

Missouri Western State College, Division of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism
English 100-11: Introduction to College Writing--TTh, 11:00-12:20 p.m., SSC 210
Workshop T or Th, 1:00-1:50 p.m., SSC 214 or JGM 120
Fall 2004

Instructor: Mr. Hamilton
Office: SS/C 222-Q
Phone: 271-4169
Office Hours: MWF 11-12:00, TTh 3:30-4:30, and by appointment
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ATTENDANCE POLICY: “4 ½ or 4 and fail”

This course does have a fairly strict attendance policy for in-class, as well as for Writer’s Workshop. College attendance is expected. During a semester, one full week of class absences is considered the usual maximum. More than this seriously decreases your course grade. In Eng 100, a failing grade is earned for being absent from class 4 ½ times, **or** for being absent from Workshop 4 times.

We meet only twice per week for 80-minute sessions and only once per week for 50 minutes in Writers Workshop. **So staying up with assignments is especially important.** Being late (10-15 minutes), being habitually late (any amount of time), or being disruptive also counts as an absence (1/2 or full). And any absence necessarily affects the course grade because it represents missed work. Missed work earns a zero. Late work without prior permission also earns a zero. Out-of-class assignments are due at the beginning of the class period. Usually within the first 5 minutes. Afterwards, they too are considered late.

There are no excused absences, although a reason can be documented (a doctor’s excuse, for instance) which allows you to make-up much of the missed/late work. If you miss a class session, you are still responsible for all material assigned and covered. If you notify me prior to the in-class absence, you are better assured that I can help you make-up the missed work.

There is an opportunity to **make-up missed Workshops** on Fridays at 3:00 p.m. in SS/C 222-U-V. Notify Mrs. Dawn Terrick in SSC 222-C before attending these make-up sessions. Contact her at 271-4313, or terrick@missouriwestern.edu. Workshop policies are stated in the Workshop Book.

If you know of circumstances likely to make these requirements difficult for you this semester, you should consult with your academic advisor, the Student Services Office, and your instructor. Do this the first two days of the semester.

Throughout the semester, if you become unsure of any required assignment, talk to me after class, phone my office or drop by during office hours, email me with your questions, or arrange a mutually convenient office appointment to discuss any concerns. I am here to help you in any way, any time.

TWO REQUIRED TEXTS AND COURSE MATERIALS:

English 100 Writer’s Workshops. Fall 2004-2005, Dawn Terrick, ed. St. Joseph: MWSC, 2004.

Missouri Western State College. Introduction to College Writing: English 100. St. Louis: McGraw Hill, 2004.

Notebook (perforated) for in-class notes and written assignments

Two or three 3-1/2" floppy disks (2-3): one working, one save, one back-up

Manila folder(s) suggested for Final Portfolios

Blue or black ink pens only

A good College Dictionary and Thesaurus are recommended

MAJOR ASSIGNMENTS AND THE GRADING POLICY:

Your final grade will be determined on the basis of your progress as a writer and as a reader. Grades will be earned in four (4) Task Papers, textbook quizzes and tests, assignments in and out of class, the Final Portfolio and your class participation over the course of the semester. Acquiring knowledge and developing skills are both important accomplishments for this course.

Task #1 Assignments: 10%

Task #1 Paper: 10% (word processed)

Task #2 Assignments: 10%

Task #2 Paper: 10% (word processed)

Task #3 Assignments: 10%

Task #3 Paper: 10% (word processed)

Task #4 Assignments: 10%

Task #4 Paper: 10% (word processed)

Final Portfolio: 10%

Final Exam: 10%

Task Assignments: 4 x 10%. Progress in writing is best made by small increments: little improvements sustained over time. Consequently, progress is best made day-after-day with on-going assignments in reading and writing. To practice and assimilate everyday will put you way ahead by the end of the semester. In-class and out-of-class assignments will help you complete the larger Task Papers. The assigned readings and comprehending your textbook will be a large part of this. Quizzes will be given, usually every week.

4 Task Papers: 4 x 10%. You will complete four major writing tasks, word processed and then graded. A student who does not turn in all four task papers cannot pass the course even if the grades achieved in the other three writing assignments are satisfactory. You will work on these Task Papers both in-class and out-of-class. Approximately three weeks will be given for each Task Paper.

Progress as a College Writer: 10%. Your overall progress as a writer will be assessed through an end-of-semester Final Portfolio in which you submit all of the semester's work, along with a detailed self-critique. Your portfolio must receive an "acceptable" evaluation in order for you to pass ENG 100: three of the four Task Papers must receive a final grade of C or higher and the Cover Sheet Self-Critique must be thoughtful and complete. So, **KEEP ALL YOUR WORK:** notes, brainstormings, rough drafts, revisions, quizzes, class handouts, this syllabus, etc etc.

Final Exam: 10%. An essay exam into English 104.

Writer's Workshop. Throughout the course of the semester, you will attend the once-a-week, small group Writer's Workshop (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 may be critiqued and proofread in Writer's Workshop. Ensure that you have the right materials in the right place at the right time. Writer's Workshop may affect your overall course grade by + or - 3 points.

FORMAL TASK PAPERS & OTHER ASSIGNMENTS:

All writing assignments should be NEW and ORIGINAL for this course, done by you on time according to handout instructions. If you start off by doing the best you can and keep adding to your knowledge while furthering your skills throughout the semester, you should succeed in English 100. If you are repeating this course, please see me during the first week of classes.

The Task Papers themselves will need to be Word Processed, Double Spaced with a Times Roman 12 Point Font. Side margins should be 1 to 1.25 inch, top and bottom margins 1.5 inch. This is the usual default format. On page one, single space your name, course number, assignment and date in the upper left hand corner. Center the title and double space the rest of the essay. On page 2 and all subsequent pages, put your last name prior to the page number in the upper right hand corner. Place a Word Count at the bottom of the last page.

Traditional Letter Grades, with +’s and –’s, will indicate grades for the four Task Papers, the Final Portfolio and the Final Exam. A combination of numerical scores for quizzes and tests, plus a system of “ ‘s,” with +’s and –’s (“ +” = 100%, “ “ = 80%, “ --“ = 60% and so on), will indicate grades for other on-going assignments. An itemized Midterm Grade Sheet will be completed so that you can monitor and adjust your efforts during the semester.

Final Course Grade: A =90 and above, B =80-89, C =70-79, D =60-69, F =below 59.5
A final grade of “C” or better is needed to go on to English 104.

During the semester, you may discuss your progress and efforts with me. Please do so at any time.

POWER POINT GRAPHIC #1

STUDENT SPECIAL NEEDS:

Any student who has a temporary or long standing ailment that prevents or hinders the fullest expression of their abilities should contact Missouri Western's special needs coordinator, Lois Fox for expert recommendations and assistance. Contact me, personally, during the first few days of class to discuss class requirements and any special accommodations that may be necessary. Contact Ms. Fox at 271-4330, email her at fox @ mwsc.edu, or drop by her office in SS/C 202B. As the semester goes along, keep me informed of any changes.

EXTRA HELP EVERY DAY:

Your instructor is here to help you succeed. Office hours are posted, and other arrangements can be made by appointment when necessary. Contact me in class and after class when you have questions, or when you need additional help. Take the initiative. Sometimes it only takes a minute to clarify something that would otherwise be a problem.

Free tutoring! MWSC has many excellent support systems just for you. I may assign you special tutorials at the Center for Academic Support if needed. But make personal use of these as well:

- 1. Center for Academic Support** offers extra help in writing, reading, math and in subject areas. Walk in or contact them next to the Library at 271-4524. Corla Dawson, Writing Coordinator, 271-4531. Cathy Gann, Reading/Study Skills Coordinator, 271-5621.
- 2. Student Services Office** has many programs to keep you fulfill your goals: from campus maps, to academic, family or job advising. Contact them: SS/C 209 at 271-5990.
- 3. Non-Traditional Student Center** can get you re-oriented to academic life if you're 22 or 62! There are seminars, information on Day Care, associations, and honor societies. Contact them: SS/C 202 at 271-4280.

GENERAL STUDIES COURSE GOALS FOR ENG 100:

Reading Goals:

During the completion of ENG 100 students will

- Read textbooks effectively to gain knowledge and understandings;
- Use reading to improve their writing by drawing ideas and information from written material;
- Use texts to understand their own and others' ideas and experiences;
- Read actively for greater understanding; locate main ideas and supporting details;
- Read writing assignments effectively as a guide to creating better papers;
- Recognize good writing by actively reading good prose.

Writing Goals:

During the completion of ENG 100 students will

- Do some private writing for themselves; use writing to explore their thoughts;
- Use various invention techniques to discover, test, and explore;

- Use prewriting to create, to reflect upon, and to generate content and ideas;
- 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, to fulfill the purpose for an audience;
- Write essays to communicate ideas and to order thoughts, emotions & experiences;
- Develop their ideas and concepts with specific details, examples, and explanations;
- Craft more effective and polished sentences and paragraphs;
- Learn other revision techniques to step-up the quality of their writing to college levels;
- Use effective planning, invention, and revision strategies for successful writing;
- Become practiced in written conventions: the use of Thesis Statements, organizational structures, and modes of communication like description, narration, and causal analysis.
- Identify and correct their spelling, grammatical, and mechanical errors.

General 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.
- Gain expertise and confidence with college quality work, study, writing, and reading.

CIVILITY AND COOPERATION:

Missouri Western expects all students to help maintain good classroom conditions and a campus environment conducive to both learning and teaching. All students should treat their classmates, instructors, and student assistants with civility and respect, both inside and outside the classroom. Remember, your accomplishment is the primary objective.

ACADEMIC HONESTY:

All work should be new and original for this course. Student Handbook academic policies are always in effect. These protect you and the standards of the college. Cheating, misrepresentation, or plagiarism will result in zeros for the assignment, failure for the course, or in extreme cases, expulsion from the college. Please note carefully the statement on academic and student policies in the Student Handbook and on the EFLJ website, www.missouriwestern.edu/eflj/plagiarism.html.

Success will happen!

I hope you have an excellent and enjoyable semester.

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