• We meet Monday through Thursday 8:05 to 9:40 a.m.

• We are assigned to Walker 143, but I hope we can shift to a room with windows.

• We will use the following materials:
  - The Little, Brown Handbook
  - Assorted readings available through your teacher's web site and/or on reserve at the library

• There will be some homework every night (remember, in the summer, a class session is supposed to cover the same material that 2 ½ sessions would during a Fall or Spring term.

• Goals for Revisions include development of:
  - oral, written, and visual communication skills
  - analytical and critical thinking strategies
  - small group process proficiency
  - research abilities
  - effective listening and feedback use

• We need to cover a wide range of communication material in a short span of time. I hope that as we move through the course, we are comfortable picking up threads from previous assignments and discussions and weave them into each successive project in meaningful ways. If this doesn’t seem to be happening for you, please let me know.

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Phone: 487-3230
miller@mtu.edu
www.hu.mtu.edu/~dimiller

I'll be setting up a web board for online class that can include the whole class: each day after class, until 10:30, pointment. So you will know where to it the end of each class I will let you which of the following places I will be that day's office hour:
313 Walker (my office) or the CCLI (computer lab) or the picnic table outside the main trance to Walker

I'll schedule two mandatory individual conferences during week 2 and week 5. I let out early on conference days) questions, make comments and raise when you have them.

- You are expected to be present for each class session. If you must miss due to a foreseeable event, please communicate ahead of time. If you are absent due to an emergency, please let communicate as soon as possible after your missed class.

- All of this information and more is available at www.hu.mtu.edu/~dimiller

- MTU's Academic Integrity Policy defines plagiarism as "knowingly copying another's work or ideas and calling them one's own or not giving proper credit or citation." Examples include copying sections, major ideas, or entire papers from other sources (print, internet, or other students, for example) and calling them your own. You can get kicked out of school for doing this! We will talk more about plagiarism in class, to be sure everyone understands (how not to do it!). If you have questions, please ask me or call the writing center at 7-2007.

- If you have a disability and need reasonable accommodation for equal access to education and services, talk to me or call Dr. Gloria Melton. If you have discrimination concerns that you need to take to someone other than your teacher, please contact your advisor, your department chair, or the Affirmative Action Office at 7-3310.

- I reserve the right to revise the syllabus and/or course schedule to better serve student needs.