

# Syllabus for ENG 104-20N

## College Writing and Rhetoric

Spring 2003

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

Mondays 6:30 – 9:20 p.m. JGM 106

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

**Required Textbooks:** Life Studies by David Cavitch Seventh Edition  
The New Century Handbook Second Edition

**Other Materials:** a Composition notebook (bound; no spiral)  
1 high-density 3.5-inch computer disk (dedicated to this course)  
a small disk carrying case for your own protection  
folders or a binder to collect all course work for the semester

### General English 104 Course Description

#### Objectives

#### Institutional Competencies

**Sample English Paper** [www.missouriwestern.edu/eflj/eng104.html](http://www.missouriwestern.edu/eflj/eng104.html)

#### Attendance Policy:

Due to the interactive nature of this class and the fact we only meet 14 times, attendance and promptness are crucial. 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. One absence will be allowed “free.” Subsequent absences will decrease the final earned grade by one letter grade each. More than four absences will automatically result in an F for the course.

Consistent or excessive lateness creates an interruption for the entire class and will also negatively impact grades.

#### Late Work:

Work is due at the beginning of the class evening. Essentially, late work will not be accepted. Hint: Do not wait until the last hour to print a paper and then realize the printer has gone crazy! Allow for such things to happen by not procrastinating. I will not accept work at the end of class, in the hallway, or mysteriously left in my English office mailbox. If you are having difficulties in completing a major assignment, please discuss the problems with me prior to the due date.

**Barr 2**

#### Journals:

You will be asked to write almost daily in a composition notebook.

- This notebook must be brought to class each Monday night.
- Every entry must be titled, dated, and numbered.
- 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. People with large handwriting or wide-lined paper typically need to fill front and back pages.
- You will frequently be asked to read aloud at least portions of your entries. That will be part of your participation and

preparedness for class.

**Grades:**

Essentially your course grade will be composed of the following:

Major essays	50%
Journal	15%
Participation, preparedness, and attitude	15%
In-class writing, quizzes, and final exam	20%

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

We will use the following standard letter grade scale: 90-100% A; 80-89 B; 70-79 C; 60-69 D; and 59% or below Failing.

**Assignments:**

All drafts of writing assignments must be submitted typed in Word. You are encouraged to SAVE often to your disks, not to the computer you might be using at the time. A backup copy is always a good idea.

**Paper Format:**

All 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)

(Study & Follow Model paper: Handbook 360-368.)

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

One-inch margins at sides and bottom

Consistent font throughout paper

(12 point - Times, Arial, or Bookman preferred)

No folders, outlines, or separate title pages when submitting an assignment.

Simply, neatly staple the paper in the upper left-hand corner.

Unless a rule covers it, your titles are never to be punctuated or typed in all caps.

**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.

**Barr 3**

**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.

**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 I find evidence of plagiarism or cheating, the writing will have 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 research or earlier drafts of an assignment. It will be helpful if

you have kept work together and organized.

**Meeting & Tentative Due Dates:**

**January 13 – Introductory meeting/Writing**

Jan. 20 – Martin Luther King, Jr. Day

**Jan. 27**

**February 3 – Personal Reflection Essay**

**Feb. 10 -- Rewrite**

Feb. 17 – Presidents' Day

**Feb. 24 – First Journal Check**

**March 3 – Second Essay**

March 10 – Spring Recess

**March 17**

**March 24**

**March 31 – Third Essay**

**April 7**

**April 14**

**April 21 – Fourth Essay**

**April 28 – Journal**

**May 5 – Final Exam**

Mid-term grades are due March 19th