

Missouri Western State College

Division of Liberal Arts and Sciences

Department of English, Foreign Languages, and Journalism

David R. McElwee Office Hours:

Assistant Professor, English Monday and Wednesday

Office: JGM 307A 9:00 a.m. – 12:00 p.m.

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English 108-11

Spring 2001

College Writing and Research

Mon, Wed, Fri - 1:00 – 1:50

MC 211

Required Materials:

The St. Martin's Guide to Writing, 6th Edition

ISBN: 0-312-24059-7

Writing: From A – Z (Handbook)

ISBN: 0767411412

Recommended Materials:

-2 IBM formatted 3.5" floppy disks College Dictionary

-Spiral notebook for in-class writing Thesaurus

Course Objectives

General course objectives for English 108 can be found at:

<http://www.missouriwestern.edu/eflj/eng108.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.

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.

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.

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

Formal research papers (4): **10%**

In class quizzes, writing, workshops, and assignments: **10%**

Participation (See "Class Community Building" handout for guidelines): **15%**

Journals: **10%**

Completed Digital Portfolio: **25%**

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.

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

Assistant Professor, English