

**English 104 (Fall 2003)**  
**College Writing and Rhetoric**  
Missouri Western State College  
Division of Liberal Arts and Sciences  
Department of English, Foreign Languages, and Journalism

Class: Section 01/ T & TH 8-9:20/ JGM 105

Instructor: Keith E. Collett II

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Office Hours: by appointment

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**Required Texts:**

Ramage and Bean. Allyn and Bacon Guide to Writing. Brief Edition, 3<sup>rd</sup> ed. Allyn and Bacon, 2003.

**Course Description and Objectives:**

Please visit <http://www.missouriwestern.edu/eflj/eng104.asp> to read Missouri Western's standard course description and list of objectives for English 104.

English 104 emphasizes writing as a continuous process. Pre-writing activities and revision are major components of the course. Grading is based on both process and product.

**Types of Activities:**

Process

1. journal responses to assigned readings
2. in-class exercises and quizzes
3. outlining/ drafting
4. group work and peer revision

Product

1. four polished essays
2. an oral presentation about Essay #4

**Assignments and Grading:**

**A= 90-100% B= 80-89% C= 70-79% D= 60-69% F= 50-59%**

Process Points 150

Essay #1: To Express (3-5 pages) 200

Essay #2: To Analyze (3-5 pages) 200

Essay #3: To Inform (3-5 pages) 200

Essay #4: To Persuade/ Argue from Sources (4-6 pages) 250

Oral Presentation 50

Participation/ Attendance 50

Please note that the final draft of each essay must be submitted in a manila folder. All process related work must also be included in the portfolio. Write your full name and section number on the folder tab.

All assignments must be completed/ submitted on time. If you feel you have a valid reason for requesting an extension, the request must be made in person at least one class period before the assignment is due.

**Attendance:**

I will allow three absences without penalty. Ten points will be deducted from your participation grade for each absence beyond the fourth. Conversely, any student with perfect attendance will automatically receive the full 50 points for participation and attendance.

**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>.

**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.

**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.