

Missouri Western State College, Division of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism
English 100-12: Introduction to College Writing
Class: 9-9:50 a.m., MWF, JGM 220
Writer's Workshop: 10-10:50 a.m., TTh, SSC 214
Fall 2002

Instructor: Mark B. Hamilton
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Office Hours: M-F 10:00 to 11:00 a.m., and by appointment
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ATTENDANCE POLICY: "7 or 4"

We meet three times per week for 50-minute classes and once per week for Workshop.

This course does have a fairly strict attendance policy, in class as well as in Writer's Workshop. If you miss seven (7) class periods OR four (4) Writer's Workshops you will automatically receive an "F" for the final course grade. Additionally,

Six (6) class absences = 5% reduction in the final grade
Five (5) class absences = 3% reduction in the final grade

Three (3) Workshop absences = 5% reduction in the final grade

Being late for class can count as an absence. Ten minutes of a fifty-minute class is a lot. Being disruptive with lateness, or in any other way, can also count as an absence.

In college, one week of absences (three class periods) are the usual maximum. Ordinarily, there are no exceptions and no makeups for missed in class work. If you know of circumstances likely to make these requirements difficult for you this semester, you should consult with your academic advisor, the Student Success Office, and your instructor.

If you miss a class session, you still are responsible for all material due and/or covered along with the assignments given during your absence. All out-of-class assignments will be due at the beginning of the class period. No late assignments will be accepted unless you have received prior permission. Zeros will be given for all missed work and for all work due or given in class while marked absent.

If you are unsure of the required work, talk to me after class, phone my office, drop by during office hours, email me with your questions, or arrange a mutually convenient time to discuss any concerns.

REQUIRED TEXTS AND COURSE MATERIALS:

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

English 100 Writer's Workshops. Fall 2002, Dr. Keith Rhodes, ed. St. Joseph: MWSC, 2002.

Notebook (perforated) for in class notes

Non-spiral bound lined paper for written assignments

3-1/2" floppy disks (2-3 for this class)

Portfolio folder(s)

Blue or black ink pens

A good College Dictionary is recommended

COURSE GOALS AND CLASS ASSIGNMENTS:

Reading Goals:

During the completion of ENG 100 students will

- Read actively for greater understanding; locate main ideas and supporting details;
- Read textbooks effectively to gain knowledge and understandings;
- Use reading to improve their writing by drawing ideas and information from written material;
- Use texts to understand their own and others' ideas and experiences;
- Read writing assignments effectively as a guide to creating better papers;
- Recognize good writing by actively reading good prose.

Writing Goals:

During the completion of ENG 100 students will

- Do some private writing for themselves; use journal entries to explore their thoughts;
- Use various invention techniques to discover, tests, and explore;
- Use prewriting to recreate, to reflect upon, and to generate content and ideas;
- 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, to fulfill the purpose for an audience;
- Write essays to communicate ideas and to order thoughts, emotions & experiences;
- Develop their ideas and concepts with specific details, examples, and explanations;
- Craft more effective and polished sentences and paragraphs;
- Learn other revision techniques to step-up the quality of their writing to college levels;
- Use effective planning, invention, and revision strategies for successful writing;
- Become practiced in written conventions: the use of Thesis Statements, organizational structures, and modes of communication like description, narration, and causal analysis.
- Identify and correct their own spelling, grammatical, and mechanical errors.

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.

Gain expertise and confidence with college quality work, study, writing, and reading.

ACADEMIC HONESTY:

Evidence of cheating, misrepresentation, allowing others to use your work, doing work for others, or outright plagiarism of other people's work, will require you to show that the work or writing was indeed done by you. Therefore, you should keep thorough evidence of your writing processes for all papers and assignments so that you can meet this burden of proof. You will receive a grade of Zero for cheating, and/or plagiarism. Stronger evidence proving flagrant cheating and/or plagiarism may lead to even stronger penalties. Please note carefully the statement on plagiarism on the departmental website, <http://www.missouriwestern.edu/EFLJ/plagiarism.asp>. Refer to your Student Handbook for additional codes of conduct.

GRADING POLICY:

Your final grade will be determined on the basis of your progress as a writer, the writings you submit, textbook quizzes and tests, and your class participation over the course of the semester. Additionally, appointments with

Academic Support Services may be required as well by your instructor to insure your best work.

Assignments: Total of 40%. Progress is best made in small increments. Consequently, much of your on-going work will be through day-to-day assignments in reading, writing, and in the testing of your knowledge and abilities. To make a little progress everyday will put you way ahead by the end of the semester. All these smaller assignments will help you toward the completion of the larger Task Papers.

Task Papers: Total of 40%. You will complete four major writing tasks, word processed and graded. A student who does not turn in all four cannot pass the course even if the grades achieved in the other three writing assignments are satisfactory.

Progress as a College Writer: Total of 10%. Your progress as a writer will be assessed through an end-of-semester Final Portfolio in which you must submit all of the semester's work, along with a self-evaluation. Your portfolio must receive an "acceptable" evaluation in order for you to pass ENG 100. This means that three of the four Task Papers must have received a final grade of C or higher.

Final Exam: Total of 10%. This exam will test your overall, final competency in Eng 100.

Traditional Letter Grades, with +'s and -'s, will indicate grades for the Task Papers. A combination of numerical scores, letter grades, and a system of "'s," with +'s and -'s ("+" = 100%, "' = 80%, "--" = 60% and so on), will indicate grades for other on-going Assignments.

Writer's Workshop. Throughout the course of the semester, you will attend the once-a-week, small group Writer's Workshop (listed as "labs" in the class schedule). Some of your Writer's Workshop materials may be used in class, and some of your class papers may be critiqued and proofread in Writer's Workshop. You must ensure that you have the right materials in the right place. Writer's Workshop participation may affect your overall grade by + or - 3 points.

FORMAL WRITINGS & ASSIGNMENTS:

All writing, all assignments, should be new and original for this course, done by you on time and according to instructions. If you start off doing the best you can and keep adding to your knowledge while furthering your skills throughout the semester, you should do well.

The semester's work is divided basically into day-to day Assignments, Task Papers, a Final Portfolio, and a Final Exam. Each of the Task Papers consists of two parts: 1) all the Assignments (including in class and out of class writings, readings, and quizzes, etc.) leading up to the Paper, and 2) the graded Task Paper itself. Good writing is often in the thoughtful preparation of day-to-day improvements.

The Drafts and Task Papers themselves will need to be Word Processed.

GRADE PERCENTAGES:

Task #1 Assignments: 10%

Task #1 Paper: 10% (word processed)

Task #2 Assignments: 10%

Task #2 Paper: 10% (word processed)

Task #3 Assignments: 10%

Task #3 Paper: 10% (word processed)

Task #4 Assignments: 10%

Task #4 Paper: 10% (word processed)

Final Portfolio: 10%

Final Exam: 10%

A=95 A-=92 B+=88 B=85 B-=82 C+=78 C=75 C-=72 D+=68 D=65 D-=62 F+=58 F=55

“ +”=100, “ =80, “ -=60, and 0=0

STUDENT SPECIAL NEEDS:

Any student in this course who has any Special Need that prevents or hinders the fullest expression of their abilities should contact Missouri Western's special needs coordinator, Lois Fox for expert recommendations and assistance. You should also contact your teacher personally the first few days of class to discuss class requirements. Contact Ms. Fox at 271-4330, or email her at fox @ mwsc.edu, or drop by her office in SS/C 202B. Let me know so I too can help.

EVERY DAY EXTRA HELP:

Your instructor is here to help you succeed. Office hours are posted, and other arrangements can be made by appointment whenever necessary. Contact me when you have questions, or when you need additional help.

Free tutoring! MWSC has many excellent support systems, and they are here just for you!

Center for Academic Support offers extra help in writing, reading, math and subject areas. Walk in or contact them next to the Library at 271-4524. Corla Dawson, Writing Coordinator, 271-4531. Cathy Gann, Reading/Study Skills Coordinator, 271-5621.

Student Success Office has many programs to keep you progressing toward your goals: from finding your way around campus, to special academic advising. Contact them in SS/C 209 at 271-5990.

Non-Traditional Student Center can get you re-oriented toward academic life even if you're 25 or 40! There are seminars, associations, and honor societies for older students. Contact them in SS/C 202, at 271-4280.

CIVILITY AND COOPERATION:

Missouri Western requires all students to help maintain good classroom conditions and a campus environment conducive to both learning and teaching. All students should treat their classmates, instructors, and student assistants with civility and respect, both inside and outside the classroom. When in doubt, just ask. Your accomplishment is the primary objective.

Success will happen. You will achieve your goals.

I hope you have an excellent semester.

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