

Missouri Western State College, Division of Liberal Arts and Sciences

Department of English, Foreign Languages, and Journalism

Combined Syllabus

for

English 100-02: Introduction to College Writing

and

English 104-03: College Writing & Rhetoric

Fall 2001

Meeting times: 10:00 -11:00 MWF & 9:30 - 11:00 TTh

Room: JGM 106

Instructor: Bill Church

Office: SS/C 222O

Phone: 816 271-5966

Office Hours:10-11 MWF; 1-2 TTh

email: church@missouriwestern.edu

Course Definition, Rationale, and Caveat:

This course is being offered on a pilot basis to offer selected students the opportunity to accelerate their graduation date by completing an alternative delivery of English 100 and English 104. Students whose writing skills alone would have caused their placement in English 100 will be given the opportunity to complete two classes in one semester by attending class five days weekly, and by reading and writing at an accelerated pace. The course work, however, will remain separate and sequential. Only the students who satisfy all of the requirements of English 100 by October 10 will be allowed the opportunity to attempt English104. Because of the accelerated demands, students who enroll in this course need to be committed to their academic success above all else. Any student planning to work more than ten hours weekly, or who will have time demands placed on him or her from family, athletics, or other constraints is encouraged to satisfy her or his English requirements through conventional offerings of English 100 and 104.

Required Texts & Materials: *Reasoning & Writing Well* by Betty Dietsch. *The Contemporary Reader* by Gary Goshgarian. *The New Century Handbook* (newest edition with compact disk) by Christine Hult and Thomas Huckin. You will also need at least three computer disks formatted for IBM compatible computers, and you will need a hefty notebook.

Recommended Text: A dictionary containing at least 200,000 entries.

Attendance Policy:

This class has a very strict attendance policy. If you miss **more than six times** prior to and including October 10, you will receive an F for English 100 and will not be allowed to remain enrolled for the English 104 portion of the combined course. In the English 104 portion of the class, which runs from October 11 until semester's end, you will be allowed a maximum of five absences prior to automatic failure. Automatic failure, however, is merely the final

penalty, not the only penalty for absences. Please read the "Course Requirements and Grading Policy" below on this syllabus for additional clarification. 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. If you miss a class, 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 me. There are no excused absences. Students must be in class at the beginning of the hour or be counted absent.

Course Goals: For a complete explanation of course goals, please visit the following sites on the Missouri Western State College pages: <http://www.missouriwestern.edu/eflj/eng100.html> and <http://www.missouriwestern.edu/eflj/eng104.asp>. We will visit both sites during the first day or two of class.

Classroom behavior:

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. As stated in the MWSC *Student Handbook*, instructors "may establish additional classroom rules and expectations for conduct in the classroom. Behavior which disrupts the classroom environment or interferes with other students' ability to learn may be grounds or justification for dismissal from the classroom" (29-30). Sleeping, conducting private conversations, using computers for other than assigned purposes, eating, drinking, damaging property, and using vulgar or deliberately offensive language are some of the more common acts that can damage the learning environment. Likewise, all telephones and pagers are to be silenced during class time. No headphones may be worn, no music played, no homework done for other classes. Let's establish a cordial and respectful atmosphere in which we can have fun while learning together.

Promptness for attendance and submission of work:

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 (please see "Course requirements and Grading Policy" below), and any paper not submitted at the beginning of the hour on the due date will be considered one day late.

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." With rare exceptions, 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 to your writing until you submit your final portfolio (See "Course Portfolio" 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 and Questions (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 submitted to me for 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.

Midterm grades: Because the idea of the portfolio is to cause us to concentrate on writing and learning instead of on grades, I will not abandon it at midterm by awarding the range of grades. I do, however, have an obligation to let students know whether they are passing. Students who have not accrued excessive absences and whose papers are acceptable (or even exceptional) will receive a C at midterm. Students who have not accrued excessive absences and who have submitted work that shows promise but is not yet acceptable will receive a D at midterm. Students who have accrued excessive absences by midterm *or* whose work shows little promise of becoming acceptable will receive an F at midterm. Students who receive a D will want to schedule a conference immediately to discuss the likelihood of their succeeding. Students who receive an F are strongly encouraged to withdraw and attempt the class later.

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: In early October, 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). I will explain the resubmission process and requirements more in depth below.

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 each course segment, your portfolios must contain a persuasive/analytical cover letter written during the Final Exam period. All texts except the final exam paper submitted for the portfolio must be word-processed in 12-point type. They are to be single-spaced within paragraphs and double-spaced between paragraphs, with 1" margins all around, and they are to be proofread and edited for all spelling and mechanical errors.

Resubmissions: I will attempt to return your papers with my evaluation one week after I receive them, sometimes sooner. Therefore, the date for resubmission will be three class periods from the date on which I return drafts. Experience has taught me that endless resubmissions do not necessarily result in improved work. Therefore, I will accept one resubmission per major paper prior to your final portfolio. In your final portfolio, you may resubmit yet another complete revision of each paper. This means I am willing to read each of your first three major papers up to three times: the first time I evaluate them; the evaluation of your resubmissions during the semester; and the evaluation of your most recent revisions when you submit your portfolio. Time constraints prevent the same option on the last papers in each segment of the course.

Guidelines for resubmissions:

* I accept them only at the **end of class** on the **dates specified**. I neither respond to papers placed in my mailbox nor accept any responsibility for the whereabouts of any work placed in my mailbox, unless by special arrangement.

* You must preface your resubmission with a new cover letter in which you thoughtfully and thoroughly explain your revision and analyze how successful you believe the changes are.

* You must provide the draft I critiqued and my evaluation of it.

* I will not read resubmissions from writers failing to meet any of these requirements.

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. A second attempt at cheating will result in an automatic F for the class. 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. Please note carefully the statement on plagiarism on the departmental website, found at the following site:

<http://www.missouriwestern.edu/EFLJ/plagiarism.asp> .

Tentative Course Outline

Aug. 20: Intro to course; ice-breaker activity; distribution of syllabus and explanation of syllabus assignment.

Aug. 21: Have written 250-word analysis of syllabus. Have read Chapter 1 in Dietsch.

Aug. 22: Complete about 250 words based on one of the prewriting prompts on page 9 in Dietsch.

Will share in groups.

Aug. 23: In-class practice writing reflection on yesterday's activity. Bring revised word-processed draft and disk.

Aug. 24: Have read Chap. 2 in Dietsch. Have posted your description of person or place to our lyrics listserv.

Aug. 27: Have written and posted a new draft (about 400 words) of either a person or place, selecting the opposite of what you initially chose. Will write reflections on new draft in class.

Aug. 28: Will collectively analyze Task One papers from prior semesters.

Aug. 29: Have decided whether you will commit to your "Person" or to your "Place" draft. Have posted your most recent revision to our listserv for collective critique in class.

Aug. 30. In-class editing workshop. Bring printed versions of your papers.

Aug. 31: Peer review. Bring three copies of your most polished draft

Sept. 3: Labor Day -- no classes.

Sept. 4: Task One due. Will write reflective cover letter in class. Introduction to Task Two.

Sept. 5: Have read Chap 3. in Dietsch. Will analyze Task Two papers from prior semesters

and free-write.

Sept. 6: Have read Chap. 7 in Dietsch. Will practice paragraphing skills.

Sept. 7: Have posted a brief prospectus for Task Two. In a few clear sentences, tell what possessions you have selected and what you will prove about them. I will provide feedback on as many as time allows.

Sept. 10: We will practice writing introductions and conclusions. Bring your disks to class. I will return Task One.

Sept. 11: Have posted working drafts of your introductions and body paragraphs for in-class critiques.

Sept. 12: Have read Chap.6 in Dietsch. We will analyze our writing voices.

Sept. 13: Have posted polished full drafts. We will collectively critique several of them.

Sept. 14: Bring three copies of your most recent Task Two for peer review. Also, you will need to bring three

copies of your most recent Task One, one copy for my reconsideration, and the other copies for your our Task Three assignment.

Sept. 17: Task Two due. Will write reflective cover letters in class. Begin Task Three. Be sure to bring your Task One assignment sheet to class this day.

Sept. 18: Bring full-sentence outlines comparing the papers you've been assigned. We will critique outlines.

Sept. 19: Have read Chap. 5 in Dietsch. Will analyze comparison papers from prior semesters.

Sept. 20: Have posted full working drafts of Task Three (one and one-half pages single-spaced minimum). Will collectively critique several.

Sept. 21: Editing workshop. Have read Chap. 4 in Dietsch. Also, have posted Task Three for review. Be sure to bring your disks.

Sept. 24: Editing workshop. Again, be sure you have your disks.

Sept. 25: Task Three peer review. Please bring three copies

Sept. 26: Have read Chap. 8 in Dietsch. We will practice writing various sentence styles. Bring disks.

Sept. 27: Task Three due. Will write reflective cover letter in class. Begin Task Four.

Sept. 28: Have read 265-271 in Goshgarian. Employ your dictionary!

Oct. 1: Have read 271-276 in Goshgarian. Seek connections to preceding day's reading.

Oct. 2: Have read 277-287; seek connections between the three essays.

Oct. 3: Have read pps. 285-302 in Dietsch. Bring a scratch outline of your Task Four.

Oct. 4: Have posted drafts of Task Four for in-class collective critique

Oct. 5: Bring revised and polished Task Four drafts for peer review.

Oct. 8: Columbus Day -- no classes.

Oct. 9: Submit Task Four and write cover letter in class. Review portfolio concerns.

Oct. 10: ENG100 complete portfolio due. Will write cover letter. Begin ENG104 segment of class.

Oct. 11: I will provide you the ENG104 schedule as we get closer to October.

Oct. 12:

Oct. 15:

Oct. 16:

Oct. 17:

Oct. 18:

Oct. 19:

Oct. 22:

Oct. 23:

Oct. 24:

Oct. 25:

Oct. 26: This day is the last day to withdraw from classes.

Oct. 29

Oct. 30:

Oct. 31:

Nov. 1:

Nov. 2:

Nov 5:

Nov 6: Class cancelled for Convocation on Critical Issues. Attendance there is mandatory.

Nov 7: Summaries of Convocation must be posted.

Nov. 8:

Nov. 9:

Nov. 12:

Nov. 13:

Nov. 14:

Nov. 15:

Nov. 16:

Nov. 19:

Nov. 20:

Nov. 21-25: Thanksgiving Break -- no classes.

Nov. 26:

Nov. 27:

Nov. 28:

Nov. 29:

Nov. 30: Last day of class. ENG104 portfolio due.

Dec. 3: **Final examination**, 11:30 a.m. - 1:20 p.m., JGM106.

Special Assistance: In addition to meeting with me, I **strongly encourage** all of you to take advantage of the time offered with our student assistant, Jolene Lyons, who can provide valuable tutorials to you in a small group setting. She will be available from 11:00-11:50 in MC106 Tuesday and Thursday. I also encourage you to use the Center for Academic Support.