Home For Sections 9 & 11—fall 2008

SECTION 9 CLASS MEETS: 2:05-2:55, M-W-F
SECTION 11 CLASS MEETS: 3:05-3:55, M-W-F
CLASSROOM: Walker Arts & Humanities Center, room 144
Both of these sections are computer intensive.
COMPUTER LAB (ccil): Walker Arts & Humanities Center, room 113
EMAIL: section 9 class email list is rev9-l@mtu.edu
EMAIL: section 11 class email list is rev11-l@mtu.edu

REQUIRED MATERIALS
3-RING BINDER: to use for your end-of-semester portfolio
TABBED divider sheets: for your portfolio (min. 5 tabs)

INSTRUCTOR
Diane Keranen
email: dkeranen@mtu.edu
office: Walker Arts & Humanities Center, room 314
phone: 487-3235
office hours: M-W-F from 1:00 to 2:00, and 4:00 to 4:30, and by appointment

note—I reserve the right to revise the syllabus, and/or course schedule and/or projects and assignments to better serve student learning.
Syllabus

The Revisions: Oral, Written & Visual Communication or "Revisions" classes are built around communications (texts) and communicating (action), both product and process. This is a writing-intensive course. You will analyze the communication practices of others and apply what you learn to their own spoken, written, and visual work. You will be asked to fit the communications you make to interesting, sometimes difficult, situations and audiences. You will develop tools to analyze, understand, and use communication in complex ways, expand the concept of argument, take up ethical considerations of your arguments, collaborate with others, and practice making choices about what, how, and why to communicate. This course is centered around student ability to communicate multimodally, and is a computer-intensive section of Revisions.

You should be either a Freshman or Sophomore, and meet the following pre-requisite(s): UN 1001 and (UN 1002 or UN 1003) to be prepared for this class.

WHAT YOU’LL BE DOING

You will work on a variety of projects, some big and some small. Each project is designed to help you more fully accomplish the course goals (take a moment to read through these goals to get a good idea of how to focus your attention in this class). Smaller in- and out-of-class assignments will help you develop your understanding of and responsibility towards the practice of composing effective and responsible arguments, and are often integrated with your bigger projects to help you move forward on them. The assignments and projects are designed to work together in steps and stages.

All assignments are individual and require you to do all of the work yourself unless otherwise noted. Some phases of projects are collaborative and require you to solicit feedback from others, and you will be responsible for shaping, evaluating, and utilizing that feedback to improve and revise your own compositions.

Your final projects should be work of which you can be proud. Excellent work will get you and excellent grade. Mediocre work will get you a mediocre grade. (You see where this is going, right? Poor work...poor grade.) At the end of the semester, you’ll turn in a final portfolio (in digital and printet forms, see below) in which you display your work and write about what you learned.

There is no final exam for this class.

GRADING SCALE

You must finish all assignments and turn in a complete portfolio to fulfill the requirements of this class and receive a grade.

grade-point scale

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<tr>
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<td>A</td>
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PROJECTS & PORTFOLIO

Throughout the semester you’ll work on smaller and larger projects. You will often be asked to create and develop arguments that interest you and that you believe are important. This makes you an active partner in deciding on what you will spend your time and attention and will greatly affect your experience of this class. You will sometimes be assigned specific topics and kinds of attention to give to your writing and your thinking about developing appropriate pieces of communication.

You are required to build two portfolios of the work you did in this class. One will be digital, and the other will be printed. Keep digital copies of all of the work you do in this class. This means keeping copies of drafts as well as the final projects. Keep all files in your ccli home directory. If your final portfolio is missing drafts, the portfolio will be considered incomplete. It’s easy to keep draft copies, and much more work to recreate them later.

A good practice: Never save over your drafts. Instead, open a file, save it as a new document and number the next version (for example: open "proj2_draft1.doc" and save as "proj2_draft2.doc" then make your changes). Stay organized, and keep them where you can find them. It’s just easier that way.

EARNING SOCIAL PRACTICE POINTS
Earning social practice points is easy: be in class, contribute constructively to class discussions, engage productively in peer reviews, do your best for your group, ask questions, etc. — basically, participate in this class. If you have perfect physical attendance, but bring only your body to class all semester and do not participate constructively in class discussion, you’ll only earn a quarter of the social practice points, if you show up and participate only minimally, you’ll earn closer to half of the points.

What is constructive participation that will earn all the social practice points? It comes out of engaging with the class and bringing relevant, productive, and sophisticated thinking to class discussion that is informed by the reading assignments and your own experiences of understanding the reading and producing texts. Constructive participation includes challenging yourself and others to reach beyond the basics and to develop and use a working vocabulary to talk about and critique texts of all kinds. This gets easier as we move through the semester.

HANDING IN CI PROJECTS
This is a computer intensive (CI) class, and all assignments are to be composed on a computer. You will be handing in most of your work in digital formats to our class folder on the ccli servers. All software you’ll need is available to you in the ccli computer lab located in Walker 113. These servers are not, at this time, accessible from other labs on campus.

Project work done by hand such as hand-drawn sketches from brainstorming and early drafts are acceptable when part of and integral to your project. Many of these, however, can be scanned and incorporated into your digital files.

Read more about: the CI aspects the this class; the ccli; logging in; working in the ccli; and handing in your work.

DUE DATES AND DEADLINES
Be prepared to participate in class discussion by completing the assigned readings on the date they are shown on the schedule.

Turn in your work on the due dates. Late assignments will adversely affect your ability to participate in class. If you have extraordinary circumstances that prevent you from finishing your work on time, talk to me early on so I know what’s going on and so we can work out a schedule for getting your work done and keep you from failing behind.

ASSESSING YOUR WORK
Your work will be assessed on how well you demonstrate you’re accomplishing the goals of the projects and the course, how well you demonstrate you understand the concepts introduced, and how well you can integrate the concepts presented in this class and the readings into your thinking and composing practices.

We’ll use rubrics with my grading criteria spelled out, so you’ll know what I’m looking for in your work. I will often require that you do an assessment of your own work before turning it in to me. This gives you a chance to recognize where you could do better, to revise it before turning it in, and to do the work to the best of your ability.

EXTRA CREDIT & LATE-STAGE REVISION
No extra credit projects are or will be made available in this class. You can, however, revise any project and submit it for reassessment. Before doing any late-stage revision (after the project has been graded), first write up a brief proposal of how you plan to improve your composition and, therefore, your grade.

Meet with me to talk about your proposal and project before proceeding.

If at any time you think your work is better than was assessed, make an appointment to meet with me in order to present a thoughtful, supported argument for your claim(s).

For either of these two reassessment options, you must present your proposal or argument to me no later than three days after the project is handed back to leave yourself time to revise the project. All late-stage revision must be completed within seven days from when the graded work was returned to you.

CHANGING TOPICS IN THE MIDDLE OF A PROJECT
You are required to work through several stages and multiple drafts and revisions of projects. Only work that shows all the required stages will be accepted. Late-in-the-game changes will not be accepted unless all development stages are thoroughly worked through.

WHERE TO GO IF YOU COULD USE SOME HELP ORGANIZING YOUR THOUGHTS ON PROJECTS OR IF YOU WANT TO DEVELOP BETTER COMPOSITION HABITS OVERALL
The Michigan Tech Writing Center! It’s located in Walker, room 107, and their hours are posted. You are expected to write at a level reflecting the clarity, coherence, and competence of a college student
preparing to create the future. The Writing Center’s mission is to work with students, faculty, and staff to address the challenges of learning and communicating in complex and culturally diverse environments. Take your assignment sheet with you when you go for coaching. The Writing Center is an excellent resource, so check them out early in the semester. Visit them on the web.

ATTENDANCE POLICY
Attendance is crucial. If you miss class, inquire to the class email list to learn what you missed, or ask your peers to fill you in. Do not email me to ask if you “missed anything important.” The answer is “yes.” You’re responsible for catching yourself up. If you have extraordinary circumstances, then, of course, talk to me about how to catch up.

I’ll allow three excused absences. After that, each absence will result in a half-point lowering of your final grade in the class. The word to the wise is: do not squander your three days.

I expect you to hold yourself accountable for your decision to seek a Bachelor’s degree and to follow through on that choice. Be in class.

ACADEMIC INTEGRITY
Face it, college is hard work. You’re an adult and here by choice, so don’t cheat. It’s not valued here. It’s not valued other than here. If you have trouble keeping up with coursework, either in this class or others, help is available for you to succeed at college, so make use of it when needed. Be responsible and respectable.

Plagiarism and cheating are not only dishonest, but they also cheat you out of learning—the primary reason you are here.

Take a moment to learn more about your university’s commitment to academic integrity at its Academic Integrity Resource Center.

EQUAL OPPORTUNITY
Michigan Technological University is an equal opportunity educational institution/equal opportunity employer, committed to excellence through diversity in education and employment.

Take a moment to learn more about your university’s commitment to Educational Opportunity.

AFFIRMATIVE ACTION
The Affirmative Programs Office (commonly called the Affirmative Action Office, or AAO) facilitates Michigan Tech’s development of an environment that is free from prejudicial discrimination or harassment and that is conducive to learning and individual growth for all campus members and visitors.

Take a moment to learn more about your university’s commitment to Affirmative Programs.

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