

# Syllabus for ENG 108-01 and ENG 108-05

## College Writing and Research

Fall 2002

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Missouri Western State College  
Division of Liberal Arts and Sciences  
Department of English, Foreign Languages, and Journalism

Section 01: M, W, F 8 a.m. JGM 105

Section 05: M, W, F 9 a.m. JGM 104

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Required Textbooks: everything's an argument (with readings) Second Edition

The New Century Handbook Second Edition

Other Materials: a Composition notebook (bound; no spiral)

2-3 high-density 3.5-inch computer disks (dedicated to this course)

a small disk carrying case for your own protection

folders or a binder to collect all 108 course work for the semester

### General English 108 Course Description

#### Objectives

#### Institutional Competencies

Sample English 108 Paper      [www.missouriwestern.edu/eflj/lg/eng108.html](http://www.missouriwestern.edu/eflj/lg/eng108.html)

**Attendance Policy:** Due to the interactive nature of this class, attendance and promptness are important. No group work or other activities can be "made up;" nor can in-class writing or quizzes—no matter what the reason for the absence. Excessive absenteeism (more than 3 absences) will result in your semester grade being lowered 4% for every additional absence. Consistent or excessive lateness creates an interruption for the entire class and will also negatively impact grades. Three tardies will equal one absence. Any lateness over 15 minutes will count as an absence.

**Late Work:** All work is due at the beginning of the class session. Essentially, late work will not be accepted. Do not wait until the last hour to print a paper and then realize the printer has gone crazy. Allow for such things to happen by not procrastinating! If a major research paper must be late, one letter grade per day will automatically be deducted from its final earned grade.

I will not accept work at the end of class, in the hallway, or mysteriously left in my English office mailbox. If you are having difficulties in completing a major assignment, please discuss the problems with me prior to the due date.

**Extenuating Circumstances:** At any time you feel you have truly extenuating circumstances for any absence, tardy or late assignment, you may write a clear, coherent, detailed letter of explanation to me. It must also include what you hope to accomplish with this letter and what you plan to do differently to avoid a recurrence of the circumstances. I will likely want to follow up with an individual conference.

**Journals:** You will be asked to write almost daily in a composition notebook. This notebook must be brought to every class session. Each entry must be titled and dated. Due to the nature of our entries (ie: responses to reading assignments, in-class work, discussions, etc.), it is critical that the writer keep current with entries. As a general rule of thumb, each entry will be at least one side of a page in length. People with large handwriting typically need to fill front and back pages. You will

frequently be asked to read aloud at least portions of your entries. That will be part of your participation and preparedness for class.

**Grades:** Essentially your course grade will be composed of the following:

- Research Papers 50%;
- Composition Notebook 15%;
- Participation, preparedness, and attitude 15%;
- Other writing assignments, quizzes, and final exam 20%.

\*\*You must turn in and pass all major papers and the final exam in order to pass this course.

We will use the following standard letter grade scale: 90-100% A; 80-89 B; 70-79 C; 60-69 D; and 59% or below Failing.

**Assignments:** All drafts of writing assignments and research papers must be submitted typed in Word. You are encouraged to SAVE often to your disks, not to the computer you might be using at the time. A backup copy is always a good idea.

**Paper Format:** All formal papers should follow MLA guidelines:

- Your last name and page number (upper right corner of each page)
- Your name, Instructor Barr, English 108, and Date (flush left, first page)  
(Study & Follow Model paper: Handbook 360-368.)
- Title centered (next double-spaced line of first page)
- All text double-spaced (including Works Cited)
- One-inch margins at sides and bottom
- Consistent font throughout paper  
(12 point - Times, Arial, or Bookman)
- Use no folders, outlines, or separate title pages when submitting an assignment.
- Simply, neatly staple the paper in the upper left-hand corner.
- Unless a rule covers it, your titles are not to be punctuated or typed in all caps.

**Classroom Courtesy:**

In order to enjoy a positive collaborative setting, it is essential that we show courtesy and respect to each other. The college expects all students to conduct themselves so as to maintain an effective environment for learning; to act responsibly in accordance with good taste; and to respect fully the rights of others.

**Student Disability:**

Any student in this course who has a disability that prevents the fullest expression of abilities should contact me personally by the end of the second week so that we can discuss class requirements.

**Center for Academic Support:**

\*The Center for Academic Support provides trained tutors for students requiring additional reading and writing instruction. There is no cost to students for using these services. You are encouraged to make use of these services throughout this course. They can be an extremely helpful use of your time.

**Academic Honesty:**

Plagiarism is an act of theft. It is taking another's words or ideas and calling them your own. That does not mean you cannot use another's words or ideas to illustrate and to support your thoughts, but it does mean that you must give credit to the one whose words and ideas you are using. Plagiarism like cheating cannot be tolerated. If I find evidence of plagiarism or cheating, the writing will have an automatic F.

**Portfolio:**

You are encouraged to keep folders or a 3-ring binder collection of all work produced for this class. Before the end of the course, you may be asked to produce some piece of research or earlier drafts of an assignment. It will be helpful if you have kept work together and organized.

**Meeting Dates:**

	<b>M</b>	<b>W</b>	<b>F</b>
<b>August</b>	<b>19,</b>	<b>21,</b>	<b>23,</b>
	<b>26,</b>	<b>28,</b>	<b>30</b>

<b>September</b>	4,	6
	9,	11, 13
	16,	18, 20
	23,	25, 27
	30,	Oct. 2, 4
<b>October</b>	7,	9, 11^
		16, 18
	21,	23, 25
	28,	30, Nov. 1
<b>November</b>	4,	6, 8
	11,	13, 15
	18,	20, 22
	25	
<b>December</b>	2	

Final Exams begin Wednesday, Dec. 4 .

^Mid-term grades after Oct. 11