instructor: molly hayenga
office: walker 142
phone: 487.3273
texts
description
The focus of this course is on development and practice in oral, written, and visual communication. To narrow this down a bit, we will begin by examining our individual practices in oral, written, and visual communication. We will then broaden our focus and look at the shaping of our identity and how we shape or convey meaning to others in a variety of situations using the practices of oral, written, and visual communication. We will start with Picturing Texts and move into design strategies presented in The Non-Designers Design Book after that.
structure
This course will be structured around three major assignments including a letters assignment (due week 5), argumentative research paper (due week 10), and a collaborative group project (due week 14). Along with the major assignments, there will be quizzes and informal response papers throughout the term. An oral presentation and portfolio will also be included as major assignments.
course policies
I expect regular attendance from all students. More than three unexcused absences will result in your final grade being dropped by one letter (for example, B becomes C, AB becomes BC, CD becomes F) for each absence over three. Also, absences and tardiness will reflect poorly on your social practices when I determine your class participation grade (see below for detailed participation description). Sleeping in class will count as an absence. Coming to class unprepared after an absence (excused or unexcused) will also affect your grade. If you choose to turn in work after the due date given on the assignment sheet, your grade on that assignment will be lowered one half grade (for example, A becomes AB, AB becomes B, etc.) for each day (not class period) that it is late. I will not accept any assignments via email. Technology problems are not a viable excuse in this class for late assignments. You must complete all major assignments (including the letter assignment, research paper, group project, oral presentation, and portfolio) to receive a passing grade in this course.

It is your responsibility to keep a saved copy of all assignments and draft stages on hand.
excused absences
I must be notified prior to the class period to be missed for you to get credit for excused absences (except for certain emergencies). In-class assignments that are missed must be made up or an equivalent assignment will need to be negotiated or your social practices grade will be lowered accordingly. Assignments that are due the day of your excused absence will need to be turned in before the next class period that it is due or your grade will be lowered according to the description under course policies.
class list

The email list for this class is revisions08-l@mtu.edu. It is your responsibility to check this list for updates/changes in the class schedule/assignments. I recommend checking your email at least once a day as to not miss out on any updates. Emails sent to this list go to everyone in the class—not just the instructor.

portfolios

At the end of the term, you will be required to turn in a portfolio. This portfolio will be for the Director of Writing Programs at MTU for assessment purposes. This portfolio must contain copies of all major assignments, draft stages, and informal response papers. All items placed in this portfolio must be free of grades, instructor editing suggestions, and any other editing comments except for working drafts of assignments. In other words, do not include copies that I return to you after editing or grading (except drafts). Instead, place a clean, fresh, “starched” copy of each assignment and assignment descriptions in the portfolio. You will be graded on this portfolio and must hand this in to pass this course. I will be handing out a detailed description of the portfolio requirements at a later date.

grading

Your final grade will be determined using the following assignment/participation breakdown.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letters Assignment</td>
<td>20%</td>
<td>Monday of Week 5</td>
</tr>
<tr>
<td>Research Paper</td>
<td>25%</td>
<td>Monday of Week 10</td>
</tr>
<tr>
<td>Group (Collaborative) Project</td>
<td>25%</td>
<td>Monday of Week 14</td>
</tr>
<tr>
<td>Portfolio/Reflection Letter</td>
<td>5%</td>
<td>Friday of Week 14</td>
</tr>
<tr>
<td>Quizzes/Informal Responses/In-class Work</td>
<td>10%</td>
<td>throughout the entire semester</td>
</tr>
<tr>
<td>Class Participation</td>
<td>15%</td>
<td>throughout the entire semester</td>
</tr>
</tbody>
</table>

The Class Participation grade will reflect your contributions to class discussions, peer review activities, and group work, as well as your commitment to submitting timely and complete work. It also includes being respectful to me and the rest of the class (listening and responding thoughtfully) as well as your energetic participation in class discussion and activities. I'm not a psychic; therefore, invisible contributions will be overlooked when determining this grade. Needless to say, if you are not in class, you are not participating, so this grade will also partially reflect your attendance.

Final grades will be scaled as follows.

- A 90-100%
- AB 88-89.9%
- B 80-87.9%
- BC 78-79.9%
- C 70-77.9%
- CD 68-69.9%
- D 60-67.9%
- F Below 60%

writing center

The MTU Writing Center is available to any student on campus. I encourage you to take advantage of their free resources including working on written drafts of projects and papers, discussing reading assignments, rehearsing oral presentations, designing visual arguments, etc. Sessions are either by appointment or you can visit the Writing Center during their walk-in hours (12-3 Monday–Friday). The Center is located in Walker Room 107.
important MTU information

Plagiarism and cheating are serious academic offenses. They are defined by this policy as “knowingly copying 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 from printed or electronic sources as well as handing in papers. If you ever have questions about this issue, please talk with your instructor or consult a coach in the Writing Center (7-2007). MTU complies with all federal and state laws and regulations regarding discrimination, including the American with Disabilities Act 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, Dean of Students (7-2212). For other concerns about discrimination, you may contact your advisor, department chair, or the Affirmative Action Office (7-3310).

I reserve the right to revise the syllabus/schedule at any time to better serve student needs.