

Syllabus for ENG 100
Introduction to College Writing

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

English 100-18: Introduction to College Writing – Composition and Language
1:00-1:50 MWF JGM 208(lecture)
Writer's Workshop: M or W 2:00-2:50 JGM 120
Fall 2004

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Office Hours: MWF 9:00-10:00; 2:00-3:00 and by appointment
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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
Photocopies for group work as requested
Folders

Course Description:

“One thing that is always with the writer – no matter how long he has written or how good he is – is the continuing process of learning how to write.”
-Flannery O'Connor

In this course we will discuss writing as a process. And you may ask, what does this statement mean? The truth is, no one just sits down and instantly produces a perfect piece of writing. There are many steps a writer goes through when producing a text, including pre-writing (or gathering and organizing ideas and thoughts), writing, revising and editing, and we will discuss these steps in this course. By breaking down these steps, hopefully, the writing process will seem less difficult.

Course Goals and Class Assignments:

Reading Goals:

- Read actively for greater understanding;
- Use reading to improve writing by drawing ideas and information from written texts
- Use texts to understand 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:

- Move from writer-based to reader-based prose
- Write at greater length more easily, more quickly, and more usefully;
- Structure writing to fit the assignment, purpose, and audience;
- Develop 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:

- 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.

For common objectives/means and institutional competencies for ENG 100 also refer to the English department website at <http://www.missouriwestern.edu/EFLJ/eng100.asp>

Methods of Instruction:

Methods of instruction include textbook, lectures, class discussions, group work, informal writing assignments and formal writing assignments. Students will be expected to participate in peer revision groups and in-class writing exercises.

Textbook:

Your textbook is divided into two parts – the first part is the “reader” and contains essays and the second part is “A Troubleshooting Guide for Writers” and contains instruction and examples regarding the writing process, features and qualities of effective writing and grammar and mechanics instruction. The chapters in the second part of the text are brief and contain titles that are frequently asked questions about writing, revising and editing. Please be sure to read all assigned chapters and use the second part of the text as a reference guide while you are writing and revising.

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 under “Reflecting and Interpreting” 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 which you will bring in copies of your rough draft to share with your group and 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).

Mini-Portfolios:

The mini-portfolio system is explained in an attached handout.

Policies:

Attendance Policy:

This class has a very strict attendance policy in Writer’s Workshops as well as in class. If you miss seven 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 may wish to consult with your advisor 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.

Late Work:

All writing tasks are due at the beginning of the class period on the due date. Each student is allowed one late paper, and only one late paper, and this must be discussed with me so we can discuss the extended due date. I will not accept/grade any other late papers. This is important because you must complete, turn in and receive a grade for all papers in order to pass this class. In other words, a second late paper will result in failure of the course. If you are not in class on the due date you are still responsible for submitting your assignment on time. Late in-class writing assignments will not be accepted.

Grading Policy:

Your grade will be determined on the basis of your progress as a writer, the writings (informal and formal) you submit, and your class participation over the course of the semester. Also note that smaller assignments and class preparation/participation are very important and do affect your grade. The components of your grade in the course are:

· Four writing tasks. *A student who does not turn in responses to all four tasks will not pass the course even if the grades achieved in the other writing tasks are satisfactory.*

Writing Task One Mini-Portfolio: 100 points

Writing Task Two Mini-Portfolio: 100 points

Writing Task Three Mini-Portfolio: 125 points
Writing Task Four Mini-Portfolio: 125 points
· Final exam: 100 points

Progress as a Writer/Revision Policy:

For all writing tasks you will be required to participate in peer revisions groups. Graded writing tasks (tasks one-three) can be revised and resubmitted for a “new” grade. You will have two weeks from the date the paper is returned in class to revise and resubmit each task paper. If you miss the two-week deadline, you forfeit the right to revise that specific task paper. It is required that your original, graded essay accompanies your revised essay. You will not have the opportunity to revise Writing Task Four; however, you will have ample opportunity to share and revise drafts with me and with your peers.

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.

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, Lois Fox, for possible certification of special needs and expert recommendations for assistance. You should also contact me personally as soon as possible so that we can discuss class requirements.

Academic Honesty Policy:

You will receive a grade of F (0 points) for any paper that shows evidence of cheating and/or plagiarism and forfeit the opportunity to revise. You have the burden of proving that a paper showing evidence of cheating or plagiarism 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. Stronger evidence proving plagiarism may lead to further penalties. Please note carefully the statement on plagiarism on the departmental website, found at <http://www.missouriwestern.edu/EFLJ/plagiarism.asp>.

Miscellaneous:

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.

Please note that you must complete all writing assignments in order to pass this course. In addition, admission into ENG 104 requires a “C” or higher in ENG 100. All drafts and final papers for this course must be word-processed. *It is also important to save all writing tasks on disks, keeping back-ups if necessary, and to save all drafts as well.

Please feel free to come see me if you have *any* problems or questions. You can make an appointment to conference about any paper or homework assignment, to discuss your progress in class, to clarify or question something that was discussed or done in class, etc. I believe communication is very important between an instructor and her students and, as a result, I will make myself available to you for any reason.