

Missouri Western State College, Division of Liberal Arts and Sciences  
Department of English, Foreign Languages, and Journalism  
**English 104-13: College Writing and Rhetoric--12:00-12:50 p.m., MWF, JGM 104**  
**English 104-04: College Writing and Rhetoric—1:00-1:50 p.m., MWF, JGM 104**

Instructor: Mr. Hamilton  
Office: SS/C 222-Q  
Phone: 271-4169  
Office Hours: MWF 10:00 to 11:00 a.m., Th 2:00 to 4:00 p.m., and by appointment  
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### **ATTENDANCE POLICY:**

We meet three (3) times per week for 50 minutes on MWF. Come well prepared, take notes, enter into conversations, keep on track, stay focused on the subject matter for each class. ***Think actively. Write with intensity. Improve each time.*** You should do well.

In college, one week of absences (3 classes) are the usual maximum. There are no exceptions and no make-ups for missed in-class work. If you know of circumstances likely to make these requirements difficult for you this semester, you should consult with your academic advisor, the Student Services Office, and your instructor.

Any absence does tend to lower your grade because it represents missed class time. The missed in-class work cannot be made up, and any late work receives a zero or a grade reduction. **There are no excused absences**, but I do at times make special arrangements for situations *if prior notification is given*.

Being late can count as an absence. Five minutes of a fifty-minute class is a lot. Being disruptive with lateness, or in any other way, can also count as an absence. Zeros will be given for all missed work and for all work due or given in class while marked absent. Note that out-of-class assignments are usually due at the beginning of the class period. If you're late or miss an entire class session, you must take the responsibility for all material covered and/or assignments given during your absence. If you are unsure of the required work, talk to me after class, phone my office, drop by during office hours, email me with your questions, or arrange a mutually convenient time to discuss any concerns.

### **REQUIRED TEXTS AND COURSE MATERIALS:**

Dietsch, Betty Mattix. Reasoning & Writing Well. 3<sup>rd</sup> Edition. St. Louis: McGraw Hill, 2003.  
Goldberg, Natalie. Writing Down the Bones. Boston: Shambhala, 1986 or newer.  
A good College Dictionary and a Thesaurus are recommended.

Notebook (perforated) for in class notes  
Perforated or non-spiral bound lined paper for all written assignments  
A separate Personal Journal (as you determine)  
3-1/2" floppy disks (2-3 for this class)  
Portfolio manila folder(s)  
Blue or black ink pens only

### **COURSE GOALS AND CLASS ASSIGNMENTS:**

Primarily, this course will allow you to gain expertise and confidence with college quality work and study through many varied writing assignments. Close readings of the selected texts will augment these writing activities.

There will be many required in-class writing assignments, while most readings will be assigned as out-of-class study in preparation for the next class period. Four (4) major essays with portfolios and graded assignments, quizzes and tests over readings, a personal journal, class participation, and a final exam will comprise the bulk of your work in

English 104.

For a more detailed description of the General Studies requirements for English 104, see the Departmental Website: [www.mwsc.edu/EFLJ/Programs/General Studies/English 104](http://www.mwsc.edu/EFLJ/Programs/General%20Studies/English%20104). This will give you the Course Description, Objectives, Competencies Expected, and a Sample Paper.

### FORMAL WRITINGS & ASSIGNMENTS:

If you start off by doing the best you can and keep adding to your knowledge while furthering your skills throughout the semester, you should do well. All completed essays must be word processed, spell checked, double spaced, properly formatted, and presented neatly with your Name, Class and Section Number, Instructor's Name, Assignment, and Date appearing on the first page to the upper left. All other assignments should be done in blue or black ink pen on non-spiral bound paper.

	<b>Grade(s)</b>	<b>Points</b>
<b>Essay #1 "First Thoughts," 750-1,000 words: 10%, 100 Points.</b>	_____	_____
<b>Essay #2 "Outer Response," 750-1,000 words: 10%, 100 Points.</b>	_____	_____
<b>Essay #3 "Internet Evaluation," 1,000 words: 10%, 100 Points.</b>	_____	_____
<b>Essay #4 "Developed Opinion," 1,000 words: 10%, 100 Points.</b>	_____	_____
<b>In-class and out-of-class Assignments: 10%, 100 Points.</b>	_____	_____
<b>Quizzes from Readings: 10%, 100 Points.</b>	_____	_____
<b>Test from Readings: 10%, 100 Points.</b>	_____	_____
<b>Class Participation: 10%, 100 Points.</b>	_____	_____
<b>Personal Journal: 10%, 100 Points.</b>	_____	_____
<b>Final Exam: 10%, 100 Points.</b>	_____	_____
<b>Total from 1,000 Points</b>	=	_____
<b>Final Letter Grade</b>	=	_____

### GRADING POLICY:

Your final grade will be determined by your overall progress as a college writer: the writings you submit, the knowledge demonstrated by assignments, textbook quizzes and tests, the personal journal, class participation, and the final exam. Appointments with Academic Support Services are recommended and may be required when needed.

Traditional Letter Grades, with +'s and -'s, will indicate grades earned on the four essays, the personal journal, and the final exam. A combination of numerical scores and a system of " 's," with +'s and -'s (" + " = 100%, " " = 80%, " - " = 60% and so on), will indicate grades for other on-going assignments, participation, quizzes and the midterm test.

### GRADE PERCENTAGES AND POINTS EARNED:

A=95, B=85, C=75, D=65, and F=55 with "+" or "-" indicating 3 points: 72=C-, 75=C, 78=C+, etc

There is a 1,000 Point Total for the Course. For example: Essay #1=10%=100 points, and a "B" grade therefore earns 85 of those possible 100 points, etc.

## **STUDENT SPECIAL NEEDS:**

Students with any permanent or temporary special need that hinders the fullest expression of their abilities should contact Missouri Western's special needs coordinator, Lois Fox for expert recommendations and assistance. You should also contact your teacher personally the first few days of class to discuss class requirements and any needed special accommodations. To contact Ms. Fox: 271-4330, email at fox @ mwsc.edu, or drop by her office in SS/C 202B.

## **EVERY DAY EXTRA HELP:**

**Your instructors** are here to help you succeed. Office hours are posted, and other arrangements can be made by appointment whenever necessary. Contact me when you have questions, or when you need additional help.

**Free tutoring!** MWSC has many excellent support systems, and they are here just for you, such as:

**Center for Academic Support** offers extra help in writing, reading, math and all subject areas. Walk in or contact them next to the Library at 271-4524. Corla Dawson, Writing Coordinator, 271-4531. Cathy Gann, Reading/Study Skills Coordinator, 271-5621.

**Student Services Office** has many programs to keep you progressing toward your goals: from finding your way around campus, to special academic/career advising. Contact them in SS/C 209 at 271-5990.

**Non-Traditional Student Center** can get you re-oriented toward academic life even if you're 25 or 40! There are seminars, associations, and honor societies for older students. Contact them in SS/C 202, at 271-4280.

## **ACADEMIC HONESTY:**

*All work should be new and original, done by you for this class.*

So... if required, you need to show that the work or writing was indeed done by you. Therefore, save it all! so that you can meet this burden of proof. Zeros will be given for cheating and/or plagiarism and failure for the course is probable. Stronger evidence showing flagrant cheating and/or plagiarism may lead to penalties by the Dean of Students, even dismissal from the college. Please note carefully the statement on plagiarism on the departmental website, <http://www.missouriwestern.edu/EFLJ/plagiarism.asp>. Refer to your Student Handbook (pgs. 30—34) for additional codes of conduct.

## **CIVILITY AND COOPERATION:**

Missouri Western requires all students to help maintain good classroom conditions and a campus environment conducive to both learning and teaching. All students should treat their classmates, instructors, and student assistants with civility and respect, both inside and outside the classroom. Remember, your accomplishment is the primary objective.

Success will happen!

I hope you have an excellent and enjoyable semester.

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