MICHIGAN TECHNOLOGICAL UNIVERSITY
UN 2001 – COMPOSITION: Written, Spoken & Visual Communication
SUMMER 2012 (MTWR 12:35-1:50), Room 143

Instructor: Lindsay Hingst, M.A.
Office: Walker Arts & Humanities Center 147
Email: lahingst@mtu.edu
Office Hours: MTWR 2:00-3:00 and by appointment

Please feel free to contact me if you have questions or a problem. E-mail is the best way to contact me outside of class. Please use your Michigan Tech e-mail address when you are sending me an e-mail.

Required/Suggested Materials:
A cleanly formatted flash drive (with at least 1 GB of free space) for text storage/retrieval during class meetings.
A notebook or lap top for taking notes and in-class activities.
A folder or binder for storing supplemental readings and assignments.
An MTU student ID. This will give you access to various computer labs on campus.
A working MTU e-mail account that you check regularly.
Access to Canvas for announcements, homework assignments, discussions, quizzes and grades.
Supplemental readings will be handed out in class and/or available in PDF format via Canvas.

Welcome to UN 2001!
This handout is intended to give you a basic overview of class policies and procedures. You can only be successful at maximizing your full potential if the required work is completed and class is met with participation and enthusiasm. Asking questions, reading, and discussion are all part of the requirements. Let’s make this a wonderful learning and growing experience!

COURSE DESCRIPTION:
UN 2001 is a sophomore-level course that acquaints students with effective strategies for written, spoken, and visual communication. Because students study, practice, and produce texts that are conveyed to target audiences through these multiple modes of communication, the course should be thought of as multimodal. You will utilize programmatic expertise in communication to build a participatory student culture and strengthen active learning. (MTU Course Outline)

Upon successful completion of this course, students will be able to:
• Write and speak persuasively by presenting findings in a public forum
• Collaborate, problem-solve and present within small groups
• Read, interpret, and develop ability to critique complex arguments
• Analyze, proofread, and present written and visual elements of essays and research drafts
• Learn rhetorical strategies for analyzing audiences, conducting research and using critical reasoning to craft effective arguments
• Provide students with knowledge of theories and principles related to interpersonal communication
• Learn research skills including the ability to organize materials, use library resources, evaluate the validity of sources, and use logical reasoning to present research following standard MLA, APA, IEEE of CS format
• Use the above skills to produce a correctly documented investigative research project
• Understand expectations of academic integrity

MANAGE YOUR TIME WISELY!!!!

Your success in this course requires that you attend class meetings on time and meet the required deadlines. Leave yourself as much time as possible for completing essay assignments. Do not procrastinate. Also, allow yourself enough time to finish your homework and arrive to campus before class begins. If you do not arrive to class on time the day a major assignment is due, you have failed to meet the deadline and may not receive credit for it.

ATTENDANCE POLICY:
• Attendance at all class meetings is expected and essential to your success in this class. Missing more than two weeks of class (the equivalent of four class periods) constitutes sufficient reason for failure of the course. Your absences are your business; I don't need to know that you will not be in class. If you must be absent on a day when a major assignment is due as a result of extenuating circumstances (i.e. death in the family or illness), and you wish to be considered for makeup work, you must notify me in advance of your absence.
• Please arrive on time for class. Coming late is disruptive to the educational process, so please be courteous to your instructor and fellow classmates by being punctual. Every three tardies – regardless of the time – will be counted as an absence. Each time you are tardy or absent, 3 points will be deducted from your attendance grade. If you miss 30% or more of the class period (15 minutes), which includes leaving class early, it will count as an absence.
• Attendance implies mental as well as physical presence. Be advised that sleeping in class constitutes an absence. This also applies to text messaging. Each time you are caught sleeping or text messaging in my class, 5 points will be deducted from your participation/attendance grade.
• Tardies and absences will be taken into consideration when your participation grade is determined. If you are not in class, you are not participating.

ASSIGNMENT POLICY:
• Late paperwork or work that is handwritten is unacceptable!!! This excludes in-class writing assignments.
• All major assignments must be typed or computer generated and due by the beginning of class.
• Make up assignments and presentations are not allowed unless there are extenuating, documented circumstances. As it is highly unlikely I will allow make up work, come to class prepared!
• All paperwork associated with your research project and audio visual presentation must be turned in on time! This includes a Works Cited page and the appropriate MLA parenthetical citations. Failure to properly document research is plagiarism and will result in a failing grade.
• All paperwork associated with your audio/visual presentation must be turned in by the designated deadline. If you fail to turn in the required paperwork by the beginning of class on the due date, your presentations will not be evaluated.
• Wikipedia is not a credible source and may not be used in this class.
• There may be a minimum of 80 pages to read every week. Readings will be announced in class, so make sure you get in contact with me or a classmate in the event of an absence. You are responsible for completing ALL of the readings BEFORE you come to class! If you are not prepared, I reserve the right to ask you to leave class. I expect that you enter the room ready and willing to participate in the class discussions. I expect that you will come to class with your books, pen/pencil, and a notebook for taking notes.

CANVAS COMPONENT: Course information, handouts, and/or assignments will be available on Canvas. Canvas is web-based. The address is: http://mtu.instructure.com. The login and password are the same as the ones you use for accessing Banweb and your gmail account. You will need to access Canvas frequently in order to participate in on-line discussions, download assignments, and view supplemental reading materials.
COMPUTER LITERACY: By enrolling in this class, I assume that you are familiar with the following: operating word processing software (including saving documents to flash drives), surfing the web and emailing attachments.

BEHAVIOR EXPECTATIONS:

- **Please download and print all supplemental readings materials and bring these to class!** You will need these in order to participate in class discussion and complete in-class exercises.
- **Please turn off your electronic devices before entering the classroom!** This includes your cell phones, iPods, and any other distracting devices. Unless you are expecting an emergency call and have cleared it ahead of time, taking calls during class is **not permitted!!** Students are encouraged to bring lap tops only for in-class research and writing activities that will be announced ahead of time.
- **Text messaging is strictly prohibited in my class!!** Each violation will result in a 5 point deduction from your participation grade. If texting becomes a problem, it may result in a referral to the Dean of Students.
- Students are expected to make thoughtful language choices in speaking, writing, and interactions. Avoid any vulgar or offensive language toward other students or the instructor that could be considered profane, racist, sexist, etc. Certain class discussions or videos may address these issues, and controversial subjects are likely to arise for the purpose of intellectual discourse. Please feel free to remove yourself from any interactions that you perceive as hostile or offensive. You are not a “captive” audience member.
- If you are arriving late to class, I respectfully request that you enter class quietly to avoid distractions.
- Students may bring food and beverages to class so long as you clean up after yourselves.

TIPS FOR SUCCESS:

Read and reflect upon the assigned reading material **before** the class discussion. While preparing for class, mark in your text (**annotate**) and/or take notes in a separate notebook about what you find important or difficult in the assigned readings. This is the **best** way to ensure that you will be able to contribute to and benefit from class discussion.

*Ask questions in class!* Student who can identify and ask about what s/he did not understand will receive the greatest benefit from class discussion.

Take notes in class. Taking notes keeps you alert and provides a record of important ideas.

Re-read the assigned material to prepare for written work.

It is your responsibility to find out what you have missed on days that you are absent.

PARTICIPATION/ATTENDANCE GRADE: A significant part of any course is participation. Your participation in class discussions and in-class exercises will be noted and is the main criteria for your participation grade. Arriving to class on time, coming prepared, and participating in all classroom activities makes you eligible to receive participation points. If you are perpetually late for class or do not complete the assigned readings, this will seriously affect your attendance/participation grade. If you are caught using unauthorized electronic devices in my class, this will also affect your attendance/participation grade.

CANVAS DISCUSSIONS: Discussion questions for various class meeting are accessible via Canvas and initial responses to each of the assigned readings are expected to be posted by midnight the evening before class. These discussions cover material from assigned readings and supplemental material. The purpose of these discussions is to engage in academic discourse with your fellow classmates, demonstrate your understanding of course materials, and learn how to form logical arguments using supportive data. Make sure that you are respectful in your interactions with fellow students, but do not hesitate to engage in spirited debates.

ADA STATEMENT: If you have a disability that could affect your performance in this class, please register with Christy Oslund at the Student Disability Services Office. If you need any accommodations and have already registered, please see me as soon as possible so we can make the appropriate arrangements.

ACADEMIC INTEGRITY STATEMENT: Academic integrity is **critical** in this course. The use of another person’s
words, organization, or ideas (including published and non-published materials) without crediting the source is plagiarism and **will not be tolerated**. Plagiarism is a waste of my time, and a waste of your mind. Do your own work! Cheating and plagiarism will result in automatic failure of this course and will be reported to the university. Give credit where credit is due – source and cite all use of another’s work, ideas, and materials.

**Course Assignments:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio (Compiled materials must demonstrate be revised)</td>
<td>100</td>
</tr>
<tr>
<td>Research Project†</td>
<td>100</td>
</tr>
<tr>
<td>Full-sentence Outline</td>
<td>50</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>30</td>
</tr>
<tr>
<td>Research Proposal</td>
<td>20</td>
</tr>
<tr>
<td>Audiovisual Project†</td>
<td>75</td>
</tr>
<tr>
<td>Visual Rhetorical Analysis*†</td>
<td>50</td>
</tr>
<tr>
<td>Discussion Boards</td>
<td>50</td>
</tr>
<tr>
<td>Collaborative Writing Assignments</td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td>50</td>
</tr>
<tr>
<td>Peer Reviews</td>
<td>25</td>
</tr>
<tr>
<td>Participation/Attendance (in-class discussions/exercises)</td>
<td>50</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>650</strong></td>
</tr>
</tbody>
</table>

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>650-611</td>
<td>100-93%</td>
</tr>
<tr>
<td>AB</td>
<td>610-565</td>
<td>92%-88%</td>
</tr>
<tr>
<td>B</td>
<td>564-535</td>
<td>82%-87%</td>
</tr>
<tr>
<td>BC</td>
<td>534-495</td>
<td>81%-76%</td>
</tr>
<tr>
<td>C</td>
<td>494-455</td>
<td>75%-70%</td>
</tr>
<tr>
<td>CD</td>
<td>454-425</td>
<td>65%-69%</td>
</tr>
<tr>
<td>D</td>
<td>424-390</td>
<td>60%-64%</td>
</tr>
<tr>
<td>F</td>
<td>389-0</td>
<td>59-0%</td>
</tr>
</tbody>
</table>

*Each of these projects must demonstrate the various elements of multimodal composition discussed in class.

†A completed research project includes a 1-2 page proposal, annotated bibliography with scholarly sources, a full-sentence outline with proper citations, and 8-10 page paper. All components of the research project total 200 points, **not including the portfolio**. If you fail the research project, you cannot pass the course.

**Reading Assignments:** Supplemental readings and homework will be announced at the beginning of each class and posted via Canvas. *It is your responsibility* to find out what you missed if you are going to be absent.

**Grading Policy and Criteria**

Compositions will be graded according to the following criteria: (1) freedom from serious writing problems, such as spelling errors, mistakes in usage, sentence fragments, run-on sentences, and comma splices; (2) clarity of ideas; (3) relevance to the readings; (4) organization; (5) delivery; (6) visual elements; and/or (7) creativity.

I will assign the following letter grades for assessing your course work:

- **“A”**: when you have demonstrated **outstanding** mastery of course material.
- **“AB - “B”**: when you have demonstrated **above average** mastery of course material.
- **“BC” - “C”**: when you have demonstrated **average** mastery of course material.
“CD” - “D”: when you have demonstrated minimal mastery of course material.
“F”: when you have demonstrated poor mastery of course material.

I will not curve grades or give extra credit, so it is in your best interest to earn as many points as possible on each assignment. Remember: I do not give you grades, you earn your grades. Any changes made to this syllabus will be made in fairness to the class as a whole. Syllabus is subject to change at discretion of the instructor.

“There are more men ennobled by study than by nature.” –Marcus Tullius Cicero