

# Syllabus for ENG 104-14 and ENG 104-02

## College Writing and Rhetoric

Fall 2003

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

**Section 54** 8:00 – 9:20 a.m. Tuesdays and Thursdays SSC 210

**Section 2** 9:30 – 10:50 a.m. Tuesdays and Thursdays JGM 109

**Instructor:** (Mrs.) Lynette Barr

**Office:** SS/C 222T

**Office Phone:** 816-271-4239 or Department Phone: 271-4310 (leave message)

**Office Fax:** 271-4543

**Office Hours:** by appointment only

**Home Phone:** 387-6635 (leave message)

**E-mail:** barr2@missouriwestern.edu

**Homepage:** <http://www.missouriwestern.edu/eflj/lg/faculty/barr2.html>

**Required Textbook:** The Writer's Presence A Pool of Readings 4<sup>th</sup> Edition  
Donald McQuade and Robert Atwan, Editors

**Other Materials:** a bound Composition notebook  
folders or a binder to collect all course work for the semester

**General English 104 Course Description**

**Objectives** [www.missouriwestern.edu/eflj/eng104.html](http://www.missouriwestern.edu/eflj/eng104.html)

**Institutional Competencies**

**Attendance Policy:**

Due to the interactive nature of this class, attendance and promptness are important. More than **four** total absences will adversely affect the final earned grade, as may consistent or excessive tardiness to class. (If a student is representing Missouri Western in some manner or has other extraordinary circumstances, he/she should visit with the instructor **prior** to the necessary absence.)

No group work or other activities can be “made up;” nor can in-class writing or quizzes—no matter what the reason for the absence.

**Late Work Policy:**

Work is due at the beginning of the class session. Essentially, late work will not be accepted. Do not wait until the last minute to print a paper and then realize the printer has gone crazy! Allow for such things to happen by not procrastinating. Work will not be accepted at the end of class, in the hallway, or mysteriously left in the English office mailbox. If there are difficulties in completing a major essay, discuss the problems with the instructor prior to the due date.

**Barr 2**

**Journals:**

You will be asked to write several times weekly in your composition notebook.

- This notebook will be **required in every class session** beginning Aug. 28<sup>th</sup>.
- Every entry must be titled, dated, and numbered. (follow the explanation)
- Due to the nature of our entries (ie: responses to reading assignments, in-class work, discussions, etc.), it is critical that you **keep current** with entries.
- As a general rule of thumb, each entry will be at least one side of a page in length. Students with large

- handwriting or who use wide-lined paper typically need to fill front and back pages to count as entries.
- You will frequently be asked to share aloud at least portions of your entries. That will be part of class participation and preparedness.

### **Grades:**

Essentially course grades will be composed of the following:

Major essays	40%
Journal	20%
Participation, preparedness, and attitude	10%
In-class writings (and quizzes?)	20%
Final exam	10%

**\*\*You must turn in and pass all major essays as well as the final exam in order to pass this course.**

A scoring guide will be applied to writing assignments. An abundance of 4-point descriptors with only 3 or 4 3-point traits will result in an A. A B paper will have an abundance of 3-point descriptors with perhaps 3 or 4 4-point traits and no more than 1 2-point trait, etc. This guide will be explained in class when it is given out prior to the first essay assignment.

The following standard letter grade scale will be used for this course:

- 90-100% A;
- 80-89 B;
- 70-79 C;
- 60-69 D;
- 59% or below Failing.

### **Assignments:**

Except for initial drafts which may be begun in class, all drafts must be typed in MS Word. It is always a good idea to save often and back up saved material.

### **Paper Format:**

The four formal papers should follow MLA guidelines totally double-spaced.

Your last name, page number (upper right corner of each page)

Your name, Instructor Barr, English 104, and Date (flush left, first page)

Title centered (next double-spaced line of first page)

**Barr 3**

One-inch margins at sides and bottom

Consistent font throughout paper

(12 point – Times or Arial are preferred)

No folders, outlines, or separate title pages should be submitted with an essay.

The paper should be stapled neatly in the upper left-hand corner.

If multiple drafts are required, the final draft should always be stapled on top.

Unless a rule covers it, titles should never to be punctuated, typed in all caps, or differ in size from the body of the paper.

### **Classroom Courtesy:**

In order to enjoy a positive collaborative setting, it is essential that we show courtesy and respect to each other. The college expects all students to conduct themselves so as to maintain an effective environment for learning; to act responsibly in accordance with good taste; and to respect fully the rights of others.

### **Student Disability:**

Any student in this course who has a disability that prevents the fullest expression of abilities should contact me personally by the end of the second week so that we can discuss class requirements.

### **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 students for using these services. You are encouraged to make use of these services throughout this course. They can be an extremely helpful use of your time. 271-4536

### **Academic Honesty:**

Plagiarism is an act of theft. It is taking another's words or ideas and calling them your own. That does not mean you cannot use another's words or ideas to illustrate and to support your thoughts, but it does mean that you must give credit to the one whose words and ideas you are using. Plagiarism, like cheating, cannot be tolerated. If there is evidence of plagiarism or cheating, the work will receive an automatic F.

### **Portfolio:**

You are encouraged to keep folders or a 3-ring binder collection of all work produced for this class. Before the end of the course, you may be asked to produce some piece of work or earlier drafts of an assignment. It will be helpful if you have kept work together and organized.

### **Note:**

*No food or drink* other than bottled water should be brought in the classroom.

**Barr 4**

## **Looking Forward to a Great Semester!**

### **Meeting & *tentative* due Dates:**

Aug.	26	
	28	
Sept.	2	
	4	First in-class Journal Check
	9	
	11	First Major Essay
	16	
	18	Revision
	23	
	25	
	30	
Oct.	2	Journals here or Oct. 7
	7	
	9	Second Major Essay
	14	
	16	
	21	(Mid-term grades go in Oct. 22.)
	23	
	28	
	30	
Nov.	4	Third Major Essay
	6	In-class Journal Check here or Nov. 11
	11	
	13	
Nov.	18	
	20	

**25 Fourth Major Essay**

**27 HAPPY THANKSGIVING !**

**Dec. 2**

**4 Journals; -- to be returned at final exam**

**9 Final Exam for 8 a.m. class 8:30-10:20**

**11 Final Exam for 9:30 a.m. class 8:30-10:20**