

Syllabus for ENG 100-16

Introduction to College Writing

(Kelly Lock)

Missouri Western State College, Division of Liberal Arts and Sciences

Department of English, Foreign Languages, and Journalism

English 100-16/17/18: Introduction to College Writing

MWF 12-12:50

Writer's Workshop: TTH 1-1:50

Spring 2000

Teacher: Kelly Lock

Office: SS/C121

Phone: 271-5994

Office Hours: M-F 9-3 or by appointment

E-mail: kclock@missouriwestern.edu

Attendance Policy:

This class has a very strict attendance policy in Writer's Workshops as well as in class. If you miss seven class periods or five Writer's Workshops, you will receive an F in the class. Ordinarily, there are no exceptions and no "makeups" for this attendance requirement. If you know of any circumstances likely to make this policy difficult for you this semester, you may wish to consult with your advisor to review your options.

Required Texts and Course Materials:

Cavitch, David, ed. Life Studies: An Analytic Reader. 6th ed. Boston: Bedford, 1998.

English 100 Writer's Workshops. Spring 2000 ed.

Disk storage box

Photocopies for group work

Course Goals and Class Assignments:

Reading Goals:

At the completion of ENG 100 students should be able to

* Read actively for greater understanding;

- * Use reading to improve their writing by drawing ideas and information from written material;
- * Use texts to understand their own and others' experiences;
- * Read writing assignments effectively as a guide to creating better papers;
- * Recognize good writing by actively reading good prose.

Writing Goals:

At the completion of ENG 100 students should be able to

- * Move from writing only to express themselves to writing for readers;
- * Write at greater length more easily, more quickly, and more usefully;
- * Structure their writing to fit the assignment, purpose, and audience;
- * Develop their ideas and concepts with specific details, examples, and explanations;
- * Use effective planning, invention, revision, and editing to complete successful writing tasks.

General Studies Goals:

- * Think critically and reason analytically;
- * Write and speak clearly and effectively;
- * Gain a greater awareness of the present through an understanding of other cultures and times;
- * Understand and appreciate moral values and ethical choices;
- * Understand and enjoy aesthetic experiences and share in related creative activities.

Attendance and Promptness:

If you miss a class session, you are responsible for all material covered and assignments given during your absence. All out-of-class assignments are due at the beginning of the class period. No late assignments will be accepted unless you have received prior permission from your teacher. This class has a very strict attendance policy in Writer's Workshops as well as class. If you miss seven class periods or five Writer's Workshops, you will receive an F in the class. Students must be in class at the start of the class hour to earn attendance and participation grades.

Grading Policy:

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. The components of your grade in the course are:

Writing. You will complete four major writing tasks that will be graded by your teacher. A student who does not turn in responses to all four tasks will not pass the course even if the grades achieved in the other writing tasks are satisfactory.

Progress as a writer. Your progress as a writer will be assessed through an end-of-semester portfolio in which you must put your revised responses to the writing tasks. Your portfolio must receive an "acceptable" evaluation in order for you to pass ENG 100.

Writer's Workshop. Throughout the course of the semester, you will attend the twice-a-week, small group Writer's Workshops (listed as "labs" in the class schedule). Some of your Writer's Workshop materials may be used in class, and some of your class papers will be critiqued and proofread in Writer's Workshops. At the end of the semester, you will turn in selected writings from Writer's Workshop to your teacher. You must submit these materials in order to pass ENG 100.

Tentative Due Dates for Formal Writing Assignments:

Task One: Friday, February 11
Task Two: Friday, March 10
Task Three: Friday, April 7
Task Four: Monday, May 1

Daily assignments will be given as a starting point for your task papers. You will be expected to complete these assignments using your best effort. Even though points will not always be assigned to these writings, they are required for completing each task. If you choose not to complete them, you will be choosing to do poorly on your task papers. Most of these will be completed during class. If you are absent, you will need to contact me immediately for the assignment sheet. Do not ask me during class time. See me before or after class or come by my office and make an appointment.

Tentative Class Work:

Wednesday, January 19 Introduction to Course
Writing Assignment: My Writing Experiences—the good, the bad and the ugly
Read: Life Studies pages 1-5
Friday, January 21 Discussion: What did you write about and what are your fears in writing?
Assignment: "Mother Tongue" pages 189-193
Monday, January 24 Discuss "Mother Tongue"
In-class writing
Wednesday, January 26 Discussion: "Good Writing" What is it?
Work on Introductions
Assignment: "Voyageurs" pages 42-44
Friday, January 28 Discuss "Voyageurs"
In-class writing on a place
Monday, January 31 Introductions and body paragraphs (persuasive, narrative, factual, descriptive)
Assignment: "I'm Listening As Hard As I Can" pages 28-32
Wednesday, February 2 Discuss "I'm Listening . . ."
In-class writing on an event
Friday, February 4 Introductions/body paragraphs/conclusion
Begin narrowing pre-writing for Task 1
Monday, February 7 Work on Rough Draft in class
Rough Draft of Task 1 due on Wednesday
Wednesday, February 9 Peer Editing
Final Draft of Task 1 due by 3pm on Friday, February 11

Friday, February 11 No class. Spend your time editing, proof reading or visiting with me about your paper.

Portfolios are used in this course. These offer you a chance to progress as a writer. As a result, each task paper could be revised twice. For example, if you received an F on Task One, you could revise and resubmit to me. If on the revision you receive a D+, you will want to revise for your final portfolio. Remember that you must receive an "acceptable" evaluation on your portfolio in order to pass ENG 100. In order to resubmit a revised task paper, you must make an appointment with me and with the Center for Academic Support. No task will be re-graded if these two things have been neglected. In addition, a revised task must be resubmitted within 2 weeks from the time I return the first graded task. Along with the revised version, you must include all previous drafts, including the graded draft. If you do not understand this process, please make sure to ask me any questions you may have. The requirements for final portfolios are that you have "clean" and revised copies of each task. In addition, a final portfolio reflection paper will need to be written. The information for this will come to you later in the semester.

This course is designed for student success. Each assignment leads you to a better understanding of writing. As such, it is crucial that you attend each class, come prepared, on time and ready to work. If for any reason you do not understand these expectations or you feel you will be unable to meet these expectations, you must contact me immediately so that explanations and/or alternative choices can be given to you.

Student Disability:

Any student in this course who has a disability that prevents the fullest expressions of abilities should contact Missouri Western's special needs coordinator, Lois Fox, for possible certification of special needs and expert recommendations for assistance. You should also contact the teacher personally as soon as possible so that the two of you can discuss class requirements.

Academic Honesty Policy:

You will receive a grade of F for any paper that shows evidence of cheating and/or plagiarism. You have the burden of proving that a paper showing evidence of cheating or plagiarism 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. Stronger evidence proving plagiarism may lead to further penalties. Please note carefully the statement on plagiarism on the departmental website, found at <http://www.missouriwestern.edu/EFLJ/plagiarism.asp> .