Revisions: Oral, visual, and written communications
UN 2001 Section R16
Spring 2010
with Thomas C. Adolphs

The Basics:
Office: 340 Walker
Email: toadolph@mtu.edu
Class meets Tuesday, and Thursday in Walker 143 from 9:35 – 10:50
Office Hours: Tuesday 11 – 1:00
or by appointment

Course Overview
This course has been designed to provide you the insight necessary to gain a stronger understanding and skill in composing oral, visual, and written communications. In today’s world it is more important than ever to be able to understand these forms of communication as well as be able to communicate with your peers, co-workers, boss, and others in a larger context. Having the tools and knowledge to do this will help you in all areas of your studies and life.

Course Goals
- Experience and gain a better understanding of the composing process in oral, visual, and written communication
- Acquire practice in revising, discussing, and creating oral, visual, and written communication
- Learn the rhetorical process and the power of effectively using ethos, pathos, and logos
- Learning to understand both the importance and how to effectively communicate to different audiences
- Acquiring practice in rhetorical analysis and critical reasoning
- Gaining an understanding of the way media and public speakers use rhetoric to target an audience
- The creation of your own advertisement displaying the understanding of the rhetorical process, and effectively targeting a chosen audience

Required Materials --- We will be using these books so always bring them and a notepad to class ---
- A notebook for your daily journal entry.
- You will also need a 3-ring binder and dividers for the portfolio project.

Attendance Policy
Coming to this course is essential to you learning the material. Please plan on bringing required materials to class with you and be ready to actively listen and participate by offering thoughts and ideas during our class sessions. This is a communication class, if you’re not present your voice will obviously not be heard.

You are allowed up to three unexcused absences for the semester before it affects your grade. Anything after this will lower your overall grade. This is something I’ll be strict on so please show up to class and participate.
Assignments
Assignments will be collected when they are due. Late work will not be accepted unless you have a university excused absence or a doctor’s note. If you know you will be absent please arrange a time to turn in the assignment before your missed day. I'm not a hard person to get a hold. Just inform me of any issues and we won’t have any problems.

Responses
Each class you’ll be required to write a thoughtful response to the question on the board; remember to bring your notebook. The same goes for your responses to the questions from the readings in your book, these responses however will be typed. These will count as part of your in-class assignment and homework grade.

Portfolios
Save everything you do in this class! You will need to put these in a portfolio at the end of the class. Keep electronic files. You will need to provide a clean version of your rough draft(s) as well as a clean final version for major writing assignments. This will be worth 100 points. Failing to save your work will result in a failing grade for your portfolio, you don’t want this! Bottom line, save and backup your work.

Respectfulness
Everyone has the right to his or her own unique perspective and opinions, that having been said, I expect us all to realize that some thoughts are not appropriate for an academic setting. The inability to respect others in the class will not be tolerated, and could potentially affect your grade.

Grading
You must complete all assignments, projects, and the final portfolio to receive a passing grade in this course. Your grade is based on a 1000 point system.

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<th>The Breakdown</th>
<th>Grading Scale</th>
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<td>200 points - active class participation/social practices</td>
<td>A 930 - 1000</td>
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<tr>
<td>200 points - homework and in-class assignments</td>
<td>AB 865 - 929</td>
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<td>100 points - Its Game Time</td>
<td>B 800 - 864</td>
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<td>200 points - Photographic Essay</td>
<td>BC 730 - 799</td>
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<td>200 points - Poster Project</td>
<td>C 650 - 729</td>
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<td>100 points - Final Portfolio</td>
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|                                                    | F You don’t want this!

Contacting me
If you have any questions don’t hesitate to email me, however I ask that you do this through your Tech account only. I do not want to receive emails from rockinboobs3000@hotmail.com or any other ridiculous account you may have cleverly come up with. I check my email multiple times throughout the day so I’ll do my best to answer your questions promptly. However it would be wise to give me adequate time to respond, for example, emailing me a serious question 30 minutes before class is just being irresponsible.

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 also cheat you out of learning, the prime reason you are here. If you ever have questions about this issue, please talk with me or consult a coach in the Writing Center (487-2007). (http://www.studivntaffairs.mtu.edu/dean/judicial/policies/academic_integrity.htm)
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. If 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 (487-2212). For other concerns about discrimination, you may contact your advisor, department chair or the Affirmative Action Office (487-3310), Disability Services (http://www.admin.mtu.edu/urel/studenthandbook/student_services.html) Equal Opportunity (http://www.admin.mtu.edu/admin/boc/policy/ch3/ch3p7.htm)

Safe Place
Safe Place's Mission Statement is: "The GLBT Safe Place Program strives to reduce homophobia and heterosexism on Michigan Tech's campus. Through education, advocacy, and awareness, the program contributes to an open campus climate that is safe and accepting to all members of the University community" (from www.safeplace.mtu.edu). I am a proud member of Safe Place.

Regarding the Syllabus
I reserve the right to change this syllabus to meet the needs of the class.

That having been said, don't flip out on me, put forth the effort and you will all be fine!

Best of luck to you all!