

Missouri Western State College, Division of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism
English 104: College Writing and Rhetoric

Sections

English 104:07 • 9:30 – 10:50 a.m. • Murphy 109
English 104:14 • 11:00 a.m. – 12:20 p.m. • Popplewell 102

Instructor: Susan Garrison
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Office Hours: By appointment
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Required Texts/Materials:

1. **The Bedford Reader Guide for College Writers with Reader, Research Manual, and Handbook**, Ninth Edition, X.J. Kennedy, Dorothy Kennedy and Marcia F. Muth, 2011.
2. A spiral notebook dedicated exclusively to journal writing.
3. Flash drive or way to save papers.

ENG104 Goals and Objectives

We understand that writing is an ongoing process of continuing to develop as a reader, communicator, and writer. Developing as a college writer involves multiple cognitive skills. In teaching ENG100, ENG104, and ENG108, instructors are helping students develop these complex cognitive skills in various contexts. Because the college writing courses at Missouri Western are sequenced courses (the courses build upon each other and reinforce learning that has occurred in previous courses, ENG100, ENG104, and ENG108 goals and objectives echo and reinforce each other.

In attempting to articulate the dual focus of ENG104 (college composition and rhetoric), the following lists attempt to outline which practices the instructor should emphasize.

College Writing

- Active, analytical reading and critical writing
- Practicing writing in various forms (examples include: academic essay, email, speech, web site, blog, video, digital communication)
- Engaging in close reading of texts (being able to read a text and comment on it analytically or rhetorically, e.g. audience, context, purpose)
- Practicing critical thinking and critical writing activities, e.g. critical response journals, academic essays, blogs, peer responses
- Locating, evaluating, and using scholarly sources within academic prose; Engaging in research-based argument (attribute, document, and incorporate others' ideas in one's own text)
- Practicing organizational methods in writing
- Learning Written Standard American English conventions (spelling, grammar, editing, use of a style manual, MLA style)

- Learning and practicing a variety of processes including invention, drafting, and revision strategies (multiple drafts reviewed with feedback by peers and/or instructor)

Rhetorical Awareness

- Writing for various contexts, purposes, and audiences (rhetorical writing)
- Attention to audience awareness and the use of language or graphics to appeal to specific audiences (the various tools of persuasion)
- Understanding and use of rhetorical terms such as *rhetoric*, *ethos*, *pathos*, *logos* and *kairos*
- Understanding how context affects the construction of a text; creating texts with attention to context
- Practicing style in order to enhance communication

For more information about the Goals and Objectives of English 104, visit:

www.missouriwestern.edu/eflj/eng104.asp

In this section, ENG 104 students will complete four formal writing assignments in addition to other graded and ungraded work through which they will learn how to discover ideas, respond to texts, and summarize others' ideas. In these assignments, students will learn how to analyze readings and share information with others by reading and responding to course texts and other materials gathered through research. Final drafts of all formal writing assignments must be typed. All students are expected to be prepared for class and participate in class discussions related to reading and writing assignments. In addition, students will keep complete portfolios of all their writings.

Attendance Policy:

My class attendance policy for the entire semester is that every absence after the third (fourth, fifth, etc.) will lower your **final** grade by 5 percentage points. This means that if your final grade is a 93 percent and you miss four classes, your grade will be lowered to an 88 percent. This can be the difference between an A/B, B/C, C/D, D/F. There is no distinction between an “excused” or “unexcused” absence. If you are involved in a sport, music program, etc., that will require you to miss more than three classes, you probably want to consider changing sections.

If you miss a class session, you are responsible for material covered or assignments given which you missed because of absence, so ask another student to inform you of what happened while you were gone. Quizzes or other graded assignments done **in class** the day you miss **cannot** be made up unless arrangements are made with the instructor prior to class. All out-of-class assignments are due at the beginning of the class period. **No late assignments will be accepted. If you know you will not be in class when something is due, either hand it in the prior class time, or have it in my mailbox BEFORE class begins.**

Participation:

This is important. Come to class prepared to participate.

Students with Disabilities Policy:

If you have been diagnosed with a disability or if you suspect that you may have a disability that has never been diagnosed and would like to find out what services may be available, please visit the Office of Disability Services (ODS) in Eder Hall, room 203N or visit the ODS website at

<http://www.missouriwestern.edu/ds/> as soon as possible. This syllabus, as well as all other printed or electronic materials, can be made available in alternative/accessible formats if requested with sufficient prior notice. Missouri Western is an equal opportunity/affirmative action institution.

Any student in this course who has a disability that requires any special consideration needs to meet with me as soon as possible to discuss class requirements.

Academic Honesty:

Do your own work. I expect each major paper you turn in to be a new paper, not one you have recycled from another class. In the event that you do turn in an assignment using someone else's work, you will receive zero points for that assignment. A second offense means that you will fail the course. We will discuss plagiarism and the importance of crediting your source in this course. For more information on the university policy, go to: <http://www.missouriwestern.edu/handbook/index.pdf>

Free Tutoring and Extra Credit!

The Center for Academic Support is staffed by professionals and trained student tutors. It is an excellent resource for the English 104 student. There is no cost for the tutoring. The Center is located in LRC 213. You do receive extra credit (5 points up to 20 points per paper) each time you work with a tutor at the lab and they send me a report.

Journals:

You will keep a journal for the entire semester. Do not write anything in your journal that you do not want me to read. If you write about hurting yourself, hurting others or others who are hurting you, I have a moral and legal obligation to report it to the authorities. By the same token, I will not always carefully read all of your journal entries. If you are having a problem, do not depend on me to "rescue" you by reading about it in your journal.

I will occasionally pick up and give points for the journal. Please **date, title and use a new page** each time you write in your journal.

Civility and Cooperation:

MWSU 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.

Please turn off all cell phones, pagers, etc., before class. Text messaging and other cell phone activities are not allowed during class time. They are distracting both to you and me. If your cell phone does ring, I will enjoy chatting with the person on the other end. In the past I have talked to mothers, cousins, roommates and friends.

Format:

All drafts should be typed. If you do not have access to a computer at home, as a student you can use the computer labs on campus. Papers must be word-processed, double-spaced, and use a 12-

point font such as Times New Roman. Be sure to save each assignment on the University's "P" drive, a computer disk or jump drive, and keep a hard copy of each assignment for yourself. Always save your work because you **will** make changes to it as each draft evolves.

E-mail and Facebook:

You must have e-mail and an active account that you check regularly at MWSU. For your convenience, this class has a "group" on Facebook that I will update regularly. Please search FB for "Garrison's 104" and ask to be a member if you want to get these notifications (optional).

Grades:

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 104 and enter ENG 108. The components of your grade in the course are:

Essay #1:

- Assignments that lead to Essay #1 (including participation, quizzes, journals): 10%
- Essay #1: 10%

Essay #2:

- Assignments that lead to Essay #2 (including participation, quizzes, journals): 10%
- Essay #2: 10%

Essay #3:

- Assignments that lead to Essay #3 (including participation, quizzes, journals): 10%
- Essay #3: 10%

Essay #4:

- Assignments that lead to Essay #4 (including participation, quizzes, journals): 10%
- Essay #4: 10%

Final Portfolio: All your semester's work, plus a 600-700 word self-critique: 10%

Final Exam: 10%

Final course grades: A=90% and above; B=80-89%; C=70-79%; D=60-69%; F=59 and below.

I use engrade.com for your attendance and grading. In week 2 of class I will give you an individual, private password so you can check your grades/attendance.

We will also have weekly grammar quizzes on bedfordstmartins.com. You might want to bookmark those two websites on your computer.

The Grade Appeal Process is available at:

<http://www.missouriwestern.edu/handbook/index.pdf>

Due Dates for Formal Writing Assignments: (These may change)

Essay One: September 22

Essay Two: Oct. 13

Essay Three: Nov. 3
Essay Four: Dec. 6
Final Portfolio: Dec. 8

Final Exams:

ENG 104: 07 (9:30 a.m. class) – Thursday, December 15, 8:30 – 10:20 a.m.
ENG 104: 14 (11 a.m. class) – Tuesday, December 13, 11:30 a.m. – 1:20 p.m.

Assignment Schedule 1 • ENG 104
Fall 2011 • Ms. Garrison

August 30: Introduction

For next time: Read Chapter 1 in your textbook, pages 6–16. In your journal, do the “Learning by Doing” section on page 12, questions 1-5.

Also, read Chapter 2, pages 17–34. In your journal (a new entry/page from the one above), do the “Learning by Doing: Annotating a Passage” on page 21. This will take some time to do, so don’t leave it for the last minute.

Additionally by next Tuesday – Register at bedfordstmartins.com. Find Exercise Central and make sure you are able to get on the site and look at the grammar quizzes.

September 1:

Go over readings, journal entries for today.

For next time: Read Chapter 4, pages 58-74. As you read “The Art of Eating Spaghetti” by Russell Baker, which is included in the chapter, pay attention to the questions before the story (“As You Read These Recollections,” page 60). Answer those three questions in your journal.

Also, after you read “What Is a Hunter?” by Robert G. Schreiner. Answer the same three questions as above, in a new journal entry.

September 6:

Discuss reading for today.

For next time, read chapter 5, pages 77-92. In your journal, answer the question 1-6 on page 82; and 1-6 on page 85 (two separate journal entries).

Do the grammar quiz by midnight, September 8, on the bedfordstmartins.com website. Exercise Central, Grammar, 35.1, Sentence Fragments: 15.

September 8:

Essay #1 assigned.

Discuss readings, journal entries.

For next time, bring a good, typed introduction to your paper.

Do the grammar quiz by midnight on September 13, on the bedfordstmartins.com website. Exercise Central, Grammar, 35.1, Identifying Sentence Fragments: 122.

September 13:

Discuss introductions. Work on papers.

Due by midnight, September 15, on the bedfordstmartins.com website. Exercise Central, Grammar, 35.1, Correcting Sentence Fragments: 298.

September 15:

Peer reviews. Bring **three** copies of your good rough draft to class today.

Due by midnight on September 20, on the bedfordstmartins.com website. Exercise Central, Grammar, 35.1, Sentence Fragments Review: 472.

September 20:

Conferences

September 22:

Essay 1 due