Revisions
Oral, Visual, and Written Communication
with Rebecca L. Frost

Fall 2008
UN 2001 Section R07

Class meets Monday, Wednesday, and Friday from 1:05-1:55 pm in Walker 144.

Your instructor is Rebecca Frost
Office: Walker 148
Office Hours: Tuesday and Thursday 11am-noon in the Campus Café, Wadsworth Basement (look for me at a table)
Office phone number: 7-3279
Campus email: rfrost@mtu.edu
* please email me only from your MTU account. I will try to get back to you within 24 hours.

Textbooks:


Course Description and Goals

During this Revisions course, students will:
• experience and come to understand the composing process in written, visual, and oral communication
• acquire extensive practice in revising written, visual, and oral communication
• learn how to enhance/complete their writing with visual and oral forms of communication
• experience a range of written, visual, and oral genres and understand how a writer’s purpose and sense of audience shape these genres
• experience both the personal and social/collaborative dimensions of learning and communicating
• acquire practice in rhetorical analysis and critical reasoning
• learn how to conduct, communicate, and document research for a substantial piece of argumentative writing

I reserve the right to revise the syllabus and/or course schedule to better serve student needs. RLF
Grading Policy

Each assignment you receive will be worth a number of points, determined on the assignment sheet. **You must turn in all assignments in order to pass the class.** Assignments will be weighted and put toward your final grade as follows:

- attendance/participation: 10%
- reading responses: 15%
- project #1: 20%
- project #2: 20%
- project #3: 25%
- final portfolio: 10%

You must earn a C or better to pass. Individual assignment grades can be calculated as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>93%-100%</td>
</tr>
<tr>
<td>A/B</td>
<td>87%-92%</td>
</tr>
<tr>
<td>B</td>
<td>79%-86%</td>
</tr>
<tr>
<td>B/C</td>
<td>72%-78%</td>
</tr>
<tr>
<td>C</td>
<td>66%-71%</td>
</tr>
<tr>
<td>C/D</td>
<td>59%-65%</td>
</tr>
<tr>
<td>D</td>
<td>54%-58%</td>
</tr>
<tr>
<td>F</td>
<td>less than 54%</td>
</tr>
</tbody>
</table>

Attendance Policy

You are allowed three unexcused absences over the course of the semester. Any more absences will start to affect your grade. Since this is a collaborative class, it is disruptive to your colleagues when you miss. Assignments will still be expected on their original due date.

Please note that, in your final grade, attendance and participation go hand in hand. Simply showing up to class without contributing is the equivalent of earning a C for the day. I will be sure to give you plenty of opportunities to speak up – please use them! If the idea of speaking in front of the class is pure torture, come talk to me.

You will be considered tardy if I have already begun teaching when you enter the room. We only have fifty minutes each day, so I expect you to be there for those fifty. Three tardies will add up to one absence. If you have a legitimate reason to be tardy, you must speak to me ahead of time.

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Final Portfolio

At the end of the semester you will be asked to turn in a portfolio of all the assignments you did for this class. Assignment guidelines and fresh copies of your work, without your name on them, must be placed in this binder from day one. **Do not leave this until the last minute.** This is ten percent of your final grade and allows the university to assess the effectiveness of the Revisions course.

Important Notes

I do not allow hats or sunglasses in class.

If you bring in any manner of electronic device that makes any sort of noise (beep, whrr, honk, toot, use your imagination) while class is in session, or that you take out during class, you will be marked absent for the day.

Laptop computers will be allowed on certain workdays. I will let you know which days these are.

We will discuss classroom policies on food on the first day.

During the semester, you will be asked to present and express personal opinions in a variety of media. Some of the topics might be controversial, and I ask your help in making sure that these subjects are handled maturely and without offensive language and/or images. We will be looking at all sides of issues, so please be open-minded and respectful.

MTU’s Policy on Academic Integrity, Americans with Disabilities Act, and the Equal Opportunity Act

Plagiarism and cheating are serious academic offenses. They are defined by MTU’s policy on academic integrity as “knowingly copying another’s work or ideas and calling them one’s own or not giving them proper credit or citation.” This includes but is not limited to copying sections of papers, full papers, submitting another student’s work as your own, or purchasing academic papers written by someone else. We will be discussing the proper way to cite sources. If you have any questions, feel free to talk to me, another MTU faculty member, or a coach at the Writing Center. For more information, visit [www.studentaffairs.mtu.edu/dean/judicial/policies/academic_integrity.html](http://www.studentaffairs.mtu.edu/dean/judicial/policies/academic_integrity.html)

Michigan Tech complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act of 1990. If you have a disability and need a reasonable accommodation for equal access to education or services at Michigan Tech, please call the Dean of Students Office, at 487-2212. For other concerns about discrimination, you may contact your advisor, department head or the Affirmative Action Office, at 487-3310.

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