

Missouri Western State College, Division of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism
English 100 Introduction to College Writing
Fall 2004

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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 five class periods or four Writer's Workshops, you will receive an F in the class. Two tardies will count as an absence, as will coming to class without a draft on a workshop day. 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 should consult with your advisor and your teacher 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 your teacher.

Required Texts and Course Materials:

Introduction to College Writing – ENG 100, McGraw-Hill, 2005.
English 100 Writer's Workshops. Fall 2004 ed.
Folders
Thin notebook or folder with paper and dividers
3-1/2" floppy disks and a disk storage box
Photocopies for group work as requested

Course Goals :

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.

Grading and Assignments:

Grading Policy:

This class uses a portfolio system of grading which means you do not receive grades on papers until the end of the semester. However, we will still be working on four writing tasks throughout the class, and there are specific due dates for these tasks. For each task, there are also a number of required smaller components such as peer reviews, workshops, journal writings, and in class exercises. You must complete all this work in addition to the drafts. Note that this part of the writing PROCESS is very important, and you cannot pass the class without completing these tasks. Ultimately, if you do the small assignments diligently, your writing will improve, and so will your final grade. Your final grade will be determined on the basis of your progress as a writer, measured daily, and by the quality of your final portfolio at the end of the semester.

The components of your grade in the course are:

Peer reviews, workshops, reflections, participation, journal writing, in class exercises, drafts, revisions for each writing task: 25%

Writer's workshop: 25%

Final Portfolio: 50%

Writer's Workshop:

Throughout the course of the semester, you will attend the once-a-week, 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. You must submit these materials in order to pass ENG 100.

Journals:

You will write (informal) journal entries/responses to most of your assigned readings. Please refer to your assignment schedule for journal entries. These entries will be your explanations of and reactions to the readings. You can also answer the "Questions for Reflection and Writing" in your textbook at the end of each essay. The average length for a journal entry is one full page. Entries can be hand-written or word-processed. The collection dates will coincide with the collection dates of your writing tasks/mini-portfolios. Journal entries will be graded on content and will be part of your grade for the portfolio and the course.

Peer Revision Groups:

Prior to submitting your writing tasks, you will be required to participate in peer revision groups in class (there are in addition to the writers workshop labs) to which you will bring in copies of your rough draft to receive feedback from your group in order to help you strengthen and revise your own written work. This is a required activity and will be part of your grade for the portfolio and the course. (Note: During these sessions I will also evaluate drafts).

Please Note: No one will pass this class without completing all four writing assignments, regardless of what the student's point total would indicate. If students are borderline between grades, other factors such as effort, class participation, attendance, and attitude will be used to determine the final grade.

Late Work: Be sure to bring all work to class, in person, and on time. I cannot be responsible for work that you do not hand me personally. Small assignments, journal entries, or prewriting will not be accepted late. If something should happen that prevents you from submitting your paper on time, you must make arrangements with me before the paper is due, not afterwards. If you are absent, your work is still due.

Classroom behavior: I expect you to respect everyone in this class. Part of learning to read and write well is exploring ideas. There will no doubt be people who have ideas different than yours. One of our goals is to learn to understand and respect different ideas. Remain open-minded; you may even change your own ideas. Understanding and developing ideas is a natural outcome of the reading and writing, and therefore of this class, and thus I consider these an accomplishment and evidence that you are becoming an educated and mature reader and writer.

I also expect you to behave respectfully in class. This means: do not interrupt, walk in front of anyone who is talking, enter the room or a workshop late, or leave your seat or the room while class is in session unless it is an emergency. It also means that you turn off cell phones before you enter the classroom, and that they remain off until you have exited the classroom.

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 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.

Academic Honesty Policy: If I find evidence of cheating or plagiarism, you have the burden of showing that the paper has in fact been written by you. 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. Stronger evidence proving flagrant cheating and/or plagiarism may lead to even stronger penalties. Please note carefully the statement on plagiarism on the departmental website, found at <http://www2.mwsc.edu/eflj/plagiarism.html>.

Academic Support: The Center for Academic Support, located in LRC 213, offers you assistance with your reading or with papers at any stage of the game. Contact the Center at 271 4624 or Coral Dawson, the Writing Director, at 271-4531 at I highly encourage you to use this free service regardless of your abilities.