

# English 108 College Writing and Research Spring 2003

## I. General course information:

Course and section number:	ENG 108, Section 10
Meeting time and place:	10-10:50 MWF, JGM Room 208
Instructor:	Nancy Reese-Dillon
Office location:	SS/C 222, Office "T"
Office hours:	7:30-9:00 a.m. MWF, or by appointment only
Department phone:	271-4310
Home telephone:	233-0386
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## II. Required Texts and materials:

*Fieldworking*, Second edition by Bonnie Stone Sunstein and Elizabeth Chiseri-Strater;

A two-pocket folder to turn papers in and to keep portfolio materials;

One spiral bound notebook for fieldwork and classroom journaling; and,

Photocopies of papers for group work.

## III. Recommended Texts:

*The New Century Handbook*, by Christine A. Hunt and Thomas N. Huckin; and,

College dictionary and Thesaurus.

## IV. Objectives of ENG 108:

### Course Objectives:

### Means:

**Writing can be used  
for different purposes**

- (a) Write summaries to distill ideas from texts or people interviewed
- (b) Write syntheses of ideas from more than one text (your own or others)
- (c) Analyze the relationship between the claims, warrants, and evidence presented in texts
- (d) Evaluate the soundness of your own and other people's judgments

**Multiple audiences exist**

- (a) Analyze the needs of different audiences
- (b) Analyze unethical attempts to influence people's beliefs.

**Writing is a recursive process  
learn through research**

- (a) Apply pre-writing strategies to discover what you already know and what you want to learn through research
- (b) Write summary notes in the process of doing research
- (c) Write drafts in which you reconstruct your beliefs on the basis of the wider experience you gained through research
- (d) Reread first and second copies to rethink what you have discovered
- (e) Revise for an organization appropriate to your main purpose and audience

**Many productive ways exist**

- (a) Familiarize yourself with several reference tools in the library

**to generate ideas and images  
for your work**

- (b) Work with the Inlex-System
- (c) Locate books and journals in the library
- (d) Locate source materials on electronic databases

**Common patterns of  
organization exist**

- (a) Define important terms
- (b) Classify objects, events, data, and ideas discovered through research
- (c) Make judgments based on criteria that can be supported and explained

**Ideas are property in our  
culture and must be correctly  
attributed to their sources**

- (a) Practice research writing conventions as outlined in the MLA Handbook

**Reading is an interactive  
process that functions in our  
lives as a pleasurable  
activity as well as a means  
of acquiring knowledge**

- (a) Ask questions in order to discover meaning
- (b) Discriminate between fact and opinion
- (c) Identify explicit and implicit meanings in a text
- (d) Draw correct inferences
- (e) Evaluate intentions and messages of writers, especially attempts to manipulate language in order to deceive
- (f) Recognize problems and find workable solutions

**Editing skills enable writers  
to polish their work in order  
to keep the reader's attention  
focused on the message conveyed  
or the experience created**

- (a) Continue to refine your ability to identify independently your own spelling, punctuation, and grammatical errors so that you can achieve as "clean" a final copy as possible

For more information about the English Department at MWSC, students may check the web site at:

<http://www.missouriwestern.edu/engdept/genstud.html>. Sample papers and a complete listing of common course goals and objectives for English 100, 104, 108, 112 and 210 can be found here.

## **V. Basic writing requirements for ENG 108:**

Students will engage in exploratory journal writing or prewriting exercises in which they will learn how to discover ideas, respond to texts, and summarize texts. Students will choose a field site to study and observe during the course of the semester. Students will be asked to choose their field site during the first weeks of class. This field site will be the topic of all of the research writing to be done in this course. Students must choose a site that they can make frequent, possibly weekly, visits. It is vital that students choose a site that fits their schedule. It is also mandatory that the students chose a site that is legal in all aspects. It is highly recommended the students choose a place, which is safe. More on all of this in class. Each of the research projects will be a paper that builds on the previous paper, adding a new dimension to the research. Students will also compile their research into an end-of-the-semester portfolio.

Students will also be writing papers that recreate or reflect on personal experiences, share information, (gathered in part from library research), and analyze and synthesize readings.

Students will complete three research projects and a research portfolio that will be graded by the instructor. A student who does not turn in a response to all projects and the research portfolio will **not** pass the course even if the grades achieved on the writing tasks are satisfactory. Specific information on each of these papers will be given out in class.

All final drafts of essays must be word processed. Final handwritten papers will not be accepted. Additional information regarding paper format will be given prior to each paper due date.

Students must keep a complete portfolio of all writing that is done in ENG 108. It is important that students save and date all materials generated as a part of this class, including homework assignments and in-class work. This portfolio will become part of the final exam. Portfolios are also important for the grade appeals process as the complete portfolio of writings would have to be submitted to the Departmental Review Committee.

## **VI. Grading policy:**

Student grades will be determined on the basis progress as a writer, homework and quizzes, the writings submitted, and class participation and attendance over the course of the semester.

Grading scale:	90-100% = A
	80-89% = B
	70-79% = C
	60-69% = D
	59% and below = F

Each research project will be grading in three main areas: (1) Fieldsite Observation, (2) The paper, and; (3) Participation. Each fieldsite observation will consist of notes, a reflective writing, and a 500-word, word processed summary about the observation. If any of the three components are missing or incomplete, the score on that section of the project will be a “0.” Students will be informed when there are exceptions to this.

Research Project #1 - Positioning Yourself as a Researcher ( 70 pts. observations, 140 pts. paper)	210 points
Research Project #2 - Artifact Description and Site Analysis (100 pts. observations, 200 pts. paper)	250 points
Research Project #3 - Interview, Glossary, and Analysis of Insider Language (100 pts. observations, 225 pts. Paper)	325 points
Research Project #4 - Analysis of Fieldwork: Re-seeing Your Culture and Re-reading Your Data	250 points
Final Exam-	100 points

Failure to attend the final exam will result in failure of the course.

Points will also be given on various homework assignments, in-class writings, and quizzes – but the total point value of these assignments will not exceed 20% of the total course points.

Student grades will also be affected by lack of attendance. This will be discussed in more detail in Section VIII of the syllabus.

## VII. Academic Honesty:

Plagiarism or other academic dishonesty as assessed by the instructor will be the basis for a zero on any exercise or major paper affected. The student’s name and information about the violation will be forwarded to the Department Chairman of the English, Foreign Language and Journalism Department as well as to the Dean of Students. A second violation will result in failure of the course. Students are expected to show “proof of process.” That is, when a major paper is turned in, the student must also submit all in-class writings and all drafts so the instructor may adequately see that the work and the ideas originated from and belong to the student submitting the work. The work must be done in accordance to the classroom schedule and deadlines to provide appropriate “proof of process.” This policy covers any and all participants involved with the cheating of any exercise. Total honesty is stressed and expected.

## VIII. Attendance Policy:

Each student enrolled in the class is expected to arrive at each class meeting with any assigned material read and prepared for discussion. If a group evaluation is taking place, each student is expected to have his/her material ready for the group evaluation. Since class attendance, participation, discussions, and group work are such an important part of this course, your grade in the course is directly affected by your attendance or lack of. A student’s grade will not be affected by three or less absences. However, when a student has had four course absences, the final grade in the course will be lowered by one letter grade, (an “A” would become a “B;” a “B” would become a “C,” etc.). When the student receives the fifth absence, the final grade in the course will be lowered by two letter grades, (an “A” would become a “C;” a “B” would become a “D,” etc.). When the student receives the six absence he/she will receive an "F" for the final course grade. Excessive tardies will also be counted as absences.

It’s important to understand that an absence is neither “excused” nor “unexcused;” it just is. Students are advised to use absences wisely and take into account bad weather, bad luck with alarm clocks, and other personal or family emergencies, illness, etc. If a student misses class, it will count as an absence **regardless of the circumstances**. Important reminder: excessive tardiness will also be considered as an absence.

When a student is absent, he is responsible for getting the work missed in class BEFORE the next class period. An absence does not dismiss the student from the obligations of homework or deadlines.

There will be announced and unannounced writing exercises and quizzes. No in-class assignments may be made up. If a student is absent, he loses those points.

## **IX. Group evaluation or Writing Conferences**

If a group evaluation or writing conference is being performed the final draft of the paper will be unacceptable without the required evaluation or conference. If a student misses the in-class group evaluation or fails to keep a scheduled writing conference with the instructor, (or show up late), the paper will automatically receive a grade of "F." These conferences are considered an integral part of the writing process, so the paper is considered incomplete without them. The evaluation and conference procedure will vary from paper to paper, so it's important to listen to information given during class regarding these evaluations or conferences. Since some writing conferences may take the place of a regularly scheduled class session, it is important to understand *that a missed writing conference is the same as a class absence* and will be treated as such.

## **X. Deadlines:**

All assignments are due and will be collected at the beginning of the hour, unless otherwise noted by the instructor. Any assignment turned in after the end of the class period on the same day as the due date will be considered late and may carry an automatic 50% reduction of the final grade unless otherwise excused by the instructor. Any paper turned in the following class session will be considered too late and will be given a grade of "0," unless otherwise excused by the instructor.

## **XI. Disabled Student Policy:**

Any student enrolled in this course who has a disability that prevents the fullest expression of abilities or that prevents or hinders the completion of class requirements as stated in this syllabus should contact the instructor **immediately in writing** so it can be discussed how he/she can be helped to meet class requirements.

## **XII. Center for Academic Support:**

The Center for Academic Support provides trained tutors for students requiring additional reading or writing instruction. There is **no** cost to the English 108 student for using these services. The Center can be of assistance to the student in the following areas: writing a thesis statement, organizing ideas, structuring ideas into an essay form, and more. Students are highly encouraged to make use of these services throughout the course of the semester.

## **XIII. Miscellaneous**

Turn off all cell phones and pagers before coming to class. This is mandatory and a show of respect to your fellow classmates and the instructor.

## **XIV. Tentative course schedule:**

The following is a tentative course schedule, which includes tentative reading and writing assignments and paper deadlines. A complete and detailed schedule will be given with each major writing assignment.

### **Research Paper #1 Positioning Yourself as a Researcher**

**Reading Assignments:** *Fieldworking*, Chapters 1 and 2

**Paper due date:** Friday, February 14

- Wed. 1/13 First day of class  
 1/15 Chapter #1, **Fieldworking**  
 1/17
- Mon. 1/20 No Classes - Martin Luther King Day  
 1/22  
 1/24 Chapter #2, **Fieldworking**
- Mon. 1/27  
 1/29 First site visit due  
 1/31
- Mon. 2//3  
 2/5 Second site visit due  
 2/7
- Mon. 2/10 Draft #1 due; peer reviews  
 2/12 Draft #2 due; Peer reviews in class today  
 2/14 Research Project #1 due; begin Research Project #2

## **Research Paper #2 Artifact Description and Site Analysis**

**Reading Assignments:** *Fieldworking*, Chapters 3 and 5  
**Paper due date:** Friday, March 7

- Mon. 2/17 No Class - President's Day  
 2/19 Chapter 3, **Fieldworking**  
 2/21 Third site visit due
- Mon. 2/24  
 2/26 Chapter #5, **Fieldworking** due today  
 2/28 Fourth site visit due today
- Mon. 3/3 Peer Reviews  
 3/5 Peer Reviews  
 3/7 Research Project #2 due

## **Research Paper #3 Interview, Glossary, and Analysis of Insider Language**

**Reading Assignments:** *Fieldworking*, Chapters 4, 6, and 7  
**Paper due date:** Monday, April 7

- Mon. 3/10 Spring Break - No Classes  
 3/12 Spring Break - No Classes  
 3/13 Spring Break - No Classes
- Mon. 3/17 Classes Resume; site visit observation due; Chapter #4, **Fieldworking** due today  
 3/19 Fifth site visit due; Midterm grades due  
 3/21 Chapter #6, **Fieldworking** due today
- Mon. 3/24  
 3/26 Sixth site visit; Chapter #7, **Fieldworking** due today  
 3/28 Last day to drop spring semester classes
- Mon. 3/31

4/2 Draft #1 due; peer review  
4/4

Mon. 4/7 Research project #3 due

**Research Paper #4  
Analysis of Fieldwork:  
Re-seeing Your Culture and Re-reading Your Data**

**Reading Assignments:** *Fieldworking*, Chapter 8

**Paper due date:** Friday, April 25

Wed. 4/9 Begin Research Project #4; Chapter #8 *Fieldworking* due today  
4/11

Mon. 4/14  
4/16  
4/18

Mon. 4/21 Final site visit observation due  
4/23  
4/25 Research Project #4 due

Mon. 4/28 Final Exam, Part 1

**Final Exam: Friday, May 2**

**JGM Room 208  
11:30-1:20**