

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

Section 09

MWF10:00-10:50 a.m., JGM 120

Writer's Workshop: Monday or Wednesday 11:00 a.m., SSC 214
Student Assistant: David Collins

Section 17

MWF 1:00-1:50 p.m., JGM 120

Writer's Workshop: Monday or Wednesday 12:00 p.m., SSC 214
Student Assistant: Aaron Babbitt

Section 19

MWF 2:00-2:50 p.m., JGM 105

Writer's Workshop: Monday or Wednesday 3:00 p.m., JGM 120
Student Assistant: Ashlie Hammond

Instructor: Heather H. Mecham
Office: SSC 222 T
Office Phone: 271-4239
Office Hours: MWF 11-12; Friday 3-4 and by appointment
Mailbox: SSC 222
E-mail: mecham@missouriwestern.edu

Required Texts and Course Materials:

(texts available in campus bookstore or passport bookstore)

Introduction to College Writing – ENG 100, McGraw-Hill, 2005.

English 100 Writer's Workshops. Fall 2004 ed.

Journal- A cardboard folder with pockets and brads, stocked with at least 30 sheets of notebook paper (bring to every class meeting)

Course Overview

Your writing ability can directly impact the perception that others hold of your intelligence. A clear, concise writing style with few or no errors can bring you success in school and the workplace and respect from friends and family. In this course, you will accomplish the following university mandated 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.

Course Policies

Class Disturbance:

Please turn off or mute all electronic devices (cell phones, pagers, etc.) upon entering the classroom. If I see your phone out during class, I will count you absent.

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 should consult with your advisor and me to review your options.

This is a discussion and workshop-oriented course. Your attendance at every class session is crucial to your development as a writer. I will pass around an attendance sheet every day. It is your responsibility to sign it before the end of class if you arrive late. You may not make up in-class points for a missed class unless you let me know BEFORE class. If you are unable to contact me in advance, get in touch with me as soon as possible. I reserve the right to reduce your course grade for excessive unexcused absences (even if you have fewer than seven total absences).

Late Work:

You must turn in every paper to receive a passing grade for this course. All assignments and papers must be ready at the beginning of the class period on the day they are due. Late assignments will not be accepted. **Late papers will be accepted up to one week after the due date with a ½ letter grade deduction for each day that they are late.**

Contact me if extenuating circumstances require you to miss a paper deadline.

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.

NOTE: I will consider you Writer's Workshop participation (as reported by your student assistant) as part of your course grade.

Peer Review:

On peer-review days, I will check for complete typed drafts. If your draft is not substantially complete, or if you miss class without previous authorization, I will lower your grade on that paper by half a letter—even if the final copy is on time.

Journal & Portfolio:

Keep all returned papers, freewrites, and reading responses in your folder. We will be using these at the end of the course.

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.

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.

Course Requirements and Grading

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. There will be 850 points available in this course. The points will be distributed as follows:

In-Class Essay	25	During first class
Paper One	100	Due 9/20
Paper Two	100	Due 10/11
Paper Three	100	Due 11/8
Paper Four	100	Due 12/1
Prewriting and Drafts	125	

25 points/paper (papers 1-4); 25 points portfolio revision prep

Portfolio Revision	50	Due 12/8
Final Exam	50	During final exam period
Journal	75	
<i>Freewrites and Reading Responses during class periods</i>		
Assignments	50	
<i>Group work and exercises as assigned</i>		
Writer's Workshop	25	
Peer Review	50	
<i>10 points/paper (papers 1-4); 10 points portfolio revision prep</i>		

Total	850
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Final letters grades will be based on your total number of points and will most likely be distributed as follows (remember that a C is the lowest passing grade in this course):

765-850	A
680-764	B
595-679	C
510-594	D
509 and below	F

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>.

Course Calendar

This calendar is tentative. I will distribute written revisions if I feel I need to adapt instruction and materials to your needs. **Reading assignments (denoted in italics) are to be done BEFORE that day's class.** Always bring a text to class the day we discuss it. **Items due are denoted in bold and will be considered late if not presented at the beginning of the indicated class period.**

KEY: *Readings*—first half of text; *Guide*—second half of text (separated by an orange page)

UNIT ONE: Description & Significance

Mon. 8/30	Introductions; In-Class Essay
Wed. 9/1	Writing Process; Discussion; Assign Paper One <i>Readings "Rite of Passage" 43-48; Guide 1-9</i>
Fri. 9/3	Prewriting and Invention <i>Guide 23-34 & 38-44</i>
Mon. 9/6	No Class - Labor Day
Wed. 9/8	Workshop; Discussion <i>Readings "Mother Tongue" 72-77</i>
	Prewriting—Ideas
Fri. 9/10	In-Class Essay Returned; Trouble Spots <i>Guide 116-120</i>
Mon. 9/13	Workshop Draft One
Wed. 9/15	Workshop; Peer Review <i>Guide 85-88</i>
	Draft Two
Fri. 9/17	Workshop Draft Three
Mon. 9/20	Paper One Due/Assign Paper Two/Unit Review Final Draft

UNIT TWO: Explanation & Meaning

Wed. 9/22 Writing a Thesis; Discussion
Readings "One Writer's Beginnings" 123-127; Guide 35-37

Fri. 9/24 Paragraph Construction; Discussion
Readings "Casa" 50-54

Mon. 9/27 Workshop; Organization
Guide 89-92

Prewriting—Thesis and Ideas

Wed. 9/29 Workshop; Supporting your thesis
Guide 56-62

Prewriting--Outline

Fri. 10/1 Workshop; Paper One Returned
Draft One

Mon. 10/4 Workshop; Commas
Guide 144-147

Draft Two

Wed. 10/6 Workshop; Apostrophes
Guide 151-153

Draft Three

Fri. 10/8 NO CLASS-HOME COMING!

Mon. 10/11 Paper Two Due; Assign Paper Three; Unit Review
Final Draft

Unit Three: Writing about Reading

Wed. 10/13 Discussion
Readings "On Becoming a Chicano" 65-70; "Back to Basics" 105-108

Fri. 10/10 Discussion
Readings "Graduation Day" 1-10

Mon. 10/18 Writing about Reading
Handouts

Wed. 10/20 Paper Two Returned; Using Sources
Guide 171-178

Fri. 10/22 Avoiding Plagiarism; Using Quotations
Guide 148-150

Mon. 10/25 Introductions
Guide 52-55

Wed. 10/27 Workshop; Conclusions
Guide 63-66

Prewriting—Thesis & Ideas

Fri. 10/29 Workshop
Prewriting--Outline

Mon. 11/1 Workshop
Draft One

Wed. 11/3 Workshop; Spelling
Guide 157-163

Draft Two

Fri. 11/5 Workshop; Verbs
Guide 135-139

Draft Three

Mon. 11/8 Paper Three Due/Assign Paper Four/Unit Review
Final Draft

Unit Four: Thinking About Writing

Wed. 11/10 Discussion
Readings "A Way of Writing" 187-189

Fri. 11/12 Discussion
Readings "Watcher at the Gates" 179-181

Mon. 11/15 Workshop
Prewriting—Thesis & Ideas

Wed. 11/17 Workshop; Transitions

Prewriting—Outline

Fri. 11/19 Workshop; Paper Three Returned

Draft One

Mon. 11/22 Workshop; Word Choice

Guide 67-70

Draft Two

Wed. 11/24 Happy Turkey Day—No Class!

Fri. 11/26 Happy Turkey Day—No Class!

Mon. 11/29 Workshop; Sentence Variety

Guide 107-111

Draft Three

Wed. 12/1 Paper Four Due; Taking Essay Exams; Unit Review

Guide 187-189

Final Draft

Fri. 12/3 Portfolio Conferences/Portfolio Revision Workshop

Portfolio

Mon. 12/6 Portfolio Conferences/Portfolio Revision Workshop

Portfolio Revision

Wed. 12/8 Portfolio Conferences/Portfolio Revision Workshop

Portfolio Revision

Fri. 12/10 Portfolio Revision Due; Course Evaluations; Prepare for Final

Final Revision

FINAL EXAMS

room assignment to be announced

Section 9 (MWF 10:00)—Mon. 12/13 8:30 a.m. -10:20 a.m.

Section 17 (MWF 1:00)—Mon. 12/13 11:30 a.m. -1:20 p.m.

Section 19 (MWF 2:00)—Wed. 12/15 2:00 p.m. -3:50 p.m.