Welcome to UN 2001: Composition

Section R12 • MWF 3:05-3:55 • 143 Walker

Instructor: Jodi Radloff
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Office hours: By appointment
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Fall 2010 Course Description

UN 2001 is one of four core classes required of all students by the University’s General Education Curriculum. The purpose of this class is to help you strengthen your ability to communicate so that, whatever profession you enter and whatever community you join, you can make effective and appropriate choices in regard to your interaction with others.

Course Goals

The goal of this course is to help you learn about communication from a rhetorical perspective. More specifically, the course will provide you with the tools to communicate effectively: orally, visually and with the written word. At the end of the semester, you will be better equipped to communicate persuasively, taking into account the audience, purpose, and context of a given communicative situation. In this course students will: (1) exercise extensive practice in composing and revising written, visual, and oral communication; (2) learn how to conduct, communicate, and document research for a substantial piece of argumentative writing; (3) understand and exercise rhetorical analysis and critical reasoning; and (4) understand how a writer’s purpose and sense of audience shape written, visual, and oral genres.

Instructor’s Goals

Aside from the core course goals, I also have my own personal goals for your outcomes in this course. It is a guarantee that each student in this course will enter a profession that requires strong communication and critical thinking skills. My hope is that by applying our work throughout the semester to real and complex social issues that you will also learn to see the value in knowing how to communicate effectively within the communities you join throughout your lifetime. Put simply, my main goals are to equip you with the knowledge to analyze the world around you and communicate effectively within it. No matter your interests or field of study, it is my objective to make this course relevant and useful to your future both here at MTU and beyond.

Required Materials


Grading Policies

You must complete all assignments, projects, and the final portfolio to receive a passing grade in this course. You will not receive a final grade until all assignments, projects, and your final portfolio have been completed. Use the third table below to keep track of your grades throughout the semester. Your final grade is determined as shown in the first two tables on the next page.
Late Work
I reserve the right not to accept late submissions of projects. Under extenuating circumstances and with prior agreement, I sometimes grant extensions. When I feel it is appropriate, I sometimes offer extensions to a whole class. Otherwise it’s your responsibility to turn in work on time. If I accept an assignment late, there is no guarantee that I will award a passing grade for the work, although it will count as a completed assignment. In general, I drop late work a full letter grade if submitted within 48 hours of the due date. Work submitted later than this will generally result in a failing grade for the assignment.

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 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 Multiliteracies Center (previously the Writing Center) (487-2007), or visit: www.studentaffairs.mtu.edu/dean/judicial/policies/academic_integrity.html.

Attendance Policy
The overall quality of any course is dependent upon lectures, discussions, and general exchange of ideas that occur in the classroom; therefore, attendance is essential and a crucial part of your grade. Your grade for attendance is incorporated into your Workshop and Participation grade. I expect you to attend all scheduled class sessions. However, circumstances may prevent you from doing so. Thus the following attendance policies apply.

Notify me of each absence. If you need to miss a class session, notify me in advance (if possible) via email. Note: if you notify me in person or by phone, send a follow-up email as well. I file written and electronic documentation of absences for the end of the semester when I compute and submit final grades.

Excused absences. If you miss a class session because of a documented legitimate or sanctioned medical, professional or university event, you may be excused without a grade penalty. If you are absent, you still must submit any project due during that class period (unless you make arrangements with me in advance).

Unexcused absences. If you miss class for a reason that does not excuse your absence, you must still email me to acknowledge your absence. If you miss more than three standard class sessions your Workshop and Participation grade will drop. That is, you can miss three scheduled class periods with no penalty as long as you document your absences according to the guidelines described above. Any additional absences will result in a zero for your recorded participation grade; this is the equivalent to a 10% reduction of your final grade. If you
fail to notify me of an absence your participation grade will be lowered accordingly. Note: if you miss 7 or more class periods, you may fail the course under the discretion of the instructor.

**Follow up after an absence.** You are responsible for any course content you miss. If you miss some or all of a class period, ask a classmate for notes. Although some class periods depend upon materials I provide for that meeting, I do not always provide class notes in any permanent form. If you miss a guest speaker, workshop, or film, you are still responsible for the content of that material.

**Social Conduct.** I hope to create a respectful learning environment for all. Please refrain from using cell phones, iPods, computers, and other electronics during class without prior permission. You should also assure that your interaction with your fellow classmates and me is respectful and professional. Failure to act in accordance to this behavior will result in a lowering of your participation grade for the course.

**Additional University Policies**

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 Associate Dean of Students (487-2212). For other concern about discrimination, you may contact your advisor, department chair, the Affirmative Action Office (487-3310), or visit www.admin.mtu.edu/aao1. See the Equal Opportunity Statement at www.admin.mtu.edu/admin/boc/policy/ch3/ch3p7.htm.

**Additional Course Policies**

Note that I reserve the right to change the syllabus/course calendar to meet the needs of the class. Please note that this course culminates with a portfolio—a project that showcases your major projects—that will be part of an annual program assessment. Additionally, drafts and revisions of some written projects may be submitted, with names removed, to the UN 2001 Program Director for assessment purposes.

**Resources**

There are some fantastic resources on campus I suggest you take advantage of this semester. No matter your level of comfort with the projects, these resources will serve you well.

**Multiliteracies/Writing Center.** I strongly encourage you to visit the Multiliteracies Center (formally known as the Writing Center) throughout the semester. Weekly appointments or walk-in hours are available for undergraduate and graduate students, faculty, and staff. Students in UN 2001 can work with a writing coach on a weekly basis. Any aspect of academic writing, reading, or presentation can be addressed. Sessions can focus on drafting an essay; reading complex course material; understanding course expectations and assignments; developing/revision, editing, and proofreading skills; learning a citation system; using evidence effectively; gathering, conducting, and writing a research report; writing group reports, and cover letters; improving study strategies; practicing English as a second language; and managing learning differences/disabilities.

- **Location:** 107 Walker
- **Telephone:** 906-487-2077
- **Hours:** Monday-Thursday, 9:00 am-5:00 pm; Friday, 9:00 am-4:00 pm
- **Website:** www.hl.mtu.edu/wc/
- **Walk-in Hours:** Monday-Friday, 11:00 am-3:00 pm

Instructor: Jodi Radcliffe

UN 2001: Michigan Technological University