

# Syllabus for ENG 104-90 N

College Writing and Rhetoric

Lynette Barr

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Missouri Western State College

Division of Liberal Arts and Sciences

Department of English, Foreign Languages, and Journalism

Section 90N: Mondays 6:30 – 9:20 p.m. JGM 105

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Required Textbook: The Conscious READER Eighth Edition, Caroline Shrodes, Harry Finestone, and Michael Shugrue; Longman Publishers, 2001.

General English 104 site & sample paper:

Goals for 104:

- To practice writing for different purposes, audiences
- To approach writing as a recursive process
- To develop techniques for writing in an organized manner
- To hone editing skills
- To recognize that reading is an interactive process for pleasure and gaining knowledge
- To further basic writing skills by drafting and revising four major essays
- To complete the MWSC General Studies Composition Requirement
- To prepare for technology in the workplace by preparing all essays on a word processor

Philosophy for Writing:

- Writing is thinking on paper.
- Writing is a recursive process.
- Writing requires an audience.
- Writers are readers with ideas of their own.
- Writers should be collaborators.
- Writers must be self-reflective.

Barr – Syllabus – 2

## Course Information

**Attendance:** Due to the interactive nature of this class and due to the fact that we only meet one time per week covering three class periods' work, attendance is crucial. If you are going to miss a class, you should call me in advance if possible. Any specific class assignments should be brought or sent to me prior to class. Obviously, any collaborative activities cannot be "made up;" nor can in-class writing or quizzes! If you miss more than two class nights, you should drop the course to

avoid a probable F. Promptness to class is also expected.

**Assignments:** You will complete four major essays this semester. They should be between 2 and 4 pages in length and a minimum of 600 words. All drafts should be word-processed. If you do not have a computer, you should familiarize yourself with one of our campus computer labs.

**Journals:** You will be asked to write at least 4 or 5 days a week in your journal, a 3-pronged folder, which must be brought to each class session. Due to the nature of the structured journal entries (responses to readings), it is critical that the writer keep current with entries.

As a general rule of thumb, each entry should be at least one page in length, double-spaced if typed. Every entry must have a title and date.

**Grades:** Essentially your class grade will be determined by the following:

Four Major Essays	60%
Journal	12%
Collaboration, In-Class work, quizzes	18%
Final Exam	10%

\*\*You must turn in all four essays and take the final exam in order to pass this class.

Letter Grade Scale:

A	90-100%
B	80-89
C	70-79
D	60-69
F	59 or below

**Paper Format:** All essays should follow these guidelines:

Your name and page number in upper right corner of each page

Title centered top of first page

All text double-spaced

One-inch margins at sides and bottom

Consistent font throughout paper

(12 point - Verdana, Times, Arial, or Bookman or a similar font preferred)

**Late Work:** Unless otherwise announced, all work is considered due at the beginning of the night session. Except for the four essays, late work will not be accepted. If you are having difficulties in completing a major assignment, please discuss the problems with me before the essay is due; otherwise, late essay assignments will have a 15% deduction per week with no possibility of resubmitting.

**Barr – Syllabus – 3**

**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.

**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 a folder of all work for this class – from brainstorming and notes through various drafts to “finished” papers. In order to resubmit an essay, all work for that piece will need to be turned in with the new draft. Old papers could also help you in verifying a grade.

**Meeting Dates -- with tentative major due dates:**

January 14 – Introductory Meeting/Writing

\*January 28

February 4

February 11 – Personal Reflection Essay

\*February 25

March 4 – First Journal “Check”

\*March 18 – Exploratory Essay

March 25

April 1

April 8 – Concept Paper

April 15

April 22 – Position Paper

April 29 – Journal

May 6 – Final Exam (1/4<sup>th</sup> to 1/3<sup>rd</sup> objective questions plus Essay)

\*denotes skipped class for holiday or mid-term