

Missouri Western State College, Division of Liberal Arts and Sciences  
Department of English, Foreign Languages, and Journalism  
**English 100-12: Introduction to College Writing**  
Class: T/Th, 11 – 12:20  
Writer's Workshop: 9 AM Tues. or Thurs.  
Fall 2004

Teacher: Joyce Smithmier  
Office: Rm 213  
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Office Hours: 10 – 11 AM, T/Th  
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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.** 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.  
3-1/2" floppy disks and a disk storage box  
Photocopies for group work as requested

**Course Goals and Class Assignments:**

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.

**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.

### **Grading Policy:**

Your grade will be determined on the basis of your progress as a writer, the writings you submit, and your class participation over the course of the semester. The components of your grade in the course are:

Writing. You will complete four major writing tasks that will be graded by your teacher. A student who does not turn in complete responses to all four tasks will not pass the course even if the grades achieved in the other writing tasks are satisfactory.

#### **Due Dates for Formal Writing Assignments:**

Task One: 9/23/04

Task Two:10/14/04

Task Three:11/11/04

Task Four:12/07/04

- Progress as a Writer/Revision Policy – For all writing tasks you will be required to participate in peer revision groups. Graded writing tasks one-three can be revised and resubmitted for a “new” grade. After a paper is returned to you in class, you will have two weeks from that date to revise and resubmit the task. If you miss the two-week deadline, you forfeit the right to revise that specific task paper. Your original graded essay must accompany your revised essay.

- 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. You must ensure that you have the right materials in the right place. Your teacher may also consider you Writer’s Workshop participation as part of your grade.

### **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 your teacher finds 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> .

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\*Notes: The attendance policy is for classes that meet MWF. If your class meets TH, please change the attendance policy; however the workshop attendance policy remains the same. Under the section “grading policy,” you should explain grade distribution among assignments and late work grading policy as well as clarify for students that they need a C or higher to pass ENG 100 and enter ENG 104. If applicable, you may also want to add a brief explanation of your methods of instruction such as use of journals, peer revision groups, portfolios, etc. Feel free to personalize your syllabus and tailor it to your specific class but keep in mind that the common policies must remain. You can review all syllabi on the EFLJ website.

