

Missouri Western State College, Division of Liberal Arts and Sciences  
Department of English, Foreign Languages, and Journalism  
**English 100-68: Introduction to College Writing**  
8:00-8:50 MWF JGM109; Writer's Workshop 2:00-2:50 M or W SS/C222U  
Fall 2004

**Teacher:** Corla Dawson  
**Office:** Center for Academic Support (LRC213)  
**Phone:** 271-4531  
**Office Hours:** By appointment  
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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 seven class periods or four Writer's Workshops, you will receive an F in the class.** There are no exceptions for this attendance requirement. Habitual tardiness or leaving early can also result in absences. If you know of any circumstances likely to make this attendance 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. If assignments are not submitted at the beginning of class the day they are due, they are considered a day late. Late submissions will be subject to a grade deduction (ten percentage points per day late).

**Required Texts and Course Materials:**

*Introduction to College Writing: English 100*  
*English 100 Writer's Workshops* manual  
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 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.

**Before entering the classroom, make sure your cell phone is set so that it does not ring during class. If your cell phone rings during class, you will be asked to leave and counted absent. Classes are 50 minutes in length, and unless there is an emergency, you are expected to remain in class the entire time.**

**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 following are components of your grade in the course:

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. These writing assignments will make up 75 percent of your grade for this class.

Daily Assignments. 20 percent of your grade in English 100 will come from quizzes, peer responses, and other daily assignments.

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. Five percent of your grade will be based on your participation and cooperation in Writer's Workshop.

**Grading Scale**

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90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

To pass English 100 and enroll in English 104, you must earn a C or better.

**Due Dates for Formal Writing Assignments:**

Task One: September 20

Task Two: October 11

Task Three: November 8

Task Four: December 10

**Student Disability:**

Any student in this course who has a disability that prevents the fullest expression 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. Any paper that shows sufficient evidence of cheating and/or plagiarism will receive a zero. Repeat offenders will be given a failing grade for the class as well as be reported to the dean of students and the department chair.