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

Spring 2010
UN 2001 Section R08

Class meets Monday, Wednesday, and Friday from 1:05 to 1:55pm in Walker 143.

Your instructor is Rebecca Frost
Office: Walker 148
Office Hours: Wednesdays 11am to 1pm in the Campus Café, Wadsworth
Basement (look for me at a table), other times by appointment
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.
Class list: revisions08-I@mtu.edu

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
The number one rule in my classroom: It is better to ask for permission than to beg forgiveness. Please bring any problems or delays to me as soon as possible so we can work toward a solution. I reserve the right to not accept late assignments while you have the right to come to me in advance and ask for extensions.

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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>in-class participation</td>
<td>10%</td>
</tr>
<tr>
<td>reading presentation</td>
<td>10%</td>
</tr>
<tr>
<td>response papers</td>
<td>15%</td>
</tr>
<tr>
<td>project #1</td>
<td>15%</td>
</tr>
<tr>
<td>project #2</td>
<td>20%</td>
</tr>
<tr>
<td>project #3</td>
<td>20%</td>
</tr>
<tr>
<td>final portfolio</td>
<td>10%</td>
</tr>
</tbody>
</table>

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

- A: 93%-100%
- AB: 87%-92%
- B: 79%-86%
- BC: 72%-78%
- C: 66%-71%
- CD: 59%-65%
- D: 54%-58%
- F: less than 54%

Attendance Policy

You are allowed three unexcused absences over the course of the semester. If your absence is excused, please check with me via email to make sure I'm aware of this. Every unexcused absence after your original three will drop your final grade by 3%. This adds up quickly. You are responsible for keeping track of your own absences and for catching up with what you have missed.

Assignments will still be accepted on the original due date unless prior arrangements have been made with me.

If you are chronically tardy or more than ten minutes late on one day of class, this can also affect your attendance and therefore your grade. These will be dealt with on a case-by-case basis. If you have a class right before mine on the other side of campus, please let me know right away.

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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 reserve the right to ask you to remove hats and/or sunglasses.

If you bring in any manner of electronic device that makes any sort of noise (beep, whirr, 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. If something comes up and you need to be able to take a call, please let me know in advance.

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.

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

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

You should be aware that plagiarism can result in expulsion from Tech.

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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