

English 108—90N: College Writing and Research  
Spring 2002

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

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Office Hours: By Appointment  
Class: 6:30-9:20 p.m. Tuesdays, JGM 105

**Required Materials:**

Axelrod, Rise B. and Charles R. Cooper. The St. Martin's Guide to Writing. 6th edition. Boston: Bedford/St. Martin's, 2001.

**Recommended Materials:**

A reliable handbook (New Century Handbook is the MWSC EFLJ choice)

A good college dictionary and thesaurus.

**Course Description and Goals:** Please see the following internet site:

<http://www.missouriwestern.edu/eflj/eng108.asp>

**Attendance:** Each Tuesday class represents one week of the semester or three class sessions. A single absence, therefore, constitutes missing one week of classes. Multiple absences will lower your grade. The third absence will result in an automatic "F."

**Projects:** Each student will be required to complete four projects in this class. It is an English Department requirement that the drafts of submitted materials be word-processed. For students without access to a word processor, MWSC has several computer labs on campus. Regardless of the computer used, saving each assignment on disk is essential since revisions will be made. Technical problems do not constitute a legitimate excuse for late work or unacceptable format.

Final drafts are to be submitted in a two pocket folder, containing all pre-writing activities for the assignment. No credit will be given unless all documents, including previously marked copies, are submitted with the final draft.

**Revisions:** Each student is afforded the opportunity to revise and resubmit the research projects. These revisions must be submitted the following class period. To retain the integrity of the process, each paper must post the date of submission, NOT the date it was due. The final grade will be a composite grade based on the revision process.

Research projects receiving a grade below a C are unacceptable. It is up to the student to schedule a conference time to discuss the paper/project and to work out a revision plan leading to the resubmission of the project.

**Format:** All papers submitted for credit are to be doubled spaced with one-inch margins. A heading in the upper left corner should include: name, class, assignment description, and date of submission. Page numbers should be centered at the bottom of each page. To avoid papers being lost or separated, a single staple in the upper left corner is sufficient.

**Assignments:** Students are advised to keep all materials and papers together in an organized fashion until the final grade for this class has been assigned. It will be the responsibility of the student to produce the material in question, in the event of a disputed grade.

**Quizzes:** Quizzes, given during the beginning of the class session, will cover the readings assigned for that class period. There will be no opportunity to make up quizzes.

**Academic Honesty:** Cheating, plagiarism, and knowingly furnishing false information in either the classroom or on paper constitute a violation of the Academic Honesty Policy as stated in the [MWSC Student Handbook](#). Violations of this policy are grounds for a failing grade for the course and referral to the English Department Chair and the Dean of Students.

**Disabled Student Policy:** Any student enrolled in this course who has a disability that prevents the fullest expression of his or her potential to succeed in this course must notify me in writing as soon as possible so we may discuss the course requirements and options available.

**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 the student for using these services. The Center can be of assistance to the student in the following areas: proofreading a draft for mechanical correctness, writing a thesis statement, organizing ideas, and structuring ideas into an essay form. You are encouraged to make use of these services throughout this course.

**Grading:** The assignments for this semester include:

- 4 Research Projects
- Quizzes/In-class writings
- Class work
- Final Exam

Scores on these assignments will be tallied at the end of the course. Final grades will be based on the following scale:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

Students must complete ALL assignments in order to pass the class.

## Four Major Research Assignments for ENG108:

- 1-Family Research
- 2-Field Research
- 3-Annotated Bibliography
- 4-Research Paper

## Course Work for ENG108-90N Spring 2002

Jan. 15 Introduction of materials; distribute syllabus and discuss and assign Research Project #1. Narratives are covered in Chapter 2 (25-76) and Chapter 3 (79-127) of the text. Students are advised to at least peruse EBSCOhost articles under "ORAL HISTORIES" and other search engines for exposure to family histories. Refer to Chapter 21, "Library and Internet Research," (655-692). Bring family snapshot to next class.

Jan. 22 Prospectus for Research Project #1 (Family Paper) due. Discuss ideas and possible difficulties. Review Chapter 22 (693-702) in class.

Assignment: Read Chapter 11, "A Catalog of Invention Strategies," (515-527) and be prepared to discuss concepts during the next class period. Bring a copy of a SHORT article (student's field of interest).

- Jan. 29 Have working copy of Research Project #1 in class. Discuss invention strategies in Chapter 11. Work on articles.
- Assignment: Read Chapter 12, "A Catalog of Reading Strategies," (529-554) and be prepared to discuss concepts for the next class period.
- Feb. 5 Research Project #1 (Family Research) due. Discuss reading strategies (Chapter 12). Work in class on different techniques. Discuss Research Project #2 (Field Research). Consider areas and ideas to research.
- Assignment: Read Chapter 20, "Field Research," (641-654) and be ready to discuss for next class. Have topic proposal for Field Research project ready in MEMO form.
- Feb. 12 Review ideas for field research. Consider (in class) the proposed topics. Discuss possible strategies for effective research.
- Feb. 19 Topic for Research Project #3 and #4 (Annotated Bib and Research Paper) due. Further discussion and work on Field Research topics.
- Feb. 26 Working copy of Field Research due. Discuss field projects in class.
- Mar. 5 Research Project #2 (Field Research) due. Present ideas for Annotated Bib. Discuss specific requirements and problems with documentation. Work on examples.
- Assignment: Send e-mail message with topic for Annotated Bib before March 11, 2002.
- Mar. 12 NO CLASS
- Mar. 19 (Mid-term). Continue working in class on details of research collection and documentation. Update on Annotated Bib.
- Mar. 26 Research Project #3 (Annotated Bibliography) due. (Last day to drop--March 29).
- Assignment: Investigate job market. Choose a position you would like to apply for. Bring a copy of the job listing, your cover letter, and a copy of your résumé to the next class.
- April 2 Turn in letter assignment. Review letters and résumés. Research opportunity. Catch up.
- April 9 Bibliography for Research Paper due.
- April 16 Working copy of Research Paper due in class. Discuss.
- April 23 Research Project #4 (Research Paper) due.
- April 30 NO CLASS
- May 7 FINAL EXAM