

## SYLLABUS

Semester: Fall 2004, Missouri Western State College

Course Title: English 104 Sec.01, MWF 8-8:50, JGM 106

English 104 Sec.09, MWF 12-12:50, JGM 206

Credit Hours: 3

Instructor: Michael Lund

Office Location: SS/C- 222 M

Office Hours: By appointment

Telephone: 271-4310 (Eng. Dept.) 271-4316 (office) [lund@missouriwestern.edu](mailto:lund@missouriwestern.edu) (e-mail)

Required Texts: Axelrod and Cooper, *St. Martin's Guide to Writing*, 7<sup>th</sup> Edition.

I also suggest that you purchase a collegiate dictionary and a thesaurus.

Course Description: *Composition Course Guide* may be viewed online.

The address is: <http://www.missouriwestern.edu/eflj/genstud.asp>

Additional Materials: Each student will need standard writing supplies daily and simple folders for their essay portfolios.

Method of Instruction: Inclusive of lecture, discussion, and small group activities, this class allows for active learning by participation; therefore, students' involvement in all discussions and peer evaluation sessions is expected.

Assessment Tools: Students will write a total of five (5) essays at 100 points each. All final drafts must be word processed in 12 point Times New Roman or other standard print fonts only; double spaced in black ink on white paper.

Students will assemble a portfolio for each of the five essays inclusive of pre-writings, drafts, peer editing sheets, final drafts and revisions. All items must be present for the portfolio to be deemed acceptable. Students must complete all five essays to pass the course.

Additional Info.: There are 200 points possible for homework, in-class writings and quizzes (no draft for peer-evaluation sessions = 1 absence.) Missed daily work and quizzes may not be made up. Total for class = 700 points. Most quizzes will be unannounced. There is no extra credit for this class. Two tardies (more than five minutes late) equals one absence. After a student obtains five absences, they must schedule a conference with me to discuss continuation of the course.

**Please Note: More than 5 absences may result in failure of the course.**

**Students with special needs/disabilities** should identify themselves for accommodations per M.W.S.C. policy.

**Tentative Class Schedule, Reading Assignments, and Essay Due Dates**

8/30 Introductions, syllabus, course expectations

9/1 Chapter 1, *St. Martin's Guide to Writing* (hereafter *St. M.*)

9/3 In-class workshop, Lecture: "The Writing Process in Action"

9/8 Chapter 2, *St. M.*

9/10 Continue Ch. 2

9/13 Prewriting due, Essay #1: "Remembering an Event"

9/15 Drafts due of Essay #1 for peer editing/evaluation

9/17 Essay #1 due (**For all assignments, any student must have a documented emergency or an otherwise excusable situation-always at my discretion- for late work to be deemed acceptable; otherwise, the grade for the assignment will be 0.**)

9/20 Chapter 3, *St. M.*

9/22 Continue Ch. 3

9/24 Continue Ch. 3

9/27 Prewriting due, Essay #2: "Remembering a Person"

9/29 Drafts due of Essay #2 for peer editing/ evaluation

10/1 Revised drafts due for continued editing

10/4 Essay #2 due

10/6 TBA

10/11 Chapter 6, *St. M.*

10/13 Continue Chapter 6

10/15 Continue Chapter 6

10/18 Prewriting due, Essay #3: "Arguing a Position"

10/20 Drafts due of Essay #3 for peer editing/evaluation

10/22 Revised drafts due for continued editing

10/25 Revised drafts due for continued editing

10/27 Essay #3 due

10/29 Chapter 7, *St. M.*

11/1 Continue Chapter 7

11/3 Continue Chapter 7

11/5 Prewriting due, Essay #4: "Proposing a Solution"

11/8 Drafts due of Essay #4 for peer editing/evaluation  
11/10 Revised drafts due for continued editing  
11/12 Revised drafts due for continued editing  
11/15 Essay #4 due  
11/17 Chapter 10, *St. M.*  
11/19 Continue Chapter 10  
11/22 Continue Chapter 10  
11/29 Prewriting due, Essay #5, "Interpreting a Story"  
12/01 Drafts due, Essay #5  
12/03 Revised drafts due for continued editing, conferences begin  
12/6 Conferences  
12/8 Conferences  
12/10 Essay #5 due

**Final Class Schedule: Attendance Mandatory!**

**Sec. 01, Wed. Dec. 15, 8:30-10:20 a.m.**

**Sec. 09, Wed. Dec. 15/ 11:30 a.m.-1:20 p.m.**

Grading Scale: Each individual assignment and your overall course grade will be determined by the following scale:

90-100 % A

80-89% B

70-79% C

60-69% D

59% or less F

Academic Honesty Policy: Cheating, plagiarism, or knowingly furnishing false information to the college constitutes a violation. A grade of zero may be assessed in the evaluation instrument.

Have a Great Semester!

Michael Lund