

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

## ENG 100 - INTRODUCTION TO COLLEGE WRITING

Section 03 - MWF 9:00-9:50, JGM 119 (M) and 120 (WF)

Workshop MW 12:00-12:50, JGM 322, 105, or 208

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Office Hours: MWF 8:00-9:00 and 10:00-11:00 and by appointment

### 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>.

### Required Materials

#### Textbooks

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

## **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 two task papers revised into their best form, one complete set of process materials for one task paper, your final "reader/writer profile" from the Writer's Workshop, other materials of your choice, 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 much like the ones given for the Writing Placement Exam. In the second part, students will need to answer questions about composition 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 over the course of

the semester. In order to pass the course, students must complete the final papers and turn in a portfolio. In addition, the quality of their work and the percentage of the other writings completed will determine the final grade.

### **The Final Grade Distribution is as follows:**

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

A word of caution: don't underestimate the value of small assignments 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.

## Course Requirements

### **Attendance And Promptness**

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.

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.

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 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.

## Plagiarism

*. . . 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.

## 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 disability that prevents the fullest expression of abilities should contact me by the end of the first week so that we can discuss class requirements.

## 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 assignments are due at the beginning of the hour 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 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 submit materials via e-mail and to use the computer facilities in and outside of class time. Further, ALL drafts and final 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 ungraded, for this class--from notes to drafts to final papers. There may be occasions when work needs to be re-submitted or grades verified. Back up disk copies should be made religiously at the end of each day's work, and if possible, make a current print copy as well.

## Time Expectations

As with all college courses, a steady devotion to duty is expected; thus, 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 anticipate that there will be occasional glitches, whether personal or technical, and 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 the policies 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 to facilitate fairness 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.

Finally, life is unpredictable--at least for the most part. 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](#)