Revisions
Oral, Written & Visual Communication
Spring 2003

Class Location: Douglas Houghton Hall 044
Class Meets: 9:35am-10:50am Tuesday, Thursday
Instructor: Alison Crockett
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My scheduled office hours are on Tuesday 11am-12:30pm, Wednesday 1pm-2pm and Thursday 11am-12:30pm. I encourage office visits, so if you can’t come by during this time let me know and we can schedule an appointment.


Course Description: Communication is a way for us to share experiences and to better understand each other. Effective communication can help us in nearly every aspect of our lives. In this class we will concentrate on writing to give us a strong foundation for communication. We will incorporate oral and visual communication strategies into our overall toolboxes to give us a broader voice. We will also assess and revise our messages to strengthen their effectiveness and will examine existing messages to learn from their strengths and weaknesses. Social issues will be a primary theme through which we will study communication and move through our major assignments.

Grading:
- Portfolio 55%
- Group project 15%
- Journal 15%
- Class participation 15%

Attendance: We will be covering a great deal of material in this class. It is important that you are in class on a regular basis. Of course people get sick, bad weather occurs and other things pop up from time to time. You will be allowed 2 unexcused absences, any additional unexcused absences will affect your grade. If you are sick or something else is going on call me or drop me an email and let me know. This is a communications course, after all.
MTU’s Policy on Academic Integrity: Plagiarism is considered cheating, and is a serious academic offense. MTU’s Academic Integrity Policy defines it as “knowingly copying another’s work or ideas and calling them one’s own or not giving proper credit or citation,” and it covers copying sections, major ideas, or entire papers from printed or electronic sources as well as handing in papers written by other students. Plagiarism is not only dishonest but it prevents you from learning, the primary reason you are here. If you ever have further questions about this issue, please talk to me 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 concerns about discrimination, you may contact your advisor, department, or the Affirmative Action Office (7-3310).

Journal: I would like you to keep a journal/folder where you will be asked to write informally about reading assignments, class discussions and anything else that may inspire you in this class. I would also like you to collect examples of communication that affects you along the way. Clip out a magazine ad or print off the IMDB page about your favorite movie or jot down the lyrics from a song you like.

Major Assignments:
Week Two—Brief Oral Presentation
Week Three—3 page personal essay
Week Six—5 page paper—further developing personal essay with research
Weeks 10,11—Oral presentations
Weeks 13,14—Oral/Visual Group Presentations

No late work will be accepted and all assignments must be turned in to receive a passing grade in the course. Readings from the texts will be assigned in class and supplemental readings will also be given occasionally.