

Missouri Western State University
Department of English, Foreign Languages, and Journalism
Spring 2010

Syllabus for ENG 100
Introduction to College Writing

Meeting information:

Murphy Hall Room 105

ENG100-03 T-Th 8:00— 9:20 a.m + Writer's Workshop*

ENG100-06 T-Th 9:30—10:50 a.m + Writer's Workshop*

Instructor: Ellen Lilley, MS Ed elilley@missouriwestern.edu

Office: Eder Hall 212 816-271-4239 ext 4580 (conference by appointment)

Required Text and materials:

Introduction to College Writing, Third Edition, Missouri Western State University

A Troubleshooting Guide for Writers, Barbara Fine Clouse

Reliable access to: computer and printer (available at many campus sites).

Computer storage device (such as thumb-drive or cd) for saving and revising your work.

Notebook for journal entries, class work, notes, etc. / highlighter and stapler

Portfolio covers (cardstock with pockets and brads is best and least expensive).

Course Description:

Students will increase skills and strategies to think critically, read actively, and respond to texts and others' ideas. Students will be encouraged to explore their own ideas and express them effectively.

Course Goals:

To communicate ideas and perceptions clearly, students will:

- 1) Summarize, analyze, and evaluate texts
- 2) Engage in formal and informal, personal and collaborative writing and speaking
- 3) Participate in peer revision groups
- 4) Recognize and practice *Writing Processes*

For common objectives/means and institutional competencies for ENG-100, refer to the English department website at <http://www.missouriwestern.edu/~engdept/eng100.html>

Methods of Instruction:

A variety of methods will be used to encourage student learning: textbooks, lectures, class discussions, group work, journaling, informal and formal writing.

To prepare for class, students are expected to read, summarize, and respond to text selections and complete all writing assignments **ON TIME**. In-class student responsibilities include participation in class discussions, questioning, note-taking, journaling and other writing exercises and contributing in peer revision teams.

* Students are **required** to attend *Writer's Workshop* once each week at the assigned time and complete work assigned therein. Both class and workshop activities will contribute to your final grade.

Grades: A minimum grade of 70% in this course is required for admission to ENG104. Grades are determined by points earned on quizzes, informal writings, drafts, final essays, and other assignments:

All drafts and final papers for this course must be word-processed (MLA style) and saved on disks/thumb drives, with back-ups recommended.

You must complete all requirements—portfolios and final exam— in order to pass this course. If you are not in class on a due date, you are still responsible for submitting papers on time. * If you must be absent when a draft or final task paper is due, e-mail the paper **as an attachment (in Rich Text**

Format) before your class meeting time to be considered *on time*; then bring a printed copy to the next class. All portfolios must be presented to me before or upon arrival at class on due date unless you have made prior arrangements. **Only one** late portfolio will be accepted—it must be handed in at the beginning of the next class meeting, and there will be a 10% deduction.

• Task One:	due 2/05/10	Mini-portfolio	75 pts
• Task Two:	due 3/04/10	Mini-portfolio	100 pts
• Task Three:	due 4/08/10	Mini-portfolio	125 pts
• Task Four:	due 4/29/10	Mini-portfolio	150 pts
• Final Exam	4/30—5/10		50 pts

Final Grade scale: 90% = A 450—500 pts 80% = B 400—449 pts 70% = C 350—399 pts

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. In other words, **class attendance is required**. Additionally, students are expected to arrive on time prepared with completed assignments and to remain for the entire scheduled class meeting; coming to class late, leaving early, or failure to bring finished drafts for peer review will count toward absences. Because illness or emergency may occur, you are permitted 2 absences between January 19 and March 19 (midterm) and 1 additional between March 20 and the end of the semester. Attendance in Writer's Workshop is also required. Your grade will be F if you miss more than 3 absences in either class or in Workshop.

- **absence** = non-attendance . . . *if you are not present, you are absent.*
- **all** = number of absences that **count**.
- **2** = the **maximum** number of absences permitted in Tu/Thu classes before midterm.
- **3** = if before March 19, the 3rd absence results in these **required** consequences:
 - ✓ teacher reports absences to the Registrar's Office who withdraws the student from the course.
 - ✓ Financial Aid Office is notified and financial aid is reduced accordingly.
- **3** = the number of **workshop absences** that result in an **F** for the course.
- **4** = the number of **tardies** or "early-outs" that equal one class absence.
- **4** = the class absence—at any time during the semester—that results in an **F** for the course, no matter what your grade is at that time.
- **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.
- **special consideration** =
 - ✓ a student may appeal a non-attendance **F** only if he/she has documentation for **ALL** ABSENCES.

When absent, use your assignment schedule (p/o-drive) because you are expected to return from absences prepared for class. Late work will not be accepted and in-class quizzes and writings cannot be made up. Your first failure to prepare for/attend peer revision sessions or conferences counts as a tardy; the second time it counts as an absence.

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. 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 has been written, in fact, 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. See the 2006-07 Student Handbook and Calendar (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://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 me as soon as possible and contact Michael Ritter, Special Needs Coordinator, to submit all necessary documentation so we can make the necessary accommodations.

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, among other penalties, be counted absent and asked to leave a class; specifics include use of cellular/other electronic devices during class, private conversations, and sleeping. Review your Missouri Western student handbook for further information.

Note: Welcome. You can succeed in this course! Experience recognizes that students who attend class regularly and complete daily work find success; experts report that students who spend 2-3 hours studying for each hour in the classroom have the greatest success rate. If you have problems or questions, *please* make an appointment to see me so we can work together to create a positive experience for you—and *please* don't wait until the last minute when there is no way for you to "fix" a problem!