

Missouri Western State College, Division of Liberal Arts and Sciences  
Department of English, Foreign Languages, and Journalism  
**English 100-04: Introduction to College Writing**  
Spring 2004

Instructor:	Roger Kirschbaum	Class:	MWF 11-11:50 a.m.
Office:	SS/C 222-M	Workshop Time:	
Phone:	Office 271-4316	Workshop Classroom:	
E-mail:	Home 238-0682	Office Hours:	Arranged
	<b>krkjpoet@aol.com</b>		

### Attendance Policy:

**This class has a very strict attendance policy in Writer's Workshops as well as in class. If you miss seven class periods or four Writer's Workshops, you will receive an F in the class.** If you miss more than three class periods your grade will begin to reflect this. There are no exceptions and no "makeups" for this attendance requirement. If you know of any circumstances likely to make this policy difficult for you this semester, you may wish to consult with your advisor to review your options.

If you miss a class session, you are responsible for all material covered and assignments given during your absence. No late assignments will be accepted unless you have received prior permission.

### Required Texts and Course Materials:

- Dietsch, Betty. *Reasoning and Writing Well*. 3<sup>rd</sup> edition. Mountain View, CA: Mayfield, 2000.
- *English 100 Writer's Workshops*. Spring 2004 ed.
- 3-1/2" floppy disks and a disk storage box
- Photocopies for group work as requested

### Course Goals and Class Assignments:

#### Reading Goals:

At the completion of ENG 100 students should be able to

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

#### Writing Goals:

At the completion of ENG 100 students should be able to

- 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, purpose, and audience;
- Develop their ideas and concepts with specific details, examples, and explanations;
- Craft more effective and polished sentences and paragraphs;
- Use effective planning, invention, revision, and editing to complete successful writing tasks.

## 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.

## **Civility and Cooperation:**

Missouri Western requires all students to help us maintain good conditions for teaching and learning. All students will treat their classmates, teachers, and student assistants with civility and respect, both inside and outside the classroom. Students who violate this policy may, among other penalties, be counted absent and asked to leave. You should review your Missouri Western student handbook for further information.

## **General Grading Policy:**

Your grade will be determined on the basis of your progress as a writer, the writings you submit, and your class participation over the course of the semester. The components of your grade in the course are:

Writing. You will complete four major writing tasks that will be graded by your teacher. A student who does not turn in responses to all four tasks will not pass the course even if the grades achieved in the other writing tasks are satisfactory.

Writer's Workshop. Throughout the course of the semester, you will attend the small group Writer's Workshops (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 will be critiqued and proofread in Writer's Workshops. At the end of the semester, you will turn in selected writings from Writer's Workshop to your teacher. You must submit these materials in order to pass ENG 100. I might also consider your Writer's Workshop participation as part of your grade.

## **Grading Requirements and Evaluations:**

<u>% of final grade per task:</u>	
Task One paper:	20%
Task Two paper:	20%
Task Three paper:	20%
Task Four paper:	10%
Participation:	10%
Final Exam:	

### Task Papers

Task papers will be evaluated according to the criteria discussed in their assignment descriptions.

### Participation

I will keep daily ratings for participation, including but not nearly limited to your quiz grades. I will report your current standing along with all evaluations of finished Task Papers. I will also review your Writer's Workshop materials before mid-terms and at the end of the semester to figure your final participation grade.

### Final Exam

Your exam will have two parts. In the first part, you will demonstrate your ability to write in response to a prompt. In the second part, you will need to answer questions about writing like the ones that will be on your quizzes.

### **Student Disability:**

Any student in this course who has a disability that prevents the fullest expressions of abilities should contact Missouri Western's special needs coordinator, Lois Fox, for possible certification of special needs and expert recommendations for assistance. You should also contact the teacher personally as soon as possible so that the two of you can discuss class requirements.

### **Academic Honesty Policy:**

You will receive a grade of F for any paper that shows evidence of cheating and/or plagiarism. You have the burden of proving that a paper showing evidence of cheating or plagiarism has in fact been written by you. You should keep thorough evidence of your writing processes for all papers so that you can meet this burden of proof. Stronger evidence proving plagiarism may lead to further penalties. Please note carefully the statement on plagiarism on the departmental website, found at: <http://www.missouriwestern.edu/EFLJ/plagiarism.asp>

### **Schedule:**

Whenever you are asked to **bring** anything, you should have with you a version that you would be willing to have marked up or handed in for review. Make a photocopy or print an extra copy if you want a clean version for yourself. Whenever you are asked to **read** something, the assignment is to be read by the start of class. There will be quizzes, both announced and unannounced. Unless another source is mentioned, all reading assignments are in *Reasoning and Writing Well*, your main textbook.

### **Tentative Task One Schedule**

W 01/21 Introductions. We'll review class requirements

F 01/23 Read Ch. 1. Quiz and In-class writing. We'll review the Task One

Assignment

M 01/26 Read Ch. 3 Quiz and additional In-Class writing. Quality Example.

W 01/28 Read Ch. 7 Quiz and Finalizing your topic. Quality Example.

F 01/30 Expanding your topic with in-class work. Quality Example.

M 02/02 Continued in-class work on Task One

W 02/04 Read Ch. 11 Quiz

F 02/06 Bring full-length draft for in-class work

M 02/09 Bring full-length rough draft for peer review session

W 02/11 Read Ch. 8 Quiz and addition editing/revising of full-length draft

F 02/13 **Final Draft Task One Due**