

MISSOURI WESTERN STATE COLLEGE

Division of Liberal Arts and Sciences

Department of English/Foreign Languages/Journalism

Spring 2002 Syllabus

ENGLISH 108-04: COLLEGE WRITING AND RESEARCH

MWF 9:00-9:50 p.m. JGM 105

Instructor: Mark B. Hamilton

Office: SSC 222-S; 271-4169

Office Hours: MWF 1:30-2:30, TTh 2-3:00, and by appointment

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GENERAL STUDIES OBJECTIVES: English 108 is designed to help you

Think critically and reason analytically

Write and speak clearly and effectively

Function as an enlightened and creative citizen in our society

COURSE OBJECTIVES:

In this course you will learn to analyze, synthesize, and evaluate your own beliefs and the thinking of others in order to discover, develop, and test those points of view. More specifically, you will:

1. Thoughtfully Consider and Creatively Ponder:

assigned readings, group tasks, class discussions, lectures, and student presentations,

delving into extensive prewrites to clarify, explore and thoroughly specify your own best thoughts and feelings.

2. Research and Respond:

to answer questions by finding appropriate sources on topics of concern

using the MWSC Library, electronic media, art, archives, and/or personal interviews

learning how to locate and evaluate the credibility of these sources,

how to summarize, analyze, and evaluate the content & message of each source,

how to respond to that content & message connecting its ideas to your past experiences and/or belief system

and refuting or disagreeing with those ideas or specifics when necessary.

3. Revise & Write:

to reconsider your works-in-progress, your writings and your beliefs, as warranted by additional findings:

laying aside irrelevancies to better focus upon your purpose,

comparing research material to other sources and your own opinions, analyzing them for reliability,

synthesizing them in order to arrive at your own best point of view,

and thereby constructing and defending these beliefs with well supported statements

based upon sufficient, relevant, reliable and representational evidence

developing convincing essays with well specified Thesis Statements

and finally formal arguments with carefully qualified Claims.

4. Write & Revise:

Using Creative Thinking

to identify the audience and the purpose of your writing,

to plan your paper, organizing ideas, reasons, and evidence into a coherent, effective framework

integrating researched sources appropriately into your work,

citing sources appropriately within your paper and in the bibliography,

and to form consensus on meaning and confidence in your findings,

evaluating your own work as well as that of your classmates'.

Using Creative Expression

to review and discuss on-going drafts and the necessary revisions of works-in-progress,

to reread and rewrite in light of other people's reactions to your work,

revising main ideas, paragraphs and sentences to achieve stylistic fluency and variety,

and then editing for clarity & correctness of grammar,

and proofreading for accuracy in spelling & punctuation,

COMPUTER/WORD PROCESSING:

All of your Final Drafts and Final Revisions of Researched Essays must be word-processed. You will need to plan for this at campus computer labs. Check on Computer Lab schedules and realize that at times the Labs will be crowded.

Label your 2-3 high-density 3.5-inch computer disks:

DISK #1: Label this one: "English 108 Works in Progress." Put your NAME and CONTACT ADDRESS on the disk. If you are working on campus, make sure that you save your material to your own disk on Drive A and not just to the computer's Drive C. Save work to your disk frequently—every ten minutes. When your work session is at an end, save to Drive C, and then SAVE TO YOUR

TRAVELING BACK-UP DISK. Then remember to delete your work from Drive C.

DISK #2: Label this one: "English 108 Traveling Back-up." Put your NAME and CONTACT ADDRESS on the disk. Sometimes you can lose work electronically by accident. To insure that you have a safety copy, SAVE the most recent version of your Works in Progress to this second disk. Remember to bring it with you when you leave.

DISK #3: Label this one: "English 108 Safety Back-Up." Some people always keep this one at home. Save material to this third disk, so that if your Working and Traveling disks become damaged, lost, misplaced or stolen, you will not lose all the work you have done.

A disk-carrying case will protect your work from dirt, heat, moisture, magnetic sources, and unexpected bumps and drops.

REQUIRED TEXTS and MATERIALS:

Chaffee, John. *Critical Thinking, Thoughtful Writing*. Boston: Houghton Mifflin, 1999.

Hult, Christine and Thomas Huckin. *The New Century Handbook*. Boston: Allyn and Bacon, 1999.

A collegiate-level dictionary

2-3 high-density 3.5-inch computer disks (specifically for this course)

Notebooks, Non-spiral bound paper, pocket folders, blue or black ink pens, and Xeroxed copies as needed.

COURSE ASSIGNMENTS & PERCENTAGES:

Primarily, this course is based upon three (3) thoughtful, well expressed, formally presented research supported, cross-disciplinary writing projects. You will be graded for the Assignments leading up to these three Essays, the final Revised Essays themselves, plus a Midterm and a Final Exam. Portfolios are required for the semester's work.

Project #1:

Assignments, including quizzes **10%**

Revised Essay "Native America" **10%**

Project #2:

Assignments, including quizzes **10%**

Revised Essay "Industrial America" **20%**

Project #3:

Assignments, including quizzes **10%**

Revised Essay "Contemporary America" **20%**

Midterm (textbook readings) **10%**

Final Exam (TBA) **10%**

Essay grades will be indicated by traditional letter designations with plus & minus's. The various other Assignment grades will be indicated by a combination of numerical scores and a system of " 's" with plus & minus's.

You are required to save all your work for this course from doodles to drafts. That includes quizzes, pre-writes, brainstorming sessions, notes on group tasks and responses to research, class notes, summaries, and revisions, final essays, etc. etc. This is easily done by keeping a separate **Portfolio for each Project**. It need not be fancy, but it will need to be complete and neat.

GRADING:

Standard percentages are: 100-90=A; 89-80=B; 79-70=C; 69-60=D; 59-0=F.

Plus and minus designations on your works-in-progress will be used: A+=100; 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; F-=52; and 0=0.

Assignments, quizzes, discussions, group tasks, and other required work may be graded or non-graded, or checked for competency, acceptability, and thoroughness: “ +”=100 “ =80 “ -=60 “ --“=40 ...0=0

All students will need a semester's grade average of "C" or higher to pass the course. All students will need to receive a passing grade on at least 2 of the 3 Revised Essays to pass the course.

ATTENDANCE POLICY

You are responsible for the semester's work. Since we will be working together, and in synch with on-going projects, attendance is important. Your thoughts, observations, and questions are as important to others as they are to the development of your own works-in-progress.

Three absences in the course of a semester are reasonable, but still you are responsible for any and all missed work. Missed work, or late work, is given a zero. There are no exceptions to this policy except when previous arrangements have been made. You do not need to explain the first three absences. However, more than three absences (defined as more than 15 minutes of any class session) probably will adversely affect your grade. IF you believe that you truly have extenuating circumstances and want any penalties waived, the only way is to explain to me in a *clear, coherent, detailed, organized, and edited business LETTER* what happened. In this letter, you must be persuasive.

"I was sick." Explain what symptoms you were having, and what treatment you sought.

"I had car problems." Explain what, where, when, and how they occurred. Put me there.

"Someone I know died." Establish your connection to that person. Describe the funeral.

"I was playing a baseball game." Describe the game in detail and the role you played in it.

IF you are a member of a college team or are already scheduled to represent MWSC in some official capacity in the course of the semester, plan to use those *three allowed absences* to cover these situations. I will mark students absent for disruptive behavior. With excessive absences, failing any college course is possible.

LATE POLICY:

No late work will be accepted. Without prior approval, all late or missed work will be given a zero. Assignments should be handed in on time--at the beginning of class on the due date assigned. Make-up opportunities for any in-class activities must remain extremely limited, but if you miss a class see me for any missed handouts. Feel welcomed to make an appointment with me at any time. Keep up with assignments!

Missed class notes, assignments, questions about quizzes, etc. should be obtained whenever possible from classmates.

EXCEPTION: If late, the three major Revised Essays will be given grade reductions: one grade level per class period.

I will accommodate those who may have inordinate problems or circumstances, but I cannot accept excuses as

adequate reasons for absences, lateness, or for late work. Penalties incurred can adversely affect your final course grade.

FORMAL DRAFTS & ESSAYS:

These should be word processed and neatly presented on the date they are due and in the classroom where we meet at the beginning of the hour. I will not accept assignments by mail, email, slipped under the door, put in my mailbox or handed to me while walking. If you help me to make my job easier, I will have more time to make your efforts successful.

REQUIRED FORMATTING: for out-of-class hard copy of Formal Drafts & Essays

Use regular white paper in a printer that provides a clear, dark black copy.

Use Times New Roman or a comparable font.

Type size: 12 pt. and use standard upper and lower case

Do not Bold Face the type. Do not use all capitals.

Side Margins: 1 inch

Top and Bottom Margins: 1.5 inch

Paragraph Indent: ½ inch

Number each page after the first on the upper right: Jones 2

Identify yourself and the paper on the first page in the upper left hand corner with:

Name

Eng. 108-section #

Assignment

Date

Then, center the title and double space throughout.

SPECIAL NEEDS STUDENT POLICY:

Anyone who has a special need that prevents the fullest expression of her or his potential to succeed in this course should notify me the first week of class. We can discuss course requirements and appropriate accommodations. Students who do not make known the special need cannot (by law) then ask for special consideration for assignments already completed. This is as true for temporary disabilities, such as a broken arm (which might prevent you from taking class notes), as to longer lasting or permanent disabilities, which may benefit from assigned assistance throughout your career here at MWSC.

You should also visit with Ms. Lois Fox at the Special Needs Office, MWSC campus. They are here to help in any way possible. Email: fox@missouriwestern.edu, or telephone 271-4330, SS/C 202.

ACADEMIC HONESTY:

All work for this course is expected to be new and original. College Student policies for academic honesty are always in effect.

One of the major objectives of this course is to teach you the difference between the legitimate and the illegitimate use of other people's work. Plagiarism is the theft of other people's *words, thoughts, creative perceptions, and/or their ideas as if they were your own*. Documentation of sources prevents plagiarism. You will learn how to do this accurately.

You are expected to do your own reading and writing in this course. Any student who submits someone else's work as his or her own will receive no credit (0 points) for that assignment and may receive an F for the course, be reported to the Department Chair, the Academic Dean, and the Dean of Student Affairs for appropriate disciplinary action.

IN CLASS PREPARATION AND PARTICIPATION:

Writing, reading, and research are best done incrementally—a little at a time.

You will be working with and relying upon one another this semester. Work well, keep up with assignments, and share your writings and thoughts. Try not to be overly critical of your own work or that of others. Tomorrow is another day. Today is always a work-in-progress.

Courtesy and respect go a long way toward success. Taking a new look at things as they develop, improve, and clarify does wonders. This is as true with your own work as it is within the classroom or in the library.

The contractual nature of the Syllabus will require your participation. I do reserve the right to make adjustments to it as will best support the on-going efforts of the class.

FOR NEXT TIME: January 16 (W)

1. Obtain textbooks and materials.
2. Bring to class paper and pens, always, for notes and for in class writing assignments. Bring texts in on Wednesday. Bring this Syllabus, also, with any questions you might have.
3. Go to the EFLJ Web Site: www.missouriwestern.edu/eflj and find your way to the General Studies Course Descriptions and the specific information for English 108. Read these and this Syllabus. Be prepared for a possible little quiz.
4. We'll go over a first weekly schedule of activities/assignments then.

I hope you'll have an excellent semester.