

SYLLABUS for ENGLISH 104

COLLEGE WRITING AND RHETORIC

Spring '10 Sections 09 and 10

Instructor: Meredith Katchen

Office: Eder Hall 232, suite P

E-mail: mkatchen@missouriwestern.edu

Office Hours: MWF: 9:30-10:30; 1:00-1:30 and TR: 9:30-10:30

REQUIRED MATERIALS:

- One spiral notebook, 40 to 70 pages, to be used for this class only

GENERAL COURSE ORIENTATION: Although there are many definitions of rhetoric, no single one is unanimously accepted as best. Neither is there unanimous agreement on how, or even why, to teach or study rhetoric. Nevertheless, as you encounter various definitions and interpretations, I want you to accept as basic 1) the notion that rhetoric is essentially a public process for negotiating what is considered good and useful, and 2) the notion that rhetoric is bound up with control of language.

BASIC COURSE COMPONENTS:

1. *PAPERS:* Expect to write as many as twelve papers, one to six pages each. These will give you practice controlling such textual elements as structure, invention, style, and grammar. Evaluation criteria for each paper will be specified. Papers that fail to satisfy an assignment's most basic criteria will earn zero points. Papers will be worth about 65% of your course grade.
2. *JOURNALS:* Spiral notebooks of 40 to 70 pages will serve as journals. Journals not of this kind (loose pages or inappropriate sizes) will either be penalized at least 25% or not accepted at all. Use your journal for this class only. Expect to use your journal each day. Entries must be dated and chronological. Journals may be used in different ways: notes, exercises, copying, responses, brainstorming, and so forth. Each entry may earn full points if it is appropriate to the task, voluminous, and thoughtful. I will collect and evaluate journals from time to time during the semester. Make sure to write your name prominently on or in your journal. Journals will be worth about 25% of your grade.
3. *FINAL:* A final writing assignment will be worth 10% of your grade.

ATTENDANCE: Careful consideration of the course components above should lead a student to the conclusion that success in this class requires very good attendance. An A is possible with two or three absences but becomes highly unlikely thereafter. Absence causes a student to miss or misunderstand assignments. Absence causes a student to miss points for (and the point of) journal entries. Absence does not excuse a student from due dates or penalties attached to late work. Absence does not excuse a student unprepared for class. In short, absence is not an excuse. Other than those absences described below in the official attendance policy, no absence will be excused. In my record book, marks of presence or absence simply reflect physical reality.

The official attendance policy:

In order to improve student learning and retention, as well as to achieve compliance with federal financial aid policies, Western has a mandatory attendance policy for all 100 and 200 level courses. Instructors are required to monitor and track student attendance. 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. Any additional excused absences are at the complete discretion of the instructor. The maximum number of unexcused absences prior to mid-term reporting is five (5).

When a student exceeds the maximum number of unexcused absences, instructors will report the students to the Registrar's Office, who will administratively withdraw the student from the course and notify the Financial Aid Office to reduce financial aid as appropriate.

LATENESS: Late arrivals and early departures will most likely cause a student to miss journal work, assignments, discussions, and lecture material for which the student will, nevertheless, be held responsible. In addition, a pattern of arriving late or departing early will be taken by me as a violation of policies pertaining to Civility and Cooperation (see below).

LATE WORK: Assigned work that is not submitted on time will be penalized (up to one letter-grade for each day late) or refused (in which case zero points will be earned). However, I reserve the right to grant an extension to any student who proves himself or herself diligent and who discusses with me, *in advance of a due date*, his or her need for an extension.

REVISION OF SUBMITTED WORK: This course will treat each paper you submit as finished. Nevertheless, most assignments will provide opportunities for students to share and rethink drafts with classmates before papers are finalized. Also, the Center for Academic Support provides free tutoring. Further, I am available to discuss drafts with you during office hours. Therefore, I expect that your finished papers will reflect a process of drafting and revising. However, I reserve the right to require or allow a student to resubmit an assignment (not more than twice in one semester) in order to earn a new score.

GRADING: The class will use a 1000 point system. Each student will begin the semester with zero points. Students who accumulate 900 or more points will receive a grade of A, 800 to 899 points = B, 700 to 799 points = C, and 600 to 699 points = D. Remember, a **grade of C or better is prerequisite for English 108**. Students who earn fewer than 600 points will fail the course. In the event we do not reach 1000 assigned points, grades will be calculated as a percent of actual points available, in which case 90% or more equals A, 80% to 89% equals B, and so on.

ACADEMIC HONESTY POLICY AND DUE PROCESS

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 activity. Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from the University. When a student's grade has been affected, violations of academic honesty will be reported to the Provost or designated representative on the Academic Honesty Violation Report forms. Please see the 2006-07 Student Handbook and Calendar on page 21 for specific activities identified as violations of this policy and the student due process procedure. This handbook is also available online at <http://www.missouriwestern.edu/handbook/index.pdf>. If I suspect you have plagiarized, the burden of proof will be on you to recap your writing process and to demonstrate your command of your material.

DISABILITIES AND SPECIAL NEEDS

Any student who has a special need or disability that may affect his or her performance in this class should contact the MWSU Special Needs Coordinator for assistance. Also, let me know right away so that appropriate arrangements can be made to make sure your needs are met as quickly and completely as possible.

CIVILITY AND COOPERATION

Missouri Western requires all students to help maintain good conditions for teaching and learning. All students will treat classmates and teachers 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 MWSU student handbook for further information.

CONFERENCES: I reserve the right to require you to meet with me during office hours, perhaps to praise you, perhaps to offer assistance, perhaps to bring a particular matter to your attention. Even though not required, I invite all of you to drop by during the semester.

Tentative Spring '10 Dates

January 20	Wednesday, our first class
January 29	#1 due
February 5	#2 due
February 12	#3 due
February 15	Monday, Holiday
February 19	#4 due
February 26	#5 due
March 5	#6 due
March 12	#7 due
March 14-21	Mid-term break
March 29	#8 due
April 2	last day to withdraw
April 5	# 9 due
April 12	#10 due
April 19	#11 due
April 26	#12 due
May 3	Monday, last day of classes