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Missouri Western State College, Division of Liberal Arts and Sciences

Department of English, Foreign Languages, and Journalism

English 108

Fall 2004

Cynthia Bartels

Office Hours: 10-10:45 MWF and by appointment

SSC 222N

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Required Texts:

A Pocket Style ManualÑD. Hacker (Bedford) or another handbook if you already own one

Writing with SourcesÑB. Spatt (Bedford/St. MartinÕs)

Computer disks for revising and saving all work.

Folders, thin notebook, and dividers

We will use the Spatt text in class; be sure to bring it daily.

Course ObjectivesÑupon completion of ENG 108, you should understand the following:

- Writing can be used for different purposes.
- Multiple audiences exist.
- Writing is a recursive process.
- Many productive ways exist to generate ideas and images for your work.
- Common patterns of organization exist.
- Formal distinctions exist among different prose genres.
- Editing skills enable writers to polish their work in order to keep the reader's attention focused on the message conveyed or the experience created.
- Reading is an interactive process that functions in our lives as a pleasurable activity as well as a means of acquiring knowledge.

A more detailed description of the course goals/objectives is available at <http://www.missouriwestern.edu/eflj/eng108.asp>.

Course Specifics

Grading

We will complete three projects in this class. Each of the first two projects contains several small assignments that are just as important as the finished product. You need to be sure you get all the work done and on time to do well on the projects. In addition, the quality of your work, the percentage of the work that you complete, and your efforts at participation will determine your final grade.

Grades will come from the following. Point values are approximate.

Journal writing: 30-40 pts.

Project one: short writing assignments; 30-40 pts.

Political Analysis paper: 100 pts.

Project two: Annotated bib: 30 pts

proposal : 30 pts.

Final source based paper: 150 pts.

Oral presentation: 30 pts.

Final: 50 pts

Please Note: No one will pass this class without completing all writing assignments, regardless of what the student's point total would indicate. If students are borderline between grades, other factors such as effort, class participation, attendance, and attitude will be used to determine the final grade.

Late Work: Be sure to bring all work to class, in person, and on time. I cannot be responsible for work that you do not hand me personally. For each class period an essay is late, I will subtract 10% from your potential grade. A paper more than a week late cannot receive more than 50% of the points, yet students must write all papers in order to pass the class. Small assignments, journal entries, or prewriting will not be accepted late. If something should happen that prevents you from submitting your paper on time, you must make arrangements with me before the paper is due, not afterwards.

Journal entry assignments will be given over various readings. Although the entries have due dates, I will not be collecting the journals each time. As long as I have not collected the journals, you can make up any missed entries. However, when I do collect them for review, they will be scored and you can no longer make up any missed entries.

Extra Credit: There is no extra credit for this class.

Attendance and Tardies: Each student is allowed three absences. Excessive (more than 2) tardies or leaving early will count as an absence. For each of these allowed absences you do not use, you will receive five extra points. However, after you use the allowed three absences, I will deduct 5 points from your final grade for each absence or its equivalent. If you accrue more than six absences, you will fail the course. If you must miss, notify me in advance and be sure to have a buddy whom you can contact to find out what we did in class. Do not expect me to rehash the class. Also, please do not ask me if we did anything. This question irritates me.

You should note, however, that mere attendance does not mean you will pass the course. You must perform adequately on the tasks required and show initiative in completing the course requirements.

If I should be unable to meet class, a secretary, fellow instructor, or a note on the classroom door will notify you. Be sure to note any assignments due upon my return.

Plagiarism: Plagiarism is claiming another's words, writing structure, images, or ideas as your own. Plagiarism and cheating of any kind will not be tolerated and may result in your failing the assignment or the course or being suspended or dismissed from the college. Please note carefully the statement on plagiarism on the departmental website, found at <http://www2.mwsc.edu/eflj/plagiarism.html>.

Classroom behavior: I expect you to respect everyone in this class. Part of learning to read and write well is exploring ideas. There will no doubt be people who have ideas different than yours. One of our goals is to learn to understand and respect different ideas. Remain open-minded; you may even change your own ideas. Understanding and developing ideas is a natural outcome of the reading and writing, and therefore of this class, and thus I consider these an accomplishment and evidence that you are becoming an educated and mature reader and writer.

I also expect you to behave respectfully in class. This means: do not interrupt, walk in front of anyone who is talking, enter the room or a workshop late, or leave your seat or the room while class is in session unless it is an emergency. It also means that you turn off cell phones before you enter the classroom, and that they remain off until you have exited the classroom.

Academic Support: The Center for Academic Support, located in LRC 213, offers you assistance with your reading or with papers at any stage of the game. Contact the Center at 271-4624 or Coral Dawson, the Writing Director, at 271-4531. I highly encourage you to use this free service regardless of your abilities.