

ENG 108 College Writing and Research  
Dr. Ken Rosenauer  
Syllabus

Purpose

To provide practice with writing effective papers using field and document research.

Texts

Maner, Martin. *The Research Process: A Complete Guide and Reference for Writers*, 2nd ed. New York: McGraw-Hill, 2000.

Goals

By the end of the semester you should be able to:

- Effectively construct and defend a written argument.
- Conduct appropriate field research and library research.
- Accurately summarize, quote, and draw inferences from oral and written material.
- Synthesize personal perspectives with outside sources.
- Adequately document sources using appropriate formal citation methodology.
- Complete necessary revision, editing, and proofreading of papers.

Common departmental requirements are listed online at <<http://www.missouriwestern.edu/eflj/eng108.asp>>.

Requirements

1. Computer Literacy. You must use computer word processing for all of your writing for this course.

2. Paper Formatting.

→ Margins: 1 inch all around

→ Font: Times, Times Roman, or comparable

→ Type size: 12 pt.

→ Spacing: Double spaced (24 pt.)

→ Paragraph indents: 1/2 inch

3. Assignments. All assignments must be submitted in person at the beginning of the class period on the date due.

→ Reading: Assigned readings must be completed before the class meeting when the material will be discussed.

→ Writing: You will complete five assignments totaling 1,000 points. Both of the research papers must follow either MLA or APA style. Additionally....

- Assignment 1: Personal argumentative essay. This personal essay will argue a specific position you are taking concerning a topic of interest. Length is 2-4 pages. The personal essay rough draft is worth CREDIT or minus-30 points. Final draft is worth 100 points.
- Assignment 2: Research prospectus. This research prospectus will cover the same topic used in your personal argumentative essay from Assignment 1 and will be used to write an argumentative research essay for Assignment 3. The prospectus, which includes an annotated bibliography, must include four parts: Descriptive Title, Working Thesis, Explanation of Purpose, and Annotated Bibliography (minimum of six sources with no more than one-third from online). Length is no more than two pages for the first three parts above and 2-4 pages for the bibliography. The research prospectus is worth 100 points.
- Assignment 3: Research essay. This research essay is argumentative/persuasive and based on your personal essay from Assignment 1 and the library/online research you completed for Assignment 2. A minimum of six sources is required, with no more than one-third from online. Length is 4-6 pages (not including bibliographic material). The research essay rough draft is worth CREDIT or minus-60 points. Final draft is worth 250 points.
- Assignment 4: Research prospectus. Follow the same criteria as for Assignment 2, except that you must cover a different topic, which you will use to support your research paper in Assignment 5, and a minimum of 10 sources is required, with no more than one-fourth from online. The research prospectus is worth 150 points.
- Assignment 5: Research paper (must be on a different topic than that for Assignments 1-3). This research paper is persuasive and based on library/online research. Length is 7-10 pages (not including bibliographic material). The research prospectus for this paper is worth 100 points. The research paper rough draft is worth CREDIT or minus-100 points. Final draft is worth 400 points.

## Policies

1. Grading. Your course grade will be determined by your performance in the assignments above. No extra credit or bonus points are available. Assignments that are not submitted by deadline will not be accepted for grading unless I determine that extenuating circumstances should allow you to do so. Points awarded for assignments are converted to letter grades as follows: 90-100% = A, 80-89% = B, 70-79% = C, 60-69% = D, Below 60% = F.

2. Attendance. You are expected to attend every class meeting. Absences do not allow you to skip assignments made during your absence or to submit work past deadline. In the event of planned absences that cannot be avoided, you must notify me in advance so that we might discuss what you need to do to remain current in your course responsibilities.

**IMPORTANT:** Each six absences will lower your semester grade by one letter.

3. Academic Honesty. You are expected to do your own writing for this course. Submitting someone else's work (including plagiarism through misleading documentation) will earn a zero for the course grade. Serious infractions may be turned over to the dean of students for disciplinary action.

**IMPORTANT:** Let there be no mistake. If you cheat, you will flunk.

4. Disabled Students. If you are disabled, whether the disability is apparent or not, and concerned that your disability may interfere with your completion of course requirements above, please notify me during the first week of classes so that we might discuss appropriate alternatives.

5. Office Location, Office Hours, Phones, E-mail. My office is located in Eder 222E. I keep regular hours on

MWF 8-9 and 10-11 a.m., TTh 9:30-11 a.m., and by appointment. My office phone is 271-4323; my home phone is 387-8213. Both phones are connected to answering machines, so please leave a message if I do not answer. Also, you may e-mail me at <rosenauer@missouriwestern.edu>. My home page, where you will find all the materials handed out in class as well as additional classroom support materials, is <[http://staff.missouriwestern.edu/~rosenauer/rosenauer\\_main.html](http://staff.missouriwestern.edu/~rosenauer/rosenauer_main.html)>.

For a Microsoft Word file of this handout, click [HERE](#).