

# ENG 104 College Writing and Rhetoric

Syllabus • Fall 2002

Dr. Kenneth L. Rosenauer

## Textbooks

The following is the required text:

- *Critical Thinking, Thoughtful Writing* (Chaffee, 2002)

Any other materials will be given to you as handouts.

## Course Description/Goals

Common course description and goals for all ENG 104 sections may be reviewed at < [www.missouriwestern.edu/eflj/eng104.html](http://www.missouriwestern.edu/eflj/eng104.html) >.

## Writing Assignments

You will complete the following this semester:

- 5 rough drafts of essay assignments from the text.
- 3 final drafts, at 80 points each, graded for only the following criteria: Thesis and Content/Ideas.
- 2 final drafts, at 150 points each, graded using analytical assessment for all important aspects of essay writing, including the following: Introduction, Thesis, Content/Ideas, Organization, Conclusion, and Conventions.

Reading and writing assignments are listed in the Course Outline, and you are expected to complete them on dates due. Late work is not accepted except under extenuating circumstances (the validity of which is determined by me).

For our writing assignments, we will be reading and commenting on one another's writing, either in small groups or as a class. This method has two benefits:

- It gives writers more of a sense of audience for their writing .
- It enables everyone in class to get a chance to see how others are completing the assignment.

In addition, you will have opportunities to meet one-on-one with me to review your work in progress. Several of these are listed in the Course Outline, but you may certainly arrange for other office conferences by signing up for an appointment with me.

## Writing Assignment Preparation

You are required to use computer word processing for your writing assignments. The CAI Lab, located in JGM 119, has IBM-compatible and Macintosh computers, and the general use computer labs in both JGM and LRC have IBM-compatible computers — all free for student use.

Please use 12-point New Century Schoolbook, Palatino, Times or comparable serif font that is double spaced and

aligned flush left for all your essay materials (including rough drafts). Type your name and assignment number/date in the upper right corner of the first sheet.

## **Grading**

Points earned for all assignments carry the same value. No bonus points are available. Work diligently on each assignment and earn every point you can as we proceed through the semester. The total you have at the end of the semester will determine your final grade using the following scale:

549-610 90-100% A

488-548 80-89% B

427-487 70-79% C

366-426 60-69% D

Below 366 Below 60% F

**IMPORTANT:** Remember that college policy requires that you earn a final letter grade of C or better in order to receive credit for ENG 104, and you may repeat courses only once.

## **Attendance**

You are expected to attend every class meeting. No points are deducted for absences; however, if you do not have a valid excuse for missing a class, you will not receive credit if submitting work due that day.

Moreover, *you must submit assignments in person at the beginning of each class period.* Work turned in by other students or dropped by my office or mailbox without a valid written excuse will be returned ungraded.

## **Professor's Office Hours and Phone Numbers**

My office hours are usually MWF 9-10 a.m. and 11-noon or other times by appointment. My office number is SS/C 222E.

My office phone is 271-4323. If I am not in, please leave a message on my answering machine. My home phone is 387-8213. You are welcome to call me in the evenings or on weekends to discuss your needs. Please don't call after 10 p.m.

My e-mail address is <rosenauer@missouriwestern.edu>; feel free to write me when you have questions or concerns.

My Online Office site is at <[http://staff.mwsc.edu~rosenauer\\_main.html](http://staff.mwsc.edu~rosenauer_main.html)>. There you can find all materials that I produce for the course, as well as relevant, helpful Web sites.

## **Academic Honesty**

You are always expected to do your own work for all assignments. Having someone else develop the content of your essays is considered plagiarism. For more complete details about plagiarism, see <[www.missouriwestern.edu/eflj/plagiarism.html](http://www.missouriwestern.edu/eflj/plagiarism.html)>. Should I discover evidence of plagiarism, you will receive a lowered or failing *semester* grade.

## **Handicapped Policy**

Should you have any handicaps, whether apparent or not, please consult with me outside of class so that we might be able to work more effectively with one another.