UN2001 — Oral, Written, and Visual Communication

Instructor: Shampa Bhattacharyya
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Classroom: Walker, 144
Class Schedule: M, T, W, R: 8:05-9:20 a.m.

Office Location: 343 Walker
Office Phone: 906 487 72613
Office Hours: Thursday 12:30-1:50 and by appointment

Required Materials
• Booth, Colomb, Williams. The Craft of Research, Third Edition

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

Course Overview
Read, Write, Reflect. The idea of this course is to help you perform as a communicator in different contexts of your professional life. Using rhetoric as a tool for persuasive communication you’ll draft class assignments based on rhetorical principles. That being said, you’ll use and explore rhetorical techniques learnt in the class to develop your assignments and final projects. Keep in mind that the more you try to fit in rhetorical principles in a varied communicative settings more confident you will become. Use this course as a platform to fix any
communication error that takes place around you or your day-to-day lives. You need to have an open mind to grasp the essence of this course.

At the end of the course you will be able to:

- perform appropriate audience analysis in a complex professional/communicative settings
- understand the difference between writing and composition
- compose multimodal composition
- read and interpret visual images
- critically analyze written, oral, and visual communication

Portfolio Analysis

Portfolios & Reflection Paper

At the end of the semester you will submit a portfolio, both online and in print, of your work. The print version of the portfolio should include all assignment sheets, drafts (all versions), and revisions. A rubric will be provided.

Your portfolio will be used for the purpose of an overall assessment of the UN2001 course. You will be required to compose and include a reflective letter describing your understanding of the course goals, the major assignments, and to reflect on the values of the class to your general education and to your learning about multimodal communication. You must, therefore, save everything you do in this class along the way: all drafts, peer reviews, speech notes, group work materials, handouts, etc. It is recommended that you maintain a separate electronic copy for every version of each document. This would help in assembling the portfolio for evaluation.
Class Policies

Assignments
The assignments you do in this class will ask you to step through multiple drafts and revisions. You are required to submit all drafts on time to receive a passing grade. I will not accept late assignments. If you are absent, you are responsible for finding out what you missed in class. Please do not ask me what you missed in class. Get to know another student in the class so you can easily find out what you missed. I expect to see your best work. This means that all take home assignments should be completed on time and all work must be proofread. There may be quizzes on the readings or you may be asked to reflect on assignments throughout the semester.

Regarding the Syllabus
I reserve the right to change this syllabus to meet the needs of the class. Updated syllabus, assignments/project due dates will be posted on the class web site. Make sure you check this web site frequently.

Regarding my Pet Peeves
No buzzing/beeping. That includes cell phones, ipods, or any other electronic device that I can’t think of right now. If anything you are carrying goes off or buzzes or beeps in class you will be marked absent for the day. If you have an emergency you can contact me prior to class. You can use a laptop in class if I give you permission to do so. Do not block your face with your laptop screen.

Attendance
Each person is allowed TWO unexcused absences per semester before their grade will be affected. You must have a doctor’s note or a University excused absence in order to be considered excused from class. There are no exceptions to this rule.

Presence and Participation
Because this is a communication course, participation and attendance are vital. Attendance and presence are not the same and I expect both. You need to be in class physically and mentally. Everyone is to participate and do so willingly. You will be earning participation points EVERY class period. These will significantly affect your grade.

Respectfulness
Because this course relies heavily on your involvement, it is important for us to have an environment where everyone can be heard without being ridiculed or harassed. Please note, it is my definition of respectfulness that will influence your grade. It is important to understand that we need to challenge ideas thoughtfully and openly while still being respectful to one another and to myself. Your respectfulness will affect your grade and so does your participation.
Preparedness
We all learn from each other in this class. Class discussion revolves around the work you bring to each day of class. It is imperative that you come to class prepared with that day’s assignment, including reading the readings. If you don’t bring your best work to class then no one will benefit.
University Policies

Academic regulations and procedures are governed by University policy. Academic dishonesty cases will be handled in accordance the University's policies. If you have a disability that could affect your performance in this class or that requires an accommodation under the Americans with Disabilities Act, please see me as soon as possible so that we can make appropriate arrangements. The Affirmative Action Office has asked that you be made aware of the following:

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 +1487-2212-487-2212.

For other concerns about discrimination, you may contact your advisor, department head or the Affirmative Action Office, at +1487-3310-487-3310

Academic Integrity: http://www.studentaffairs.mtu.edu/dean/judicial/policies/academic_integrity.html

Affirmative Action: http://www.admin.mtu.edu/aae/ 

Disability Services: http://www.admin.mtu.edu/use/studenthandbook/student_services.html#disability

Grading System

Grading Parameter | Points
---|---
Projects | 500
1. Project 1: What is your Style? [100]
2. Project 2: Protest Song [100]
3. Project 3: Visual Argument [100]
4. Project 4: Web site Analysis [200]
Portfolio Analysis | 100
Homework Assignments | 100
Attendance | 200
Class Participation & Social Practices | 100

By "social practices" I mean your contributions and active listening during class discussions, your peer review activities, group activities, and some informal work, as well as your professionalism, and commitment to submitting timely and complete work. See Policies section (http://un2001.wordpress.com/expected-from-you/).

Grade | Points
---|---
A | 930-1000
AB | 880-929
B | 830-879
BC | 780-829
C | 730-779
CD | 680-729
D | 600-679
F | 599 and below

No incomplete grades will be given for this course.