

Instructor: Tammy Bergland

Classroom JGM 108

Time: T Th 8-9:20 & 9:30-10:50

Office: SSC 221A

Office Hours: T Th 11:15-12:15 & by appointment

Home Phone: 279-1699 (7:30 a.m.—8:30 p.m.)

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# Syllabus

## College Writing & Rhetoric

ENG 104-02 & 05

Fall 2004

### Objectives

- To practice writing for different purposes and audience.
- To approach writing as a recursive process.
- To experiment with a variety of invention techniques.
- To develop techniques for writing in an organized way.
- To hone editing skills.
- To understand that reading is an interactive process that functions in our lives as a pleasurable activity as well as a means of acquiring knowledge.
- To develop basic writing skills by drafting and revising 4 essays
- To complete the MWSC General Studies Composition Requirement
- To prepare for technology in the workplace by preparing all essays on a computer word processing program.
- To see more department, college, and state goals, refer to <http://www.missouriwestern.edu/eflj/eng104.asp#Objectives>

and <http://www.missouriwestern.edu/eflj/colwrdept.html>

## Books

Axelrod, B. & Charles R. Cooper. Reading Critically, Writing Well, 6<sup>th</sup> ed. New York: St. Martin's Press, Inc., 2002.

Hacker, Diana. Rules for Writers, 5<sup>th</sup> ed. New York: St. Martin's Press, Inc., 2004.

Collegiate dictionary and thesaurus.

## Other Needed Materials

- Access to video computer with word processing program and ideally internet
- 2 pocket folder with prongs
- Loose leaf paper for journal pages
- Paper for class notes
- Small funds for possible photocopying expenses

## Policies

**Attendance**—Attendance is necessary to do well in this course. You are expected to call me in advance if you will be missing a class, to arrange for your assignments to be in my hands at the beginning of class period, to obtain class notes and handouts from other class members, and to make up missed work on time. If you miss more than 5 class periods, you should drop the course because you will be subject to failure.

**Due Dates**—All assignments, unless otherwise instructed, are due at the beginning of class. No late, small assignments (homework & quizzes) or final exams will be accepted (barring approved extreme circumstances), and small assignments may not be made up should you not be in class for its duration. Other late major assignments (essays & journals) will result in a lower grade: 1 grade lower per day late. Any such late work that is to be accepted must be placed in my hands unless another alternative is arranged with me in advance. All four essays must be completed and turned in, and you must complete the final exam, however, in order to pass the class. You are welcome to revise the first three essays for an average of the original and revised grades. The last day for revisions to be accepted is December 9.

**Office Hours**—My official office hours are Tuesdays and Thursdays from 11:15 to 12:15 in SSC 221A. If my office hours do not work for you, I am willing to work with you to arrange a time that works for both of us. You may speak with me before or after class to arrange a meeting or to call me at home (see front of syllabus for times & number). When you have a question or concern, it is your responsibility to speak with me immediately. Do not wait until it is too late to finish an assignment on time before contacting me.

**Computer Skills**—Written assignments must be word processed unless otherwise indicated.

**Out-of-Class Meetings**—Group communication is one important skill you will practice this semester. Your group will need to meet outside of class to complete the assigned group project. You will also need to conduct a video-taped interview outside of class.

**Paper Format**—All papers must be created using a computer word processing program and handed in as a hard copy with the following formatting guidelines unless otherwise specified: 1) Place title of essay at top of first page; 2) double space; 3) use 12 point Times font throughout essay; 4) include 1-inch margins on all 4 edges of each page; 5) include page numbers and your name on each page as a header or footer.

**Plagiarism**—Plagiarism will not be tolerated and will usually result in failing the assignment or course. Refer to <http://www.missouriwestern.edu/eflj/plagiarism.html> for more information.

**Portfolio**—Keep all the work you do in this course to submit should the need arise.

**Student Disability**—Please inform me in writing during the first week of classes if you have a disability that could inhibit your success in this class as the class is currently set up. Upon official notification from you, I will work with you and the Center for Academic Support to develop an appropriate plan of action.

## Grades

### Major Assignments

Essay 1: Self Insight—Sep. 21 for 100 points

Journal—Oct. 5 (25 pages) & Nov. 23 (25 pages) 50 points for both combined

Essay 2: Explanation—Oct. 19 for 100 points

Essay 3: Opinion—Nov. 9 for 100 points

Essay 4: Persuasion—Dec. 2 for 100 points

Final Exam—Dec. 14 (8:00 class)/ Dec. 16 (9:30 class) for 100 points

### Smaller Assignments

Homework/ Quizzes—see syllabus/ to be announced for apx. 25 total points

\* To pass the course ALL 4 ESSAYS & the FINAL EXAM MUST BE COMPLETED & TURNED IN.

\* If you have perfect attendance, 5 percentage points will be added to your final journal grade before your final cumulative grade is determined.

Throughout the semester, you will receive points for each assignment. At the end of the course, your final grade will be determined by dividing the total number of points you received by the total number of points possible. Final grades will be based on the following percentage grading scale:

A=90-100%

B=80-89%

C=70-79%

D=60-69%

F=59% and below