REVISIONS: ORAL, WRITTEN AND VISUAL COMMUNICATION UN2001

This course is designed to give you the opportunity to explore and strengthen different communication strategies. We will discuss different approaches to integrating aspects of the visual with oral and written ideas. You will get the chance to create your own texts and to analyze the work of others with the goal of learning how to successfully match communication strategies with the particular task or situation at hand. Our course this semester will focus on the deliberate use of rhetoric to affect change.

REQUIRED TEXTS:
- Design Writing Research
- Online PDF files or handouts
- Handbook

INSTRUCTOR INFORMATION:
Michelle Trim
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Email – mdtrim@mtu.edu
Course Website: http://www.hu.mtu.edu/~mdtrim/courses/UN2001

COURSE POLICIES

Attendance - You will be allowed 2 unexcused absences this semester. Each unexcused absence beyond that will lower your final grade by 1 full letter. That means you are allowed two missed classes in the event of illness, family obligations, scheduling conflicts or other non-life threatening aspects of everyday life. If you miss a class, you are responsible for arranging that any work due is turned in and arrives on time. Missing a class does not mean you get an automatic extension on due dates. If you have questions, come see me.

Absences on days when you are scheduled to give a presentation or speech will result in deductions to your class participation grade in addition to not earning credit for the assignment. Think of every class meeting as a scheduled appointment – presentation days are special commitments to the class. Missing your presentation day lets the entire class down and endangers your own potential for success in this course. By the same token, late papers due to absences will not be accepted unless specific arrangements have been cleared with me in advance. Missing class on a due date does not grant you an extension on that assignment.
Class Participation  Ten percent of your final grade will be determined by your class participation. I define class participation as coming to class prepared, contributing to the general discussion, and helping to maintain a positive learning environment. Basically, everyone begins the semester with a perfect class participation score. This score can be lowered through tardiness, disrespectful behavior to other members of the class, and arriving to class unprepared for the day’s scheduled activities. One way to look at this is as an opportunity for a very easy ‘A’ that carries the weight of 1/10th of your final grade.

Grading
The final grade for this course is calculated based on the following percentages:
- 10% Class Participation
- 30% Speeches
- 10% Reading Responses and Homework
- 50% Final Project Portfolio

You will give at least 3 different individual or group speeches this semester. They will vary in length, aim, and genre. In addition, every week I will collect reading responses to articles and web sites. Occasionally there will be homework assignments for you to complete by a specific due date. I will not accept late work. You will receive a description of each assignment at the beginning of its corresponding unit. Please read it early so that you have time to ask questions.

Various portions of your final portfolio may be revised before handing them in at the end of the term. You will be assigned several major writing assignments that along with the speeches help you to complete the final project. How you present these items (see portfolio handout) directly contributes to how your work will be assessed.

I follow a general grading scale as follows:
- 94%-100% · A 87%-93% · AB 82%-86% · B 77%-81% · BC 72%-76% · C 69%-71% · CD 63%-68% · D <63% · F

Non-sexist Language
Because the texts you produce in this class are public, I require that the guidelines established by the NCTE regarding non-sexist language be followed at all times. You may view these at the following URL: http://www.ncte.org/positions/nonsex.htm I We will be talking more about the reasons behind this in class.
**Web Access**
I frequently use the web as both a tool for communicating with you and as a resource for the course. You will be expected to have an email address where I can reliably send you messages and there will be times when you will be required to look at a particular web site as part of a homework assignment. I do not expect everyone to own a PC, but I do expect all of you to have learned what computing facilities are available to you as students on campus. If you have any questions or concerns about web access, come see me.

**University Policies**
Plagiarism – 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.” This includes everything from copying papers, passages, or ideas from both print and electronic media. Harvesting the web for material is the easiest form of plagiarism to catch so be forewarned. There will be no verbal warnings or second chances. If you have questions about an issue or how to cite something properly, simply ask. There are a variety of resources available to you as a student on this campus including the Writing Center in 107 Walker.

**Discrimination and Harassment**
MTU’s Policy on Discrimination and Harassment at MTU complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act (ADA) of 1990. For other concerns about discrimination, you may talk with me, your advisor, a department chair, or the Affirmative Action Officer (phone: 487-3310). These policies extend to all areas of the course, including class listservs, group activities and course related activities outside of the classroom.

**Learning Disabilities**
If you have a disability and need reasonable accommodation for equal access to education and services at MTU, please contact Dr. Gloria Melton in the Dean’s Office (phone: 487-2212). I am happy to make whatever accommodations I can.