UN2001 - REVISIONS: ORAL, WRITTEN AND VISUAL COMMUNICATION
(Environmental Studies Track)

Instructor: Fred Young
Office: Walker 148
Office Phone#: 487-3279
Home Phone#: 337-4563
E-mail: fjyoung@mtu.edu

Office Hours: T TH
7:00 - 8:00 AM
*or by appointment

Course Description
This section of Revisions is thematically based on environmental studies. We will focus our efforts on public advocacy and the communication practices of non-profit environmental organizations. This course will strengthen your abilities with oral, visual and written communication. You will be making speeches (individually and possibly in small groups) that require supporting visuals, and you will be composing papers that require formatting as well as visual and written evidence.

Course Materials
The following materials (all available in the MTU bookstore) are required for this course:

• Readings for Revisions: Oral, Written and Visual Communication
• The Non-Designer’s Design Book
• A Composition Journal, and
• A Folder to maintain your portfolio

You should bring these books to each class with you, along with pens or pencils you like to use for writing. Always be prepared for class!

Course Assignments
At the end of the semester you will have added to your personal university portfolio the documents listed below. You may not understand now what some of these documents are, but you will be receiving full explanations and detailed assignments in class.

• A Self- and class assessment cover letter
• The Journal you will keep during class
• A literacy narrative
• A draft and final version of a persuasive academic paper
• A Summary response of all feedback you receive
• A written project proposal
• A written project report

In addition to the documents above, you will also be making oral presentations in class, which may be videotaped for you to include in your portfolio.

• An individual or small group "pitch proposal" (a short persuasive presentation).
• An individual formal, academic presentation
• An individual or small group informative presentation

Class Attendance
You are allowed to miss two classes per semester; any subsequent absence will affect your final grade. If you have a REAL emergency, see me.

Course Grading
<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>25%</td>
</tr>
<tr>
<td>Journal Maintenance</td>
<td>10%</td>
</tr>
<tr>
<td>Formal Assignments</td>
<td>40%</td>
</tr>
<tr>
<td>Informal Assignments</td>
<td>25%</td>
</tr>
</tbody>
</table>

The Writing Center (487-2207)
The Writing Center can help you become a confident and thoughtful communicator. This is a tremendous resource and you would be wise to take advantage of it.

MTU Policy on Academic Integrity - Plagiarism and cheating are serious academic offenses.知情地复制另一人的工作或想法并称其为自己的或不给予适当的认可或引注是不能接受的。剽窃和作弊不仅不诚实，而且会阻碍你的学习。如果你对这个问题有任何疑问，或者关于如何正确引用他人工作，请与我交谈或咨询《写作中心》的一位教练。

MTU 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 contact the Dean's Office at 487-2212.

Right to Change Policy - As Instructor of this course I maintain the right to change or alter this syllabus to accommodate the needs of students.
Instructor: Christy Oslund  
Office: 146 Walker  
E-mail: cmoslund@mtu.edu  
Phone: 487-3275  
Office Hours: Monday and Wednesday 10:00-11:00 and by appointment

Textbooks:  
- Reading Culture Fifth Ed., Diana George & John Trimbur  
- The Non-Designer’s Design Book, Robin Williams  
- The Little Brown Essential Handbook for Writers Fourth Ed, Jane E. Aaron

Course Objectives:  
- practice clear and expressive writing  
- learn to enhance/complement writing with visual and oral forms of communication  
- practice revising written, visual and oral communication  
- learn how audience shapes communication  
- practice rhetorical analysis and critical reasoning  
- practice giving and analyzing oral information

<table>
<thead>
<tr>
<th>Course Assignments</th>
<th>Grade</th>
<th>Grading:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework/journals</td>
<td>5</td>
<td>94-100 A</td>
</tr>
<tr>
<td>Paper 1 draft</td>
<td>10</td>
<td>90-93 A/B</td>
</tr>
<tr>
<td>Paper 2 draft</td>
<td>10</td>
<td>84-89 B</td>
</tr>
<tr>
<td>Paper 3 draft</td>
<td>10</td>
<td>78-83 B/C</td>
</tr>
<tr>
<td>Oral presentation</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Final portfolio</td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

Attendance: You are allowed to miss three classes for any reason. I strongly recommend you save these for illness, court dates, weddings, funerals, social events, acts of God/nature etc. Normally your grade will be lowered by five points for each absence over three. There will be a sign-in sheet for each day of class; you are responsible for signing it at the beginning of class. If you do not sign-in on the day of class, you will normally not be allowed to sign-in at a later date. It is your responsibility to make sure you sign-in.  
I reserve the right to mark you absent if you arrive late or leave early.

Late work: Work is due at the beginning of class, on the due date. Work handed in after this time will normally be marked down five points for each class period it is late. If you are absent the day in class work is given you normally will not be allowed to make it up at a later date. If you miss the day you are to give an oral presentation you will not be allowed to present on another day.

Originality of work: There are two expectations for original work in this class: the work handed in by you will have been created by you; the work will have been produced for this class and not previously handed in or graded in another class.
Portfolio: Save all the papers that you turn in as “drafts” that I return with comments. These drafts will be included in the portfolio along with the revised final papers for each. The portfolio portion of your grade is based on both the revisions made from the first draft to the final, and on the overall quality of the final draft.

This syllabus is a guide to the grading practices and expectations for this class. Changes to the schedule may be made as we discover areas that require more/less of our practice and attention. Unless otherwise noted, page numbers refer to the textbook *Reading Culture*.

**Tentative class schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 25-29</td>
<td>Introductions; W p. 3-6; F p. 7-11.</td>
</tr>
<tr>
<td>Sept. 1-5</td>
<td>M-labor day; W p. 15-32, bring media to class; F K-day and skits</td>
</tr>
<tr>
<td>8-12</td>
<td>M p. 32-38; W p. 180-191; F p. 194-201</td>
</tr>
<tr>
<td>15-19</td>
<td>M rough draft handed out; F drafts workshopped</td>
</tr>
<tr>
<td>22-26</td>
<td>Conferences</td>
</tr>
<tr>
<td>29-Oct. 3</td>
<td>The non-designer’s design book</td>
</tr>
<tr>
<td>Oct. 6-10</td>
<td>p.314-332; bring illustrated examples to class</td>
</tr>
<tr>
<td>13-17</td>
<td>p. 333-351; bring art to class</td>
</tr>
<tr>
<td>20-24</td>
<td>p. 44-74; bring family stories to class, F draft due</td>
</tr>
<tr>
<td>27-31</td>
<td>visual/oral stories presented to class; peer response</td>
</tr>
<tr>
<td>Nov. 3-7</td>
<td>p. 358-365, 381-386</td>
</tr>
<tr>
<td>10-14</td>
<td>397-404, conduct interviews with working people/students</td>
</tr>
<tr>
<td>17-21</td>
<td>present data to class re: interviews, F draft due</td>
</tr>
<tr>
<td>24-28</td>
<td>Thanksgiving break</td>
</tr>
<tr>
<td>Dec. 1-5</td>
<td>bring draft you’re most concerned about for workshop; analysis of holiday media</td>
</tr>
<tr>
<td>8-12</td>
<td>M portfolio with all drafts and final work handed in; grading conferences</td>
</tr>
</tbody>
</table>

**MTU’s Policy on Academic Integrity**

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I. General Information

Instructor: Matthew Bunce  
Course: UN 2001 R04  
Office: Walker 146  
Phone: 487-3275  
Email: mabunce@mtu.edu  
Date: MWF  
Classroom: Walker 144  
Time: 10:05-10:55  
Office Hours: MW 11:00 a.m.-12 p.m. (And by Appointment)

II. Texts:


III. Course Description and Course Learning Outcome and Objectives

I have designed this course with writing as the spine, incorporating both oral and visual communication and a group presentation; however, I have also designed our course to focus on culture, you and the many communities that you are a part of. The tool we will examine and use to view culture is rhetoric. The expected course outcome is that after leaving our class you will understand how to utilize rhetoric to analyze the many cultural facets that you face everyday: news, advertising, laws and people. I have done this with several objectives in mind:

1. Create and apply a working definition of rhetoric for speech, writing, and visual representation.

2. Create and apply a working definition of discourse and present discourse through its four aims (Expressive, Persuasive, Literary and Referential).

3. Explore culture and its perspectives through speech, writing, and visual representation.

4. Learn how to use writing, speaking and visual representation according to audience, purpose and occasion.

5. Learn about and understand the composing process.

6. Gain an understanding of the importance of revision through writing.

7. Gain an understanding of the importance of collaboration with peers.

8. Produce a comprehensive portfolio for the end of the semester that exhibits your work.

IV. Grading:

You must complete both papers, the group presentation and the portfolio to receive a passing grade in this course. I will hand out or post online the individual requirements for each assignment.

Paper 1 (10%)  
A= 93-100  
A/B= 88-92  
B= 83-87  
B/C= 78-82

Homework (10%)  
C= 73-77  
C/D= 68-72

Group Project (20%)  
D= 60-67  
F= 0-59

Attendance and Participation (15%)

Portfolio (35%)

V. Rough Drafts and Final Drafts

I will NOT accept a rough draft after its due date. One of the purposes of a draft in this class is so your peers can make suggestions. If you do not bring a draft in, you do not benefit from your peers' suggestions. However, I am willing to negotiate with you on an extension for a final copy.
VI. Homework

Homework is to be turned in on the date it is due. You may NOT make up homework. If you are absent for any reason, it is your responsibility to check the syllabus and/or contact a classmate or me.

VII. Attendance

Attendance is mandatory. Of course, there are always unforeseen circumstances or illnesses at times; therefore, a student may miss no more than three unexcused class sessions.

Participation, too, is mandatory. One of my teaching philosophies is that the teacher can learn from his or her students, and I want to learn from you. Participating in class discussions is risk-taking, and I will do my best to make the classroom a safe place to take risks. Your ideas, thoughts, comments and concerns are important to me, so please address them to me in whichever medium you feel most comfortable, i.e., phone, office hours, before or after class or email.

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X. Portfolio Requirements

At the end of this semester you will turn in a comprehensive portfolio of the work you did in UN 2001. This portfolio is 40% of your final grade. There are specific texts you will need to include in your portfolio, and there are several ways to create a portfolio. When the time comes to start designing your portfolio, you will have knowledge of the CRAP principles and will be expected to implement them. I have outlined the required material and two ways that you can build your portfolio. If you have your own idea of how you would like to create your portfolio, please come talk to me.

Specific Texts to be Included in Your Portfolio (each section is worth ten points):

1. Cover page
2. Table of contents
3. Introduction
4. All your generations of ideas
5. All your rough drafts
6. All your peer reviews
7. All your final drafts
8. Homework Assignments
9. Reflection papers

Two ways to create your portfolio: manuscript form and e-portfolio