Welcome to Revisions! This course is one of four required core courses in MTUs General Education curriculum. Revisions is designed to develop your ability to produce and interpret oral, written, and visual communication. To achieve these goals, you will learn to apply rhetorical concepts such as audience, ethos, logos, and pathos while undertaking an extensive composing process. In the end you will possess a range of composing skills as well as critical and analytical reasoning skills that will enhance your confidence and effectiveness in work-life, personal-life, and academic-life communication. You will be asked to design compositions and texts so that they fit interesting, sometimes difficult, situations and audiences. The course is centered on helping you improve skills in communicating multi-modally; it requires you to learn a complex process for understanding, analyzing, and creating texts in and for rhetorical situations from many sources and different audiences. Finally it stresses turning ideas into action through communication. Enjoy!

eleven course goals

1. Learn a rhetorical approach to analyze and produce texts using written, visual, and oral communication
2. Understand how audience and purpose shape effective communication
3. Learn how processes of reflection and invention are useful in developing communication
4. Acquire practice in revising written, visual and oral communication
5. Acquire strategies for testing and assessing communication projects
6. Work both individually and collaboratively in learning and communicating
7. Analyze and produce a range of (mixed) written, visual and oral texts in a range of genres
8. Learn to conduct, communication, and document research for a substantive piece of argumentative communication
9. Seek out multiple perspectives on an issue and identify position of one’s own perspective within wide contexts
10. Recognize the importance of understanding how different audiences interpret texts, given our global, cultural diversity
11. Discuss and analyze ethics of a text communicator’s choices

participation & attendance

Participation in the kind of learning that this course depends on is essential. Points will be subtracted from your “Social Practices” portion of the course grade whenever you miss a class. If you accumulate four or more absences during the semester, you will not pass the course and will be advised to drop the class and take it during a semester in which you have a better schedule. (Excused absences, such as illness, still count as absences.)
A missed conference with the instructor counts as two absences.

Traveling athletes' absences are excused for games only (not for practices or meetings), and this does not excuse them from assignments due in class on those days. Traveling athletes must turn in work BEFORE their absence or else make other arrangements with the instructor. This is university policy.

**late work**

Your classmates and I expect you to turn in your best work by the deadline. Not having an assignment completed by class time will definitely affect your ability to participate in class and will create difficulties for your classmates as well. Always bring a typed draft of your work even if it is not completely finished. Some assignments have email deadlines; others have in-person deadlines. Check the assignment sheet for each project to be sure you understand how and when your work is due.

You may choose one assignment to submit late during the semester. Think carefully about your scheduled midterms, other projects, work schedule, and so on as you plan which assignment to use as your late one. You may submit the late assignment one class day late only after you have emailed me to let me know which assignment you have chosen as your late one by midnight before the deadline day at the very latest. No other late assignments are accepted. It is always better to turn in even a partially completed assignment on time than to not turn in anything at all because you didn't have time to complete it.

**assignments**

Your writing should be composed on a computer. Always print out a copy to hand in and a copy with your name deleted to keep for your portfolio. Project work done by hand such as hand-drawn sketches to develop ideas, collages of mixed media as finished projects, and so on are acceptable when integral to your finished project. All stages of your project must be included in the portfolio. I encourage you to think creatively and use a variety of media.

Assignment sheets for all projects will be discussed and distributed in class.

**graded project 1**

This is an individual project. Design a composition that is a visual argument advocating something of importance and interest to you. Topics should focus on a local or regional level, rather than on national level. Assignment sheet provided in class (200 points).

**graded project 2**

This is a paired project. Compose a multimodal project to inform a dual audience about a cause of interest to both of you. Consideration will be given to ethical implications of your communicator's choices as well as communicating in local and global spaces. A presentation rehearsal with the instructor as well as a class 5-minute presentation are required (250 points).

**graded project 3**

This is an individual project and a group presentation. Select, analyze and research an argument composition that is mixed—oral, written, and/or visual communication. Your work will be presented in a formal 7- to 10-page research paper that you design in order to reach your audience—portfolio evaluators are considered part of this audience. Your project will include an annotated bibliography of your sources (written, oral and/or visual). This will be an interesting and challenging project in which you use what you've been learning in Revisions this semester. A 3-person panel presentation (12- to 15-minute panel presentation) as well as the presentation rehearsal with the instruction will be required as well (325 points).
several smaller projects

These projects are both individual and collaborative and are explained—and sometimes completed—during class (275 points).

several short presentations

To improve the persuasiveness, organization, creativity and confidence with which you give oral presentations, you will be doing several kinds of presentations during the semester, ranging from 1-minute impromptu talks such as the introductions on the first day of class, to somewhat longer presentations the require you to design visuals (100 points).

social practices/community responsibility

This important part of your grade includes oral and written assignments, oral participation in class, including 5 quizzes, handwritten write-ups of in-class work, peer review activities, email, computer lab activities, and so on. Needless to say, if you are not in class, you are not contributing, so attendance points are included here as well (See also the attendance/participation policy above) (206 points).

final course portfolio

Individual project (includes all work—individual and group—for UN2001). Detailed information will be given on this during class. Course portfolio includes a cover letter to evaluating committee (144 points).

more about course portfolios

For the purpose of assessing this course, a portfolio (3-ring binder with tabbed separators) of your work is required at the end of the semester. This assessment is anonymous and all work included in the portfolio must have your name and the course number identifiers removed.

You are required to include a copy of all your drafts, assignments, response papers, peer reviews, group work, reports, and so on. You will be required to compose a final portfolio of your work and write a reflective cover letter to accompany it. You will be required to describe your understanding of the course goals, the value of the class to your general education and to your learning about multimodal communication. The assignments and all of the work you did for the assignment must be included.

Your portfolio will be evaluated, using course goals as the criteria. It's a good idea to start your portfolio at the beginning of the semester and put an unmarked copy of everything you do into the portfolio. I will meet with each of you during the semester and will require you to bring your portfolio-in-progress to that meeting. Students who do not turn in the final portfolio will not receive a final grade in the course.

I will be submitting your portfolios to the Humanities department at the end of the semester where it will be evaluated by a committee. This means you'll need to attach your name to the portfolio and to your work so I can credit your earned points, but I must be able to easily remove your name as well. Identify your portfolio itself only as "UN 2001 Revisions: Oral, Written and Visual Communication" or "UN2001: Revisions" or "Un 2001."

I will keep folders with your names on them in my office to help you keep all the work you do during the semester. Letting me keep these things for you is optional. You know yourself best; if you are likely to misplace papers, please take advantage of using these folders. More information will be provided later in the semester.

grades

You are graded on the progress and work you complete throughout the semester, on how well you demonstrate that your efforts are matching the eleven course goals, on how well you demonstrate that you understand, interpret and integrate grading into your work, and on your commitment to community responsibility.
You are welcome to work on topics that interest you, so projects will vary greatly in the course. Project points are earned based on the criteria that match with the goals of your project. We use a point system. If you ever feel you should have scored more points, please come in to talk to me about it; prepare a convincing argument for your proposed change and present it to me so we can discuss it.

**Course points and letter grades**

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<tr>
<th>Grade</th>
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<td>A</td>
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<td>AB</td>
<td>1407 to 1320 p</td>
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<td>B</td>
<td>1319 to 1230 p</td>
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**Students must submit all assignments to receive a passing grade for Revisions.**

**Students must submit the complete portfolio to receive a passing grade for Revisions.**

**Students who have more than four absences cannot receive a passing grade for Revisions.**

No extra credit is possible in this course, but I encourage you to consider revising any finished projects in which you receive an unsatisfactory grade. Consider all feedback, talk to me after class, call me, email me or stop in during office hours to discuss your plan and your work.

**academic integrity at mtu**

Plagiarism and cheating are serious academic offenses defined by MTU as "knowingly copying another's work or ideas and calling them one's own or not giving proper credit or citation." 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 also cheat students out of learning. If you have questions about this issue, please follow through by talking with me or consulting a coach in the Writing Center (7-2007).

**discrimination/harassment policy at mtu**

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 seek 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, contact your advisor, department chair, or the Affirmative Action Office (7-3310).

**safe place at mtu**

According to Safe Place's Mission Statement, "The GLBT Safe Place Program strives to reduce homophobia...Through education, advocacy, and awareness, the program contributes to an open campus climate that is safe and accepting to all members of the University community" (see www.Safeplace.mtu.edu). This open climate will be maintained in our Revisions class as well.