

**Missouri Western State University
College of Liberal Arts and Sciences
Department of English, Foreign Languages & Journalism**

**English 104: College Writing and Rhetoric
Spring 2010**

**ENG 104-13 MWF 1:00-1:50 Murphy Hall 120
ENG 104-23 MWF 12:00-12:50 Murphy Hall 120**

Instructor: Marcia Chapman
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Required Texts

Graff, Gerald and Cathy Birkenstein. *They Say/I Say*. New York: W.W. Norton, 2009.
Barnet, Sylvan and Hugo Bedau. *Current Issues and Enduring Questions*. 8th ed.
Boston: Bedford/St. Martin's, 2008.

Suggested Texts

a writing handbook or style guide

Required Materials

jump drive/flash drive for saving all your work
1½" 3-ring binder with 5 dividers for your portfolio

Course Description

In this class we will write four major papers and several smaller ones, some of which will be done in class. We will emphasize writing as a recursive process and include critical thinking, writing for various audiences and purposes, and correctly using the conventions of written English.

Grading

Major assignments 40%
In-class assignments (writing, quizzes, etc.) 30%
Group Participation 30%

All out-of-class assignments are due at the beginning of class. In-class assignments are due at the end of class. No late papers are accepted. However, all major assignments (this includes all parts of the project) must be completed to pass this course.

Grading scale: A=100-90%; B=89%-80%; C=79%-70%; D=69%-60%; F=59% and below.

Class Policies

Late papers: no grade will be earned

Attendance: 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. 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. In this case, you will be expected to arrange to hand your work in before your absence. All other absences are unexcused. **The maximum number of absences allowed before the midterm report for this class is three.** Thus, when you have four, 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.

My individual policy is more specific. If you are absent three times, you will not be eligible for a grade above a "C." **If you come to class without the necessary copies for group work, you will be counted absent.** If you are absent a fourth time after the midterm report, I will record a final grade of "FA," which indicates failure because of poor attendance. We will be doing lots of group work and in-class work, neither of which can be made up. If you are absent, you are responsible for whatever assignments are given on that day.

Note: Being late to class is disruptive and thoughtless and may result in your being counted absent. If you are 15 minutes late, you will be counted absent. Sleeping or appearing to be sleeping will result in your being counted absent. Leaving during class will result in your being counted absent.

Cell phones, laptops, MP3s, earphones/buds, etc.: These are not allowed in our classroom. **Turn your phones and music players off and put them away** (not on the table, in your hand, on your lap, etc.). If your attention is on them instead of class activities, **you will be counted absent.**

- Participation: Since we will work in groups often and, therefore, other people are depending on you, you are expected to come to class prepared and willing to contribute.
- Paper Work: All drafts and final papers for this class must be word-processed using 12-point Times New Roman. Double spacing is required. Save all of your work in more than one place. **No excuses based on technology will be accepted!** Also, keep all drafts, notes, lists, etc. for all of your work. Stay organized by grouping your papers by assignment in the required portfolio binder.
- Academic Honesty: 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. 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>.
- Students with disabilities: Anyone who has a disability that prevents the fullest expression of his or her potential to succeed in this course must notify Michael Ritter, Special Needs Coordinator, for possible certification of special needs and expert recommendations for assistance. You should also contact me personally as soon as possible so that we can discuss class requirements.
- Civility and Cooperation: Missouri Western requires all students to help us maintain good conditions for teaching and learning. Since in this class we will be sharing a variety of opinions, you are expected to be respectful of your classmates and your instructor even when you don't agree with them! Please see the Student Handbook for further information.