UN 2001: Revisions: Oral, Written and Visual Communication Fall, 03

Sections: R20 (T-Th 2pm) and R21 (T-Th 3:35pm)
Instructor: Julie Estep
Office hours: T TH 10-12 in Walker 148, and by appointment
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Course Description:
Virtually every successful human endeavor hinges upon effective communication. Quality of communication makes or breaks relationships, business partnerships and transactions, marketing efforts, military operations, family dynamics, elections, job searches, funding requests; even classroom interchanges. Revisions is designed to provide participants with an opportunity to examine what it means to communicate effectively in a variety of modes and contexts, and to practice doing it.

Course Objectives:
Participants in this course will:

• acquire a wide repertoire of strategies for evaluating and practicing effective communication in several media
• explore different contexts in order to decide which communicative techniques and tools are appropriate to achieve objectives in a given situation
• practice giving and receiving feedback in order to better assess your own and others’ communicative strategies

The assignments for the class have been designed to meet the above objectives. They represent the minimum for which you are responsible. They involve:

(At least) 4 major papers/written projects
(At least) 3 oral presentations
(At least) 3 visual design assignments

Smaller writing assignments and reader responses as homework

Required Texts:
None to purchase—all articles will be provided via PDF or HTML.

Participation:
Every draft of each assignment must be handed in on its due date, and every assignment must be completed in order to pass the course. No late coursework will be accepted. In-class writing may be collected, so bring a writing notebook every day.
Grading:
Attendance and preparation are also crucial to success in this class. **Two absences are free, but thereafter, final grades will drop one grade per absence. Missing draft duedates counts as an absence.** Class participation, responsible group work and your general level of enthusiasm for the class will be factored HEAVILY into your final grade. Good-faith efforts on written assignments may sometimes be revised to earn higher grades, if desired. Grades on oral and group presentations are final.

**Foundations for Grading Policy**

- Clear Expectations
- Frequent Updates
- Specific suggestions that lead to revision or improvement for next assignment (Not success or failure but deepening the conversation).

Final evaluation will encompass grades on written assignments, journals, presentations, class participation and final portfolio.

- Students permitted two absences, period. Final grade drops one-half a grade per absence thereafter. Lateness (5-20 min) counts as half an absence.
- Missing in-class draft due dates counts as an absence.

--Individual journal assignments, reader-responses, etc. will not receive a letter grade, but credit/no credit and will receive comments and—possibly—requests for elaboration (to be turned back in) or suggestions for future assignments. Quality of journal and brief written assignments will receive a holistic grade as part of students’ final portfolio.

--Large written assignments WILL receive a letter grade with comments, and the option to revise for a higher grade. Revisions may be turned in for feedback all semester; final revisions must be turned in with final portfolio.

--Drafts and oral-presentation “drafts” are graded for timeliness and completeness—credit or no credit.

--Individual and group oral presentations will receive a letter grade with comments and suggestions for future assignments.

--In-class and group participation will be factored in holistically and significantly as part of students’ final grade.

**MTU Compliance With The Americans With Disabilities Act**

MTU complies with all state and federal laws regarding discrimination, including the Americans With disabilities Act of 1990 (ADA). Students with disabilities should contact the Student Affairs Office for Assistance (487-2212).
MTU's Policy on Academic Integrity

Plagiarism and cheating are serious academic offenses and will not be tolerated. 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," and the 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 are not only dishonest but they cheat you out of learning. If you ever have any questions about this issue, or about how to cite someone else's work properly, please talk with me or consult a coach in the Writing Center.