UN 2001: Revisions: Oral, Written & Visual Communication

CLASS INFORMATION
Meeting: MWF 11:05 to 11:55/ Walker 143/ Section 6
Email list: revisions6-I@mtu.edu
Web site: http://www.hu.mtu.edu/~jmschrei

INSTRUCTOR INFORMATION
Instructor: Joanna Schreiber
Office location: Walker 146
Office hours: Tuesday and Thursday from 11:00 to 12:00
Office phone: 73275 (off campus 487-3275)
Email: jmschrei@mtu.edu

The purpose of this course is to enhance your communicative abilities. You will learn to analyze and produce forms of oral, written, and visual communication through practice and revision.

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 processes to improve and strategically design your communication.
- Concentrate on working with groups and understanding the audiences of communicative pieces.

COURSE MATERIALS


Three-ring binder with tabbed dividers (for compiling your work into a portfolio)

ATTENDANCE AND TARDINESS POLICY
You are permitted two 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. I reserve the right to count your tardiness as an absence. If you do miss class more than twice, I reserve the right to lower your overall course grade by 5% for each additional absence.

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 class?
- Am I actively listening to the class discussions?

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

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 in a three-ring binder. All portfolio pieces must be organized neatly and separated by tabbed dividers. Subsequently, you must save all of these materials.

Failure to complete the portfolio will result in failure of the class.
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 my permission.
- 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. I reserve the right to reject late assignments.

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.

<table>
<thead>
<tr>
<th>Assignments (Quizzes, short papers, group activities, etc.)</th>
<th>40%</th>
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<tbody>
<tr>
<td>Final Portfolio</td>
<td>5%</td>
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RESOURCES

For personal help with your writing, visit MTU’s Writing Center located on the first floor of the Walker Humanities Building (Room 107), or visit it online at http://www.hu.mtu.edu/wc.

Purdue’s Online Writing Lab is located online at http://owl.english.purdue.edu/. It has several resources for MLA/APA styles, grammar, and mechanics.

Citation Machine can be found online at http://citationmachine.net/. You can use this site to create your works cited page, but be sure to compare results with MLA/APA style guidelines for accuracy.

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 educational 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).