

ENG 108-02 and 108-07 College Writing and Research
JGM 219, 9:00-9:50 (02), 12:00-12:50 (07), MWF
Fall 2003

"There are days when the result is so bad that no fewer than five revisions are required. In contrast, when I'm greatly inspired, only four revisions are needed." --John Kenneth Galbraith

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Office Hours: 8:00-9:00 MWF, 2:00-3:00 MW and by appointment

Course Description and Objectives:

Students will complete three formal research projects in addition to other graded and ungraded work. In these assignments, students will learn to analyze, synthesize, and evaluate the thinking of others in order to discover, develop, and test their own points of view.

As part of the general studies goals for the course, students in ENG 108 will learn to write for different audiences and purposes, to use active reading and critical thinking, to use writing processes and conventions, to write for different audiences and purposes, and to use active reading and critical thinking. This course also meets the state level competencies of communicating, higher order thinking, and managing information. For more information on the institutional and state goals and competencies, see the English Department web site for general studies courses at <http://www.missouriwestern.edu/eflj/genstud.asp> . Click on English 108.

Required Materials:

- Maner, Martin. *The Research Process: A Complete Guide and Reference for Writers*. 2nd ed. Mountain View: Mayfield, 2000.
- A notebook exclusively devoted to keeping a research journal.
- An up-to-date unabridged college dictionary.
- A college handbook (guide to style, grammar and usage).
- At least two computer disks.
- Stamina and good humor.

Recommended:

- Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers* . 5th ed. New York: Modern Language Association, 1999.

Attendance:

Regular attendance is an essential part of the student's educational experience and a requirement for an adequate evaluation of student academic progress. For this and other reasons, attendance is mandatory. While certain absences may be necessary or unavoidable in the case of genuine illness, emergency, or when acting as a representative of MWSC, excessive absences will result in failure of the course. If you miss more than three classes during the semester, your final grade will be seriously affected. Chronic lateness and/or leaving early will count toward absences. You are responsible for material covered or assignments given which you missed because of absence, so ask another student to inform you of what happened while you were gone. If I should be unable to meet class, you will be notified by a secretary, fellow instructor, or a note on the classroom door.

Preparation and Participation:

You are required to make significant contributions to class in the form of preparation and participation. Preparation includes completing the readings and daily assignments, as well as bringing your assignments, textbook, and other materials with you on the appropriate days. If you come unprepared, you will receive a zero for any work due that day.

Participation includes the help you give to fellow writers and the contributions you make to class discussion. Active and insightful contributions to class discussion are therefore not "extra credit." Like the written assignments, your **regular, tactful and substantive comments are part of the minimal requirements** for successful completion of the course. If you are a naturally talkative person, you may have to restrain yourself so that everyone has the opportunity to contribute. Conversely, if you are a naturally quiet person, force yourself to be more vocal; do not assume that if I do not call on you that you need not participate, as it is your responsibility to voice your observations at appropriate and relevant times. Each and every class period you do not actively and meaningfully contribute to discussion your grade will drop further.

Student Conduct:

As a condition to remaining at MWSC, 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. Behavior that disrupts the classroom environment or interferes with other students' learning will result in dismissal from the classroom. Passionate and forceful language are sometimes appropriate, intolerance and dogmatism are not.

Assignments and Requirements:

In Project One, students will learn how to find and narrow topics, develop well focused and doubtless theses, generate arguments, find and evaluate sources, compile an annotated bibliography, and write a prospectus for a formal academic research paper. In Project Two, students will learn how to write, revise, and edit a formal academic research paper based upon the prospectus developed in Project One. In Project Three, students will gain practice going through the entire research and writing process from finding a topic to editing a formal academic research paper.

All out of class written assignments for this course must be word processed unless otherwise specified. Non-word processed submissions will be returned with no credit. Assignments must follow MLA format, and pages should be stapled together before you come to class (do not use folders or paper clips and do not fold down the corners of papers). Do not throw away any work you do for this class, from notes to drafts to final papers, and keep back-up copies of all papers you turn in to me.

Late Work:

All assignments are due at the beginning of the hour on the due date. Learning is a cumulative process, and each assignment is designed to build on the previous one. Late work disrupts this important aspect of the learning process. Major papers will be lowered one letter grade for each day late. **No other late work is accepted under any circumstances.**

Revision is an important part of the writing process, and each major paper we do will go through an intensive draft stage before being turned in. Because each paper will receive critiques before the final version is submitted for grading, you must consider the final version to be final. There will be no further opportunity for revision after that point.

Grading:

The standards for college English classes are higher than those used in high schools. All the guidelines and standards for classes at MWSC are similar to those used by other colleges and universities throughout the country. You, as a serious student, will appreciate the fact that we hold high standards for your work. Your grade will be determined by the quality of your drafts, major papers, quizzes, and other assignments, as well as by your preparation and participation. Assignments will be evaluated according to how well they meet the requirements outlined in the assignment description and the following general scale.

A = Superior

B = Above Average

C = Average

D = Minimum = passing below average

F = Failing

Project #1 = 25%

Project #2 = 25%

Project #3 = 30%

Participation and Other Assignments = 20%

Plagiarism:

Plagiarism is a most serious offense and, therefore, will incur harsh punishment. Don't think you won't get caught; writing style is distinctive and verifiable. It is the student's responsibility to prove that all work is their own. **Papers with evidence of plagiarism, intentional or not, will receive a zero**. Plagiarism may also result in failure of the course.

Disabilities:

Any student who has a disability that prevents the fullest expression of abilities should contact me immediately so that we can discuss class requirements.

General:

This syllabus is of a contractual nature, and by remaining in the course you acknowledge your acceptance of its stipulations in their entirety. If the goals, policies, procedures, standards, expectations, or obligations are unclear, then you should speak with me immediately. If they are clear but unacceptable to you, then you should drop the course immediately.

If you choose to remain in the course, be sure to keep a copy of this syllabus with you and to refer to it regularly. Policies are enforced without exception to ensure uniformity and predictability, to avoid confusion and anxiety, and to facilitate fairness and objectivity for all students. In the interest of efficiency, however, I reserve the right to make necessary alterations to this syllabus and to make announced changes in daily plans. Any announcements made in class automatically supersede this syllabus. It is your responsibility to find out about announced changes.

Final Thoughts:

For further explanations, comments, and advice, I am available during office hours. For additional help outside of class, I strongly recommend the Center for Academic Support.

I genuinely want you to succeed in this class and at MWSC generally. I therefore urge you to keep in mind that what you gain from this course, and from your education generally, is proportional to the amount of productive time and careful attention you devote to it. In the words of Abigail Adams (1744-1818), "Learning is not attained by chance, it must be sought for with ardor and attended to with diligence."

Course Outline:

This outline shows major readings and assignments, but additional readings and assignments will be given in class throughout the semester.

8/25 Syllabus

27 Introduction and Ch. 1: The Nature of Research Writing

29 Ch. 2: Finding and Narrowing the Topic

9/1 Labor Day Holiday

3 Ch. 2 Cont.

5 Ch. 3: Generating an Argument

8 Ch. 4: Finding Sources

10 Ch. 4 Cont.

12 Ch. 4 Cont.

15 Ch. 5: Writing a Short Plan
17 Ch. 6: Gathering Information
19 Ch. 6 Cont.

22 Ch. 7: Research Paper Formats (p. 153-193)
24 Ch. 7 Cont.
26 Project One Rough Drafts Due; Critiques

29 Project One Final Copy Due
10/1 Ch. 9: Writing the Rough Draft
3 Ch. 9 Cont.

6 Project Two Rough Draft Due; Critiques
8 Ch. 10: Revising the Rough Draft
10 Ch. 10 Cont.

13 Columbus Day Holiday
15 Ch. 11: Editing
17 Project Two Revised Draft Due; Critiques

20 Project Two Final Copy Due
22 9:00 and 10:00 classes cancelled for Convocation; Topic and Thesis Development
24 Topic and Thesis Development Cont.

27 Conferences
29 Generating Arguments
31 Last Day to Drop; Generating Arguments Cont.

11/3 Finding Sources
5 Finding Sources Cont.
7 Writing a Short Plan

10 Formal Prospectus with Bibliography Due; Drafting
12 Drafting Cont.; Gathering Sources
14 Gathering Sources Cont.

17 Project Three Rough Draft Due
19 Revising
21 Revising Cont.

24 Project Three Revised Draft Due
26-28 Thanksgiving Break

12/1 Conferences
3 Revising and Editing
5 Revising Editing Cont.

8 Project Three Final Copy Due

12/10 (W) Section 07 (12:00 class) Final Examination Period 11:30-1:20
12/12 (F) Section 02 (9:00 class) Final Examination Period 8:30-10:20

