

Missouri Western State College, Division of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism
English 100-01: Introduction to College Writing--MWF, 8:00-8:50 a.m., JGM 105
Workshop M or W, 9:00-9:50 a.m., SSC 222-U
Spring 2004

Instructor: Mr. Hamilton
Office: SS/C 222-Q
Phone: 271-4169
Office Hours: MWF 1-2:00, TTh 3:30-4:30, and by appointment
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ATTENDANCE POLICY: "7 or 4"

This course does have a fairly strict attendance policy in class, as well as in Writer's Workshop. In college, three class absences are considered the usual expected maximum.

We meet three times per week for 50-minute classes and once per week for Workshop. In English 100, when you miss seven (7) class periods OR four (4) Writer's Workshops you automatically receive an "F" for the final course grade. Additionally, being late (15 minutes), being habitually late, or being disruptive can also count as an absence. Any absence does affect the course grade because it necessarily represents missed work. Remember too, that out-of-class assignments are due at the beginning of the class period, so being late can affect this as well.

There are no excused absences. Each absence counts no matter what the reason. If you miss a class session, you are still responsible for all material assigned and covered. **Late work** will receive a zero unless you notify me prior to the absence. There is an opportunity to make-up missed Workshops on Fridays at 3:00 p.m. in SS/C 222-U. Notify Dawn Terrick in SSC 222-S before attending these make-up sessions. Contact her at 271-4313, or terrick@missouriwestern.edu.

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.

During the semester, if you are unsure of any required assignment, talk to me after class, phone my office or drop by during office hours, email me with your questions, and/or arrange a mutually convenient time to discuss any concerns. I am here to help you in any way, any time.

REQUIRED TEXTS AND COURSE MATERIALS:

Dietsch, Betty. *Reasoning and Writing Well*. 3rd edition. St. Louis: McGraw Hill, 2003.

English 100 Writer's Workshops. Spring 2004, Dawn Terrick, ed. St. Joseph: MWSC, 2004.

Notebook (perforated) for in class notes and written assignments;

Two or three 3-1/2" floppy disks (2-3)

Manila folder(s) suggested for Portfolios

Blue or black ink pens only

A good College Dictionary and Thesaurus are recommended

MAJOR ASSIGNMENTS AND THE GRADING POLICY:

Your final grade will be determined on the basis of your progress as a writer and as a reader. Major grades will be earned from textbook quizzes and tests, assignments in and out of class, the four task papers, and your own class participation over the course of the semester. Both the acquiring of knowledge and the developing of skills

are important accomplishments.

Task #1 Assignments: 10%

Task #1 Paper: 10% (word processed)

Task #2 Assignments: 10%

Task #2 Paper: 10% (word processed)

Task #3 Assignments: 10%

Task #3 Paper: 10% (word processed)

Task #4 Assignments: 10%

Task #4 Paper: 10% (word processed)

Final Portfolio: 10%

Final Exam: 10%

Assignments: Total of 40%. Progress in writing is best made by small increments. Consequently, your progress will be through day-to-day assignments in reading and writing. To assimilate a little progress everyday will put you way ahead by the end of the semester. In-class and out-of-class assignments will help you toward the completion of the larger Task Papers. Reading and comprehending your textbook is a large part of this.

4 Task Papers: Total of 40%. You will complete four major writing tasks, word processed and graded. A student who does not turn in all four task papers cannot pass the course even if the grades achieved in the other three writing assignments are satisfactory.

Progress as a College Writer: Total of 10%. Your overall progress as a writer will be assessed through an end-of-semester Final Portfolio in which you submit all of the semester's work, along with a detailed self-critique, which will be graded. Your portfolio must receive an "acceptable" evaluation in order for you to pass ENG 100: three of the four Task Papers must receive a final grade of C or higher and the Cover Sheet must be thoughtfully complete.

Final Exam: Total of 10%. An essay exam for entrance into English 104.

Writer's Workshop. Throughout the course of the semester, you will attend the once-a-week, small group Writer's Workshop (listed as "labs" in the class schedule). Some of your Writer's Workshop materials may be used in class, and some of your class papers may be critiqued and proofread in Writer's Workshop. You must ensure that you have the right materials in the right place. Writer's Workshop participation may affect your overall course grade by + or - 3 points.

FORMAL TASK PAPERS & OTHER ASSIGNMENTS:

All writing assignments should be NEW and ORIGINAL for this course, done by you on time as instructed. 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 succeed in English 100. If you are repeating this course, please see me during the first week of classes.

The Drafts and Task Papers themselves will need to be Word Processed, Double Spaced with 12 Point Times Roman Fonts. Side margins are 1 to 1.25 inch, top and bottom margins 1.5 inch. On page one, place your name, date, assignment, and course number in the upper left hand corner. Center the title and double space throughout. Place page numbers in the upper right hand corner. On page 2 and all subsequent pages, put your last name prior to the page number.

Traditional Letter Grades, with +’s and –’s, will indicate grades for the Task Papers. A combination of numerical scores, letter grades, and a system of “ ‘s,” with +’s and –’s (“ +” = 100%, “ “ = 80%, “ --“ = 60% and so on), will indicate grades for other on-going Assignments.

STUDENT SPECIAL NEEDS:

Any student who has any temporary or long standing ailment that prevents or hinders the fullest expression of their abilities should contact Missouri Western's special needs coordinator, Lois Fox for expert recommendations and assistance. You also should contact me, personally, during the first few days of class to discuss class requirements and any special accommodations that may be necessary. Contact Ms. Fox at 271-4330, email her at fox @ mwsc.edu, or drop by her office in SS/C 202B. As the semester goes along, keep me informed as well.

EVERY DAY EXTRA HELP:

Your instructor is 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. I may assign you for special tutorials at the Center for Academic Support if this is needed. Seek out any assistance that you may require. I am here to help you.

Free tutoring! MWSC has many excellent support systems just for you. Make use of these:

1. Center for Academic Support offers extra help in writing, reading, math and in subject areas. Walk in or contact them next to the Library 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 advising. Contact them in SS/C 209 at 271-5990.

3. Non-Traditional Student Center can get you re-oriented toward academic life even if you're 25 or 40! There are seminars, Day Care for your children, associations, and honor societies for older students. Contact them in SS/C 202, at 271-4280.

I hope you have an excellent, and enjoyable, semester.
Success will happen!

GENERAL STUDIES COURSE GOALS FOR ENG 100: AN OVERVIEW

Reading Goals:

During the completion of ENG 100 students will

- Read textbooks effectively to gain knowledge and understandings;
- Use reading to improve their writing by drawing ideas and information from written material;
- Use texts to understand their own and others' ideas and experiences;
- Read actively for greater understanding; locate main ideas and supporting details;
- Read writing assignments effectively as a guide to creating better papers;
- Recognize good writing by actively reading good prose.

Writing Goals:

During the completion of ENG 100 students will

- Do some private writing for themselves; use writing to explore their thoughts;
- Use various invention techniques to discover, test, and explore;
- Use prewriting to create, to reflect upon, and to generate content and ideas;
- Move easily from writing for self-expression to writing for readers;
- Write at greater length more easily, more quickly, and more usefully;
- Structure their writing to fit the assignment, to fulfill the purpose for an audience;
- Write essays to communicate ideas and to order thoughts, emotions & experiences;
- Develop their ideas and concepts with specific details, examples, and explanations;
- Craft more effective and polished sentences and paragraphs;
- Learn other revision techniques to step-up the quality of their writing to college levels;
- Use effective planning, invention, and revision strategies for successful writing;
- Become practiced in written conventions: the use of Thesis Statements, organizational structures, and modes of communication like description, narration, and causal analysis.
- Identify and correct their spelling, grammatical, and mechanical errors.

General Studies Goals:

In ENG 100 students should improve their ability to

- Think critically and reason analytically;
- Write and speak clearly and effectively;
- Gain a greater awareness of the present through an understanding of other cultures and times;
- Understand and appreciate moral values and ethical choices;
- Understand and enjoy aesthetic experiences and share in related creative activities.
- Gain expertise and confidence with college quality work, study, writing, and reading.

CIVILITY AND COOPERATION:

Missouri Western requires all students to help 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. Remember, your accomplishment is the primary objective.

ACADEMIC HONESTY:

All work should be new and original for this course. Student academic policies are always in effect. These protect you and the standards of the college. Cheating, misrepresentation, or plagiarism will result in zeros for the assignment, failure for the course, or in extreme cases, expulsion from the college. Please note carefully the statement on academic honesty and student conduct in the Student Handbook and on the EFLJ website, www.missouriwestern.edu/eflj/plagiarism.html.

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