

Missouri Western State College, Division of Liberal Arts and Sciences  
Department of English, Foreign Languages, and Journalism  
**English 104-16: College Writing & Rhetoric**  
Fall 2004

Instructor: Jeff McMillian  
Eng. 104, Section 16  
Time: Tuesday 6:30 – 9:20  
Room: JGM 104

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**Course Description:** ENG 104 students will complete four essays and an oral presentation in addition to other graded and ungraded work. The final essay will involve research. Detailed prompts for the essay assignments will be handed out well in advance of the due dates. You will receive feedback and response to each of your essays, and I will be talking with you about my assessment of your work throughout the semester. Generally, though, you will know how you are doing from comments on your papers. 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. Before any grade appeal will be processed, the complete portfolio of writings will have to be submitted to the Departmental Review Committee.

**Required texts & materials:**

Kennedy, X.J., Dorothy M. Kennedy and Sylvia A. Holladay. *The Bedford Guide for College Writers*. 6<sup>th</sup> ed. Boston: St. Martin's, 2002.

You will need a durable notebook with plenty of room for extensive prewriting, drafting and documentation. You will need a second notebook for in-class notes. You should have a recent collegiate dictionary of approximately 200,000 entries. You will need at least two computer disks.

**Students with Disabilities:** If you have a disability that prevents or hinders your completion of class assignments you should notify me at once in writing so that we can identify a suitable plan of accommodation.

**Attendance:** Because this class meets only once per week, missing one class equals missing an entire week of instruction, so attendance is mandatory. While missing one class *may not* affect your grade, missing two classes will lower your grade. Missing three classes may result in a failing grade, so you should see me before you ever get to this stage. I reserve the right to consider extreme efforts to make up absences due to exceptional emergencies, but I am under no obligation to do so. Even in such circumstances a student is better served by repeating the course so as to gain the full benefit of instruction. Late work is unacceptable. Even in emergencies, one letter grade will be deducted for each day an assignment is late. Again, see me in advance before you miss an assignment deadline so that we can arrange a suitable solution.

**Grading:** Points will be awarded for all projects. At the end of the semester, I will divide your points by the number of points possible and award grades as follows;

90-99% = A  
80-89% = B  
70-79% = C  
60-69% = D  
Below 60% = F

I anticipate the following number of possible points for the semester:

Up to **100 possible points** for in-class discussions and exceptional notebook work.

**100 possible points** for Project #1

**150 possible points** for Project #2

**200 possible points** for Project #3

**250 possible points** for Project #4

**75 possible points** for oral presentation

Up to **50 possible points** for quizzes

Points for final exam to be determined

As the points awarded per assignment indicate, becoming strong writers by the end of the semester is the ultimate goal. Starting weak is not as important as sticking with the writing process and arriving at a successful result at the end of the semester.

**Paper Format:** All drafts and all essays must be typed, double-spaced, in a twelve point font or the equivalent, with one-inch margins, and *you must turn in all previous drafts (and peer responding notes) along with your final drafts.* Sometimes I may ask that you turn in additional materials with your final draft, such as, for example, source materials. *Final drafts will not be accepted without earlier drafts, and other supporting materials.* Having all your notes and drafts available when I read your final draft allows me to offer you more specific and detailed responses to your work and helps me better understand how you're developing as a writer and reader. Such material is also an essential safeguard against plagiarism, since this material demonstrates your own involvement in developing a final draft.

**Revisions:** You may revise either the first or second essay project. If you choose to revise your paper, you must turn in the revision the week after the paper is returned to you.

*Visiting the Center for Academic Support will improve your revision skills.* The Center is located in the SS/C building. Contact the office in LRC 213 or at 271-4531.

**Academic Honesty Policy:** Early in the semester I may encounter "accidental cheating." But any student cheating deliberately on tests or projects is unacceptable. The first instance will result in a failing grade. A second incident will result in a failing grade for the course and referral to the chairperson of the English Department and to the Dean of Students. Purchasing or otherwise acquiring work that is falsely represented as your own will be treated as a second incident. As you learn more about the conventions of college writing over the course of the semester, plagiarism will not be considered "accidental cheating." Learning to credit other scholars is a critical skill for writers in all disciplines.

**Classroom Behavior:** As adults at Missouri Western, all students will treat their classmates and teacher with civility and respect. Your *MWSC Student Handbook* states that instructors "may establish additional classroom rules and expectations for conduct in the classroom. Behavior which disrupts the classroom environment or interferes with other students' ability to learn may be grounds or justification for dismissal from the classroom" (29-30). During the semester we will likely encounter topics which you feel strongly about. Everyone should feel free to challenge their own and others' opinions, but this should always be done in a respectful manner. Other commonsense rules of classroom etiquette: no sleeping, eating, conducting private conversations, damaging property, or headphones will be tolerated. Please turn off pagers and cellphones while in class.

**Use of Library:** I know that some of you are non-traditional students, and that time is a valuable commodity. I will provide you with some classroom time in the library, but you will find that outside hours may still be required to excel in this course. Classroom behavior expectations apply to library visits, too.

**Peer Response Workshops:** Early in the semester, we will form small groups whose primary responsibilities will be to read and respond to group members' writing. During the peer response session, you will be asked to respond carefully and conscientiously to each group member's writing. For each peer response workshop, you will be responsible for making notes about the feedback your peers offer to you and for keeping track of the feedback you offer to your peers. These written responses must be turned in with final drafts of essays.

**Tentative Course Plan:**

*Reading assignments should be completed before the class due date*

Aug 31 Writing Process. Lecture/introduction. Writing sample.  
Sep 7 Bedford 15-30 and 51-64. Sentences, sentences, sentences  
Sep 14 Discussion. In-class writing. Elements of Style.  
Sep 21 Essay #1 due (Observe A Scene). Bedford 81-99. View *The Odyssey*  
Sep 28 Bedford 257-299. View *O' Brother Where Art Thou*.  
Oct 5 Bedford 300-331. Draft work and peer development.  
Oct 12 Essay #2 due (Compare/Contrast – the films).  
Oct 19 Bedford 466-488. (Mid-term grades due Oct 22.)  
Oct 26 Peer review & draft revision.  
Nov 2 Bedford 531-583. Library orientation. Atomic Café.  
Nov 9 Essay #3 due (Analyzing Work). *Public Speaking* video. Handouts.  
Nov 16 Discuss handout reading assignments. Oral presentations.  
Nov 23 Thanksgiving Break.  
Nov 30 Bedford 584-634. Discuss handouts. Oral presentations.  
Dec 7 Research Project due (The Atomic Age). Oral Presentations.  
Dec 14 Final. Two letters.