UN2001 12 January 2004 – 30 April 2004

**REVISIONS: ORAL, WRITTEN, AND VISUAL COMMUNICATION**
(tentative syllabus)

Section R10 – MWF – 1:05-1:55 – Rm.125 Fisher
Instructor: Merle Kindred
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**COURSE DESCRIPTION**
This class will help strengthen your abilities in all areas of communication by a combination of individual and small group assignments based on class discussions and background reading in texts and online sources, and from research. You will be increasing in awareness of the impact and effectiveness of the oral, written, and visual communication of yourself and others to determine what kinds of communication media and strategies are appropriate for different situations. The goal is to empower you as a multi-dimensional communicator.

**COMMUNICATION**
You are reading the skeletal syllabus for this course. We will communicate in class, electronically, and by conferencing either individually or in small groups. Our class listserv is: revisions10-l@mtu.edu. (Note the symbol after the course number is a lower case “L.”)

**COURSE MATERIALS**

Seeing & Writing 2, Donald McQuade / Christine McQuade S&W
The Non-Designer’s Design Book, Robin Williams NDDB
The Little, Brown Essential Handbook for Writers, Jane E. Aaron LBHB

**ATTENDANCE**
Regular attendance is critical to success in learning. If you have to be absent, please let me know the reason either via email or in class. If you miss more than three classes, we will talk. Also, acquire a buddy in class who you can contact for assignments and handouts. If you ask me later, “Did I miss anything?”, my automatic answer is a cheeky, “Nope, not a thing!”

**GRADING**
You are to exert maximum energy in all areas of exchange: class and online participation (20%), written work & quizzes (20%), oral presentations (20%), and your final group oral presentation (20%) & research project (20%).
MTU’S POLICY ON ACADEMIC INTEGRITY
Cheating and plagiarizing 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. Resist the temptation. All work is to be original with full documentation for quotations and paraphrases. 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.

Know that you will be confronted directly by me if any assignment that is a radical departure from your usual style is submitted.

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 contact Dr. Gloria Melton in the Dean’s Office (487-2212). For other concerns about discrimination, you may talk with your instructor, your advisor, a department chair, or the Affirmative Action Officer (487-3310).

CLASS CALENDAR
WEEK 1 - January 12 - 16
Discussion:
Introduction to course – syllabus & texts, demographics & geographical origins of class, how we learn as a species, collaboration, and synchronicity.

Readings:
• S&W – Introduction: Writing in the Age of the Image
• NODB – Ch.1 - The Joshua Tree Principle
• LBHB – I. Writing

Assignments:
• For Wednesday, write a 2-page response (double-spaced, 1” margins) based on the exercise “What Do You Value?”
• For Friday, read S&W, pp. 1-35 and LBHB, pp. 1-14 and be prepared to discuss.

WEEK 2 - Jan. 21 - 23 (no class on Mon. the 19th - MLK Day)
Readings:
S&W - Ch. 1 – Observing the Ordinary
NDDB – 2. Proximity
LBHB – II. Clarity and style, pp. 16-25
WEEK 3 - Jan. 26 - 30
Readings:
S&W - Ch. 1 – Observing the Ordinary (cont.)
NDDB – 3. Alignment
LBHB – 2. Clarity and style, pp. 26-36

WEEK 4 - Feb. 2- 4 (no class on Fri. the 6th – Winter Carnival)
Readings:
S&W - Ch. 2 – Coming to Terms with Place
NDDB – 4. Repetition
LBHB – III. Sentence parts and patterns - verbs

WEEK 5- Feb. 9 - 12
Readings:
S&W - Ch. 2 – Coming to Terms with Place (cont.)
NDDB – 5. Contrast
LBHB – III. Sentence parts and patterns - pronouns

WEEK 6- Feb. 16 - 20
Readings:
S&W - Ch. 3 – Capturing Memorable Moments
NDDB – 6. Review
LBHB – III. Sentence parts and patterns - modifiers

WEEK 7- Feb. 23 - 27
Readings:
S&W - Ch. 3 – Capturing Memorable Moments (cont.)
NDDB – 7. Type (& Life)
LBHB – III. Sentence parts and patterns – sentence faults

(Spring Break Feb. 28 – Mar. 7)

WEEK 8- Mar. 8 - 12
Readings:
S&W - Ch. 4 – Embodying Identity
NDDB – 8. Categories of type
LBHB – IV. Punctuation, pp. 74-83

WEEK 9- Mar. 15 - 19
Readings:
S&W - Ch. 4 – Embodying Identity (cont.)
NDDB – 9. Type contrasts, pp. 95-103
LBHB – IV. Punctuation, pp. 84-94
WEEK 10- Mar. 22 - 26
Readings:
S&W - Ch. 5 - Producing America
NDDB - 9. Type contrasts, pp. 104-115
LBHB - V. Form and appearance, pp. 96-108

WEEK 11- Mar. 29 - Apr. 2
Readings:
S&W - Ch. 5 - Producing America (cont.)
NDDB - 9. Type contrasts, pp. 116-125
LBHB - V. Form and appearance, pp. 109-120

WEEK 12- Apr. 5 - 9
Readings:
S&W - Ch. 6 - Reading Icons
NDDB - 10. So, do you get it?
LBHB - VI. Research and documentation

WEEK 13- Apr. 12 - 16
Readings:
S&W - Ch. 6 - Reading Icons (cont.)
NDDB - (practice of design strategies)
LBHB - VI. Research and documentation, pp. 122-155

WEEK 14- Apr. 19 - 23
Readings:
S&W - Ch. 7 - Challenging Images
NDDB - (practice of design strategies)
LBHB - VI. MLA documentation and format, pp. 155-173

WEEK 15- Apr. 26 - 30
Final presentations and research projects