

ENGLISH 104: COLLEGE WRITING AND RHETORIC

Spring 2003

Missouri Western State College
School of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism
Section -02, 8:00-8:50 MWF, JGM 104
Section -05, 9:00-9:50 MWF, JGM 104
Section -10, 10:00-10:50 MWF, JGM 120

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ENG 104 College Writing and Rhetoric. Instruction in reading and writing; emphasizes expository prose. Fulfills first half of the General Studies requirement in English composition.

For a complete course description, objectives, institutional competencies, and a sample paper, visit the English 104 page on the English Department web site: <http://www.missouriwestern.edu/eflj/eng104.asp#Course>.

COURSE PHILOSOPHY

English 104 is about becoming critical readers and thoughtful writers.

Key Course Concepts:

1. Define thesis. Explain how a thesis controls an essay.
2. How does a writer influence an audience?
3. How do you make specific decisions throughout the writing process? (Decisions about audience, subject, purpose, writer, genre, thesis, development, organization, structure, insight, revision, and editing.)
4. Explain and use specific critical thinking strategies in writing.
5. Define rhetoric.
6. Explain and use specific critical reading strategies.
7. How do you discover, judge, incorporate, and document outside sources of support?
8. How do you know when an essay is complete?
9. Explain how and why a piece of writing is effective?

REQUIRED MATERIALS

Axelrod, Rise B. and Charles R. Cooper. Reading Critically, Writing Well. Boston: Bedford/St. Martin's, 2002.
Hult, Christine and Thomas N. Huckin. The New Century Handbook. Boston: Allyn and Bacon, 2001.
A good college dictionary.
Several two-pocket folders.

COURSE REQUIREMENTS

Essays:

You will probably write five essays this semester. The essays will meet the following standards:

- Be 3-5 pages in length unless a specific length is required.
- Be word-processed, using normal margins.
- Be printed in 10 or 12-point type only.
- Be double spaced.
- Print Name, Course, Professor, Date in the upper left hand corner of page one. See Hult pp. 98-102 for an example.
- Have a clear title. See Hult pp. 82-85.
- Include, if necessary, a Works Cited section, using MLA format. See Hult pp. 278-311.
- Be submitted on time. Late essays (this includes essays left at home or "temporarily lost" by a computer malfunction) will result in a deduction of the process folder grade.
- Follow criteria reflecting the specific assignment and genre.

Process Folder:

Each essay will be submitted in a process folder. The folder will include:

- A published draft of the essay.
- A reflection letter/essay written in class on the due date.
- A narrative that explains the writer's reasons, decisions, and solutions in writing the essay and that serves as a guide to understanding

the contents of the Process Folder.

- A revision section including prior drafts of the essay, dated process notes, and dated peer and teacher responses.
- A preliminary writing section including invention writing activities as well as in-class writings and quizzes.
- A reading section including Reading for Meaning, Reading Like A Writer, and Reviewing What Makes Essays Effective activities.
- No essay will be accepted without the process folder. Incomplete process folders will receive no grade higher than a C.

The Process Folders will account for 40 percent of your course grade.

Ready For The Portfolio/Not Yet Ready For The Portfolio:

I will read the published draft of each essay, respond to your questions about it, comment on its merits according to the scoring guide, and mark it as either Ready (for the Portfolio) or Not Yet Ready (for the Portfolio). An essay ranked as Ready indicates that it should receive a final grade of C or higher. An essay ranked as Not Yet Ready (NYR) indicates major flaws that should be addressed immediately. If an essay is returned NYR, I suggest that you schedule a conference to discuss the essay and plan a revision strategy. Please note that a revision of an unacceptable essay does not guarantee that the essay will be portfolio ready.

Portfolio:

Since writing is a process, you are expected to revise your essays throughout the semester. I encourage you to do so. A portfolio of all of your work will be due during the last two weeks of the semester. The portfolio will include published drafts of your essays and a portfolio letter. I will evaluate the portfolio and return it by the final exam. **The portfolio will account for 50 percent of your course grade.**

Exams:

The Mid-Term and Final Exams will account for 10 percent of your course grade.

Evaluation:

The assignments for this semester include: Five (?) essays, Five (?) Process Folders, Mid-term (?) and Final Exams, Daily assignments, and Quizzes.

All work will be evaluated on a point basis. Letter grades will be awarded according to the following averages: 100% - 90% = A; 89% - 80% = B; 79% - 70% = C; 69% - 60% = D; Below 60% = F.

POLICIES

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.

If I find evidence of cheating or plagiarism, you have the burden of showing that you have in fact written the paper. You should keep thorough evidence of your writing processes for all papers so that you can meet this burden of proof. You will receive a grade of F for any paper that shows sufficient evidence of cheating and/or plagiarism. Such papers may not be rewritten or redone. Stronger evidence proving flagrant cheating and/or plagiarism may lead to stronger penalties. Please note carefully the statement on plagiarism on the departmental web site, found at <http://www2.mwsc.edu/eflj/plagiarism.html>.

Attendance:

For this class to be successful and for you to be successful in it, attendance is mandatory. I expect you to be on time and ready to participate for every class meeting. I realize that "things" sometimes come up. Therefore, you are allowed three absences before your course grade will be affected. Every absence beyond three will result in a 5 percent deduction of the final grade. More than five absences will fail you. The failure will be recorded on the date of the sixth absence.

I usually take roll at the beginning of the class. If you arrive after class begins, it is your responsibility to see me after class to make sure I do not count you absent. Once class begins, my mind is on the work of the class and not on the attendance record. It is also a great time to discuss tardiness. In counting absences, I must follow my attendance record, not my memory.

The only exception to this policy is an absence for a college-related activity such as an athletic trip or music performance. In such cases the sponsor of the activity will probably require that you notify me in writing. If you miss class because of a college-sponsored activity, you will not be penalized, but it is your responsibility to contact me for assignments.

If you know of any circumstances likely to make this attendance policy difficult for you, consult with me as soon as possible 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. In other words, if you miss, call me or see another student before the next class, so you do not fall further behind.

If you arrive late for class, you may not "make-up" any class activities that you have missed.

Center for Academic Support:

In addition to conferences with me, you may find help with your writing at the Center for Academic Support. The CAS, which is located at the northeast corner of the library building, provides trained tutors for students requiring additional reading and writing instruction. There is no cost to

students for using these services. I encourage you to make use of these services throughout this course.

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.

Conferences

My office hours are listed above. I also bring a calendar to every class to schedule appointments. I encourage you to come by my office to discuss your writing and your progress in class throughout the semester. A required conference will be scheduled around the middle of the semester.

Student Disability:

Any student in this course who has a disability that prevents the fullest expressions of abilities should contact Missouri Western's special needs coordinator, Lois Fox, for possible certification of special needs and expert recommendations for assistance. You should also contact your teacher personally as soon as possible so that the two of you can discuss class requirements.