

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

David R. McElwee Office Hours:

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**English 104-63**

Fall 2001

College Writing and Rhetoric

M-W-F 12:00 p.m. – 12:50 p.m.

JGM 106

**Required Materials:**

-The St. Martin's Guide to Writing - 6<sup>th</sup> ed. Harcover

-The New Century Handbook 2<sup>nd</sup> ed. w/ CD

***Recommended:***

-Minimum 2 IBM formatted 3.5" floppy disk -College Dictionary

-Pocket folder for final submission of portfolio -Thesaurus

**Course Objectives**

General course objectives for English 104 can be found at:

<http://www.missouriwestern.edu/eflj/eng104.asp>

**Policy Regarding Attendance**

You are expected to be prepared for and attend every class meeting by completing all reading and writing assignments specified for that given day. However, I understand that circumstances can arise that might prevent you from attending a class session. Therefore, you are allowed to miss up to three (3) days without negatively impacting your final grade. For every class session missed in excess of three (3) days I retain the right, at my discretion, to lower your final grade evaluation by one (1) letter grade for each class session missed in excess of three (3) days. A student who misses more than five (5) classes **cannot** attain a passing grade for the course and should withdraw immediately.

Excused Absences: Common sense must prevail. I may grant special consideration to students who can document extenuating circumstances or who are representing

MWSC. However, students need to notify me of planned outings in advance and turn in their work or take their quizzes before each absence. I will confirm absences representing the college by contacting the appropriate MWSC personnel.

**Policy Regarding Academic Honesty**

Students are expected to read and familiarize themselves with the Policy on Academic Honesty as

found on page 28 of the Student Handbook. This policy is to be strictly adhered to by all students participating in this course. In the event of a breach of this procedure, the student will receive a grade of "F" for the assignment and I will recommend disciplinary action be taken, up to and including immediate dismissal from the course. The address of the web site is as follows:

### **Policy Regarding Evaluation of Student Work**

#### **A**

90 – 100

#### **B**

80 – 89

#### **C**

70 – 79

#### **D**

60 – 69

#### **F**

Below 60

### **Grade Breakdown by Assignment**

Papers (4) (Prompts T. B. A.): **15% each**

Participation (In-class discussion, workshops, free writing, homework): **20%**

Completed Portfolio: **20%**

**Assignments turned in late will lose one (1) letter grade per business day they are late. Late assignments can receive a grade no higher than "C". Work missed during class cannot be made up.**

### **Grading Criteria**

The vast majority of this course will be comprised of writing in a myriad of styles, ways, shapes, and forms augmented and supported by selected readings from our primary text. You will be graded on the quality and completeness of each paper you hand in. Each paper will include prewriting, drafting, peer reviews, revisions, editing, personal reflection, and letter writing. If any part is missing from the submitted paper, you will receive a failing grade for that assignment despite the quality of the rest of the work submitted.

In addition, attendance and participation in classroom discussions and activities is mandatory in order to attain a passing grade for this course.

### **Classroom Etiquette**

Classroom Behavior: 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" (28). Sleeping, conducting private conversations, using computers for other than assigned purposes, eating, drinking, and damaging property are some of the more common acts that can damage the learning environment. In addition there will be no cellular phones or pagers allowed inside the classroom. In the event of an interruption by a cellular phone or pager, the student will be asked to leave the classroom immediately and proper disciplinary action will be taken. Let's establish a cordial and respectful atmosphere in which we can have fun while learning together.

### **Policy Regarding Students with Disabilities**

Any student participating in this course who has a disability that may require special consideration is strongly encouraged to make an appointment with me as soon as possible so that special consideration might be given in making accommodations for said disability.

### **Disclaimer**

We live in a world filled with chaos and as such, I reserve the right to modify, as needed, the distribution of points for student evaluation purposes and the schedule of assignments as the course develops and changes. I try to make all accommodations that I can to adapt the course to the needs of the students.

### **Contract**

This syllabus is of a contractual nature. Remaining a part of this course is an agreement by you to all of the stipulations put forth in this syllabus. If you have a problem with any of the policies put forth in this syllabus, consideration should be given to dropping this course.

David R. McElwee

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