

Missouri Western State University, Division of Liberal Arts and Sciences  
Department of English, Foreign Languages, and Journalism, Spring 2010

## **English 100-02 & 100-04: Introduction to College Writing**

Class: Sect. 02 8→8:50 MWF Murphy Hall 109  
Writer's Workshop: 12→12:50 MW Eder Hall 222-U&V

Class: Sect. 04 9→9:50 MWF Murphy Hall 105  
Writer's Workshop: 8→8:50 MW Eder Hall 222-U&V

Instructor: Dana Andrews

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**Office Hours: MWF 10am→10:50am AND Th 10:30am→12:30am (or by appt. any day)**

### **Attendance Policy:**

In order to improve student learning and to achieve compliance with federal financial aid policies, Western has a mandatory attendance policy for all 100-level courses. This course has a very strict attendance policy in class as well as in Writer's Workshops. **If you miss seven class periods for MWF classes or four Writer's Workshops, for the entire semester, you will receive an F in the class.** A student will be given an excused absence when acting as an official representative of the university, provided the student gives prior written verification from the faculty/staff supervisor of the event; **however, there are no other excused absences, exceptions or "makeups" for this attendance requirement.** Furthermore, the maximum number of absences allowed before the midterm report, March 22<sup>nd</sup> for THE CLASS is five. Thus, when you have six absences for a MWF class you will be reported to the Registrar's Office, who will automatically withdraw you from this class. The Financial Aid Office will reduce financial aid as appropriate.

If you miss a class session, you are responsible for all material covered and assignments given during your absence. All out-of-class assignments are due at the beginning of the class period. No late assignments will be accepted unless you have received prior permission from your teacher.

### **Required Texts and Course Materials:**

*Introduction to College Writing – ENG 100*, McGraw-Hill, 2008 (Fourth Edition)

*A Troubleshooting Guide for Writers*, McGraw-Hill, 5<sup>th</sup> Edition

Jump drive/Flash drive/Travel drive

Photocopies for group work as requested

Access to a printer, healthy supply of ink, and a stapler

### **Course Goals:**

#### Reading Goals:

At the completion of ENG 100 students should be able to

- Read actively for greater understanding;

- Use reading to improve their writing by drawing ideas and information from written material;
- Use texts to understand their own and others' experiences;
- Read writing assignments effectively as a guide to creating better papers;
- Recognize good writing by actively reading good prose.

Writing Goals:

At the completion of ENG 100 students should be able to

- Move easily from writing for self-expression to writing for readers;
- Write at greater length more easily, more quickly, and more usefully;
- Structure their writing to fit the assignment, purpose, and audience;
- Develop their ideas and concepts with specific details, examples, and explanations;
- Craft more effective and polished sentences and paragraphs;
- Use effective planning, invention, revision, and editing to complete successful writing tasks.

General Studies Goals:

In ENG 100 students should improve their ability to

- Think critically and reason analytically;
- Write and speak clearly and effectively;
- Gain a greater awareness of the present through an understanding of other cultures and times;
- Understand and appreciate moral values and ethical choices;
- Understand and enjoy aesthetic experiences and share in related creative activities.

**Civility and Cooperation:**

Missouri Western requires all students to help us maintain good conditions for teaching and learning. All students will treat their classmates, teachers, and student assistants with civility and respect, both inside and outside the classroom. **Students who violate this policy may, among other penalties, be counted absent and asked to leave.** You should review your Missouri Western student handbook for further information. This handbook is available online at <http://missouriwestern.edu/handbook/index.pdf>.

**Grading Policy:**

Your grade will be determined on the basis of your progress as a writer, the writings you submit, and your class participation over the course of the semester. You need a C or higher to pass ENG 100 and enter ENG 104. The components of your grade in the course are:

Task One: 10%

Task Two: 10%

Task Three: 15%

Task Four: 15%

Quizzes: 10%

Class Participation: 10%

Final Portfolio: 30%

You will complete four major writing tasks that will be graded by your teacher. A student who does not turn in complete responses to all four tasks will not pass the course even if the grades achieved in the other writing tasks are satisfactory.

**Due Dates for Formal Writing Assignments:**

Task One: Friday, February 12<sup>th</sup>

Task Two: Friday, March 5<sup>th</sup>

Task Three: Monday, April 12<sup>th</sup>

Task Four: Monday, May 3<sup>rd</sup>

**Writer's Workshop:**

Throughout the course of the semester, you will attend the once-a-week, small group Writer's Workshops (listed as "labs" in the class schedule). Some of your Writer's Workshop materials may be used in class, and some of your class papers will be critiqued and proofread in Writer's Workshops. You must ensure that you have the right materials in the right place. Your teacher may also consider your Writer's Workshop participation as part of your grade.

If you miss four Writer's Workshops, you will fail ENG 100. You can make-up an absence, but you must attend the make-up session on Friday of the week you missed. You can only attend the make-up session three times throughout the entire semester. If you wish to appeal your failure due to absences, you must be able to provide valid documentation for ALL absences and you must have an A or B grade in ENG 100 at the time (see Appeal Procedure in textbook). In addition to not showing up for workshop, you can also be counted absent for the following reasons (these situations also apply to class as well):

-arriving very late; tardies will be added up for an absence

-not having required materials (textbook, draft of paper, portfolio, etc.)

-not participating/not paying attention to the SA and the lesson

-sleeping

-unacceptable behavior that impedes others' learning such as being disruptive, showing disrespect to your SA and/or peers, using foul language, using a cell phone or other electronic devices, working on other coursework

**Writer's Workshop Portfolio:** Throughout the semester, you will be required to keep a notebook or folder that will serve as your Writer's Workshop portfolio. Each week, you will record all of the activities and responses for workshop, which may include the textbook lessons as well as mini-reflective writings, freewrites and/or work on your ENG 100 task papers. In addition, it is required that you always have a current assignment sheet and task paper in your Writer's Workshop portfolio. If you miss a workshop, you will not be able to make-up that week's lesson unless you attend the make-up session on Friday. At the end of the semester, you will write a cover letter for your Writer's Workshop portfolio. Then your completed portfolio will be submitted to your ENG 100 instructor, graded and will count towards your final ENG 100 course grade. As a result, attending and participating in workshop will be vital to your ENG 100 grade. Furthermore, if you take advantage of this time to learn new writing skills and apply them to your ENG 100 coursework and to work on and receive feedback on your task papers, you will see an improvement in your writing and in your course grade.

### **Student Disability:**

Any student in this course who has a disability that prevents the fullest expressions of abilities should contact Missouri Western's special needs coordinator (Michael Ritter) for possible certification of special needs and expert recommendations for assistance. You should also contact your teacher personally as soon as possible so that the two of you can discuss class requirements.

### **Academic Honesty Policy:**

Academic Honesty Policy: Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records or any other fraudulent classroom activity. Cheating and plagiarism are not acceptable. If your teacher finds evidence of cheating or plagiarism, you have the burden of showing that the paper has in fact been written by you. You should keep thorough evidence of your writing processes for all papers so that you can meet this burden of proof. You will receive a grade of F (0 points) for any paper/assignment/exam that shows evidence of cheating and/or plagiarism. You have the burden of proving that a paper/assignment/exam showing evidence of cheating and/or plagiarism has been in fact written by you. You should keep thorough evidence of your writing processes for all papers so that you can meet this burden of proof. If you plagiarize a paper, you forfeit the right to revise that paper; if you cheat on an exam, you will not be allowed to retake the exam. Violations of academic honesty will be reported to the Provost or the designated representative on the Academic Honesty Violation Report Forms. Please see the Student Handbook for specific activities identified as violations of this policy and the student due process procedure. This handbook is also available online at <http://missouriwestern.edu/handbook/index.pdf>.

Misc.

- I do not want to see or hear your cell phone, iPod, BlackBerry, or any other electronic device during class. It is disruptive to the learning environment, not to mention disrespectful. Keep them off and out of the way. I reserve the right to mark you absent if you pay more attention to an overpriced gadget as opposed to the glory of education. If, for some reason, you need to keep your phone on during class, please see me prior to class starting.
- Late work is not accepted.
- A class learns to teach itself.
- **Don't mistake kindness for weakness.**
- Writing is a process.

## English 100 Schedule for Spring 2010

### Week 1

**Wed, Jan. 20<sup>th</sup>**

**Agenda:** Course introduction, informal discussion

**Homework:** Purchase course materials

**Fri. Jan. 22<sup>nd</sup>**

**Agenda:** Good writing techniques, a “fish story”

**In Class work:** Take notes on structure

### Week 2

**Mon, 25<sup>th</sup>**

**Agenda:** Reading discussion, introduce Task One

**Homework:** Contemplate a topic, read “Growing Up” by Baker

**Wed, 27<sup>th</sup>**

**Agenda:** Reading discussion, more on Task One

**Homework:** Read handout, “An American Childhood,” by Annie Dillard

**Fri, 29<sup>th</sup>**

**Agenda:** Freewrite, discuss your topic/reading

**Homework:** Find on Internet: Maya Angelou's "Uncle Willie" download and READ

## **Week 3**

**Mon, February 1<sup>st</sup>**

**Agenda:** Examining introductions

**Homework:** Read "The Family Car..." by Gilbert

**Wed, 3<sup>rd</sup>**

**Agenda:** Outlining

**Homework:** Read Chapter Two, pg. 35 in *Troubleshooting Guide for Writers*

**Fri, 5<sup>th</sup>**

**Agenda:** Examining conclusions

**Homework:** work on your full-breadth draft, prepare to bring to class: One Copy on paper **and** save draft to USB/Flashdrive

## **Week 4**

**Mon, 8<sup>th</sup>**

**Agenda:** Workshopping skills, 1<sup>st</sup> FULL DRAFT of Task One DUE (hard copy **and** flashdrive)

**Homework:** Prepare to bring in copies of your full-breadth draft for you and your group

**Wed, 10<sup>th</sup>**

**Agenda:** In-Class Workshop, bring in SECOND DRAFT (hard copy **and** flashdrive)

**Homework:** Prepare to turn in Task One

**Fri, 12<sup>th</sup>**

**Agenda:** Task One Due, introduce Task Two

**Homework:** Read "Objects" by Lester

## **Week 5**

**Mon, 15<sup>th</sup>**

**No Class--Holiday**

**Agenda:** Structuring the sentence

**Homework:** Read “How it feels to be Colored Me” by Hurston

**Wed, 17<sup>th</sup>**

**Agenda:** Structuring the narrative

**Homework:** Read “A Modest Proposal...” by McKibben

**Fri, 19<sup>th</sup>**

**Agenda:** Using our memories

**Homework:** Read “On Becoming Educated” by Jordan

## **Week 6**

**Mon, 22<sup>nd</sup>**

**Agenda:** The importance of detail

**Homework:** Read “Everyday Use” by Walker, compose an outline to bring to class

**Wed, 24<sup>th</sup>**

**Agenda:** Outline workshop

**Homework:** Re-draft outline

**Fri, 26<sup>th</sup>**

**Agenda: Remembering goals set for the semester**

**Homework:** Continue working on your full-breadth draft

## **Week 7**

**Mon, March 1<sup>st</sup>**

**Agenda:** Editing and revising skills, 1<sup>st</sup> DRAFT TASK TWO DUE, (bring in hardcopy and flashdrive)

**Homework:** Prepare to bring in copies of your full-breadth draft for you and your group

**Wed, 3<sup>rd</sup>**

**Agenda:** In-class workshop, bring in SECOND DRAFT OF TASK TWO (hardcopy and flashdrive)

**Homework:** Prepare to turn in Task Two

**Fri, 5<sup>th</sup>**

**Agenda: Task Two Due,** introduce Task Three

**Homework:** Compose mid-term reflection letter to turn in

## **Week 8**

**Mon, 8<sup>th</sup>**

**Agenda: Mid-term reflection letter due**

**Homework:** Contemplate a topic to discuss in class

**Wed, 10<sup>th</sup>**

**Agenda:** Topic discussion

**Homework:** Read “School vs. Education” by Baker

**Fri, 12<sup>th</sup>**

**Agenda:** Book Smarts v. Street Smarts

**Homework:** Read handout of “The Speech the Graduates Didn’t Hear” by Neusner

## **Week 9**

**Mon, 15<sup>th</sup> through Fri, 19<sup>th</sup>**

Spring Break—NO CLASS

## **Week 10**

**Mon, 22<sup>nd</sup>**

**Agenda:** MLA

**Homework:** Read “Where College Fails Us” by Bird

**Wed, 24<sup>th</sup> \*Midterm grades due\***

**Agenda:** Thesis statements

**Homework:** Read “Let Teenagers Try Adulthood” by Botstein

**Fri, 26<sup>th</sup>**

**Agenda:** Direct and indirect quoting

**Homework:** Make sure you have at least two sources

## **Week 11**

**Mon, 29<sup>th</sup>**

**Agenda:** Proofreading

**Homework:** Continue working on your draft

**Wed, 31<sup>st</sup>**

**Agenda:** How to prepare for conferences

**Homework:** Prepare to bring copies of your full-breadth draft for you and your group

**Fri, April 2<sup>nd</sup> \*Last day to Withdraw\***

**Agenda:** In-class workshop & conf. sign-up, 1<sup>st</sup> DRAFT OF TASK THREE (hardcopy & flashdrive)

**Homework:** Prepare your draft for conference

## **Week 12**

**Mon, April 5<sup>th</sup>**

**Agenda:** Class cancelled for conferences

**Homework:** Continue working on your draft and preparing to conference

**Wed, 7<sup>th</sup>**

**Agenda:** Class cancelled for conferences

**Homework:** Continue working on your draft and preparing to conference

**Fri, 9th**

**Agenda:** Class cancelled for conferences

**Homework:** Prepare to turn in Task Three

## **Week 13**

**Mon, 12<sup>th</sup>**

**Agenda:** Task Three due, introduce Task Four

**Homework:** Read “The Love of Books” by Naylor

**Wed, 14<sup>th</sup>**

**Agenda:** Naylor discussion

**Homework:** Read “Learning to Write” by Baker

**Fri, 16<sup>th</sup>**

**Agenda:** Examining our progress

**Homework:** Read “How I Learned to Read and Write” by Douglas

## **Week 14**

**Mon, 19<sup>th</sup>**

**Agenda:** The Revision Checklist

**Homework:** Read “Watcher at the Gates” by Godwin

**Wed, 21<sup>st</sup>**

**Agenda:** Applying criticism to our writing

**Homework:** Read “The Lonely, Good Company of Books” by Rodriguez

**Fri, 23<sup>rd</sup>**

**Agenda:** Reflecting on our goals

**Homework:** Read “One Writer’s Beginnings” by Welty

## Week 15

**Mon, 26<sup>th</sup>**

**Agenda:** Assign presentation order, examining effective presentations

**Homework:** Continue working on your draft and presentation

**Wed, 28<sup>th</sup>**

**Agenda:** Presentations

**Homework:** Prepare for your presentation and final workshop

**Fri, 30<sup>th</sup>**

**Agenda:** In-class workshop

**Homework:** Prepare for your presentation, prepare to turn in Task Four

## Week 16

**Mon, May 3<sup>rd</sup> \*Last Day of Classes\***

**Agenda:** **Task Four Due**, finish presentations and evaluations

## Final Exam: TBA

Class participation includes your critical input to discussions, preparedness for class/conferences, presentations, general alertness (read: not sleeping. I reserve the right to mark you absent if you sleep through class), contributions to group work, paying attention to your peers/me, not interrupting, not texting, exercising civility, asking questions which spark intelligent dialogue, and contributing to the greater good.