

**Revisions**  
**Oral, Visual and Written Communications**  
**Spring 2008**  
**UN 2001 Section R01 & R02**  
**with James A. Rudkin**

**Just the facts...**

- Section R01 Class meets Monday, Wednesday and Friday from 8:05 AM to 8:55 AM
- Section R02 Class meets Monday, Wednesday and Friday from 9:05 AM to 9:55 AM
- Class meets in Walker 143
- Your instructor is Jim Rudkin

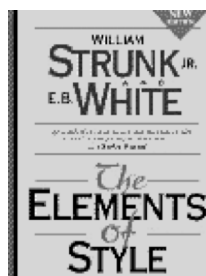
- Office location: 315 Walker
- Office hours: MWF 10:00 AM - 11:00 AM (or by appointment - contact me)
- Office phone number: 487-3238
- Home phone number: 337-1546 (never before 10 AM and never after 10 PM)
- Campus e-mail: jarudkin@mtu.edu

Note: Please e-mail me ONLY from your MTU account. I don't want to see e-mails from hottie@yahoo.com or learn anything too personal about you, if you know what I mean. I will not accept assignments via e-mail without prior approval. Also, if you are allowed to send attachments, **I accept them named in the following format:** YourLastname\_Section\_assignment.extention If you are turning in Project #2, have my Revisions class and share the same last name as me, it would look something like this: Rudkin\_R01\_project\_2.doc. I am good with .doc and .pdf and a few other formats, but check with me if it's a weird one. I cannot open .odt files, so don't send them.

- I try to check my e-mail at least once a day - give me 48 hours to respond
- Class list: For Section R01 [rudkinr01-l@mtu.edu](mailto:rudkinr01-l@mtu.edu) and Section R02 [rudkinr02-l@mtu.edu](mailto:rudkinr02-l@mtu.edu)
- Required Textbooks: Diana George-John Trimbur - *Reading Culture - 6<sup>th</sup> Edition*  
Robin Williams - *The Non-Designer's Design Book - 2<sup>nd</sup> Edition*



- Required Materials: A three-ring binder (clear cover) with at least five tab dividers  
Your own notebook - *same one, every day in class, with pen or pencil*  
A composition book dedicated to this class for journaling
- Recommended Book: Strunk and White - *The Elements of Style - 4<sup>th</sup> Edition*



## Course Description

As the title of the course suggests, we will be studying how oral, written, and visual communication work alone and together to create purposeful effects for different audiences in different contexts. We will be discussing communication and how your worldview affects both your outgoing and incoming communication. The idea is that by looking at ways your culture (and your audience's cultures) shapes communication, you will become better at crafting your ideas into effective communication. Of course you already know how to communicate, but by analyzing and practicing what you do, you will be even more effective. In this class, you will do a lot of writing. The class will be using the text: *Reading Cultures*. It has a cultural focus, as well as interesting readings. We will also be using *The Non-Designer's Design Book*, to help understand visual communication. I don't believe in grammar drills, but I do believe in an inexpensive and brief overview, and Strunk and White's *The Elements of Style* can provide that for you. It is my hope that these texts, as well as the in-class discussions and projects, will provide you with some vital information that will benefit you in your academic, professional and personal lives.

## Goals

During this Revisions course, you are expected to...

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

## Attendance Policy

Be aware that students are permitted to miss three (3) classes per semester, unexcused; subsequent unexcused absences will lower your grade 50 points for each unexcused absence after three. Documented, excused absences will be dealt with on a case-by-case basis. This policy is in effect because, as this is a course on communication, you will need to be present to pick up the nuances of terminology, the applications for the coursework and class discussion. I strive to provide a rich environment for learning, a place full of possibilities. All I ask is that you attend, so you can add your valuable and unique perspective to the discourse. Because arriving late disrupts the class, two (2) tardies will add up to one full, unexcused absence. If I have to stop class when you enter, or back up in any way to include you in the conversation, it will be considered a tardy.

## The Fine Print...

### A Note About Assignment Structures

Several of your assignments in this course require you to work through multiple drafts, steps and revisions. I will only accept work that develops out of these processes. In other words, don't throw me a curve ball; you may not change your subject or your scope late in the game.

### **A Few Words About Your Final Portfolio**

This course culminates in a final portfolio, a project to showcase your best work of the semester. You **MUST SAVE ALL OF YOUR** drafts, assignments, peer reviews, group work, notes, papers, etc. You will be using all of these materials to compose your final portfolio. Missing information will result in a lower grade or worse.

### **Other Important Stuff**

First, I have an electronics policy of which you really need to be aware. I do not permit the use of cell phones in my class - ditto for Blackberries, pagers, iPods, TVs, PSPs, laptops or any other electronics you may possess that I haven't even heard of yet. If an electronic item beeps, buzzes, whirs, sings, or chirps, you will be marked absent for the day; I will assume you were paying attention to it, as opposed to the class. If you have an emergency, and your electronic device HAS to be on, please talk to me before class begins. This rule is to make it easier for all of us to communicate in the classroom.

### **MTU's Policy on 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 also cheat you out of learning, the prime reason you are here. If you ever have questions about this issue, please talk with me or consult a coach in the Writing Center (7-2007).

### **MTU's Policy on Discrimination and Harassment**

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

### **Safe Place**

Safe Place's Mission Statement is: "The GLBT Safe Place Program strives to reduce homophobia and heterosexism on Michigan Tech's campus. Through education, advocacy, and awareness, the program contributes to an open campus climate that is safe and accepting to all members of the University community" (from [www.safeplace.mtu.edu](http://www.safeplace.mtu.edu)). I am a proud member of Safe Place.



## Grading Policy

I base your grade in my course on a 1000-point system. Remember, you must complete all assignments to receive a passing grade in this course. Expect the basic breakdown to look like this:

_____	100 points for active class participation/social practices
_____	100 points for homework, in-class assignments and quizzes
_____	100 points for Journaling
_____	125 points for "Where Is It Now?" Project #1
_____	125 points for "How It All Began" Project #2
_____	125 points for "Where Is It Headed?" Project #3
_____	100 points for "Bringing It All Together" Project #4
_____	125 points for "Rugrat Recruitment" Project #5
_____	100 points for the Final Portfolio

Most majors require you to get a C or better to pass.

A	935-1000 points
AB	865-934 points
B	795-864 points
BC	725-794 points
C	665-724 points
CD	595-664 points
D	540-594 points
F	you really don't want to go here...

## Course Schedule

Let me begin with the following caveat: I reserve the right to revise the syllabus and/or course schedule to better serve student needs. Ideally, things will go smoothly, but we all know things happen and conditions change. In the event I need to make a revision, I will give you as much notice as I possibly can.