

**Introduction speech** 75 pts

Outline 25 points

Delivery 50 points

**Demonstration**  100 pts

 Outline 40 points

Delivery 60 points

**Informative Speech** 150 pts

 Outline 40 points

 Delivery 75 points

 References/works cited 35 points

**Persuasive Speech** 200 pts.

 Outline 30 points

Works cited 30 points

 Delivery 100 points

 Visual aids 40 points

**Impromptu Speech** 25 pts.

**COMM 101 Paper** 50 points

Quizzes (5 at 20 points each) 100 points

Exams (2 at 100 points each) 200 points

Participation 100 points

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TOTAL POINTS 1000 pts.

**Grade Distribution**

900 - 1000 points A

800 - 899 points B

700 – 799 points C

600 – 699 points D

Below 600 points F

**IVY TECH POLICY STATEMENTS:**

**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.

**ACADEMIC HONESTY STATEMENT:**

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, test or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

**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 the 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.
* **Excused absences for late or missed work.** It is your responsibility to complete work on time. In the event that you will be absent, assignments should be submitted early. Only emergency situations will be considered to allow work to be made-up without penalty. Family vacations, job interviews, printer problems, do not constitute emergencies.
* **Grade complaint/question policy:** Please see the Ivy Tech student handbook for grade appeal policies regarding the final grade for 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, it is still expected that you will turn your homework or assignment in 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 clearly 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, you will receive 0 points for it.

**Tests**

* Only one test a semester may be made up. You must contact me in advance, and you much have a very good reason.
* 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.

**Labs**

* Labs cannot be made up under any circumstances.
* Proper safety guidelines must be followed at all times. Failing to follow safety guidelines will result in a score of 0 on the lab, and the student will be asked to leave the classroom during the lab.
* A score of 0 will be entered for any labs that are missed.

**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.

**Midterm**

* Midterms may not be made up.

**Final Exam**

* There is no make-up for the final exam. The semester is over.

**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.

**Ivy Tech Go Green Policy**

 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 plastic, 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**

Ivy Tech–Northeast is committed to providing a healthy, comfortable and productive environment for the students, faculty and staff of this campus. 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 an e-cigarette, 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. **Tickets and fines will be issued to violators**