

Introduction to College Writing

I. General course information:

Course and section number:	ENG 100, Section 03 and Section 05
Instructor:	Nancy Reese-Dillon
Meeting time and place:	Section 03 9-9:50 MWF, JGM Room 105
Writer's Workshops:	10-10:50, M or W
Meeting time and place:	Section 05 10-0:50 MWF, JGM Room 104
Writer's Workshops:	11-11:50, M or W
Office location:	SS/C Suite 222, Office T
Office hours:	7:30-9:00 MWF, or by appointment only
Office telephone:	271-4239
Home telephone:	233-0386
Voice mail:	390-3146
email:	dillon@missouriwestern.edu

II. Attendance Policy:

Each student enrolled in the class is expected to arrive at each class meeting with any assigned material read and prepared for discussion. If a group evaluation is taking place, each student is expected to have his/her material ready for the group evaluation. Since class attendance, participation, discussions, and group work are such an important part of this course, **your grade in the course is directly affected by your attendance or lack of. When a student has had seven absences, he/she will receive an "F" for the final course grade.** Excessive tardies will also be counted as absences. You are considered tardy if you are more than five minutes late to class.

Likewise, this class has a very strict attendance policy in Writer's Workshops. **If you miss four Writer's Workshops, you will receive an "F" in the class.**

There are no "makeups." If you know of any circumstances likely to make these policies difficult for you this semester, you should consult with your advisor to review your options.

It's important to understand that an absence is neither "excused" or "unexcused," it just is. Students are advised to use absences wisely and take into account bad weather, bad luck with alarm clocks, and other personal or family emergencies, illness, etc. If a student misses class, it will count as an absence regardless of the circumstances. Important reminder: ***Excessive tardiness will be counted as absences.***

When students are absent, they are responsible for getting the work missed in class BEFORE the next class period. An absence does not dismiss the student from the obligations of homework or deadlines.

There will be announced and unannounced writing exercises and quizzes. No in-class assignments may be made up. When students are absent, they lose those points.

III. Civility and Cooperation:

Missouri Western requires all students to help us maintain good conditions for teaching and learning. All students will treat their classmates, teachers, and student assistants with civility and respect, both inside and outside the classroom. Students who violate this policy may, among other penalties, be counted absent and asked to leave. You should review your Missouri Western student handbook for further information.

- First and foremost, students are expected to be responsible.

This includes doing regular attendance in class and workshop, reading and writing assignments according to deadlines (whether absent or not), obtaining help when needed - either from myself, the Center for Academic Support, or from another classmate and becoming truly engaged and committed to improving writing skills.

- Turn all cell phones and pagers off when coming into the classroom. Receiving a call during class is extremely distracting to students and to the teacher and will not be tolerated.

- Respect, civility, and courtesy are crucial for building a successful writing environment.

IV. Required Texts and materials:

Dietsch, Betty. *Reasoning and Writing Well*. 3rd edition. Mountain View, CA: Mayfield, 2002.

English 100 Writer's Workshops. Fall 2002 edition.

Photocopies for group work

A two pocket folder to turn papers in and to keep portfolio materials.

V. Recommended Materials:

College dictionary and Thesaurus

VI. Objectives of ENG 100:

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 to 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;
- *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.

For more information about the English Department at MWSC, students may check the web site at:

<http://www.missouriwestern.edu/eflj/genstud.asp>. Sample papers and a complete listing of common course goals and objectives for English 100, 104, 108, 112 and 210 can be found here.

VII. Key Concepts of English 100:

Throughout the semester students will be presented with several key concepts that become the cornerstone to good writing. Instruction will be geared toward these concepts. Success in the class will be linked directly to these concepts. Among the key concepts are: fluency, detail, structure, thesis statements and topic sentences, audience awareness, writing as a process and recursive writing.

Students will engage in exploratory and prewriting exercises in which they will learn how to discover ideas, respond to texts and summarize texts. Students will be expected to develop these exploratory writings into major writing assignments. In these assignments students will recreate or reflect on personal experiences, share information, (gathered in part from library research), and analyze and synthesize readings.

VIII. Grading policy:

Your grade will be determined on the basis of your progress as a writer, the writings you submit, and your class participation over the course of the semester. The components of your grade in the course are:

X. Group evaluation or Writing Conferences

If a group evaluation or writing conference is being performed the final draft of the paper will be unacceptable without the required evaluation or conference. If a student misses the in-class group evaluation or fails to keep a scheduled writing conference with the instructor, (or show up late), the paper will automatically receive a grade of "F." These conferences are considered an integral part of the writing process, so the paper is considered incomplete without them. The evaluation and conference procedure will vary from paper to paper, so it's important to listen to information given during class regarding these evaluations or conferences. Since some writing conferences may take the place of a regularly scheduled class session, it is important to understand *that a missed writing conference is the same as a class absence* and will be treated as such.

XI. Deadlines:

All assignments are due and will be collected at the beginning of the hour, unless otherwise noted by the instructor. Any assignment turned in after the end of the class period on the same day as the due date will be considered late and may carry an automatic 50% reduction of the final grade. Any paper turned in the following class session will be considered too late and may be given a grade of "0".

XII. Disabled Student Policy:

Any student enrolled in this course who has a disability that prevents the fullest expression of abilities or that prevents or hinders the completion of class requirements as stated in this syllabus should contact Missouri Western's special needs coordinator, Lois Fox, for possible certification of special needs and expert recommendations for assistance. You should also contact the instructor **immediately** so it can be discussed how you can be helped to meet class requirements.

XIII. Center for Academic Support:

The Center for Academic Support provides trained tutors for students requiring additional reading or writing instruction. There is **no** cost to the student for using these services. The Center can be of assistance to the student in the following areas: writing a thesis statement, organizing ideas, structuring ideas into an essay form and more. Students are highly encouraged to make use of these services throughout the course of the semester.

XIV. Tentative course schedule:

The following is a tentative course schedule, which includes tentative reading and writing assignments and paper deadlines.

The course will generally follow this pattern for each major paper: The first part of the paper cycle will be for reading, invention and discovery of topics and ideas. Learning and practicing concepts relevant to the paper will occur during this time.

The second part of the cycle will be for reexamining readings and drafting the paper. Students will be expected to incorporate and practice the writing techniques discussed the prior week. Students will generally be expected to complete at least two or three drafts for each major paper.

The third part of the cycle will be used for revision, editing, peer reviews and writing conferences.

Paper #1 -Describing Significance Carefully

Tentative Schedule and Assignments

Reading Assignments: Chapters 1-3, 10-13

Tentative peer review date: Friday, September 6

**** Paper due date:** Monday, September 9

Mon.	8/19	First day of class; begin Paper #1
	8/21	Invention phase
	8/23	CAS visit to class
Mon.	8/26	Drafting phase begins
	8/28	
	8/30	
Mon.	9/2	No Class – Labor Day
	9/4	CAS deadline - 9/5
	9/6	Peer review

Paper #2 -Explaining What Things Mean

Tentative Schedule and Assignments

Reading Assignments: Chapter 7, 14-17

Tentative peer review date: Wednesday, September 30

**** Paper due date:** Monday, October 7

Mon. 9/9 Paper #1 due; begin Paper #2
9/11 Invention phase
9/13

Mon. 9/16 Drafting phase
9/18
9/20

Mon. 9/23 Revision phase
9/25
9/27

Paper #3 -Blending Reading and Writing

Tentative Schedule and Assignments

Reading Assignments: Chapters 18-20, 25, plus additional readings from the text

Tentative student writing conference/peer review dates: Wednesday, October 30

**** Paper due date:** Monday, November 4

Mon. 9/30 Peer review, CAS deadline 10/2
10/2 Invention phase for Paper #3
10/4

Mon. 10/7 Paper #2 due; invention phase for Paper #3
10/9
10/11

Mon. 10/14 No class – Columbus Day
10/16 Midterm grades due
10/18

Mon. 10/21 Classes resume; revision phase
10/23
10/25 Last day to drop MWSC class

Mon. 10/28
10/30 Peer Reviews ; CAS deadline 10/27
11/1

Portfolios-Re-Thinking Your Writing

Tentative Schedule and Assignments

Reading Assignments: TBA

Tentative student writing conference/peer review dates: Wednesday, November 20

Portfolio due date: November 30

Mon. 11/4 Paper #3 Due
11/6
11/8

Mon. 11/11 Re seeing your work - preparing portfolios

11/13
11/15

Mon. 11/18
11/20 Peer Review; CAS deadline 11/19
11/22

Mon. 11/25
11/27
11/30 Portfolios due

Mon. 12/2 Last day of class; portfolio cover letters due

Final Exam: Section 03 (9-9:50 a.m. class)
Friday, December 6, 8:30-10:20
JGM, Room 105

Exam: Section 05 (10-10:50 class)
Monday, December 9, 11:30-1:20
JGM, Room 104