

Missouri Western State College, Division of Liberal

Arts and Sciences

Department of English, Foreign Languages, and

Journalism

English 100-24: Introduction to College Writing

Class: 5-6:20 MW

Writer's Workshop: 6:30-7:20 MW

JGM 105

Fall 2004

Teacher: Kelly Lock

Office: SS/C222 M

Phone: 271-4316

Office Hours: Monday and Wednesday 4-5:20

E-mail: kclock@missouriwestern.edu

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. 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. Do not ask me for your materials. Get the information from someone in the class. 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. If you foresee being absent the day something is due, you MUST place it in my English Department mailbox PRIOR to class beginning.

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

Four (4) pocket folders

Notebook for this class only

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. You will submit a writing portfolio for your final grade. You will turn in four task papers on the days they are due. I will return them with an evaluation of satisfactory, progressing or under-developed. There will be no actual grade attached. Along with this evaluation, I will write comments explaining what you need to do with your paper to improve it. With the exception of Task Four, you can turn in each task paper as many times as you would like. Please expect a one-week turn-around time for comments. You will revise your task papers accordingly. Your choice not to revise will negatively affect your grade. You will turn in all revised task papers on the date indicated. Your final drafts along with pre-writings, rough

drafts, revisions and reading responses will, then, be calculated for a grade. At midterms, you will receive a "C" if you are satisfactorily advancing in this class. If you are not, then your grade will be either "D" or "F." Please remember that you must have a C to pass this course.

Submission of work. It is important to note that there is a specific manner for which your work will be turned in to me. Each task paper will be submitted in its own pocket folder. On the left side of the folder, you will include all reading responses, pre-writings, drafts, revisions, peer edits or comments that I've made on the writing. On the right side of the folder, you will place the typed final copy that you want me to grade. Make sure your name and task number are written on the front of the folder. Each time you, again, turn in a task paper for evaluation, you will submit it in the same folder.

Thus, Task One will always be submitted in the Task One folder. It is CRUCIAL that you don't lose any of these folders. Remember you are submitting all of it at the end of the semester for your final grade.

Grades. Each task paper is worth 100 points, but the points will not be assigned until the final portfolio is due. In addition, each set of materials exhibiting your work on each task paper is worth 50 points.

These points will be assessed at the time your task paper is submitted. It is CRUCIAL that you keep every piece of paper that you use in class and out of class.

I want to see the work that you have done to create

the best possible writing, and I want you to receive credit for it!

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 your Writer's Workshop participation as part of your grade.

Due Dates for Formal Writing Assignments:

Task One: September 22

Task Two: October 11 (yes, we do have class this day)

Task Three: November 17 (I will return these to you on Nov. 22)

Task Four and Final Portfolio: December 8

Final: December 13

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://www.missouriwestern.edu/EFLJ/plagiarism.asp>

Office hours and instructor support:

I HIGHLY recommend you see me during office hours so that we can discuss your writing. In addition, if my hours do not match with yours, you are more than welcome to email me questions, comments, concerns, etc. Your success in this class is of the utmost importance. Take full advantage of the help that is offered.

Center for Academic Support:

I will give you information on the writing services that the CAS gives to students free of charge. I HIGHLY recommend that you use the services they provide. In the past, students who have taken advantage of this service have achieved higher grades than those who have not.

