Course Description

This class is designed to explore the interaction of written, oral, and visual communication. Because of the computer-intensive designation of this course and the access we have to computers and other digital equipment, we will focus in particular on the ways in which technology can facilitate and complicate our communication processes. As a case-study for examining the uses of communication technologies in organizations, we will begin by exploring the role of technology in the electronic publications of globalization-related groups. Through the critical analysis of this work, as well as the creation and revision of our own work, we will learn to make competent choices as users of written, oral, and visual communication and technology. We will focus our efforts in the class around writing and the notion of composing. Because this is a computer intensive class, we will also focus our attention on how computers can aid us in the composition process and creativity.

Course Materials

You will need the following materials for this course:
- Reading Culture: Contexts for Critical Reading and Writing - George & Trimbur
- The Non-Designer's Design Book - Williams
- The Little, Brown Essential Handbook for Writers - Aaron

Goals for this class:
- Learn how to enhance/complement writing with visual and oral forms of communication.
- Understand and experience the composing process in written, visual, and oral communication.
- Acquire extensive practice in revising written, visual, and oral communication.
- Experience a range of written, visual, and oral genres and understand how a writer’s purpose and sense of audience shape these genres.
- Acquire practice in rhetorical analysis and critical reasoning.
- Learn how to conduct, communicate, and document research for a substantial piece of argumentative writing.

Attendance Policy

Because so much of this course requires you to collaborate with your classmates, being in class is essential. More than three absences will lower your in-class assignments and participation grade by 5% and more than six absences will result in the loss of of the whole 25%. You will be given a tardy if you arrive more than five min. late to the class, and three tardies will equal one absence. If you arrive over 25 minutes after class has begun, you will be given a full absence. If you can’t be in class, you are responsible for finding out from someone else what you missed and what is due in the next class period.
Assignments & Projects

Your grade is based on class, individual, and group participation and projects in written, oral, and visual assignments. You will be doing a wide variety of assignments to strengthen your practices in all of these areas. Therefore, every part of this class is important and all assignments, big and small will be included in your final portfolio. Do not lose or throw anything away. Every project will be due on a Monday and the weekly reading responses will be due on Wednesdays.

All of the assignments will be given in class, but are also available on the web at:
http://www.arctictempest.com/un2001r02/schedule

Weekly Reading Responses - Every Wednesday - 20%
Each week you will have at least one reading assignment assigned to you. The readings will be assigned in class and will also be reflected on the calendar of the class web page. Each week, starting second week, you will have a one-page paper due on one of the readings. In this paper you will tell me the important aspects of the article to you and how the reading helps to achieve the goals of this class. There will only be 12 papers due. This gives you the chance to choose not to do two weekly writings. These are NOT summaries and they are not full-blown essays. Instead, they are opportunities for you to work out informally the articles' ideas and your reactions. There will be also some responses that you will not be allowed to skip. More details will be given about the weekly responses in class.

Image Reflection Project - By Friday of Week 5 - 15%
This project is a reflection and critical analysis of an image or a series of images. The project will consist of a 5 page paper and a 2 minute presentation on your findings. Further information will be provided during the second week of class.

Children's Book Project - By Friday of Week 9 - 15%
This will be an individual project where you will create your own children’s book. In order to complete this project, you will be using many of the design features from the Style chapter in Reading Cultures and the Non-Designer’s Design Book, research from the web and other books, as well as computer applications. This project will include your children’s book and a four page explanation about the choices you made. Further information will be provided during the fifth week of class.

Storytelling (Group Project) - By Friday of Week 13 - 15%
Storytelling has become an important part of communicating with others. This group project will show your ability to tell a tale through story boarding, film scene creation, and much more. You will take a story, either one you create or a common tale, and create a film outline to be shot at a future time. The story will have to be approved by me and can not be a story that has already had a film adaptation. Further information and specifics as to what is due will be provided during the ninth week of class.
Portfolio - Monday of Finals Week -10%
This project will allow you the chance to prove that you have attained all of the goals set by the course. You will structure your portfolio in a way that proves you have learned the technique of design and communication through written, visual, and oral mediums. Further guidelines and details will be given to you during the fourteenth week of class.

In-Class Assignments and Participation - Daily - 25%
This is the most important part of class, the daily participation in discussion and class work. Each assignment during class will be worth points as well as the ability to participate in class discussion. Further details and guidelines will be given during the second week of the course.

Late Papers & Projects
Late papers will not be accepted unless arrangements are made. Regardless, not turning a paper or project on time could result in the lowering of your grade.

Grading Policy
Each project is worth 15%, the weekly responses total 20%, the portfolio 10%, and in-class assignments and participation count for 25%. Notice how the in-class assignments and participation is worth the majority of your grade and is linked to the attendance policy, so make sure to show up to class. You must complete all assignments to receive a passing grade in this course. The percentage will then be converted into a letter grade by the following scale:

A = 93%-100%  B = 83%-88%  C = 73%-78%  D = 63%-68%
AB = 89%-92%  BC = 79%-82%  CD = 69%-72%  F = 0%-62%

MTU’s Policy on Academic Integrity
Plagiarism and cheating are serious academic offenses. They are defined by this policy as “knowingly copying another’s work or ideas and calling them one’s own or not giving proper credit or citation,” and this policy covers copying sections or entire papers from printed or electronic sources as well as handing in papers written by students for other classes or purchasing academic papers. Plagiarism and cheating not only are dishonest but cheat you out of learning, the prime reason you are here. If you ever have questions about this issue, please talk with your instructor or consult a coach in the Writing Center (7-2007).

MTU’s Policy on Discrimination and Harassment
MTU complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act (ADA) of 1990. If you have a disability and need reasonable accommodation for equal access to education and services at MTU, please call Dr. Gloria Melton, Associate Dean of Students (7-2212). For other concern about discrimination, you may contact your advisor, department chair, or the Affirmative Action Office (7-3310).

I reserve the right to change this syllabus at any time during this semester.