

Spring 2003

Missouri Western State College, Division of Liberal Arts and Sciences

Department of English, Foreign Languages, and Journalism

English 100-01 & 02: Introduction to College Writing

Meeting Time & Room: 8:00 - 8:50 MWF, MC 211

Writer's Workshop: (01) 9:00 - 9:50 M SS/C 222U

(02) 9:00 - 9:50 W SS/C 222U

Instructor: Bill Church

Office: SS/C 222O

Phone: 816 271-5966

Office Hours: 1:00 - 2:00 MW; 12:00 - 1:30 TTh, and by appointment

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### Attendance Policy:

**This class has a very strict attendance policy in Writer's Workshops as well as in class. If you miss seven class periods or four Writer's Workshops, you will receive an F in the class.** Additionally, your semester grade will be lowered as follows prior to failure:

- \* You may miss up to three class periods without penalty beyond missed work
- \* You may miss up to two Writer's Workshops without penalty beyond missed work
- \* Each absence thereafter in class or WW may result in one-half letter grade reduction

Ordinarily, there are no exceptions and no makeups for this attendance requirement. If you know of any circumstances likely to make this policy difficult for you this semester, you may wish to consult with your advisor to review your options. If you miss a class session, you are responsible for all material covered and assignments given during your absence. All out-of-class assignments are due at the beginning of the class period. No late assignments will be accepted unless you have received prior permission from me. There are no excused absences. **Anyone not present when roll is taken at the beginning of class is officially absent.**

### Required Texts and Course Materials:

Dietsch, Betty. *Reasoning and Writing Well*. 3rd edition. Mountain View, CA: Mayfield, 2003.

English 100 Writer's Workshops. Spring 2003 ed. 3-1/2" floppy disks and a disk storage box.

Photocopies for group work as requested.

### Course Goals and Class Assignments:

A fuller discussion of the topics covered below may be found at the following web site:  
[www.missouriwestern.edu/~engdept/eng100.html](http://www.missouriwestern.edu/~engdept/eng100.html)

### Reading Goals:

At the completion of ENG 100 students should be able to

- \* Read actively for greater understanding;
- \* Use reading to improve their writing by drawing ideas and information from written material;
- \* Use texts to understand their own and others' experiences;
- \* Read writing assignments effectively as a guide to creating better papers;
- \* Recognize good writing by actively reading good prose.

### Writing Goals:

At the completion of ENG 100 students should be able to

- \* Move easily from writing for self-expression to writing for readers;
- \* Write at greater length more easily, more quickly, and more usefully;
- \* Structure their writing to fit the assignment, purpose, and audience;
- \* Develop their ideas and concepts with specific details, examples, and explanations;
- \* Craft more effective and polished sentences and paragraphs;
- \* Use effective planning, invention, revision, and editing to complete successful writing tasks.

### General Studies Goals:

In ENG 100 students should improve their ability to

- \* Think critically and reason analytically;
- \* Write and speak clearly and effectively;
- \* Gain a greater awareness of the present through an understanding of other cultures and times;
- \* Understand and appreciate moral values and ethical choices;
- \* Understand and enjoy aesthetic experiences and share in related creative activities.

### **Classroom behavior:**

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. As stated in the *MWSC Student Handbook*, instructors "may establish additional classroom rules and expectations for conduct in the classroom. Behavior which disrupts the classroom environment or interferes with other students' ability to learn may be grounds or justification for dismissal from the classroom" (29-30). Sleeping, conducting private conversations, using computers for other than assigned purposes, eating, drinking, damaging property, and using vulgar

or deliberately offensive language are some of the more common acts that can damage the learning environment. Likewise, all telephones and pagers are to be silenced during class time. No headphones may be worn, no music played, no homework done for other classes. Let's establish a cordial and respectful atmosphere in which we can have fun while learning together.

### **Promptness for attendance and submission of work:**

All out-of-class assignments are due at the beginning of the class period. Late assignments will be penalized; any paper not submitted at the beginning of the hour on the due date will be considered one day late. Students are responsible for all material covered and assignments given during their absence.

### **Course Requirements and Grading Policy:**

Your semester grade will be determined by your major papers, retention-enhancement questionnaires, in-class responses to reading, reflective letters, and class participation. The components of your grade in the course are as follows:

**Major papers (80%):** You will complete multiple drafts of three major writing tasks on specified deadlines, plus one self-reflective portfolio cover letter that will be evaluated as a fourth paper. Throughout the semester I will read and return your papers with my responses to your cover letters and questions. I will include an evaluation informing you whether the work is ready for your portfolio (good enough to earn a C or better) or needs more revising or editing before it becomes passing work. For the most part, I will neither mark on your papers nor edit them for you. The amount of feedback and the quality of feedback you receive from me will depend entirely on the level of responsibility you take for your own learning and the caliber and quantity of questions you ask me about your writing. Because I want you to strive continually for improvement and growth as a writer, I will assign neither points nor grades on your major papers until you submit your final portfolio (See "Course Portfolio" below). A student who does not complete all four major tasks in a timely manner will not pass the course even if the evaluations on the other writing tasks are satisfactory.

**Retention-Enhancement Questionnaires and Reading Responses (10%):** Because reading comprehension is essential to success, you will have regular opportunities to earn points for careful reading. Some opportunities will be announced beforehand; some will not. Some questions will require brief answers, whereas others will require short essays.

**Reflective Letters (5%):** Critiquing your own writing process as well as your papers is an important step in learning to write, revise, and communicate with others. Reflective letters are due with each draft submitted to me for each of the four major writing assignments and will be written in class. Reflective letters should focus the reader on any questions you have about your work. The quality and number of insights and thoughtful questions you pose with each draft will impact this part of your learning and, by direct connection, your grade. Each time I return a reflective letter, I will assign it points. Letters cannot be revised.

**Participation & Preparation (5%):** Coming prepared for peer revision workshops, group participation, written and oral feedback to others, and group and/or individual oral presentations will count toward participation credit. Your willingness to complete tasks in Writer's Workshop and contribute to a positive learning environment there will also be considered. The highest grades in this course will go only to those students who are always prepared and always willing to ask or answer thoughtful questions about the work at hand.

**Progress as a writer:** Your progress as a writer will be assessed through an end-of-semester portfolio in which you must put your revised responses to the writing tasks. Your portfolio must receive an "Acceptable" evaluation for you to pass ENG 100.

**Late work & missed peer reviews:** Anyone who receives higher than a C must meet every deadline and be present with complete drafts for all peer reviews unless extenuating circumstances can be documented or unless the student is representing MWSC.

**Midterm grades:** Because the idea of the portfolio is to cause us to concentrate on writing and learning instead of on grades, I will not abandon it at midterm by awarding the range of grades then. I do, however, have an obligation to let students know whether they are passing. Students who have not accrued excessive absences and whose papers are acceptable (or even exceptional) will receive a C at midterm. Students who have not accrued excessive absences and who have submitted work that shows promise but is not yet acceptable will receive a D at midterm. Students who have accrued excessive absences (five or more in class, three or more in WW) by midterm *or* whose work shows little promise of becoming acceptable will receive an F at midterm. Students who receive a D will want to schedule a conference immediately to discuss the likelihood of their succeeding. Students who receive an F are strongly encouraged to withdraw and attempt the class later.

**Students With Disabilities:** Any student in this course who has a disability that prevents the fullest expression of abilities must notify me in writing as soon as possible so that we can discuss accommodations.

**ENG 100 Course Portfolio:** Monday, April 21, your FINAL PORTFOLIO containing all four major writing assignments along with copies of all drafts, all reflective letters, all peer evaluations, all my written responses to you, and your strongest work from WW at the end of the semester. I will assign a grade to the portfolio (80% of the course grade) based on the final quality of the work submitted. Since grades will **not** be assigned to individual writing assignments during the semester, portfolio assessment provides an opportunity for multiple revision and continued improvement. You will be informed throughout the semester if your drafts are unacceptable (i.e., would result in a failing portfolio and course grade). I will explain the resubmission process and requirements more in depth below.

Throughout the semester, I will meet individually with you to discuss your works. I invite you to meet frequently with me as you revise. Further, I encourage you to revise with input from your WW leader and from Center for Academic Support tutors. At the end of the semester, your portfolio must contain a persuasive/analytical cover letter, your best piece of writing from Writer's Workshop, and all major writing tasks. All texts except those handwritten in class must be word-processed in 12-point standard type such as Times New Roman. They are to be single-spaced within paragraphs and double-spaced between paragraphs, with 1" margins all around, and they are to be proofread and edited for all spelling and mechanical errors. Keep all of your drafts.

**Academic Honesty Policy:** Most cheating is accidental. When I see proof of excessive help in a student's paper or writing clearly not that of the student and not credited to its proper source, I will caution the student and explain how to avoid such mistakes. If, however, the "mistakes" continue because a writer is attempting to receive credit for someone else's thoughts and words, I will assign an F to the work in question with no opportunity for revision. A second violation will result in an F for the course. Persons providing their work for others to plagiarize are equally guilty and will receive the same penalties as the person submitting the plagiarized work. Also, when I have cause to suspect a pattern of cheating, I will document what caused my suspicions and forward my report to my department chair and the Dean of Students. The only way to learn and improve as writers is to do our own work. Nothing less is acceptable. In questions of authorship, the burden of proof is on the student, so it is in your best interest to keep every draft and every prewriting activity. Please note carefully the statement on plagiarism on the departmental web site, found at the following site: <http://www.missouriwestern.edu/EFLJ/plagiarism.asp>

**Writer's Workshop:** Throughout the course of the semester, you will attend weekly small group Writer's Workshops (listed as labs in the class schedule). Some of your Writer's Workshop materials may be used in class, and some of your class papers will be critiqued and proofread in Writer's Workshops. At the end of the semester, you will turn in selected writings from Writer's Workshop to me. You must submit these materials in order to pass ENG 100. I will consider your Writer's Workshop participation as part of your grade. (Please see Participation grading above.)

### **Tentative Due Dates for Formal Writing Assignments:**

Task One: Monday, Feb. 3

Task Two: Monday, March 3

Task Three: Monday, April 7

Final Portfolio: Monday, April 21

**Final exam:** Monday, May 5, 8:30-10:20, MC211.