

English 104: College Writing & Rhetoric

Fall 2002

104-92

I. General Course Information

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| Instructor: | Lisa C. Rule |
| Meeting Time & Place | Saturday 9:00-11:45 am in SSC 210 |
| Office Location & Phone | SSC 222T 816-271-4239 (messages only) |
| Office Hours | By appointment only |
| Home Phone | 660-646-0135 |
| Alternate Phone (daytime) | 660-646-2231 |
| Cell Phone | 660-752-3501 |
| Email | rule@missouriwestern.edu or therules@greenhills.net |

II. Required Texts and Materials

Reading Critically/Writing Well (Sixth Edition) by Axelrod & Cooper

The New Century Handbook by Hult & Huckin

III. Objectives of ENG104

| Course Objectives (<u>You should understand that...</u>) | Means to Objective (<u>You will...</u>) |
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| Writing can be used for different purposes | <ol style="list-style-type: none">1) use invention techniques to discover ideas2) make journal entries to explore your thoughts and to extend the range of your personal life3) write summaries to distill ideas4) write essays to communicate ideas and impose order on your thoughts and experiences |
| Multiple audiences exist | <ol style="list-style-type: none">1) do some private writing for yourself2) write other work for your classmates or for an audience beyond the classroom3) write still other work where your teacher is the principal audience who responds to and evaluates the product |
| Writing is a recursive process | <ol style="list-style-type: none">1) write drafts of material meant for an audience other than yourself2) re-read first and second copies to re-think what you want to say3) revise for an organization appropriate to your main purpose |
| Many productive ways exist to generate practice various invention techniques, some of ideas and images | which may be brainstorming, listing, free-writing, looping, clustering, cubing, reading, interviewing, and researching |
| Common patterns of organization exist | <ol style="list-style-type: none">1) describe people, objects, events, or processes2) illustrate points3) compare and contrast people, objects, events, processes, ideas, texts, or styles4) learn to write essays that display personal involvement, unity, coherence, clarity, and development |
| Formal distinctions exist among prose genres | learn how to write summaries that accurately reflect the explicit ideas and supporting reasons of written texts |
| Editing skills enable writers to polish their work | learn how to identify and correct your own spelling, grammatical, and mechanical errors in the final stage of the message conveyed the writing process |
| Reading is an interactive process that functions | <ol style="list-style-type: none">1) identify the main concepts of written works in our lives as a pleasurable activity as well as2) locate supporting details a means of acquiring knowledge3) read for organization |

IV. Basic Writing Requirements

Students will complete four formal/major writing assignments in addition to other graded and non-graded work. It is from this work that you will learn how to discover ideas, respond to texts, and summarize others' ideas. In your assignments, you will learn how to analyze readings and share information with others by reading and responding to course texts and other materials.

Final drafts of major assignments should be typed or word-processed.

All students are expected to be prepared for class and participate in class discussions related to reading and writing assignments. A caveat: we will share our writing with our peers. Do not write about a subject that you wouldn't feel comfortable sharing in the classroom! In addition, students are expected to keep complete portfolios of all writing. It is important that you save and date all materials relating to this class, as any grade appeal will only follow the submission of your complete portfolio of writings to the Departmental Review Committee.

V. Grading and Attendance

A= 90-100%

B=80-89%

C=70-79%

D=60-69%

F=Below 60%

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|-------------------------------|------------|
| Essay 1 (Observation) | 150 points |
| Essay 2 (Explaining Concepts) | 200 points |
| Essay 3 (Causes/Effects) | 200 points |
| Essay 4 (Position) | 200 points |
| Journal Writing | 100 points |
| Quizzes/In-Class Writing | 100 points |
| Final Exam | 50 points |

Total Points 1000

You must submit all four major writing assignments and your journal in order to pass this course. You must receive a course grade of "C" or better in order to enroll in ENG108.

You are expected to arrive prepared to class each class session. Since our class meets only once each week, it is *imperative* that you are physically and mentally present at each class. No in-class writings or quizzes may be made up; if you are absent, then you lose those points. If you know you will be absent on a certain date, then I am happy to work with you to accomplish the submission of your work early.

Assignments are due at 9:00. The overall percentage grade for any assignment turned in late will be reduced by 20% for each class session late, unless prior arrangements have been made.

VI. Communication

Meeting only once a week has its drawbacks. One of those is lack of communication. I live outside St. Joseph, but will be on campus occasionally if you must meet in person. It is far more efficient that we communicate throughout the week by email. I check and respond to my email in the late evening. If you have an urgent need, then you are welcome to call me at home or on my cell phone (at a reasonable hour). If I'm not available, then please leave a message and a number where I can reach you.

VII. 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 the instructor immediately in writing so that it can be discussed how he/she can be helped to meet the class requirements.

VIII. 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 you 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 semester. Be sure to take your assignment and textbook.

IX. Academic Honesty

Plagiarism or other academic dishonesty as assessed by the instructor will be the basis for a zero on any assignment. The student's name and information about the violation will be forwarded to the Department Chairman of the English, Foreign Language, and Journalism Department as well as to the Dean of Students. A second violation will result in failure of the course. Students are expected to show "proof of process." That is, when a major paper is turned in, the student must also be ready to submit all in-class writings and drafts so that the instructor may adequately see that the work and the ideas originated from and belong to the student submitting the work. The work must be done in accordance to the classroom

schedule and deadlines to provide appropriate “proof of process.” Total honesty is expected.

X. Tentative Course Schedule

The next page is a tentative course schedule which outlines reading assignments and paper deadlines. Readings are due on the day they appear. *There will be additions and substitutions to this outline.* Reading and assignments from *The New Century Handbook* should be expected both individually and for the group.

XI. Inclement Weather

I live 75 miles outside of St. Joseph. If the roads are hazardous, *then I will call you by 7:30 Saturday morning* to let you know that class is cancelled. If you do not hear from me, then assume class is in session.

Fall 2002 Calendar

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| August 24 | Introduction to Course |
| August 31 | JT#1 (Autobiography); RCWW Ch. 1, Ch. 2 (pp 12-19), |
| September 7 | JT #2 RCWW Ch. 3 |
| September 14 | JT #3 |
| September 21 | Observation Essay Due (via email?) |
| September 28 | JT #4 (no class?); RCWW Ch. 5 |
| October 5 | JT #5 |
| October 12 | JT #6 |

October 19 Explaining Concepts Essay Due;
RCWW Ch. 7 (pp. 313-319)
(October 25 is last day to withdraw)

October 26 JT #7;
RCWW Ch. 7 (remaining)

November 2 JT #8

November 9 Cause/Effect Essay Due;
RCWW Ch. 9 (pp. 445-450)

November 16 JT #9;
RCWW Ch. 9 (remaining)

November 23 JT #10

November 30 No Class-Thanksgiving Holiday

December 7 Final Exam Date: Position Paper Due