

Congratulations! You have found the

Syllabus
for
ENGLISH 108 – online
COLLEGE WRITING AND RESEARCH
Spring 2010

Instructor: Meredith Katchen

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Office Hours: MWF: 9:30 – 10:30, 1:00 – 1:30 and TR: 9:30 – 10:30

I am often in my office at other times, too, so feel free to stop by or make an appointment

REQUIRED BOOKS AND MATERIALS:

Easy Writer, A Pocket Reference, 3rd or 4th edition, by Andrea Lunsford

GENERAL INTRODUCTION TO THIS COURSE:

This course is not primarily about methods for finding ideas and information. Rather, this course is primarily about voice -- your written voice. You will need to search for ideas and information, certainly, but you will need to do much more than that. Mere retrieval will be inadequate. Mere regurgitation of ideas and information will be inadequate. Mere cutting and pasting, or collecting and displaying, will be inadequate. You must be a writer. You will need to critically evaluate your source material. You will need to differentiate your ideas from the ideas of others. You will need to differentiate your voice from others. You will need to be in control of the ideas and information you present. You will need to meticulously account for each idea and piece of information. You will need to explain and provide perspective. You will need to think about how it is that you know what you know, and you will need to consider what difference such knowledge possibly makes.

BASIC ORIENTATION TO THIS COURSE ONLINE:

For this online class, there are some habits and methods you will need. First of all, you will fall hopelessly behind, and fail, if you do not log on to this class' WebCT site *at least* two or three days per week (I plan to log on daily). It is my intention to drop from the roster anyone who is chronically uninvolved. Take time to learn to navigate WebCT and to use it effectively. Seek help as you need it. Ask questions as they arise. You are responsible for all class materials and activities.

BASIC COURSE COMPONENTS:**1. Journals, Discussions, Quizzes, Short assignments, Exercises:**

Expect to find one or more of these activities frequently. Again, it is important that you access this class several days per week. I will provide instructions (and indicate point values) for each activity. These activities will be worth approximately 25% to 30% of your grade.

2. Projects: There will be two major projects. Each project will consist of several components. Specific instructions will be given for each component, and it is vital to your success in this class that you read and understand those instructions thoroughly. These projects will be worth about 65% to 70% of your grade.

3. Final: The final will be worth 5% to 10% of the grade.

GRADING: This class will be graded according to a 1000 point system: A=900+ points, B=800 to 899 points, C=700 to 799 points, D=600 to 699 points. Each student will start the semester with zero points; therefore, points will be earned as the semester goes along. If it turns out that the actual points available for the semester do not equal 1000, grades will be calculated according to the percent of actual points available, with 90+%=A, 80-89%=B, and so on.

LATE AND MISSING WORK: Unless other arrangements are made with me in advance of a due date, late work will be refused (in which case zero points will be earned). Missing work will earn zero points. I maintain the right to grant extensions to students who prove themselves diligent and who discuss with me, in advance of a due date, their need for more time.

REVISION OF WRITTEN WORK: Unless I specify otherwise in a particular case, work for this class cannot be revised once it has been submitted for a grade. After all, there will be plenty of time for students to reflect on and revise project components prior to submitting them for a grade. In addition, even though we are an online class, I consider my office time well used if I have a chance to help a student with his or her work.

CONFERENCES/OFFICE HOURS: Even though we are an online class, I reserve the right to require you to meet with me in my office, perhaps to resolve an issue, perhaps to praise your work, perhaps to offer assistance. Whenever I have office hours, feel free to drop by.

ATTENDANCE: Because this is an online class, I can't take classroom attendance on the basis of here or not here. Therefore, instead, I will take attendance on the basis of online activity. Failure to complete any journal, quiz, or other assignment, or failure to participate in any discussion, or failure to view posted materials will be counted as an absence. Thus, if you have been marked absent four times by the last day of class before Spring Break, March 12, 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.

Here is the official MWSU 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. 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. The maximum number of unexcused absences prior to mid-term reporting is three.

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 Student Handbook for specific activities identified as violations of this policy and the student due process procedure: <http://www.missouriwestern.edu/handbook/index.pdf>.

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 us maintain good conditions for teaching and learning. All students will treat their classmates and teachers with civility and respect, both inside and outside the classroom. Students who violate this policy may be reported to appropriate authorities for disciplinary action, or they may, among other penalties, be excluded from online discussions, which would result in points and attendance issues. You should review your MWSU student handbook for further information.