

# Syllabus for ENG 104-09

## College Writing and Rhetoric

(Ken Rosenauer)

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English 104 College Writing and Rhetoric

Syllabus \* Spring 2000

Dr. Kenneth L. Rosenauer

### TEXTBOOKS

The following are required texts:

- Critical Thinking, Thoughtful Writing (Chaffee, 1999)
- College English Handbook (Fennell, 1998)

Any other materials will be given to you as handouts.

### HANDBOOK EXERCISES

The Course Outline lists reading and exercise assignments from the College English Handbook, which must be completed for the date due. Exercises are marked credit/penalty; that is, appropriate completion of exercises will receive credit, while failure to complete appropriately or submit exercises on time will draw a minus 10-point penalty (per exercise).

### WRITING ASSIGNMENTS

You will complete the following this semester:

- 6 rough drafts of essay assignments from the text.
- 2 final drafts, at 80 points each, graded for only the following criteria: Thesis and Content/Ideas.
- 4 final drafts, at 150 points each, graded for all important aspects of essay writing, including the following: Introduction, Thesis, Content/Ideas, Organization, Conclusion, and Conventions. Reading and writing assignments are listed in the Course Outline, and you are expected to complete them on dates due. Late work is not accepted except under extenuating circumstances (the validity of which is determined by me). For our writing assignments, we will be reading and commenting on one another's writing, either in small groups or as a class. This method has two benefits:
  - It gives writers more of a sense of audience for their writing .

- It enables everyone in class to get a chance to see how others are completing the assignment. In addition, you will have opportunities to meet one-on-one with me to review your work in progress. Several of these are listed in the Course Outline, but you may certainly arrange for other office conferences by signing up for an appointment with me.

#### WRITING ASSIGNMENT PREPARATION

You are required to use computer word processing for your writing assignments. The CAI Lab, located in SS/C 226, has Macintosh computers, and the General Use Computer Lab in the Learning Resources Center has IBM-compatible computers – both for free student use. Please use 12-point New Century Schoolbook, Palatino, or comparable serif font that is double spaced and aligned flush left for all your essay materials (including rough drafts). Type your name and assignment number/date in the upper right corner of the first sheet.

#### GRADING

Points earned for all assignments carry the same value. No bonus points are available. Work diligently on each assignment and earn every point you can as we proceed through the semester. The total you have at the end of the semester will determine your final grade using the following scale:

684-760 90-100% A

608-683 80-89% B

532-607 70-79% C

456-531 60-69% D

Below 456 Below 60% F

**IMPORTANT:** Remember that college policy requires that you earn a final letter grade of C or better in order to receive credit for ENG 104, and you may repeat courses only once.

#### ATTENDANCE

You are expected to attend every class meeting. No points are deducted for absences; however, if you do not have a valid excuse for missing a class, you will not receive credit if submitting work due that day. Moreover, you must submit assignments in person at the beginning of each class period. Work turned in by other students or dropped by my office or mailbox without a valid written excuse will not be accepted.

#### PROFESSOR'S OFFICE HOURS, PHONE NUMBERS, AND E-MAIL

My office hours are usually 9 to 11 a.m. MWF or other times by appointment. My office location is SS/C 208G. My office phone is 271-4323. If I am not in, please leave a message on my answering machine. My home phone is 387-8213. You are welcome to call

me in the evenings or on weekends to discuss your needs. Please don't call after 10 p.m. My e-mail address is [klr9015@griffon.mwsc.edu](mailto:klr9015@griffon.mwsc.edu); feel free to write me when you have questions or concerns. Shortly after the beginning of the semester, I will have a class e-mail list set up, which will allow any one of us to write to all of us when the occasion allows. Use the list only for appropriate messages, please. My Online Office site is at [www.missouriwestern.edu/~klr9015/rosenauer\\_main.html](http://www.missouriwestern.edu/~klr9015/rosenauer_main.html). There you can find all materials that I produce for the course, as well as relevant, interesting Web sites.

#### ACADEMIC HONESTY

You are always expected to do your own work for all assignments. Having someone else develop the content of your essays or correct the conventions of your final drafts is considered plagiarism. Should I discover such, you will likely receive a lowered or failing semester grade.

#### HANDICAPPED POLICY

Should you have any handicaps, whether apparent or not, please consult with me outside of class so that we might be able to work more effectively with one another.

#### DEPARTMENTAL COURSE OBJECTIVES

Please [click here](#) to read departmental objectives that this course follows.