

**English 100: Introduction to College Writing**

**Fall 2001**

Missouri Western State College

Division of Liberal Arts and Sciences

Department of English, Foreign Languages, and Journalism

Section 59: 9:00-9:50 MWF, SSC 210

Writer's Workshop: 10:00-10:50 MW, SSC 222U

Teacher: Tom Pankiewicz

Office: SSC 222R

Phone: 271-4156

Office Hours: 10:00-11:00 MWF, 12:00-3:00 W, and by appointment

E-mail: [pankiew@missouriwestern.edu](mailto:pankiew@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 three 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 should consult with your advisor and your teacher to review your options.

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.

**Required Texts and Course Materials:**

Dietsch, Betty. *Reasoning and Writing Well*. 2<sup>nd</sup> edition. Mountain View, CA: Mayfield, 2000.

*English 100 Writer's Workshops*. Fall 2001 ed.

3-1/2" floppy disks and a disk storage box

Photocopies for group work as requested

**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 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.

#### **Civility and Cooperation:**

Missouri Western requires all students to help us maintain good conditions for teaching and learning. All students will treat their classmates, teachers, and student assistants with civility and respect, both inside and outside the classroom. Students who violate this policy may, among other penalties, be counted absent and asked to leave. You should review your Missouri Western student handbook for further information.

#### **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 complete 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 revised responses to 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 once-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. You must ensure that you have the right materials in the right place. Your teacher may also consider your Writer's Workshop participation as part of your grade.

#### **Course Information:**

Task Papers. Each task paper will be evaluated according to the criteria discussed in its assignment description. Each task will be submitted in a folder, containing the draft for evaluation, a reflective letter critiquing your process and raising questions about your work, all previous drafts, preliminary writing, and all peer responses.

Each task will account for approximately 15% of the final grade. Combined, the tasks account for 60% of your grade.

#### **Due Dates for Formal Writing Assignments:**

Task One: Friday, September 7

Task Two: Friday, September 28

Task Three: Friday, October 26

Task Four: Friday, November 16

All work will be evaluated on a point basis. Letter grades will be awarded according to the following averages:

- 100% - 90% = A
- 89% - 80% = B

- o 79% - 70% = C
- o 69% - 60% = D
- o Below 60% = F

**Participation.** You will receive a daily rating for participation. This will include quizzes, homework, and active participation in such class activities as discussions and response groups. I will also review your Writer's Workshop materials at mid-term and at the end of the semester to figure your final participation grade. The participation grade will account for approximately 15% of the final grade.

**Course Portfolio.** The final portfolio will include at least two task papers revised to their best form, the complete set of process materials for these papers, your final "reader/writer profile" from the Writer's Workshop, other materials that will show your writing ability, and a reflective cover letter. The portfolio, which will be due on Wednesday, November 28, will account for 15% of the final grade.

**Final Exam.** The final exam will be an in-class essay. You will prepare for the exam by reading several selections on the same theme. The final exam will be worth 10% of your final grade. For this section, the final exam will be written on Friday, December 7 from 8:30-10:20 a.m.

**Conferences.** I am always willing to discuss your writing with you. My office hours are listed above. I will bring my calendar to every class to schedule appointments. I encourage you to make use of these opportunities.

**Center for Academic Support.** In addition to conferences with me, you may find help with your writing at the Center for Academic Support. The CAS, which is located at the northeast corner of the library building, provides trained tutors for students requiring additional reading and writing instruction. There is no cost to students for using these services. I encourage you to make use of these services throughout this course.

### **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 your teacher personally as soon as possible so that the two of you can discuss class requirements.

### **Academic Honesty Policy:**

If your teacher finds evidence of cheating or plagiarism, you have the burden of showing that the paper 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. You will receive a grade of F for any paper that shows sufficient evidence of cheating and/or plagiarism. Stronger evidence proving flagrant cheating and/or plagiarism may lead to even stronger penalties. Please note carefully the statement on plagiarism on the departmental website, found at <http://www.missouriwestern.edu/eflj/plagiarism.html> .