

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

ENG 100 - INTRODUCTION TO COLLEGE WRITING

Section 04 - MWF 2:00-2:50, JGM 208 (lecture)

Workshop MW 3:00-3:50, SS/C 222 U-V

Fall 2001

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Office Hours: M-F 3:00-4:00 and by appointment

Attendance Policy::

This class has a very strict attendance policy in Writer's Workshop as well as in class. **There are NO excused absences. If you miss seven class periods or three Writer's Workshops, you will automatically receive an F in the class.** There are no exceptions and no make ups for this attendance requirement. Students must be in class at the beginning of the hour or they are counted absent. If you are late, or if you miss a class session, you are responsible for all material covered and assignments given during your absence. Note that 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.

Required Materials

Textbooks

- Dietsch, Betty. *Reasoning and Writing Well*. 2nd edition. Mountain View, CA: Mayfield, 2000.
- *English 100 Writer's Workshops*. Fall 2001 ed.

Other Materials

- 3-1/2" floppy disks and a disk storage box
- Photocopies for individual and group work as requested
- A pocket folder and a binder notebook with notebook paper and dividers.

ALL of these materials must be used exclusively for ENG 100. You must keep all your materials for the course together and easily accessible.

Course Philosophy and Objectives

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 easily from writing for self-expression 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;
- Craft more effective and polished sentences and paragraphs;
- Use effective planning, invention, revision, and editing to complete successful writing tasks.

General Studies Goals

In ENG 100 students should improve their ability to

- 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.

Course objectives are also clearly articulated in the *MWSC Composition Course Guide*, available on-line at <http://www.missouriwestern.edu/eflj/genstud.asp>.

Assignments

Writer's Workshop

Throughout the course of the semester, students will attend the once-a-week, small group Writer's Workshops (listed as "labs" in the class schedule). Some Writer's Workshop materials may be used in class, and some class papers will be critiqued and proofread in Writer's Workshops. Students will be required to turn in selected writings from Writer's Workshop with their final class portfolios. Active, diligent participation in the Writer's Workshop is expected.

Pre-Writings

Students will do a number of invention writings for each Task paper including brainstorming, freewriting, and topic evaluation. These invention strategies allow the student to explore a variety of topics and topic approaches before beginning the final Task paper. These writings will be evaluated for the following traits: diligence, thoroughness, initiative, commitment, and thoughtfulness.

Quizzes

Class preparation will often be tested through impromptu quizzes over assigned material.

Response Writings

Students will write critical responses to and summaries of assigned readings. Writing critical responses helps students to develop and practice their analytical and synthesizing skills. Writing summaries helps students learn to synthesize complicated arguments for use as evidence in their own writings.

Task One Paper

Students will write an essay about a significant person, place, or event in which they develop and demonstrate a better understanding of how precise, thorough, and well chosen details presented in a planned order can make writing more interesting and meaningful.

Task Two Paper

Students will write an essay about significant literary, musical, or media experiences or possessions in which they develop and demonstrate a better understanding of how structure and details work together with an interesting thesis to increase the meaningfulness of your writing.

Task Three Paper

Students will write an essay in which they develop and demonstrate the ability to blend their reading and writing activities together to produce well supported, thoughtful discussions of serious issues. Papers will include formal bibliographies and adhere to MLA documentation conventions.

Task Four Paper

For this paper, students will re-visit and expand upon the issues explored in earlier writings while learning to utilize primary and/or secondary

sources to create a text that incorporates their opinions and experiences with those of others. Papers will include formal bibliographies and adhere to MLA documentation conventions.

Final Portfolio

The final portfolios will include one task paper thoroughly revised into its best form, along with its original graded version, one complete set of process materials for one other task paper, your final "reader/writer profile" from the Writer's Workshop, and a reflective cover letter.

Final Exam

The exam will have two parts. In the first part, students will demonstrate their ability to write in response to a prompt TBA. In the second part, students will need to answer questions about composition and the writing process similar to those that appeared in quizzes.

Grading

Grades will be determined on the basis of your progress as a writer, the writings you submit, and your demonstrated preparation and participation over the course of the semester. To pass the course, students must complete all Task papers, participate fully in classroom activities, and turn in a completed portfolio. In addition, the quality of their work, along with percentages earned for other writing and reading assignments will determine the final grade.

The Final Grade Distribution is as follows:

- Task One Assignments and Final Paper = 20%
- Task Two Assignments and Final Paper = 20%
- Task Three Assignments and Final Paper = 20%
- Task Four Assignments and Final Paper = 30%
- Portfolio and Final Exam = 10%

A word of caution: don't underestimate the value of small assignments (graded or ungraded) since no late work (other than final papers) is accepted. Even if you receive passing grades on your papers, you can fail the course because of poor performance on daily assignments and quizzes. Occasional lapses are understood, but chronic lapses can only pull the final grade downward.

In order to go on to ENG 104, you must have a grade of C or higher in ENG 100.

Semester Requirements

Attendance And Promptness

Regular attendance is an essential part of the student's educational experience and a requirement for an adequate evaluation of student academic progress. You are responsible for material covered or assignments given which you missed because of absence. All out-of-class assignments are due at the beginning of the class period. No late assignments are accepted, except as noted below concerning Final Task papers.

You should note, however, that mere attendance does not mean you will pass the course. You must perform adequately on the tasks required and show initiative in completing the course requirements.

If I should be unable to meet class, you will be notified by a secretary, fellow instructor, or a note on the classroom door. Be sure to note any assignments due upon my return.

Participation And Preparation

You will do a lot of writing. Bring paper and pens every day. Keep all your work.

You will be expected to make significant contributions to the class in the form of Participation and Preparation. Participation includes the contributions you make to class discussion and the help you give your fellow writers. Preparation includes doing the daily assignments and research, as well as bringing your drafts and copies or other materials on the appropriate day. If you come to class unprepared, you will receive a zero for any work due that day.

Active and insightful contributions to class discussion are not extra credit. Like attendance and daily assignments, your tactful and substantive comments are part of the minimal requirements for successful completion of the course. If you are a naturally quiet person, force yourself to be more vocal; do not assume that if I do not call on you that you need not participate, as it is your

responsibility to voice your observations at appropriate and relevant times. Conversely, if you are a naturally talkative person, you may have to restrain yourself so that everyone has the opportunity to contribute. Since you obviously cannot make up for discussions from which you were absent, attendance is again critical.

Keep in mind that live classroom discussion

gives me an additional indication of how closely and thoughtfully you have read, enabling me to evaluate your knowledge and abilities more fairly and accurately; gives you practice arguing with others respectfully and professionally; gives you opportunities to formulate applications of principles; gives you prompt feedback on difficult or confusing issues and material; increases your retention of material through explaining, summarizing, and questioning.

Sharing Your Work

Students are expected to share their writings and other work with members of the course and, therefore, should not choose to write on topics they consider of a sensitive nature. Further, all work that a student produces may be shared by the instructor with the class for purposes of example and training. Such work will be as anonymous as possible. Finally, the instructor may share your work anonymously with future classes or in her own writing and research.

Avoiding Plagiarism and Cheating

. . . it is better to fail in originality than to succeed in imitation. -- Herman Melville

Plagiarism is literally the stealing of others' words and ideas and using them as your own. Make every effort to give credit where credit is due, and if you are not sure of "how"--ASK. Students are responsible for proving that all work turned in for grading is their own original work. Plagiarism is a serious offense and, therefore, will receive harsh punishment. Papers with evidence of plagiarism will result in failure of the course. Don't think that you won't be caught; writing style is distinctive and verifiable.

See www.missouriwestern.edu/eflj and scan down through General Studies to "Plagiarism." Academic honesty is a must.

Classroom Courtesy

Students are expected to be courteous and respectful in all of their exchanges with the instructor and other students and students should be particularly careful to note how tone, rhetoric, and language all contribute to the overall impression of their words and writings. The college expects all students to conduct themselves so as to maintain an effective environment for learning; to act responsibly in accordance with good taste; and to respect fully the rights of others.

Student Disability

Any student in this course who has a condition that prevents the fullest expression or demonstration of abilities should contact me during the first week of classes so that we can discuss requirements and/or accommodations. You should be registered with the Special Needs Office, Lois Fox, SS/C 202, x4330, email at fox@missouriwestern.edu.

Revision

Revision is an important part of the writing process, and each paper that we do will go through an intensive draft stage before being turned in. Drafts will be graded for completion, and each final essay will be graded on its merits and appropriateness to the assignment. Since each paper will receive extensive critiques before the final version is submitted for grading, you must consider the final version to be final. Keep in mind that the portfolio is graded on its own merits and receives its own grade; the portfolio grade does not change any prior grade given to the original task paper.

Late Work

All outside assignments are due at the beginning of the hour next session or on the due date, unless otherwise specified. Learning is a cumulative process and each assignment in this course is designed to build on the last assignment; therefore, late work disrupts this important aspect of the learning process. **Except for the final Task essays, no late work will be accepted. Final essays will not be discounted if turned in within 24 hours of the due date. Otherwise, they will be discounted one letter grade for every class period past the due date. No work will be accepted after the last class day before final exams.**

Computer Requirements

You will be called upon, at times, to use e-mail and to use the computer facilities in and outside of class time. Further, be prepared to submit word processed writings as assigned. **All final Task papers for this course must be word processed**, in accordance

with Missouri Western's desire for you to become computer proficient. Missouri Western has a number of computer labs to help you complete this requirement. Remember, however, that the labs can be crowded and over- booked, so plan ahead to get into them in plenty of time to complete assignments.

Saving Work

Students should save all their work, both graded and nongraded--from notes to drafts to final papers. There may be occasions when work needs revisions, to be re-submitted, or grades need to be verified. Back up disk copies should be made religiously at the end of each computer session, and if possible, a current print copy as well.

Time Expectations

While much work will be done in class, you must set aside an appropriate amount of time EACH day to completing your assignments, including time to go to the library and the computer lab. Remember: no late work is accepted *under any circumstances*, so be sure to allow an extra hour or two in your schedule each day to handle unanticipated problems.

Final Thoughts

This syllabus is of a contractual nature, and by remaining in the course you acknowledge your acceptance of its stipulations.

If you choose to remain in the course, be sure to keep a copy of this syllabus with you and to refer to it regularly. Policies are enforced without exception to ensure uniformity and to facilitate fairness. I reserve the right to make necessary alterations to accommodate particular, unforeseen class needs. Changes in the daily plans may occur to best support on-going work.

Finally, I recognize that at times your outside life may interfere with your classroom life. It is up to you to set your priorities and to realize that "doing it all" is not always possible or even desirable. If you are feeling stressed about all you have to accomplish, remember that sometimes you can miss class, sometimes you can come to class unprepared, and sometimes you can really mess up--without it effecting your grade unduly. If, however, what should be an occasional problem completing your work becomes a chronic problem, come see me. If I understand what is going on in your life, I can more easily help you achieve your goals.

Course Schedule To be handed out during next class session.

Assignments for next time:

1. Complete the "5 am to 12 am Schedule" and bring it for next time to be handed in.
2. Access www.missouriwestern.edu/eflj and find your way from the EFLJ Departmental Home Page, to Programs, to Course Offerings, to General Studies English Courses, and then to English 100. Read that English 100 entry. Be prepared for a Quiz.
3. Get texts and materials. Bring them Wednesday.