

Missouri Western State College, Division of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism
English 108-01: College Writing and Research
MWF 8-8:50 a.m., JGM 108

Instructor: Mr. Hamilton
Office: SS/C 222-Q
Phone: 271-4169
Office Hours: MWF 11-12:00, TTh 3:30-4:30, and by appointment
E-mail: hamilmb@missouriwestern.edu

ATTENDANCE AND CLASS EXPECTATIONS:

We meet three times per week for 50-minute sessions, MWF. Come well prepared, take notes, enter into discussions, keep on track and stay up with assignments for each class. This course tends to increase with complexity as the semester goes on, so doing today's work helps with tomorrow's. Each assignment adds to the next.

Think actively. Write with intensity. Keep good notes. Follow your curiosity. Offer peer reviews. Explore & Create. Keep everything. Stay organized, especially with detailed research.

In college, one week of absences (3 classes) is a usual maximum. Ordinarily, there are no opportunities to make-up late work or missed in-class work. If you know of circumstances likely to make these requirements difficult for you this semester, you should consult with your academic advisor, the Student Services Office, and your instructor right away.

Absences do lower your grade. Even though one or two absences might be expected over the course of a semester, missed in-class work cannot be made up, and late work receives a zero, or a grade reduction for major projects. Consequently, each absence, whatever the reason, does reduce your final course grade in that it represents missed work of some sort, which also affects your ability to do the work that follows. Be aware of this and monitor your attendance. Good attendance helps your grade. Absences lower it.

Being late can count as an absence. Ten minutes of a scheduled class is a lot. Being late can also be disruptive, which can also count as an absence (1/2 or full). And since out-of-class assignments are handed in at the beginning of class, usually the first 5 minutes, this can result in additional missed or late work.

Zeros are earned for all missed work and for all work due or given in class while absent. If you're late or miss a class, take responsibility for finding out about all material covered and/or assigned during your absence. If you are unsure of the required work, talk to me after class, phone my office or drop by during office hours, email me with your questions, or arrange a mutually convenient time to discuss any concerns. Exchanging phone numbers with a classmate is also a good idea.

Exceptions to these policies can be given only if you notify me prior to the absence or difficulty. Although there are no "excused absences," reasons can be documented, and missed or late work can be completed.

REQUIRED TEXTS AND COURSE MATERIALS:

Glaser, Joe. Understanding Style. NY: Oxford UP, 1999.

Dietsch, Betty Mattix. Reasoning & Writing Well. 3rd Edition. St. Louis: McGraw Hill, 2003.

A good College Dictionary and Thesaurus are recommended.

Notebook/Paper (perforated) for in class writing and for assignments

A Research Journal/Folders (something that you can easily add and subtract from)

3-1/2" floppy disks (2-3 for this class): one working, one back-up, one save

Print Outs as needed

Blue or black ink pens

MAJOR ASSIGNMENTS & PROJECTS:

| | | |
|--------------------------|-----|---|
| Personal Essay #1 | 10% | 750-1,000 words—a strong belief (No research) |
| Interpretive Analysis #2 | 10% | 750-1,000 words—a literature based essay |
| Researched Argument #3 | 10% | 1,000 words—a Native American based essay |
| Researched Project | 30% | 10-12 pgs, double spaced—a significant question |
| Quizzes & Activities | 20% | Textbook Readings & Research Exercises, etc |
| In Class | 10% | Participation, In Class Writings, etc. |
| Final Exam | 10% | College Writing & Research |

GRADING:

Traditional Letter Grades, with +’s and –’s, will indicate grades earned on the four major written assignments and Final Exam. A combination of numerical scores and a system of “ ‘s,” with +’s and –’s (“ +” = 100%, “ “ = 80%, “ --“ = 60% and so on), will indicate grades for other on-going assignments, in class activities, quizzes and research exercises.

GRADE PERCENTAGES AND POINTS EARNED:

A=95, B=85, C=75, D=65, and F=55 with “+” or “-“ indicating 2.5 points: for example, B =85, where a B- =82.5 and a B+ =87.5, etc

Final Course Grades are determined by accumulated scores over the semester. Then, A=90 and above, B=80-89, C=70-79, D=60-69, and F=59.4 and below.

There is a 1,000 Point Total for this Course. For example: Essay #1=10%=100 points, and a “B” would earn 85 points.

An itemized Midterm Grade Sheet will be completed so that you can monitor and adjust your on-going efforts. Grade reviews are always possible with an office appointment.

POWER POINT GRAPHIC #1

COURSE GOALS AND CLASS ASSIGNMENTS:

Primarily, this course will allow you to gain expertise and confidence with college quality writing and research through many varied writing, reading and research assignments.

There will be many opportunities for in-class development of ideas through writing, discussion of readings, and practice in research techniques. **Many hours will be spent on the computer** gaining access to the internet and to other databased electronic research sources.

For a more detailed description of the General Studies requirements for English 108, see the Departmental Website: www.mwsc.edu/EFLJ/Programs/General Studies/English 108. This will give you the Course Description, Objectives, Competencies Expected, and even a Sample Paper.

FORMAL WRITINGS & ASSIGNMENTS:

If you start off by doing the best you can and keep adding to your knowledge while furthering your skills throughout the semester, you should do well.

All completed essays need to be word processed, spell checked, double spaced, properly formatted, and presented neatly with your Name, Class and Section Number, Instructor's Name, Assignment, and Date appearing on the first page, single spaced, in the upper left corner. ***The exception to this is your major Researched Project, which will require a Cover Page.***

But identify short papers on Upper Left page #1 with:

Name
English Course/Section
Instructor
Assignment

Date

Then, Center the Title and Double Space Throughout.

Number each page at the Top Right with your last name, one space, then page number. Use Times Roman and a 12 point font. Double space all. Do not bold face everything or use all capitals. Side margins should be 1 to 1.25 inch, top and bottom 1.5 inch, paragraph indent .5 inch. This is the usual default format. All written work should be spell checked and thoroughly proofread for clarity of expression and grammatical correctness. Place a Word Count at the bottom of the last page.

You will be using *MLA Parenthetical Referencing and a Works Cited page for all essays with outside sources*.

All other assignments, out-of-class and in-class, should be done with blue or black ink pen on perforated paper for neatness.

Academic Honesty:

All work is expected to be NEW and ORIGINAL for this course. College and student policies for academic honesty are always in effect. Cheating, misrepresentation, or plagiarism earns No Credit (zero points), an F for the course, or in extreme cases expulsion from the college.

So... when in doubt, ask. And for research papers, "When in doubt, cite it out."

Plagiarism, itself, is the theft of other people's words, thoughts, creative perceptions, and/or ideas, using them as if they were your own. One of the major objectives in this General Studies English course is to teach you correct MLA Documentation practices and how best to make use of outside sources without plagiarizing and thus realizing the difference between legitimate and illegitimate use of intellectual properties. This is extremely important for the fair use and access of researched sources.

Eng 108 offers a thorough introduction to MLA Documentation. So practice and assimilate the basic principles of documentation. They will serve you well in all future research projects.

THIS SYLLABUS:

Both this Syllabus and the Assignment Sheets that will be handed out during the semester do require your participation. However, I do reserve the right to make adjustments to them as will best support our on-going efforts in the class.

STUDENT SPECIAL NEEDS: STUDENT SERVICES OFFICE

Students with any temporary or long term special need that hinders the fullest expression of their abilities should contact Missouri Western's special needs coordinator, Lois Fox for expert recommendations and assistance. Her number is 271-4330, and email at fox @ mwsc.edu, or drop by her office in SS/C 202B. Also, let me know so that any special accommodations can be made. Let me know right away. Keep me posted as things change.

EXTRA HELP EVERY DAY:

Your instructors are here to help you succeed. Office hours are posted, and other arrangements can be made by appointment whenever necessary. Contact me when you have questions, or when you need additional help. At times, I may ask students to make office visits or I might schedule required tutorial sessions for them with the Center for Academic Support.

Let me know when you need help, or clarification on course assignments, study skills, readings or research.

Take the initiative to get the support you want.

Free tutoring! MWSC has many excellent support systems, and they are here just for you:

1. Center for Academic Support offers extra help in writing, reading, math and all subject areas. They are located next to the Library. Walk in or contact them at 271-4524. Corla Dawson, Writing Coordinator, 271-4531. Cathy Gann, Reading/Study Skills Coordinator, 271-5621.

2. Student Services Office has many programs to keep you progressing toward your goals: from finding your way around campus, to special academic/career advising. Contact them in SS/C 209, at 271-5990.

3. Non-Traditional Student Center can get you re-oriented toward academic life if you're 22 or 62! There are seminars, information on Day Care, student associations and honor societies. Contact them in SS/C 202, at 271-4280.

CIVILITY AND COOPERATION:

Missouri Western expects all students to maintain good classroom conditions and a campus environment conducive to both learning and teaching. All students should treat their classmates, instructors, and student assistants with civility and respect, both inside and outside the classroom. Your accomplishment and success is the primary campus objective.

Success will happen!
I hope you'll have an excellent and enjoyable semester!

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