UN2001-R07: Oral, Visual and Written Communications

Classroom
Days: MTWR  
Class time: 11:05-12:20  
Classroom: Walker 144

Instructor
Shaughn Kern  
Email: skern@mtu.edu  
Office: Walker 149  
Office Hours: MT, 12:30-2:00

required books

summary
This course is structured to improve your skills in composition and rhetoric using many forms of communication. We will also focus on elements such as drafting, peer editing, and research. Your work will culminate toward a substantial piece of argumentative writing supported by research.

My approach to this course will focus on discussion and active participation of students rather than lecturing and busywork. You can expect assignments that encourage both creativity and precision in order to facilitate effective learning of the material.

grading policy
You must complete all assignments to receive a grade in this course.

Point distribution:
20 Weekly responses
20 Project #1
20 Project #2
30 Project #3
10 Portfolio

Grades are broken down the same as in other classes:

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tr>
<td>A</td>
<td>94-100</td>
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<td>AB</td>
<td>87-93</td>
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<td>B</td>
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<td>BC</td>
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<td>D</td>
<td>54-59</td>
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<td>F</td>
<td>0-53</td>
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attendance policy
You are expected to attend class on a regular basis, arrive prepared to discuss the material, and be ready to engage in discussion relating to the curriculum. You are permitted to miss 3 classes during the semester; each additional absence will reduce your final grade by one letter grade.
Should you miss a class, it is your responsibility to contact either myself or a classmate to explain what we covered. Late work will not be accepted for grading, but will still need to be turned in so that you may pass the class.

**technology policy**

*Active electronic devices, such as cell phones, PDAs, laptops, etc. will not be allowed in the classroom.* While we live in the age of electronic communications, these do not always make an effective learning environment, and are not welcome in my classroom. Violation of this policy will result in an absence for the day.

While technology makes our lives easier, it is not infallible. *Having a printer problem, losing a file, or not being able to open a file is not an acceptable excuse for late work.* A good student backs up files, and works enough spare time into their schedule where they can avoid such problems.

By participating in my class, you are assumed to have read and consented to the policies presented in this syllabus. If there are any problems, please contact me.

I reserve the right to modify this syllabus as appropriate in order to better suit the needs of the class.

**university policies**

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 cheat you out of learning, the prime reason you are here. If you ever have questions about this issue, please talk with your instructor, or consult a coach in the Writing Center (7-2007).

http://www.studentaffairs.mtu.edu/dean/judicial/policies/academic_integrity.htm

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 the Dean of Students (7-2212). For other concerns about discrimination, you may contact your advisor, department chair, or the Affirmative Action Office (7-3310)

Affirmative Action Office
http://admin.mtu.edu/aa

Disability Services:
http://www.admin.mtu.edu/urel/studenthandbook/student_services.html

Equal Opportunity: