Composition
Oral, Visual and Written Communications
Summer 2010
UN 2001 Section R01
with James A. Rudkin

Just the facts...

- Section R01 Class meets Monday, Tuesday, Wednesday and Thursday from 8:05 AM to 9:20 PM
- Class meets in Walker 144
- Your instructor is Jim Rudkin
  - Office location: 315 Walker
  - Office hours: T-W 11:00 PM - 12:00 PM (or by appointment - contact me)
  - Office phone number: 487-3238
  - Cell phone number: 281-1385 (never before 8 AM and never after 10 PM)
  - Campus e-mail: jarudkin@mtu.edu
    - Note: Please e-mail me ONLY from your MTU account. I don’t want to see e-mails from hottie@yahoo.com or learn anything too personal about you, if you know what I mean. I will not accept assignments via e-mail without prior approval. Also, if you are allowed to send attachments, I accept them named in the following format: YourLastname_Section_assignment.extension. If you are turning in Project #2, have my class and share the same last name as me, it would look something like this: Rudkin_R01_project_2.doc. I am good with .doc and .pdf and a few other formats, but check with me if it’s a weird one. I cannot open .odt files, so don’t send them.
  - I try to check my e-mail at least once a day - give me 48 hours to respond
  - Class e-mail list: rudkinrev-I@mtu.edu
- Required Textbook: Robin Williams - The Non-Designer’s Design Book - 3rd Edition

- Required Materials: Your own notebook - same one, every day in class, with pen or pencil
- Recommended Book: Strunk and White - The Elements of Style - 4th Edition
Course Description
As the title of the course suggests, we will be studying how oral, written, and visual communication work alone and together to create purposeful effects for different audiences in different contexts. We will be discussing communication and how your worldview affects both your outgoing and incoming communication. The idea is that by looking at ways your culture (and your audience's cultures) shapes communication, you will become better at crafting your ideas into effective communication. Of course you already know how to communicate, but by analyzing and practicing what you do, you will be even more effective. In this class, you will do a lot of writing. We will be using The Non-Designer's Design Book, to help understand visual communication. I don't believe in grammar drills, but I do believe in an inexpensive and brief overview, and Strunk and White's The Elements of Style can provide that for you. It is my hope that these texts, as well as the in-class discussions and projects, will provide you with some vital information that will benefit you in your academic, professional and personal lives.

Goals
During this course, you are expected to...

• understand and experience the composing process in written, visual, and oral communication.
• acquire extensive practice in revising written, visual, and oral communication.
• learn how to enhance/complement 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.

Attendance Policy
You are expected to attend every scheduled class, and I will be taking attendance every class period. If you fail to sign the attendance sheet for any reason, it will count as an unexcused absence. I have adjusted my attendance policy from previous semesters. I no longer have a fixed number that indicates a "fail." However, every absence will reflect on your active participation and in-class exercise points. On days you are absent you will receive a "0" for that day. This policy is in effect because, as this is a course on communication, you will need to be present to pick up the nuances of terminology, the applications for the coursework and class discussion. I strive to provide a rich environment for learning, a place full of possibilities. All I ask is that you attend, so you can add your valuable and unique perspective to the discourse. If I have to stop class when you enter, or back up in any way to include you in the conversation, it will be counted as a tardy and a tardy will also lower your active participation and social practices points for the day.
The Fine Print...

A Note About Assignment Structures
Several of your assignments in this course require you to work through multiple drafts, steps and revisions. I will only accept work that develops out of these processes. In other words, don’t throw me a curve ball; you may not change your subject or your scope late in the game.

Other Important Stuff
First, I have an electronics policy of which you really need to be aware. I do not permit the use of cell phones in my class - ditto for Blackberries, pagers, iPods, TVs, PSPs, laptops or any other electronics you may possess that I haven’t even heard of yet. If an electronic item beeps, buzzes, whirs, sings, or chirps, you will lose active participation points for the day. I will assume you were paying attention to it, as opposed to the class. If you have an emergency, and your electronic device HAS to be on, please talk to me before class begins. This rule is to make it easier for all of us to communicate in the classroom.

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 (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. If you have a disability and need reasonable accommodation for equal access to education and services at MTU, please call Dr. Gloria Melton, Associate Dean of Students (7-2212). For other concerns about discrimination, you may contact your advisor, department chair or the Affirmative Action Office (7-3310).

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.
Grading Policy
I base your grade in my course on a 1000-point system. Remember, you must complete all assignments to receive a passing grade in this course. Expect the basic breakdown to look like this:

- 200 points for active class participation/social practices
- 200 points for homework, in-class assignments and quizzes
- 150 points for Annotated Bibliography Project #1
- 150 points for Visual Composition Project #2
- 300 points for Extensive Research Project #3

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<th>Grade</th>
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<th>Definition</th>
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<tr>
<td>A</td>
<td>935-1000</td>
<td>Excellent</td>
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<td>Very Good</td>
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<td>B</td>
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<td>F</td>
<td>539 and below</td>
<td>Failure</td>
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**Course Schedule**

I reserve the right to revise the syllabus and/or course schedule to better serve student needs. Ideally, things will go smoothly, but we all know things happen and conditions change. In the event I need to make a revision, I will give you as much notice as I possibly can.

| Monday 10 May | Intro to course / Communication in class  
Partial review of syllabus - print out your copy  
For Tuesday:  
*Print out the Rhetoric Basics Handout and bring a copy to class.*  
*Print out the assignment sheet for "What's Your Style?" and bring it to class.* |
| Tuesday 11 May | Syllabus/Introduction Quiz  
Discuss "Chapter 1" so far  
Discuss rhetorical strategies (Rhetoric Basics Handout)  
Discuss & Assign Project #1 "What's Your Style?" |
| Wednesday 12 May | Rhetoric Quiz  
Discuss rhetorical strategies, academic and professional journals  
For Thursday:  
*Bring all of your books & folders to class on 13 May (Thursday)* |
| Thursday 13 May | "What's Your Style?" Proposal Due  
Discuss interview questions and interview techniques  
For Monday:  
*Arrange & conduct your interview*  
*Find & photocopy your academic articles* |