UN 2001: Revisions: Oral, Written & Visual Communication

CLASS INFORMATION:
Class time: MWF 3:05-3:55 & 4:05-4:55
Class location: Walker 143 & 144

INSTRUCTOR INFORMATION:
Instructor: Joanna Schreiber
Office location: Walker 146
Office hours: Monday 2:00-3:00; Tuesday 11:00-1:00; Thursday 1:00-2:00
Office phone: 73275 (off campus 487-3275)
Email: jmschrei@mtu.edu

COURSE DESCRIPTION:
So, why are you here? Communication skills are essential to all humans because, as humans, we use our communication skills to interact with each other. Effective communication skills will be especially important in your career as you interview for jobs, negotiate salary, write proposals, and give presentations. The manner in which you communicate will determine how you interact with society.

The purpose of this course is to get you to think about communication by utilizing rhetorical process to produce and analyze communicative pieces. In the course, you will revise and reflect upon your work to improve and enhance your communicative abilities.

In short, if you take this course seriously, you will learn how to communicate more effectively with others and have a better understanding of what is being communicated to you. Remember, you will use your communicative skills for the rest of your life.

COURSE OBJECTIVES:
The objectives of this course are to:

- Enhance your ability to think critically about how and why we communicate as a society.
- Utilize rhetorical process to improve and strategically design your communication.
- Concentrate on working with groups and understanding the audiences of communicative pieces.

COURSE MATERIALS:

*The textbook will be referred to as “cda” in the course schedule.

You will need a three-ring binder in which you will compile all of your assignments to create a portfolio to be submitted at the end of the semester.
ATTENDANCE POLICY:
You are permitted three unexcused absences each semester. However, remember your participation in class is essential to everyone’s learning and is part of your grade. Absences will affect your participation grade because your participation grade depends upon your contributions in class.

If you do miss class more than three times, I reserve the right to lower your overall course grade by 5% for each additional absence.

TARDINESS POLICY:
I reserve the right to count your tardiness as an absence.

GRADING POLICY:
You must complete all assignments, projects, and the final portfolio to receive a passing grade in this course. You will not receive a final grade until all assignments, projects, and your final portfolio have been completed.

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<thead>
<tr>
<th>Assignments</th>
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<tr>
<td>Final Portfolio</td>
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<tr>
<th>Grade</th>
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<tr>
<td>A</td>
<td>89 to 94%</td>
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<td>B</td>
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<td>C</td>
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PARTICIPATION:
Because this is a communication course, your participation is essential to the learning environment of all students. To be an active participant, you must attend class, listen actively, bring your textbook, and volunteer thoughts and ideas during class.

Your participation grade will be based upon how I observe your participation during classroom discussion and during group activities.

If you are concerned about your participation in class, ask yourself the following questions:

- Am I contributing to classroom discussions?
- Do I ask questions during class?
- Am I disrupting classes?
- Am I actively listening to the class discussions?

If you have any other questions about your participation grade, please see me.

ASSIGNMENT & PROJECT EXPECTATIONS:
- All assignments and project drafts are to be typed and need to include your name, the date, and the title of the assignment at the top of the page.
- You may not email assignments unless you receive permission from the instructor.
- All final drafts of assignments and projects must follow the format guidelines of the Modern Language Association (MLA).
- All drafts of assignments and projects must have correct grammar, spelling, and punctuation.
Late assignment policy: Assignments and projects are to be turned in at the beginning of class on the designated due date unless you have permission from me ahead of time. Five percent of the assignment/project grade will be deducted for each day the assignment/project is late.

Note Regarding Projects: There will be one major project for the semester. This project will consist of linked assignment sequences. Once you have begun the project, you may not change your topic or approach.

PORTFOLIOS:
You will be required to turn in a final portfolio at the end of the semester showcasing ALL assignments, drafts, peer reviews, group work, notes, handouts, etc. Subsequently, you must save all of these materials.

Failure to complete the portfolio will result in failure of the class.

RESOURCES:
For personal help with your writing, visit MTU’s Writing Center located in the Walker Humanities Building.

Online help for the Modern Language Association format:

- MTU’s Online Writing Center is located online at http://www.hu.mtu.edu/wc/resources.html
- Purdue’s Online Writing Lab is located online at http://owl.english.purdue.edu/handouts/research/r_mla.html

MTU’S POLICY ON DISCRIMINATION AND HARRASSMENT:
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 educations 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).

MTU’S POLICY ON ACADEMIC INTEGRITY:
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 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).
### Course Schedule

#### Week One
- **Wednesday, January 11**
  - Read p.2-22 cda
  - Read Ch. 1 & 2

#### Week Two
- **Wednesday, January 18**
  - Group Work Day

#### Week Three
- **Wednesday, January 25**
  - Magazine Presentations
  - Rhetorical Analysis of Ad – Draft (Peer Review)

#### Week Four
- **Wednesday, February 1**
  - Rhetorical Analysis of Essay – Draft (Peer Review)

#### Week Five
- **Wednesday, February 8**
  - Ch. 3 & 4

#### Week Six
- **Wednesday, February 15**
  - Research Day

#### Week Seven
- **Wednesday, February 22**
  - Oral Argument (Introduction/Peer Review)

#### Week Eight
- **Wednesday, March 1**
  - Oral Argument

**Spring Break March 4-12**

- **Monday, March 13**
  - Read Ch. 7 cda

- **Friday, March 17**
  - Advocacy Essay (Conclusion/Peer Review)

- **Monday, March 20**

- **Friday, March 24**
  - Advocacy Essay – Draft (Peer Review)
Monday, March 27
- Conferences – No Class

Friday, March 31
- Conferences – No Class

Monday, April 3
- Ch. 9 cda

Friday, April 7
- Advocacy Essay – Final Draft

Monday, April 10

Friday, April 14
- Visual Essay Presentations

Monday, April 17
- Visual Essay Presentations

Friday, April 21
- Portfolio
- Brochure
- Reflective Essay – Portfolio Cover Letter