Welcome to REVISIONS: Oral, Written, and Visual Communication.

This is the third of the four general education courses required of all students at Michigan Tech. It is the only required course on writing here at Tech. As such, we will concentrate on written communication, but we'll also see how they can reinforce each other.

The Point

My goal is to help you become a better communicator. I have several assumptions about what this means that have been built into this class...

First, we need to know how you think and feel about communication. We need to get a sense of the kind of communicating you've done.

Once we know where you are now, we can build on your prior experiences. My goal is to provide you with meaningful experiences that will stretch the limits of your abilities without overwhelming you. At times this will involve things that you'll find very applicable to what you're doing at MTU; at other times we'll stretch the limits of what you find applicable.

How you improve as a communicator is equally important as what and how you communicate. We'll start with smaller projects, build in visual communication early on, and build up to a larger paper and a presentation. Smaller projects should help you (quickly) see the value in revising your work. Visual communication is introduced early on because it is such a large part of our lives today. The larger paper will require research, and will be the basis for your oral presentation; both will be preparation for your senior design/project/essay/research/thesis courses.

Grading

Your goal should be to improve your communication. The only way to do this is with revisions, revisions, revisions. This means work needs to be done early and shared with others (to acquire feedback).

Communication is never perfect. That said, I can’t imagine that your work would be anything less than exceptional if, after completing an assignment, you let your work be proofread/critiqued by at least 6 people (as diverse as possible within your intended audience) and revise. I don’t expect this … but I would welcome it.

Everyone can get an A in this course. I will prepare handouts on how I will grade major assignments. However, much of your work, especially in class, will be pass/fail—either you do it or you don’t. Late work will not be accepted, even if you aren’t at class (for whatever reason). Unless you complete every assignment you will not pass this class. Talk to me as soon as possible if anything comes up; it will be better than getting 0%. Save everything! Part of your grade will be based on a portfolio of everything you’ve done in this class.

Your final grade will be calculated according to the official MTU scale:

A = 100-93%  AB = 92-88%  B = 87-83%  BC = 82-78%  C = 77-73%  CD = 72-68%  D = 67-60%  F = 59-0%
Your final grade will be based on:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Writing</td>
<td>10%</td>
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<tr>
<td>Résumé</td>
<td>10%</td>
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<tr>
<td>Discussion/Participation In-class</td>
<td>20%</td>
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<tr>
<td>Communication Paper</td>
<td>10%</td>
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<tr>
<td>Autobiography</td>
<td>10%</td>
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<tr>
<td>Final Project, Paper &amp; Presentations</td>
<td>20%</td>
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<tr>
<td>Other Smaller Projects</td>
<td>10%</td>
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<tr>
<td>Portfolio</td>
<td>10%</td>
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Attendance

Your goal should be to attend every class period, to be on time, and to be prepared. In-class work is a major part of this course; you will be responsible for what you miss. After missing 3 classes, each subsequent absence will reduce your final grade by 10%. Do not be late; come to class, but expect lateness to affect your grade.

Required Texts

- Reading Culture: Contexts for Critical Reading and Writing by Diana George and John Trimbur
- The Non-Designers Design Book by Robin Williams
- The Little Brown Handbook

Additional material that will be made available to you via email and/or course reserve.

Other Requirements

A 3-ring binder or similar device to keep everything organized and in one place. This will serve as your portfolio, and will be collected at the end of the semester. Bring your portfolio to class every day.

A composition book.

Bring a planner/calendar to class every day.

A VHS videocassette for your final presentation.

Legal Stuff

MTU's Policy on Academic Integrity — Plagiarism and cheating are serious academic offenses. They are defined by this policy as, "knowingly copy another's work or ideas and calling them one's own or not giving proper credit or citation," and this policy covers copying sections or entire papers or electronic sources as well as handing in papers written by students for other classes or purchasing academic papers. Plagiarism and cheating not only are dishonest but cheat you out of learning, the prime reason you are here. If you ever have questions about this issue, please talk with your instructor or consult a coach in the Writing Center (7-2007).

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 call Dr. Gloria Melton, Associate Dean of Students (7-2212). For other concerns about discrimination, you may contact your advisor, department chair, or the Affirmative Action Office (7-3310).

Warning: Syllabus and course schedule may be revised to meet the needs of the class.