

# ENG 108: College Writing and Rhetoric

Section 40 - Internet

Summer 2001

Missouri Western State College

Division of Liberal Arts and Sciences

Department of English, Foreign Languages, and Journalism

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## Course Philosophy and Objectives

This course is designed to help you become a better researcher and writer of researched-based prose. To this end, you will learn about the nature and process of research, about how to find and use source materials, and about how to write researched essays. Students will complete three formal research projects in addition to other graded and ungraded work. In these assignments, students will learn how to analyze, synthesize, and evaluate the thinking of others in order to discover, develop, and test their own points of view.

At the end of English 108, you will understand that:

- writing can be used for different purposes
- multiple audiences exist
- writing is a recursive process
- many productive ways exist to generate ideas for your work
- common patterns of organization exist
- ideas are property in our culture and must be correctly attributed to their sources
- reading is an interactive process that functions in our lives as a pleasurable activity as well as a means of acquiring knowledge
- editing skills enable writers to polish their work so that readers are not distracted from the message conveyed or the experience recreated.

These goals are more clearly articulated in the description of the General Studies English Courses website.

As part of MWSC's General Studies program, this course is also designed to help you develop the "skills, knowledge, and characteristics of an educated person," as defined in the College Catalog, page 43.

## Required Materials

Textbooks:

- Manor, Martin. *The Research Process: A Complete Guide to and Reference for Writers*. Second Edition. Mountain View, CA: Mayfield Publishing Company, 2000.

To order the textbooks by mail from the MWSC Barnes and Noble

Bookstore, call Lisa at 816-271-4458. Bookstore Hours: Monday-Thursday 8:00-5:00, Friday 8:00-4:30.

Other:

- A Student E-mail Account at MWSC. Contact the Computer Center to learn how to activate your student account at 816-271-4354.
- To participate fully in this course, you must have ready internet access and be able to complete the assignments in a timely manner. Assignments are due every Tuesday and Thursday, at noon CST, and no late work is accepted, except as outlined in the Course Policies.
- For word processing, you must use Microsoft Word '98 or earlier, or another compatible program. Compatibility means that files converted from some other program to MSWord '98 retain their original format and layout and conform to MLA manuscript guidelines.
- To get started, read over the Course Policies, Course Schedule, and Assignment pages. Then, on the Course Schedule page, click on

"Getting Started" for a message from your instructor and further instructions.

## Assignments

### Pre-Writings and Research Exercises

To find and develop topic ideas, students will do a number of brainstorming, freewriting, and invention exercises for each project. Students will also develop their skills at research by doing a number of exercises designed to introduce them to the library and the other information sources.

### Project One

For this project, students will learn how to find topics, generate arguments, find and evaluate sources, and write a prospectus with an annotated bibliography for a formal academic research paper. Researching and writing a prospectus allows the beginning college researcher to become more comfortable with the process of researching, topic formation, and documentation before trying to write the actual research paper.

### Project Two

For this project, students will learn how to find write and edit a formal researched essay based upon the prospectus developed in Project One.

### Project Three

For this project, students will gain more practice in finding topics, generating arguments, finding and evaluating sources, writing a prospectus with an annotated bibliography, and writing and editing a formal academic research paper. Students will become more comfortable with the process of researching, topic formation, research writing, and formal documentation.

## Course Policies

### Saving Work

Students should save all their work for this class--from notes to drafts to final papers. There may be occasions when work needs to be re-submitted or grades verified.

### Formats for Submitting Work

All drafts and final papers for this course must be word processed and submitted in the format specified by the assignment. Be sure to follow submission guidelines carefully in order to receive full credit for your submissions.

### Late Work

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. No late work will be accepted *under any circumstances*. No work will be accepted after noon CST on Thursday, June 22,, 2000.

### Grading

Students will do a variety of writing assignments over the course of the semester, including pre-writing exercises, research exercises, prospectuses, annotated bibliographies, and formal researched essays. In order to pass the course, students must complete the final projects; in addition, the quality of their work and the percentage of the other assignments completed will determine the final grade.

The Final Grade Distribution is as follows:

- Project One = 30%
- Project Two = 20%
- Project Three = 50%

A word of caution: don't underestimate the value of small assignments since no late work (other than final projects) is accepted. Occasional lapses are understood, but chronic lapses can only pull the final grade downward.

### Fullest Expression of Abilities

Any student who has a disability that prevents the fullest expression of abilities should contact the instructor by the end of the first week to discuss class requirements.

### Classroom Courtesy

Students are expected to be courteous and respectful in all of their exchanges with the instructor and other students. Because this course is conducted without face-to-face encounters, one should be particularly careful to note how tone, rhetoric, and language all contribute to the overall impression of one's communications.

## Plagiarism

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. Work with evidence of plagiarism will receive an F. Continued plagiarism will result in failure of the course. Don't think that you won't be caught; writing style is distinctive and verifiable.

## Course Schedule

A detailed Writing Assignment Calendar is attached to each Unit Overview. Please refer to it for specific dates, details, and instructions.

## Getting Started

### Day One (May 29)

- Meet on Campus, Tuesday, May 29, 2001 - MC Building, Recital Hall, 5:30 pm
- Getting Started Instructions

## Project One

### Week One - Three (May 30 - June 20)

- Project One Overview and Assignment Calendar

## Project Two

### Week Four - Five (June 21 - July 4)

- Project Two Overview and Assignment Calendar

## Project Three

### Week Six - Eight (July 5 - July 18)

- Project Three Overview and Assignment Calendar