UN 2001: Written, Oral, & Visual Composition

What’s this all about?

As part of your undergraduate education at Michigan Technological University, you will be required to take certain general education courses, which may be seemingly unrelated to your specific area of study. One of these courses is UN 2001. This may lead you to ask yourself why what we are learning in this class is so important.

Let’s face it, communication is vital. How you speak, write, and listen affect how the world views you and your ideas. Effective communication will play a fundamental role in your career regardless of your profession. How you compose your means of communication are important: how you interview, write proposals—or simple emails, give presentations, and negotiate pay are all examples of ways effective communication can advance or retrack your career.

Of course you already know how to communicate and compose, but by analyzing and practicing what you do, you will be even more effective. I am here to help show you the tools to become a better communicator, but it is up to you to use them. This course, like most, is what you make of it.

What to expect:
- Lots of writing
- Lots of reading
- Discussion
- Group work
- Peer reviews

By the end of this class, I expect that you will...
- Know how to formulate your writing, design, and oral presentation skills around basic rhetorical components (we will talk more about rhetorical components and what they mean in detail during class sessions.)
- Be able to think critically not only about your assignments, but also, about the world around you. As one of your required texts suggests, everything is an argument. I hope that you will know what that means by the end of the semester.
- Be able to research and write about a topic using various credible sources.
- Get a knack for communicating ideas through not only written, but also, oral and visual mediums.
- Learn how to read, comprehend, and use scholarly research within your own research.
- Be able to look at the work of others and give them a substantive, constructive critique.

Required Materials

Policies

Attendance
Each person is allowed three unexcused absences per semester before their grade will be affected.

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.

Electronics- I do not want to see or hear your phone, i-pod, beeper, or any other electronic device. 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.

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.

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.

If an assignment is not turned in during class, it will be considered late. If you are absent, you can email me your assignment by class time of that day. If I do not have your email by the end of class the assignment will be considered late. LATE ASSIGNMENTS WILL NOT BE ACCEPTED.

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.

In addition, I will not accept assignments that are emailed to me, unless otherwise noted. Assignments should be printed with your name, date, and the name of the assignment at the top.

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.

A word about contacting me via email
Please contact me through your Tech account only. I am not interested in receiving emails from lusiousbooty3000@hotmail.com or any other account. Also, I will check emails periodically throughout the day. Generally give me 24 hours to respond.
Regarding the Syllabus

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

Projects (located on banweb)

Rhetorical Analysis – In this assignment, you will rhetorically analyze and similarities and differences of two advertisements in a five to six page exploration. The advertisements you choose must sell similar products to one another, but they must be from different time periods. To make for an interesting analysis, you may choose, for example, to compare and contrast an alcohol advertisement from before the prohibition era to one after the prohibition era.

Resumes & Interviews

- You will each create a resume. Your resume will be reviewed and critiqued by your peers and by a professional at a Resume Blitz before the final draft is turned in to me for a grade.
- You will come up with interview questions. Then you will write up responses to these questions and practice with your peers in class.
- You will go to the career fair (talking a recruiter informally does not count), career center, or faculty member (resume in hand) for an interview. The interviewer must sign and date your resume and you must bring it back to me to receive credit.
- Write a one page reflective essay on your interview experience. Turn this in with your signed and dated resume.

Research Paper

In this assignment, you will work in pairs and research a topic that is relevant in your field of study. You will first research academic magazines or journals specific to your field, choose a topic that readers of that magazine or journal would be interested in, and write a 1000-1500 word academic article. You should think about your topic in terms of a question or problem in your field. Here are some links to examples of this:

http://www.midwyo.edu/library/topics
http://pegasus.cc.ucf.edu/~uwc/Writing%20Resources/Handouts/research_topics.htm

Annotated Bibliography – This is a subset of the formal research paper and is to be completed before the drafting process begins. The annotated bibliography will list the sources you will use for your research and will also provide a brief commentary about how you intend to use the source within your paper.

Research Presentation – The final aspect of your research project will be to present your article to your peers. The presentation should be 8-10 minutes and will detail your topic and research as well as convey an argument to the class.

Visual Project

For this project you will use the issue you used in your research paper. Unlike the research paper, this assignment will be done individually.

1) Plan and create a public service advertisement that advocates your opinion on a topic. Minimum 8 ½ X 11”. The advertisement must utilize basic design strategies and should be accompanied by a statement that explains your choices (about a page).

2) You will present your argument to the class. Giving the history and the reasons in which you came to your conclusion.

Group Project

Create a multimodal tutorial for future UN 2001 classes. The tutorial will need to be crafted to the specific needs of your peers. The tutorial will teach students something about the different composing
processes we learned about in this course. It should be designed as supplementary material to a UN2001 course (not necessarily specific to this particular course taught by your instructor). It will appear on a future webpage for UN2001.

Reflective Portfolio
At the end of the semester, you will be required to compile a portfolio containing all of the assignments you completed in this class. **Remember to keep electronic copies of everything you work on in this class -- you will need it for this assignment.**

University Policies
Academic regulations and procedures are governed by University policy. Academic dishonesty cases will be handled in accordance with 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 487-2212. For other concerns about discrimination, you may contact your advisor, department head or the Affirmative Action Office, at 487-3310

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

**Affirmative Action:**
http://www.admin.mtu.edu/aao/

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

**Equal Opportunity Statement:**

Grading
Your final grade is determined as follows:

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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 "Regarding Attendance and Presence."

No incomplete grades will be given for this course.