Michigan Technological University
UN2001: Revisions: Oral, Visual and Written Communication
Course Syllabus
Instructor: Kevin Hodur
Section R20, R25, Spring 2008
Class: TR- 11.05-12.20pm (R20), TR- 3.35pm-4.50pm (R25)
Office Hours: Monday 2.00-5.00pm, Tuesday 2.00-3.30pm, Walker 312
Contact: kwhodur@mtu.edu

Required Texts:

Course Overview:
Your goal in Revisions is to respond to ideas and communicate effectively using the three main communication modes: oral, written, and visual communication. This is essential for any field. Once you are in your career, it is invaluable that you are listened to and respected. Effective communication skills can make all the difference in getting your project or idea approved and a fantastic idea being reduced to the circular file. The principles of ethos, pathos, and logos will be balanced to create effective communication.

Teaching Approach:
We begin with the personal and expand outward to the international, each step with something different to consider. But to get there, this needs to be a participatory class. There are some regular features of the course (Say What?! Mailbag, Word of the Day, etc.) that depend on your input. Many of your other courses may be lecture or lab oriented; this class is a discussion. We will reach our objectives for the term, but we can have informal conversation on our way.

Portfolio:
At the end of the term, both as your final piece of work for me and for the university’s benefit, you must hand in a portfolio of your work, including all drafts, notes, peer evaluations, etc. from each of your assignments. I will distribute more detailed instructions later in the term, but for now I suggest you purchase a binder to keep everything in, and DO NOT THROW ANYTHING AWAY! A simplified version will also be due near the mid-point of the term.

Assignments:
There are four assignments that make up the core of this course. While they vary in length and point value, they should receive the utmost attention. There are other assignments sprinkled throughout the term, though, that should receive your full effort as well. Please remember that you must complete all assignments in order to receive a passing grade for this course.

Grading & Revising:
The grading process does not stop once I grade your work and hand it back to you. As noted above, you have a portfolio due at the end of the term. Regardless of the grade on your individual assignments, if you revise and improve your work you will receive a better grade on that individual assignment. This entire class is about continually revising: your writing, your ideas, your beliefs. That is why the emphasis for grades is on the Portfolio rather than points on individual assignments.

Other Course Policies:
One of the main modes of this class is discussion, and that’s a bit hard to do when you’re not here. Attendance is essential. You are permitted three unexcused absences without any effect on your participation grade. Use them as you wish, though remember that if you miss an in-class assignment, you cannot make it up. Subsequent absences will have a detrimental impact on your Presence grade.

I do not accept late work. This is to be fair to all of us: you, me, and your classmates. I am only grading assignments at one time, and my grading scale is likely to stay more consistent. I do not want you falling behin-
E-Mail Policy:
Please do not send me assignments via e-mail... I will not accept them. Allow at least 48 hours for an e-mail response to questions or comments.

Points Breakdown:
22% - Presence (this includes attendance and small graded assignments)
    Ways to lose your Presence points: excessive absence, tardiness, missing assignments, disruptive/disrespectful behaviour, being unprepared, not participating
30% - Midterm Portfolio
48% - Final Portfolio

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 American 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 (3310).

Course Schedule:
Week One: Syllabus, Introductions, Assumptions, Assignment #1 assigned, Discuss News
Week Two: What is Truth?, Discuss p9-14 Design, p1-44 Culture, SAP and Prewriting, Assignment #1 peer evaluation
Week Three: What is Local?, Discuss p15-30 Design, 129-149 Culture, Assignment #1 Final Draft due
Week Four: Sources of Information, Discuss p31-48 Design, 296-324 Culture, Assignment #2 assigned, Primer on Oral Communication
Week Five: Where are we?, Discuss p49-62 Design & p64-94 Culture, Primer on Visual Communication, Assignment #2 peer evaluation
Week Six: Presentations (Oral and Visual), Assignment #2 Final Draft due
Week Seven: Week o’ Conferences, Assignment #3 assigned, Revision Strategies, Midterm Portfolio Due
Week Eight: Where would you be?, p344-372 Culture, Assignment #3 Groups & Topics Assigned
Week Nine: Library Visit, Discuss p 63-78 Design, Video Project, Discuss p446-493 Culture, Assignment #2 Revision Due
Week Ten: The World, p532-562 Reading Culture, Assignment #3 Group Work
Week Eleven: Sound and Tone, Integrating Sources and Citation, Assignment #3 Group Work
Week Twelve: Oral and Visual Presentation Refresher, Peer Evaluation of Position Papers
Week Thirteen: Any Questions?, Group Work, Assignment #3 due, Panel Discussion #1
Week Fourteen: Panel Discussions #2-4, Final Portfolio due, Wrap-up

I reserve the right to change the course syllabus at any time. If you have any question regarding course policies and procedures, assignments, etc., please ask either myself or a classmate. I am available during my listed office hours and via e-mail.