

**ENG 100 (Fall 2003)**  
**Introduction to College Writing**  
Missouri Western State College  
Division of Liberal Arts and Sciences  
Department of English, Foreign Languages, and Journalism

Class: Sec 12/MWF/11-11:50/JGM 105  
Writer's Workshop: M/1:00/ SSC 213 or 214 and W/1:00/SSC 213 or 214  
Instructor: Keith E. Collett II  
Office: SSC 222N  
Phone: 271-5812  
Office Hours: MWF 12:45-2:45 and by appointment  
E-mail: collett@missouriwestern.edu

**Attendance Policy:**

**This class has a very strict attendance policy that applies to both class meetings and the Writer's Workshops. If you miss seven class periods or four Writer's Workshops, you will receive an F in the class.** Ordinarily there are no exceptions and no "makeups" for this attendance requirement. If you know of any circumstances likely to make this policy difficult for you this semester, you should consult with your advisor and me to review your options. If you miss a class session you are responsible for all material covered and assignments given during your absence. All out-of-class assignments are due at the beginning of the class period. No late assignments will be accepted unless you have received prior permission from me.

**Required Texts and Course Materials:**

McWhorter, Kathleen. Successful College Writing. 2<sup>nd</sup> ed. New York: Bedford, 2003.  
English 100 Writer's Workshops. Spring 2003 ed.  
3-1/2" floppy disks  
Photocopies for group work as requested  
Folders

**Course Goals and Class Assignments:**

Reading Goals:

- Read actively for greater understanding;
- Use reading to improve writing by drawing ideas and information from written texts
- Use texts to understand own and others' experiences;
- Read writing assignments effectively as a guide to creating better papers;
- Recognize good writing by actively reading good prose.

Writing Goals:

- Move from writer-based to reader-based prose
- Write at greater length more easily, more quickly, and more usefully;
- Structure writing to fit the assignment, purpose, and audience;
- Develop ideas and concepts with specific details, examples, and explanations;
- Craft more effective and polished sentences and paragraphs;
- Use effective planning, invention, revision, and editing to complete successful writing tasks.

General Studies Goals:

- Think critically and reason analytically;
- Write and speak clearly and effectively;
- Gain a greater awareness of the present through an understanding of other cultures and times;
- Understand and appreciate moral values and ethical choices;
- Understand and enjoy aesthetic experiences and share in related creative activities.

**Tentative Due Dates:**

Task Paper and Portfolio #1: October 1  
Task Paper and Portfolio #2: October 17  
Task Paper and Portfolio #3: November 7  
Task Paper and Portfolio #4: December 8

**Grading:**

A= 90-100% B= 80-89% C= 70-79% D= 60%-69% F= 0-59%

Each portfolio may be worth up to **200** points. The **four portfolios** will include journal responses to assigned readings, in-class writing exercises, rough drafts, peer revision sheets and task papers. I will issue a checklist of the items to be included in each portfolio. The task papers will be the most heavily weighted components of the portfolio. Each task paper is worth **125** points. **If you fail to complete all four task papers you will receive a grade of “F” for the course.** Also remember that Missouri Western’s policy states that you must receive a course grade of “C” or better in order to register for English 104.

We will have a final exam worth **50** points. **You must take the final exam to pass the course.**

**Student Disability:**

Students with disabilities will be accommodated. Please contact Missouri Western’s special needs coordinator, Lois Fox, for possible certification and expert recommendations for assistance. Also make an appointment with me to discuss your needs.

**Academic Honesty Policy:**

Plagiarism is defined as using the words and/or ideas of another, representing them to be your own, without giving proper credit to the author or source. Plagiarism will result, at a minimum, in a grade of 0 for that assignment. Read the statement about plagiarism on the departmental website at <http://www.missouriwestern.edu/EFLJ/plagiarism.asp>.

**Miscellaneous:**

Civility and Cooperation -- Missouri Western requires all students to help us maintain good conditions for teaching and learning. All students will treat their classmates, teachers, and student assistants with civility and respect, both inside and outside the classroom. Students who violate this policy may, among other penalties, be counted absent and asked to leave. You should review your Missouri Western student handbook for further information.