

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 53/JGM 104/ 3-3:50 MWF
Instructor: Keith E. Collett II
Office: SS/C 222N
Phone: 271-5812
Office Hours: MWF 12:45-2:45 and by appointment
E-mail: collett@missouriwestern.edu

Required Texts:

Axelrod, Rise B., and Charles R. Cooper. Reading Critically, Writing Well. 6th ed. Boston: Bedford, 2002.

Huckin, Thomas N., and Christine A. Hult. The New Century Handbook. 2nd ed. Boston: Allyn and Bacon, 1999.

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	up to 150
Essay #1: 3-5 pages	200
Essay #2: 3-5 pages	200
Essay #3: 3-5 pages	200
Essay #4: 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. Write your full name and section number on the folder tab. All process related work, including first and second drafts, must be submitted in the portfolio. I will give you a checklist of the items to be included with each final draft.

All assignments must be completed/ submitted on time. There will be no make-ups for in-class exercises or quizzes. If you miss a class on the day a homework (journal) assignment is given, it is your responsibility to attempt to contact a classmate for assistance so that you can turn in the assignment by the due date.

If you feel you have a valid reason for requesting an extension on any of the final drafts, the request must be made in person at least one class period before the assignment is due.

Attendance:

I will allow four 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.

If you feel you have a valid reason for missing an upcoming class, please contact me about the possibility of being excused for the absence.

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.

Note:

If you have any questions or need clarification on any item in the syllabus please see me during my office hours or make an appointment.