Revisions: Oral, Written, & Visual Communication

UN2001, Section R20, Fall 2006
Walker Building, Room 143
Tuesdays and Thursdays, 2:05-3:20pm

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Office Hours: Monday, 11am-noon; Tuesday, 12:30-2pm; Wednesday, 1-2:30pm;
and as needed by appointment

Required Materials:
This text, referred to as *cda*, will be our guide throughout the semester. You will be asked to read and reflect upon certain chapters and selections for in-class discussion and group activities (see attached course outline). You should plan on obtaining a copy immediately, if you have not already done so.
ALSO, BE SURE TO BUY THE NEW, COLORIZED VERSION OF THIS TEXT!

Binder: You need to purchase a hard-cover binder with tab dividers. This will hold all of your work throughout the semester, including all drafts and steps toward the final product.

Course Description: One of four core classes required of all students by the University's General Education Curriculum, Revisions is designed to help you develop and strengthen your communication skills and understanding. We will examine and design oral, written, & visual texts to gain insight into productive communication for differing contexts and audiences.

Course Objectives: Throughout the course of this semester, you will learn how to: write a statement of purpose; identify the context and audience of a communication; determine the best medium to use; arrange ideas and concepts in the most persuasive and effective sequence; and develop strategies to achieve your communication goals. You will also learn how to develop a design plan and an annotated bibliography while working independently and/or collaboratively.

Assignments and What to Expect: You must complete all assignments to receive a passing grade in this course. We will divide this course into three separate, yet related, assignment sequences. You are expected to carry the knowledge gleaned from the first sequence into the subsequent sequences and so on. These assignments will require you to step through multiple drafts and revisions, which are built into the assignment sequences. I will only accept final work that has developed out of those drafts. Basically, you cannot suddenly change topics or approaches as the final due date nears. I need to see the process that leads up to the final project. *SAVE ALL DRAFTS IN YOUR BINDER AS WE GO! DO NOT SAVE OVER YOUR WORK!*
Assignment Point Values:
Attendance/Participation = 150 points
One 7-10 page research paper = 150 points
Draft of research paper = 50 points
Research paper reflection = 50 points
Two rhetorical analyses = 50 points each
Oral Communication Project = 150 points
Reflection on Oral Communication = 50 points
Visual Communication Project = 150 points
Final Reflective Cover Letter = 50 points
Final Portfolio = 100 points

Attendance and Participation: This class is interactive. We will be working in groups, doing hands-on activities, and using class discussion to facilitate our learning. When you miss class, you miss valuable information and opportunities for learning. Although students are permitted to miss 2 classes per semester with no questions asked, subsequent absences will greatly affect your overall final grade. *University Excused absences through the dean of students are the ONLY exceptions. Also, arriving late disrupts the class. Two (2) tardies will add up to one full unexcused absence (a subtraction of five overall points for every two tardies). Attendance and participation are worth 150 overall points. Because I value attendance so much, you will be rewarded with ten extra points if you miss no classes and five extra points if you miss just one class this semester. This breaks down to five points per day just for showing up and participating. However, because this class relies so heavily on discussion, group work, and in-class activities, I expect active participation.

Final Portfolio: Portfolio requirements will be handed out at a later time, but you MUST save all of your drafts, assignments, peer reviews, group work, notes, and etc. composed throughout the semester. You will be using these materials to complete the final portfolio. Also, please make 2 copies of final assignments: one to hand in to me for a grade, and another clean copy without your name and class information to put immediately into your binder. Final portfolios can have no identifying marks on them, so before turning in an assignment, you must remember to print out an extra copy THAT HAS NO IDENTIFYING INFORMATION ON IT and place it in your binder.

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).
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).

Course Schedule:
Although I reserve the right to revise the syllabus and/or course schedule to better serve student needs, the following schedule will be used during the semester to accomplish our goals:

Week One:
9/5: Begin Discussion of Technology: LIST technologies, what do you consider technology? For next class: Find your syllabus and a syllabus questionnaire on my website. Bring completed syllabus questionnaire to next class (5 points toward attendance/participation grade). Also, read p.2-22 in cda.
9/7: Review syllabus questionnaire, develop classroom policies, & begin concept discussion. For next class: Read p.23-55 in cda.

Week Two:
9/12: Concept discussion: Audience, Purpose, Context, etc. Discuss oral technologies and history. For next class: Read p.57-77 in cda.
9/14: Review sense of purpose, audience, context. Introduce podcast assignment. For next class: Read p.223-261 in cda. Develop the design plan of podcast assignment (50 pts).

Week Three:
9/19: Feedback on Design Plans, discuss oral communication from cda, develop rubric for podcast assignment. For next class: Begin preparing your rough podcast and script. Also, answer “During a Project” reflection questions (5 points toward attendance/participation grade).
9/21: Discussion about reflection. How is the project coming along? For next class: Finish your rough podcast and script (50 points).

Week Four:
9/26: Feedback on Rough podcast. For next class: Finalize your podcast.

Week Five:
10/3: Discuss written modes of communication as transition from oral media. View comparison examples in class and discuss rhetorical analysis. For next class: complete a rhetorical analysis that compares an oral form of communication with a written form (2-4 pages in length, 50 points).
10/5: Discuss analysis results, hand out research paper assignment, discuss internet vs. library research, make rubric in class. For next class: read p.143-175 in cda and do “Before a Project” reflection (5 points).
Week Six:
10/10: Feedback on research ideas, discuss annotated bibliographies, works cited pages, in-paper citations. For next class: continue research process and begin rough draft.
10/12: Library Day – class cancelled for library research. For next class: continue researching your project and complete a draft of an annotated bibliography of your 7-10 sources (25 points)

Week Seven:
10/17: Peer feedback on bibliographies, discuss works cited pages and in-text citations. For next class: bring final annotated bibliography of your 7-10 sources (50 points).
10/19: Discuss written technology and the importance of writing well. Collect copy of your annotated bibliographies (hang onto one to help you continue your research). For next class: bring first draft of your research paper (50 points).

Week Eight:
10/24: Model peer reviews, provide guidelines for review, review first drafts, discuss REVISION. For next class: Revise your papers (25 points) and bring both your original draft that was reviewed and your new draft to class for more review.
10/26: More in-class peer reviews and any final research paper questions. For next class: finalize your research paper (50 points).

Week Nine:
10/31: Collect finalized 7-10 page research paper, discuss visual as compared with written communication, show example? For next class: Relax and enjoy a job well done on your research papers!
11/2: Discuss visual rhetorical analysis, show example on p.446 vs. p.464 in cda. For next class: Read p.263-314 in cda and write a 2-4 page rhetorical analysis that compares a written text with a visual text.

Week Ten:
11/7: Discuss analysis comparisons, do in-class analysis of advertisements to better understand visual communication. For next class: Compose a poster (5 points) of how you’re shaped as a communicator as found on p.13 in cda.

Week Eleven:
11/14: Finish “how I’m shaped as a communicator” presentations, begin documentary photography discussion. For next class: Prepare a one-page proposal with at least five ideas for a documentary photography book.
11/16: Establish groups for final project, design rubric for documentary photography assignment. For next class: begin work on documentary photography assignment.

Week Twelve:
11/21: NO CLASS – Thanksgiving Break
11/23: NO CLASS – Thanksgiving Break
Week Thirteen:
11/28: Begin your design plans, in-class work on projects. For next class: Develop a design plan for your group (50 points).
11/30: Continue in-class work on projects. I will be around to check group progress. For next class: draft your documentary photography book (50 points).

Week Fourteen:
12/5: Testing Day for Documentary Photography Assignment. For next class: finalized Documentary Photography assignment is due (50 points).
12/7: Collect documentary photography assignment, discuss final portfolio and reflective letter. For next class: compose final reflective cover letter for portfolio (50 points).

Week Fifteen:
12/12: Reflective Letter DUE, discuss rubrics and contents for final portfolios. For next class; put together your class portfolio (100 points).
12/14: Collect final portfolios, closing Discussion