

SYLLABUS

- Semester: Spring 2004, Missouri Western State College
- Course Title: English 104 Sec.17, MWF 8-8:50 a.m., JGM 108
- Credit Hours: 3
- Instructor: Michael Lund
- Office Location: SS/C- 222 P
- Office Hours: By appointment
- Telephone: 271-4310 (messages) 271-5815 (office) lund@missouriwestern.edu (e-mail)
- Required Texts: Axelrod and Cooper, *St. Martin's Guide to Writing*, 6th Edition Hult and Huckin, *The New Century Handbook*, 2nd Edition
I also suggest that you purchase a collegiate dictionary and a thesaurus.
- Course Description: *Composition Course Guide* may be viewed online.
The address is: <http://www.missouriwestern.edu/eflj/genstud.asp>
- Additional Materials: Each student will need standard writing supplies daily and a three-ring binder for their portfolio.
- Method of Instruction: Lecture, discussion, and small group activities; this class allows for active learning by participation; therefore, students' involvement in all discussions and peer evaluation sessions is expected.
- Assessment Tools: Students will write a total of 8 essays (5 formal essays @100 points each; 3 informal essays @ 50 points each, in class, 650 points total.)
Students will assemble a portfolio inclusive of all class notes, pre-writings, drafts, peer editing sheets, final drafts and revisions, 250 points total (portfolio grading criteria to be announced).
- Attendance: There are 100 points possible for attendance/quizzes (no draft for peer-evaluation sessions = 1 absence.) Missed quizzes may not be made up. Total for class = 1000 points. Most quizzes will be unannounced.
- 0-2 Absences = 0 point deduction
 - 3 Absences = 10 point deduction
 - 4 Absences = 20 point deduction, optional conference
 - 5 Absences = 30 point deduction and a required conference with instructor to discuss continuation of the course

Please Note: More than 5 absences may result in failure of the course.

Students with special needs/disabilities should identify themselves for accommodations per M.W.S.C. policy.

Tentative Class Schedule, Reading Assignments, and Essay/Portfolio Due Dates

1/21 Introductions, syllabus, course expectations

- 1/23 Chapter 1, *St. Martin's Guide to Writing* (hereafter *St. M.*)
- 1/26 In-class workshop, Lecture: "The Writing Process in Action"
- 1/28 Chapter 2, *St. M.*
- 1/30 Continue Ch. 2
- 2/2 Prewriting due, essay #1: "Remembering an Event"
- 2/4 Drafts due of essay #1 for peer editing/evaluation
- 2/6 Essay #1 due (**For all essays except #8: any student must have a documented emergency or an otherwise excusable situation-always at my discretion- for a late paper to be deemed acceptable; otherwise, the grade for the assignment will be 0.**) **No late work will be accepted for #8.**
- 2/9 Chapter 3, *St. M.*
- 2/11 Continue Ch. 3
- 2/13 Prewriting due, essay #2: "Remembering a Person"
- 2/18 Drafts due of essay #2 for peer editing/ evaluation
- 2/20 Essay #2 due
- 2/23 Chapter 5, *St. M.*
- 2/25 Continue Chapter 5
- 2/27 Prewriting due, essay #3: "Explaining a Concept"
- 3/1 Drafts due of essay #3 for peer editing/evaluation
- 3/3 Essay #3 due
- 3/8 Chapter 6, *St. M.*
- 3/10 Continue Chapter 6
- 3/12 Prewriting due, essay #4: "Arguing a Position"
- 3/22 Drafts due of essay #4 for peer editing/evaluation
- 3/24 Essay #4 due
- 3/26 Chapter 7, *St. M.*
- 3/29 Continue Chapter 7
- 3/31 Prewriting due, essay #5: "Proposing a Solution"

- 4/2 Drafts due of essay #5 for peer editing/evaluation
- 4/5 Essay #5 due
- 4/7 Chapter 10, *St. M.*
- 4/9 Continue Chapter 10
- 4/12 Prewriting due, essay #6: “Interpreting a Story”
- 4/14 Drafts due of essay #6 for peer editing/evaluation
- 4/16 Essay #6 due
- 4/19 Chapter 9, *St. M.*
- 4/21 Continue Chapter 9
- 4/23 Prewriting due, essay #7: “Speculating about a Cause”
- 4/26 Drafts due of essay #7 for peer editing/evaluation
- 4/28 Essay #7 due
- 4/30 Chapter #8, *St. M.* Prewriting and drafts due, essay #8, “Justifying an Evaluation”
- 5/3 Essay #8 due, portfolios due; **No Late Work Accepted**

Final Class Schedule:

Sec. 17, Mon. May 10 8:30-10:20 a.m.

Grading Scale: Each individual assignment, and your overall course grade, will be determined by the following scale:

90-100 %	A
80-89%	B
70-79%	C
60-69%	D
59% or less	F

Essay Requirements, Formal Essays: 700-800 words, final drafts must be word-processed and inclusive of all prewriting, peer editing and drafts

Informal Essays: Final drafts written in class as announced.

Academic Honesty Policy: Cheating, plagiarism, or knowingly furnishing false information to the college constitutes a violation. A grade of zero may be assessed in the evaluation instrument.

Have a Great Semester!
Michael Lund