

Syllabus for ENG 100-04

Introduction to College Writing

(William Church)

Missouri Western State College
Division of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism
English 100-04,05,06: Introduction to College Writing
Spring 2000

Class Time & Room: 9-9:50 MWF; MC 211

Instructor: Bill Church

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Office Hours: 10-11 MWF; 9:30 - 10:30 TTh; and by appt.

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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. At least two three-and-one-half-inch disks. Large journal that will withstand heavy use.

Course goals: In addition to the information below, I encourage you to visit the English Department web site for this course at the following address:

<http://www.missouriwestern.edu~engdept/eng100.html>

Reading Goals: At the completion of ENG 100 students should be able to

- * Read actively;
- * Begin to enter conversations among texts;
- * Use texts to understand their own and others' experiences;
- * Recognize good writing by actively reading good prose.

Writing Goals: At the completion of ENG 100 students should be able to

- * Move from writer-based prose to reader-based prose;
- * Write with improved fluency;
- * Structure their writing to fit the assignment;
- * Develop their ideas and concepts with specific, appropriate

details and arguments;

- * Move recursively (prewritings, drafting, rewrites, editing, proofreading) in completing writing tasks.

Attendance and Promptness:

Students are responsible for all material covered and assignments given during their absence. All out-of-class assignments are due at the beginning of the class period. Late assignments will be penalized, and any paper not submitted at the beginning of the hour on the due date will be considered one day late. This class has a very strict attendance policy in Writer's Workshops as well as class. If you miss more than six class periods and/or four Writer's Workshops, you will receive an F in the class. There are no exceptions and no "makeups" for this attendance requirement. There are no excused absences. Students must be in class at the beginning of the hour or they are counted absent.

Course Requirements and Grading Policy:

Your grade will be determined by the papers, reflective letters, and questions you submit, as well as your class participation over the course of the semester. The components of your grade in the course are as follows:

Major papers (75%): You will complete multiple drafts of four major writing tasks on specified deadlines. Throughout the semester I will read and return your papers with my responses to your cover letters and questions and an evaluation deeming the work "Acceptable" or "Unacceptable." I will neither mark on your papers nor edit them for you. The amount of feedback and the quality of

feedback you receive from me will depend entirely on the level of responsibility you take for your own learning and the caliber and quantity of questions you ask me about your writing. Because I want you to strive continually for improvement and growth as a writer, I will assign neither points nor grades until you submit your final portfolio (See "Portfolio Grading" below). A student who does not complete all four major tasks will not pass the course even if the

evaluations on the other writing tasks are satisfactory. All work must be complete for you to pass this course.

Reflective Letters (15%): Critiquing your own writing process as well as your papers is an important step in learning to write, revise, and communicate with others. Reflective letters are due with each draft (workshop drafts and all of the drafts submitted to me) of each of the four major writing assignments. Reflective letters should focus the reader on any questions you have about your work. The quality and number of thoughtful questions you pose with each draft

will impact this part of your learning and, by direct connection, your grade.

Participation (10%): Participation in daily class discussions, coming prepared for peer revision workshops, group participation, written and oral feedback to others, and group and/or individual oral presentations will count toward oral participation credit. Also, your willingness to complete tasks in Writer's Workshop and contribute to a positive learning environment there may also be

considered. The highest grades in this course will go only to those students who are always prepared and always willing to ask or answer thoughtful questions about the work at hand.

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 for you to pass ENG 100.

Regular attendance. If you miss more than six class periods and/or four Writer's Workshops, you will receive an F in the class -- no exceptions.

Students With Disabilities: Any student in this course who has a disability that prevents the fullest expression of abilities must notify me in writing as soon as possible so that we can discuss accommodations.

ENG 100 Course Portfolio: During the last week of classes, you will submit a FINAL PORTFOLIO of your four major writing assignments along with copies of all drafts, all reflective letters, all peer evaluations, all my written responses to you, and your strongest work from WW at the end of the semester. I will assign a grade to the portfolio (75% of the course grade) based on the final quality of the work submitted. Since grades will NOT be assigned to individual writing assignments during the semester, portfolio assessment provides an opportunity for multiple revision and continued improvement. You will be informed throughout the semester if your drafts are unacceptable (i.e., would result in a failing portfolio and course grade).

Throughout the semester, I will designate "Revision Conferences," during which time I will schedule individual meetings with you to discuss your works. In the meantime, I expect you to revise with input from your WW leaders and from Center for Academic Support tutors. At the end of the semester, your portfolio must contain a persuasive/analytical cover letter written during the Final Exam period, your best piece of writing from Writer's Workshop, and all four

formal writing assignments. All texts except the final exam paper submitted for the portfolio must be word-processed in 12-point type, double spaced with 1" margins all around, and proofread and edited for all spelling and mechanical errors. KEEP ALL OF YOUR DRAFTS.

Academic Honesty Policy: Most cheating is accidental. When I see proof of excessive help in a student's paper or writing clearly not that of the student and not credited to its proper source, I will caution the student and explain how to avoid such mistakes. If, however, the "mistakes" continue because a writer is attempting to receive credit for someone else's thoughts and words, I will assign an F to the work in question and, if necessary, an F for the course. Also, when I have cause to suspect a pattern of cheating, I will document what caused my suspicions and forward my report to my department chair and the dean of students. The only way to learn and improve as writers is to do our own work. Nothing less is acceptable. In questions of authorship, the burden of proof is on the student, so it is in your best interest to keep every draft and every

prewriting activity.

Final exam: Wednesday, May 10, 8:30-10:20, MC211.