

**Missouri Western State College**  
**School of Liberal Arts & Sciences**  
**Department of English, Foreign Languages, and Journalism**  
**ENG 104: College Writing and Rhetoric**  
**Fall, 2004**

Instructor: Cindy Yates

Section 13- MWF 2:00-2:50

Section 14- MWF 3:00-3:50

Rooms: JGM 104 and JGM 108

Office: SSE 222T

Email: cyates@missouriwestern.edu

Office Hours: MWF 1:00-2:00 and by appointment

### **REQUIRED TEXTS**

Chaffee, John, ed. *Critical Thinking, Thoughtful Writing: A Rhetoric with Readings*. Boston: Houghton Mifflin, 2002

College dictionary and a good thesaurus

Notebook (perforated) for in class notes

Non-spiral bound lined paper for all written assignments

A separate Personal Journal

3-1/2" floppy disks

Portfolio folder(s)

Blue or black ink pens

### ***Course Description***

ENG 104 students will complete four formal writing assignments in addition to other graded and nongraded work through which they will learn how to discover ideas, respond to texts, and summarize others' ideas. In these assignments, students will learn how to analyze readings and share information with others by reading and responding to course texts and other materials gathered through research. Final drafts of all formal writing assignments must be word-processed. All students are expected to be prepared for class and participate in class discussions related to reading and writing assignments. In addition, students will keep complete portfolios of all their writings.

For common objectives/means and institutional competencies for ENG 104, also refer to the English department website at <http://www.missouriwestern.edu/eflj/eng104.asp>

Peer Revision Groups: Students will be required to participate in peer revision groups several times in the semester. Bring out of class assignments, that must be word-processed, and enough copies of your rough draft to share and receive feedback from your group in order to help you strengthen and revise your own written work. This is a required activity and will be part of your grade for the portfolio and the course.

Journals: You will write (informal) journal entries/responses to most of your assigned readings. Please refer to your assignment schedule for journal entries. These entries will be your explanations of and reactions to the readings. Each journal entry will consist of both summary and analysis and be, on average, one full page. Journal entries will be graded on content and will be part of your grade for the portfolio and the course. You may frequently be asked to read aloud at least portions of your entries

### ***Attendance Policy***

Attendance is expected. There will be no makeups for quizzes and in-class exercises. Three absents will lower your grade by one letter grade. Please inform me if you know ahead of time you must be absent from class.

### ***Assignments and Grading Policy***

Four essays 100 pts each == 400 pts

Journal writings and exercises == 200 pts

Participation, preparedness, and attitude ==100pts

700 pts total: A (700-630); B (629-559); C (558-489); D (488-418); F (417-0)

A late paper will lose one letter grade for each day it is overdue.

\*\*You must turn in and pass all major papers and the final exam in order to pass this course.

### **Paper Topics:**

**Paper #1: Narrative essay: due 9/21**

**Paper #2: Comparison/contrast essay: due 10/12**

**Paper #3: Cause/effect essay: due 11/03**

**Paper #4: Argumentative essay: due 12/10**

### ***Academic Honesty Policy***

You are expected to do your own work in this course. Any case of cheating and/or plagiarism will result in no credit (0) for that assignment and may result in a disciplinary action by the College. You will have the burden of proving that a paper/assignment showing evidence of cheating and/or plagiarism has been in fact written by you. You should keep thorough evidence of your writing processes for all papers so that you can meet this burden of proof.

### ***Students with Disabilities Policy***

Any student in this course who has a disability that requires any special consideration should make an appointment to meet with me as soon as possible to discuss class requirements.

### ***Classroom Behavior Policy***

As stated in the MWSC Student Handbook, “Behavior which disrupts the classroom environment or interferes with other students' ability to learn may be grounds or justification for dismissal from the classroom” (30). Please turn off the ringers of your pagers and phones, and refrain from sleeping, conducting private conversations or using computers for other than assigned purposes until after the class