

Syllabus for ENG 104-14

College Writing and Rhetoric

Spring 2004

Missouri Western State College
Division of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism

Section 14 Monday nights 6:30 to 9:20 JGM 106

Instructor: (Mrs.) Lynette Barr

Office: SS/C 222T

Office Phone: 816-271-4239 or **Department Phone:** 271-4310 (leave message)

Office Hours: 5:45 to 6:30 Monday evenings or by appointment

Home Phone: 387-6635 (leave message)

E-mail: barr2@missouriwestern.edu

Homepage: <http://www.missouriwestern.edu/eflj/lg/faculty/barr2.html>

Required Textbook: The Writer's Presence A Pool of Readings 4th Edition
Donald McQuade and Robert Atwan, Editors

Other Materials: a bound Composition notebook

Suggested: folder or binder to collect all course work for the semester
Disk dedicated to Eng 104 writings

General English 104 Course Description)

Objectives)

www.missouriwestern.edu/eflj/lg/eng104.html

Institutional Competencies)

Attendance Policy:

Due to the interactive nature of this class, attendance and promptness are important. More than **one** absence may adversely affect the final earned grade, as will consistent or excessive tardies. Six % will be deducted from the final earned grade for each absence over one.

If a student is representing Missouri Western in some manner or has other extraordinary circumstances, he/she should visit with the instructor **prior** to the necessary absence.

No group work or other activities can be "made up;" nor can in-class writing or quizzes—no matter what the reason for the absence.

Late Work Policy:

Work should be completed by the beginning of the class session; that includes any printing, etc. Students should not wait until the last minute to print a paper and then realize the printer has gone crazy! Work will not be accepted at the end of class, in the hallway, or mysteriously left in the English office mailbox. If there are difficulties in completing a major essay, discuss the problems with the instructor prior to the due date. Essentially, late work will not be accepted.

Barr 2

Journals:

Students will be asked to write several times weekly in a composition notebook.

- This notebook will be **required in every class session** beginning February 2nd.
- Every entry must be titled, dated, and numbered. (not by page number, but entry)
- Due to the nature of entries (ie: responses to reading assignments, in-class work, discussions, etc.), it is critical to **keep current** with entries.
- As a general rule of thumb, each entry will be at least one side of a written page in length. Students with large handwriting or who use wide-lined paper typically need to fill front and back pages to count as entries.

- When more convenient, entries may also be typed and then trimmed to be **neatly** glued or taped into the journal. There should never be loose pages inserted in the journal. Typed entries should be the better part of a page in length.
- Writers will almost weekly be asked to share entries aloud in class. That will be part of class participation and preparedness.

Grades:

Course grades essentially will be composed of the following:

Major essays (4)	40%
Journal	20%
Participation, preparedness, timeliness	10%
In-class writings and quizzes	20%
Final exam	10%

***All four major essays as well as the final exam must be submitted in order to pass this course.**

The attached scoring guide will be applied to “polished” writing assignments. It should be brought to each class session for easy and quick reference.

The following grade scale will be used for this course:

90-100%	A	
80-89	B	
70-79	C	*A grade of C or better is required to advance to English 108.
60-69	D	
59% or less	F	

Assignments:

Except for initial drafts which may be begun handwritten in class, all drafts should be typed in **Microsoft Word**. It is always a good idea to save often and back up saved material.

Paper Format:

The four formal papers should follow MLA guidelines completely double-spaced.

Last name page number (upper right corner of each page – notice Barr 2 above)

First-page headings should follow the **example** beginning on the next page.

Jean Doe

Instructor Barr

English 104

January 26, 2004

Watching My World

Every day offers hundreds of topics about which I could write my first essay.

Just sitting in the doctor’s office presents several possibilities: the little girl who will not sit down, no matter how many times her mother asks her to; the frail, elderly man in the wheelchair; the frazzled receptionist answering the phone, greeting patients, gathering....

Paper format continued --

One-inch margins at sides and bottom

Consistent font throughout paper

(12 point – Times or Arial are preferred)

No folders, outlines, or separate title pages

The paper should be stapled neatly in the upper left-hand corner.

If multiple drafts are submitted, the final draft should always be stapled on top.

Unless a rule covers it, titles should never to be punctuated, typed in all caps,

or differ in size from the

body of the paper. (note above example)

Classroom Courtesy:

In order to enjoy a positive collaborative setting, it is essential that we show courtesy and respect to each other. The college expects all students to conduct themselves so as to maintain an effective environment for learning; to act responsibly in accordance with good taste; and to respect fully the rights of others.

Student Disability:

Any student in this course who has a disability that prevents the fullest expression of abilities should contact me personally before Feb. 9th so we can discuss requirements.

Center for Academic Support:

*The Center for Academic Support provides trained tutors for students requiring additional reading and writing instruction. There is no extra cost to students for using these services. You are encouraged to make use of these services throughout this course. They can be an extremely helpful use of your time. 271-4536

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Academic Honesty:

Plagiarism is an act of theft. It is taking another's words or ideas and calling them your own. That does not mean you cannot use another's words or ideas to illustrate and support your thoughts, but it does mean that you must give credit to the one whose words and ideas you are using. Plagiarism, like cheating, cannot be tolerated. If there is evidence of plagiarism or cheating, the work will receive an automatic F.

Portfolio:

You are encouraged to keep folders or a 3-ring binder collection of all work produced for this class. Before the end of the course, you may be asked to produce some piece of work or earlier drafts of an assignment. It will be helpful if you have kept work together and organized.

Note:

No food or drink other than bottled water should be brought into JGM 106.

Cell phones should be **OFF** and **away** during class time.

Looking Forward to a Great Semester!

Meeting & *tentative* due Dates:

Jan.	26	Syllabus/Introductions/Writing
Feb.	2	Journal to class
Feb.	9	Journal check
		Feb. 16 – Holiday Presidents' Day
Feb.	23	First essay due
Mar.	1	
Mar.	8	

Mar. 15 – Holiday Spring Recess

Mar. 22

Second essay due

Mar. 24 – Mid-term grades

Mar. 29

Apr. 5

Third essay due

Apr. 12

Apr. 19

Apr. 26

Fourth essay due

May 3

Journals due

May 10

Final exam Journals returned