Instructor: Marc Mueller
Office: Walker room 312
Phone: (231) 360-7240
Website: www.lpr.mtu.edu/~mmueller
E-mail: mmueller@mtu.edu
Please only e-mail me from your MTU account.

Office Hours: Will be held in the Wadsworth lower level Café on Tuesday's from 2-3 P.M. and Thursday's 1-2 P.M.
* Also, please note that I am relatively flexible of these days/times don't work for you, I'd be happy to set up an appointment via e-mail. Give me 24 hours in advance to respond.

Required Course Texts:
* Other supplemental readings will be assigned as needed.

Course Description: "Revisions: Written, Visual, and Oral Communication" is one of four core General Education classes required for all students hoping to get a degree from Michigan Technological University. The goal of this course is to get you to think critically by learning rhetorical strategies, which will make you a more effective communicator, a skill every person hoping to have a successful professional career needs in an ever-changing world.

As your instructor, my goal during the semester of this course is to provide you with the tools and the opportunity to practice effective oral, visual, and written communication. At the end of the semester, I know you will be better able to communicate persuasively and effectively by taking into account your audience, purpose, and the context of a given communicative situation. You should know that I believe in service-learning, that education should deal with real issues happening outside academia. Because you are a citizen, a member of society, I expect you to produce work that will inform the greater community, since what you are working on this semester directly affects them.

Assessment: You must complete all assignments, turn in 2 copies of a fulfilled portfolio, as well as show up and participate in class discussions, in order to fulfill the requirements for this class.
The mathematical value of your work – A Percentage Breakdown:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio</td>
<td>30% / grade</td>
</tr>
<tr>
<td>Participation</td>
<td>10% / grade</td>
</tr>
<tr>
<td>Assignment 1</td>
<td>20% / grade</td>
</tr>
<tr>
<td>Assignment 2</td>
<td>20% / grade</td>
</tr>
<tr>
<td>Reading Responses</td>
<td>20% / grade</td>
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</tbody>
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MTU’s Grading Scale:

- **A** 100-95 4.0
- **AB** 94-90 3.5
- **B** 89-85 3.0
- **BC** 84-80 2.5
- **C** 79-75 2.0
- **CD** 74-70 1.5
- **D** 69-65 1.0
- **F** 64-0 0.0

Projects/Assignments: There are two major multimodal assignments you will be working on over the semester. One is the research and investigation of a local issue; the other is a critical persuasive essay on a global issue. Both assignments require you to compose a written, oral, and visual mode of communication.

You will be required to **read** in this course. Reading responses will comprise a major part of your grade. This means you must read all assigned readings—If a reading is assigned on a Monday, I expect you to have your reading response complete for the next class—Wednesday at 8:05 a.m. We will be going over your responses during class. For our course, we will be blogging about our assigned readings. Guidelines for reading responses are soon to follow.

This means you will post a response to the appropriate reading via the website: [http://revisions09.blogspot.com/](http://revisions09.blogspot.com/)

Once you have established an "OpenID" (which should simply be your MTU e-mail) please e-mail me so I know who you are and can give you credit.

Deadlines and Assignments: You must complete all assignments for a passing grade. Turn in a physical copy of your assigned work on the deadline provided by your instructor. No late work will be accepted. By not adhering to this principle, your entire grade will suffer due to the process oriented, cumulative nature of the required portfolio.

The Final Portfolio: This course culminates in a final portfolio. Missing information will result in a lower grade, or worse...
The portfolio is mandatory. You must produce two copies of your entire portfolio: one with your name on your work, and one completely anonymous. I will be using your identifiable portfolio to determine your final grade in the course. The anonymous version is for departmental and institutional assessment purposes. During class we will work on the portfolios together, I'll help you in anyway I can at the appropriate time near the end of the semester. More details are to follow.

Attendance: Your presence is required. We need one another. Students are permitted to miss three unexcused classes per semester. Subsequent unexcused absences will lower your grade by a ¼ letter grade each time. This policy is strongly enforced because this is a course on communication, which requires your input. I really want you to attend (and your grade depends on it) I want to hear your unique perspective in our discussions. Please remember to sign in to make your attendance count and to participate in the discussion if you do not, I will mark you as absent.

Participation and Civic Discourse: Civic Discourse is language shared by a group of people who have intellectual, institutional, and social ties. In this course, much time is spent discussing issues, being curious, critical, and speculative, I require a safe and open class environment. This means that you as a student must consider the consequences of your language, and to make room for others’ ideas.

Instructional Support Services: Michigan Technological University’s Writing Center: Writing coaches at the Writing Center can help you plan, draft, and revise assignments for this course. To meet with a writing coach, go to the Writing Center located in Walker room 107 during their daily walk-in hours or 11 am - 3 pm. To schedule an appointment, dial (906) 487-2007 or view their website at www.mtu.edu/wc.

MTU’s Policy on Academic Integrity: On Plagiarism: 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. During the course, we will discuss what qualifies as plagiarism, since this subject can be confusing. If you ever have questions about this issue, please talk with ME (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.
you have a disability and need reasonable accommodation for equal access to education and services at MTU, please call Dr. Gloria Melton, Dean of Students (7-2212). For other concern about discrimination, you may contact ME (your instructor), your advisor, the department chair, or the Affirmative Action Office (7-3310).

On Affirmative Action:
http://www.mtu.edu/affairs/

On Disability Services:
http://www.mtu.edu/office/disability/services/resource/disability

On Equal Opportunity:
http://www.mtu.edu/office/disability/services/resource/eoe

The Safe Place Program:
http://www.safeplace.mtu.edu

Important Dates Worth Noting:

September 10, Wednesday: Library visit. Meet at J R. Van Pelt Library @ 8:05 am

September 12, Monday: First draft assignment 1 due.

October 6, Monday: Oral/Visual Presentations for assignment 1 (due: poster & rhetorical analysis of poster)

October 13, Monday: Reflection on presentation and group work due.

October 17, Friday: Final draft assignment 1 due. Proof of Letter to Editor due.

October 24, Friday: Proposal assignment 2 due.

November 3, Monday: First draft assignment 2 due.

December 3, Wednesday: Evening public oral/visual presentation 5:15-6:15 pm, room W104

December 8, Monday: Final draft of essay due. Work on portfolio compilations.

December 10, Wednesday: Work on portfolio compilations.

December 12, Friday: Portfolio and reflective cover letter due (2 copies one anonymous, one identifiable).

December 14, Monday: Fall semester ends

*Note: As a human and the instructor of this course, I have the right to revise the syllabus, the course schedule, and/or projects/assignments to better serve YOU the student. I appreciate and respect all your feedback on these matters and will take it into serious concern.