Instructor: Michael S. Martin
Office: Walker 312
Phone 487-3235
Office Hours: 1:00-3:00 M-W

Course Description: This course is designed to broaden your understanding about the complexities of and connections between written, oral and visual communication. During the semester you will be writing, presenting both in small groups and in the class, and using visual aids during those presentations. While involving yourself in those forms of communication you will be asked to analyze the rhetorical underpinnings and the strategies one uses in his or her communication. You will be asked to develop a piece of communication (web site? brochure? media guide?) that would help a specific organization better achieve its communication goals.

Course Materials: You will need the following materials for this class:

- A Journal (your choice, but something that you will use often, so plan accordingly.)

Major Assignments you'll add to your Portfolio: There are some important things we will be creating during the semester that you will add to your portfolio. Specific dates will be forthcoming.

- A self- and class-assessment cover letter
- The journal (which was already mentioned)
- A visual argument based on rhetorical strategies
- A 1-3 page based on visual arguments
- A 5-7 critical research analysis paper
- A summary response of all feedback you receive to your formal oral presentation
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- A 1 page written pitch proposal
- Piece of communication for your advocacy group
- Your evaluation of your final presentation
- Summary response of all feedback you receive to your small group oral informative presentation

***All of these things must be in your portfolio in order to meet the requirements for UN 2001.***

**Grading and Participation Policy:** I will not give a letter grade for every assignment that you do for this class, but I will give letter grades for major assignments. Since this is a communication course, participation is central to what we are doing. Therefore attendance and participation are a major component of your final course grade. More than two absences, without mitigating circumstances will adversely affect your grade. Two tardies will be equal to one absence. A general breakdown of your course grade is: Participation 30% Daily Assignments: 20%, and Major Assignments 50%.

**University Policies that Affect this Class:** Academic Integrity is important in this and all classes here at MTU. The Academic Integrity Policy addresses the issues of cheating or plagiarism. Occurrences of either are not acceptable in this class. If you have questions concerning proper citation please ask your instructor or the Writing Center, which is located on 1st Floor Walker.

MTU’s policy regarding discrimination or harassment comply with all federal and state laws. If you have a disability and need reasonable accommodation for equal access to education and services here at MTU, please contact Dr. Gloria Melton in the Dean's Office (phone 7-2212). If you have other questions concerning either discrimination or harassment, you may speak with your instructor, your advisor, a department chair or the Affirmative Action officer (phone 7-3310).

**Some Final Thoughts:** This syllabus is offered as an overview of this class, and may be changed during the semester to fit either the needs of the instructor or the student. Daily assignments are found on my website at www.hu.mtu.edu/~msmartin. Go to the button that notes classes and then click on UN2001 and click on the text that says “Link to syllabus UN 2001.” I too am a student and appreciate any concerns that you might have during the course of the semester. I am open to your concerns and questions and will try to make myself available not only during my office hours, but as emergencies may arise. I hope you all have a great semester, not only in this class, but in all you do. Thanks for being here.
A 1 page written pitch proposal

Piece of communication for your advocacy group

Your evaluation of your final presentation

Summary response of all feedback you receive to your small group oral informative presentation

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