

**ENG 108-02 and 108-51 College Writing and Research**  
Section 02: JGM 109, 8:00-8:50 MWF; Section 51: JGM 109, 9:00-9:50 MWF  
Fall 2001

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Office Hours: 10:00-11:00 & 1:00-2:00 MWF

**Course Description and Objectives:**

Students will complete three formal research projects in addition to other graded and ungraded work. In these assignments, students will learn to analyze, synthesize, and evaluate the thinking of others in order to discover, develop, and test their own points of view. For additional information about this course, see the General Studies English Courses Website.

**Required Materials:**

- Maner, Martin. *The Research Process: A Complete Guide and Reference for Writers*. 2nd ed. Mountain View: Mayfield, 2000.
- A notebook exclusively devoted to keeping a research journal.
- An up-to-date unabridged college dictionary.
- A college handbook (guide to style, grammar and usage).
- At least two computer disks.
- Stamina and good humor.

**Recommended:**

- Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 5th ed. New York: Modern Language Association, 1999.

**Attendance:**

Regular attendance is an essential part of the student's educational experience and a requirement for an adequate evaluation of student academic progress. For this and other reasons, listed below, attendance is mandatory. While certain absences may be necessary or unavoidable in the case of genuine illness, emergency, or when acting as a representative of MWSC, excessive absences will result in failure of the course. If you miss more than three classes during the semester, your final grade will be seriously affected. Chronic lateness and/or leaving early will count toward absences. As stated in the *Student Handbook*, when an announced examination falls on a day that a student is absent, instructors are not required to prepare or give a make-up test. You are responsible for material covered or assignments given which you missed because of absence, so ask another student to inform you of what happened while you were gone. If I should be unable to meet class, you will be notified by a secretary, fellow instructor, or a note on the classroom door.

**Preparation and Participation:**

You are required to make significant contributions to class in the form of preparation and participation. Preparation includes completing the readings and daily assignments, as well as bringing your assignments, textbook, and other materials with you on the appropriate days. If you come unprepared, you will receive a zero for any work due that day.

Participation includes the help you give to fellow writers and the contributions you make to class discussion. Active

and insightful contributions to class discussion are therefore not "extra credit." Like the written assignments, your regular, 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.

Why is discussion such a large part of your grade? Because live classroom discussion:

- allows me to better determine how to regulate time and assignments for your greatest benefit.
- 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.
- helps you think in terms of the subject matter by giving you practice in thinking.
- helps you learn to evaluate the logic of and evidence for your own and others' positions.
- helps you learn what counts as evidence and how to evaluate knowledge claims.
- helps you understand how knowledge is arrived at in the discipline.
- gives you practice arguing with others respectfully and professionally.
- gives you opportunities to formulate applications of principles.
- helps you become aware of and formulate problems using information from lectures and readings.
- helps you construct knowledge you can recall and apply when needed.
- gives you prompt feedback on difficult or confusing issues and material.
- increases your retention of material through explaining, summarizing, and questioning.
- stimulates new ideas, approaches, questions, reading and research.

### **Student Conduct:**

As a condition to remaining at MWSC, 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. Behavior that disrupts the classroom environment or interferes with other students' learning will result in dismissal from the classroom. Passionate and forceful language are sometimes appropriate, intolerance and dogmatism are not.

### **Assignment Requirements and Late Work:**

All out of class written assignments for this course must be word processed unless otherwise specified. Non-word processed submissions will be returned with no credit. Assignments should follow MLA format, and pages should be stapled together before you come to class (do not use folders or paper clips and do not fold down the corners of papers). Do not throw away any work you do for this class, from notes to drafts to final papers, and keep back-up copies of all papers you turn in to me.

All assignments are due at the beginning of the hour on the due date. Learning is a cumulative process, and each assignment is designed to build on the previous one. Hence, late work disrupts this important aspect of the learning process. Major papers will be lowered one letter grade for each day they are late. No other **late work** is accepted, and there is no "make up" for any daily work for any reason. No work will be accepted after the last regular class day, and you must turn in all major writings to pass the class.

Revision is an important part of the writing process, and each major paper we do will go through an intensive draft stage before being turned in. Because each paper will receive extensive critiques **before** the final version is submitted for grading, you must consider the final version to be **final**. There will be no further opportunity for revision after that point.

### **Grading:**

The standards for college English classes are higher than those used in high schools. All the guidelines and standards for classes at MWSC are similar to those used by other colleges and universities throughout the country. You, as a serious student, will appreciate the fact that we hold high standards for your written work. Your grade will be

determined by the quality of your drafts, major papers, quizzes, and other assignments, as well as by your preparation and participation. Assignments will be evaluated according to how well they meet the requirements outlined in the assignment description and the following general scale.

A = Superior

B = Above Average

C = Average

D = Minimum = passing below average

F = Failing

Paper #1 = 25%

Paper #2 = 25%

Paper #3 = 25%

Other Assignments = 25%

### **Plagiarism:**

Plagiarism is a most serious offense and, therefore, will incur harsh punishment. Don't think you won't get caught; writing style is distinctive and verifiable. It is the student's responsibility to prove that all work is their own. Papers with evidence of plagiarism, intentional or not, will fail. Plagiarism may also result in failure of the course.

### **Disabilities:**

Any student who has a disability that prevents the fullest expression of abilities should contact me immediately so that we can discuss class requirements.

### **General:**

This syllabus is of a contractual nature, and by remaining in the course you acknowledge your acceptance of its stipulations in their entirety. If the goals, policies, procedures, standards, expectations, or obligations are unclear, then you should speak with me immediately. If they are clear but unacceptable to you, then you should drop the course.

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 predictability, to avoid confusion and anxiety, and to facilitate fairness and objectivity for all students. In the interest of efficiency, however, I reserve the right to make necessary alterations to this syllabus and to make announced changes in daily plans. Any announcements made in class automatically supersede this syllabus. It is your responsibility to find out about announced changes.

### **Final Thoughts:**

For further explanations, comments, and advice, I am available during office hours. For additional help outside of class, I strongly recommend the Center for Academic Support.

I genuinely want you to succeed in this class and at MWSC generally. I therefore urge you to keep in mind that what you gain from this course, and from your education generally, is proportional to the amount of productive time and careful attention you devote to it. In the words of Abigail Adams (1744-1818), "Learning is not attained by chance, it must be sought for with ardor and attended to with diligence."

### **Course Outline:**

This outline shows major readings and assignments, but additional readings and assignments will be given in class throughout the semester.

August

20 Syllabus and Paper Assignment

22 Introduction; Ch. 1: The Nature of Research Writing

24 Ch. 2: Finding and Narrowing the Topic

27 Ch. 2 Cont.

- 29 Ch. 3: Generating an Argument
- 31 Ch. 4: Finding Sources

## September

- 03 Labor Day Holiday
- 05 Ch. 4 Cont.
- 07 Ch. 5: Writing a Short Plan
  
- 10 Ch. 6: Gathering Information
- 12 Ch. 6 Cont.
- 14 Ch. 7: Research Paper Formats: MLA (p. 153-193)
  
- 17 Bibliography Due; Ch. 9: Writing the Rough Draft
- 19 Ch. 9 Cont.
- 21 Ch. 9 Cont.
  
- 24 Paper #1 Draft Due (4 Copies)
- 26 Ch. 10: Revising the Rough Draft
- 28 Ch. 10 Cont.

## October

- 01 Ch. 11: Editing
- 03 **Paper #1 Due**
- 05 Topics/Theses
  
- 08 Columbus Day Holiday
- 10 Arguments
- 12 Prospectus
  
- 15 Finding/Gathering Sources
- 17 Cont.
- 19 Bibliography Due; Drafting
  
- 22 Cont.
- 24 Paper #2 Draft Due (4 Copies)
- 26 Revising
  
- 29 Revising/Editing
- 31 **Paper #2 Due**

## November

- 02 Topics/Theses
  
- 05 Arguments
- 07 Prospectus
- 09 Finding/Gathering Sources
  
- 12 Cont.
- 14 Bibliography Due; Drafting
- 16 Cont.
  
- 19 Paper #3 Draft Due (4 Copies)

21 Thanksgiving Holiday  
23 Thanksgiving Holiday

26 Revising  
28 Revising/Editing  
30 **Paper #3 Due**

December

05 108-02 Final Exam 8:30-10:20  
07 108-51 Final Exam 8:30-10:20