

English 100: Introduction to College Writing
Fall 2005
Missouri Western State University
Division of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism
Section 02 8:00-8:50 MWF Murphy 105
Writer's Workshop: 10-10:50 MW Eder 222-U/V

Instructor: Charlotte Grider
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Office Hours: 10:00-11:00 and 1:00-2:00 MWF; 8:00-10:00 T
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Feel free to stop by during my office hours if you have a question or a concern. If you cannot stop by at those times, I would be happy to schedule an appointment. You may also e-mail me, and I will respond as quickly as possible (I check my e-mail frequently). You may reach me by phone during my office hours.

Required Texts and Course Materials:

Introduction to College Writing – English 100, McGraw-Hill 2005
English 100 Writer's Workshops Fall 2005 ed.
Notebook for journal (bound composition books preferred)
Paper for in-class assignments (no spiral)
Folders for each Task Paper
3 ½" floppy disks and a disk-storage box
Photocopies for group work as requested

Reading Goals:

At the completion of ENG 100 you should be able to:

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

Writing Goals:

At the completion of ENG 100 you should be able to:

- ÿ Move easily from writing for self-expression to writing for readers;
- ÿ Write at greater length more easily, more quickly, and more usefully;
- ÿ Structure your writing to fit the assignment, purpose, and audience;
- ÿ Develop your ideas and concepts with specific details, examples, and explanations;
- ÿ Craft more effective and polished sentences and paragraphs;
- ÿ Use effective planning, invention, revision, and editing to complete successful writing tasks.

General Studies Goals:

In ENG 100 you should improve your ability to:

- ÿ Think critically and reason analytically;
- ÿ Write and speak clearly and effectively;
- ÿ Gain a greater awareness of the present through an understanding of other cultures and times;
- ÿ Understand and appreciate moral values and ethical choices;
- ÿ Understand and enjoy aesthetic experiences and share in related creative activities

Writing Tasks

You will complete four major writing tasks and submit a course portfolio. A student who does not turn in all four tasks or submit a course portfolio will not pass the course even if the grades achieved for the other writing tasks are satisfactory. Each task will focus on a theme. A variety of class activities including assigned readings, class discussion, and multiple drafts reflecting response group suggestions will accompany each writing task. *Note: The due dates listed below are subject to change.*

The tasks are:

- ÿ Task One: Describing Significance Carefully. Write an essay about a significant person, place or event in your life. DUE: week four
- ÿ Task Two: Explaining What Things Mean. DUE: week seven
- ÿ Task Three: Connecting Reading and Writing. Write a response to a serious issue or problem. DUE: week eleven
- ÿ Task Four: Re-thinking Your Writing. DUE: week fourteen
- ÿ Portfolio DUE: week fourteen

Assignment Format

ALL DRAFTS OF ALL MAJOR ASSIGNMENTS MUST BE TYPED. The heading of each assignment should include your name, course number and section, the date, and the title or number of the assignment. Drafts of major essays will only be accepted in a folder with process materials.. All previous drafts, responses, scribbles, and any other piece of paper that shows your writing and thinking about the essay must be included. You will receive a handout with more detailed instructions.

Portfolio

At the end of the semester, you will be required to submit a portfolio that includes all drafts of the four essays, feedback from peer review, and all of your process materials, as well as other selected assignments. **Keep everything!** You will be required to refer to these materials when you write your fourth essay, and failure to include them with your portfolio will affect your grade. You will receive more specific guidelines for portfolio submission later in the semester.

Writer's Workshop

Throughout the course of the semester, you will attend the once-a-week, 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. You must ensure that you have the right materials in the right place. Your participation in Writer's Workshop may be included as part of your grade.

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.

- ÿ You need a C or higher to pass ENG 100 and enter ENG 104.
- ÿ You must complete all four writing tasks in order to pass the class.
- ÿ The final exam is mandatory.

The components of your grade in the course are:

Portfolio (final grades on the four major writing tasks; completeness, etc.) 60-70%
Journal, homework, quizzes, in-class assignments, process materials, and final exam 30-40%

Evaluation

All work in this class is subject to evaluation, including your participation in group discussions. Most—but not all—assignments will be graded, and most will be graded according to a standard grading scale. Some work, however, may be graded as "credit" or "no credit," which means that, if you made a reasonable effort, you will receive all of the possible points for the assignment. You should have completed all assigned readings by the beginning of class on the day upon which they are due, and you should be prepared to discuss them.

Late work: Some assignments will be accepted only on their due date at the time I call for the assignment (for example, quizzes or writing assignments that provide the basis for or serve as a response to class discussions). All late work will be subject to a penalty of 20%.

Grades will be determined by the following scale:

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

Policies

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.

Attendance Policy:

This class has a very strict attendance policy in Writer's Workshop as well as in class. If you miss seven class periods or four Writer's Workshops, you will receive an F for the class. There are no exceptions and no "make-ups" for this attendance requirement. If you know of any circumstances likely to make this policy difficult for you this semester, you should consult with your advisor and with me to review your options.

Center for Academic Support:

If you want additional help with your essay or with any aspect of composition, you can visit the CAS, which is located in LRC 213. Appointments are "encouraged," but if you are unable to make an appointment, you can drop by, and they will try to accommodate your request. The phone number is x4524. Go to www.mwsc.edu/cas for more information about CAS services.

Student Disability

Any student in this course who has a disability that prevents the fullest expression of abilities should contact Missouri Western's special needs coordinator for possible certification of special needs and expert recommendation for assistance. You should also contact me personally as soon as possible so that we can discuss class requirements.

Academic Honesty Policy

If I find evidence of cheating or plagiarism, you have the burden of showing that you have, in fact, written the paper. You should keep thorough evidence of your writing processes for all papers so that you can meet this burden of proof. You will receive a grade of F for any paper that shows sufficient evidence of cheating and/or plagiarism. Depending upon the type of offense, other penalties may apply.

Questions? Ask during class, e-mail me, or stop by during my office hours!

If you ask a question that you think is "stupid," your cheeks may get red or become hot, and this feeling will be gone in a couple of minutes. If you don't ask a question because you think it's "stupid" or because you think someone else will think you're "stupid," you may miss important information that could have a strong and lasting impact on your life.