

Missouri Western State University, Division of Liberal Arts and Sciences  
Department of English, Foreign Languages, and Journalism  
**English 100-03: Introduction to College Writing--TTh, 8:00-9:20, Murphy Hall 104**  
Workshop T or Th, 10:00-10:50 a.m., Eder Hall 222-U, -V  
Fall 2005

Instructor: Mr. Hamilton  
Office: Eder Hall 222-Q  
Phone: 271-4169  
Office Hours: MWF 11-12:00, TTh 3:00-4:00, and by appointment  
E-mail: hamilmb@missouriwestern.edu

**ATTENDANCE POLICY: "4 ½ or 4 and fail"**

**This course does have a fairly strict attendance policy for in-class, as well as for Writer's Workshop.** College attendance is expected. During a semester, one full week of class absences is considered the usual maximum. More than this seriously decreases your chances for a good course grade. In Eng 100, a failing grade is earned for being absent from class 4 ½ times, **or** for being absent from Workshop 4 times.

We meet only twice per week for 80-minute sessions and only once per week for 50 minutes in Writers Workshop. **So staying up with assignments is especially important.** Being late (10-15 minutes), being habitually late (any amount of time), or being disruptive also counts as an absence (1/2 or full). Any absence necessarily affects the course grade because it represents missed work. Missed work earns a zero. Late work without prior permission also earns a zero. Out-of-class assignments are due at the beginning of the class period. Usually within the first 5 minutes. Afterwards, they too are considered late.

**There are no excused absences**, although a reason can be documented (a doctor's excuse, for instance) which allows you to make-up much of the missed/late work. If you miss a class session, you are still responsible for all material assigned and covered. If you notify me prior to the in-class absence, you are better assured that I can help you make-up the missed work.

There is an opportunity to **make-up missed Workshops** on that Friday at 2:00 and 3:00 in Eder Hall 222-U-V. Notify Dawn Terrick in Eder Hall 222-C before attending these make-up sessions, or contact her at 271-4313, or [terrickett@missouriwestern.edu](mailto:terrickett@missouriwestern.edu). Leave a message with the department secretary, 271-4310. Additional Workshop policies are stated in the Workshop Book.

If you know of circumstances likely to make class requirements difficult for you this semester, you should consult with your academic advisor, the Student Services Office, and/or your instructor. Do this the first two days of the semester.

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

**TWO REQUIRED TEXTS AND COURSE MATERIALS:**

English 100 Writer's Workshop. Fall 2005. Dawn Terrick, ed. St. Joseph: MWSU, 2005.

Introduction to College Writing: English 100. 2<sup>nd</sup> Edition. Missouri Western State University. St. Louis: McGraw Hill, 2005.

Notebook (perforated) for in-class notes and hand-written assignments  
Two or three 3-1/2" floppy disks (2-3): one working, one working save, one back-up  
Manila folder(s) or something similar for Final Portfolios

Blue or black ink pens only

A good College Dictionary and Thesaurus are highly 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 student of college writing.** Grades will be earned in four (4) Task Papers, textbook readings, quizzes, tests, and many other assignments in-class and out of class. Additionally, a Final Portfolio of all your work for the semester, your class participation over the course of the semester, and a Final Exam will complete the requirements for this course. Acquiring knowledge and developing skills are the two important goals that you should accomplish.

When handing in any written assignment, large or small, ALWAYS strive for QUALITY, not quantity. Note that each Task Paper has a word-count limit.

Task #1 Assignments: 10%

Task #1 Paper: 10% (word processed) A Description of a Person or a Place, 500-600 words.

Task #2 Assignments: 10%

Task #2 Paper: 10% (word processed) The Significance of Three Possessions, 500-600 words.

Task #3 Assignments: 10%

Task #3 Paper: 10% (word processed) Blending Writing and Reading: A Strong Belief with  
MLA Documentation, 600-750 words

Task #4 Assignments: 10%

Task #4 Paper: 10% (word processed) The 4-Step Revision Process, 500-750 word revision

Final Portfolio: 10% All of your semester's work plus a Cover Sheet and Self-Evaluation

Final Exam: 10% A Prepared In-Class Essay, 500-750 words.

**Task Assignments: 4 x 10%.** Progress in writing is best made by small increments: little improvements sustained over time. Consequently, progress is best made day-after-day with on-going assignments in reading, discussion, practice writing, and re-writing. To practice and assimilate everyday will put you way ahead by the end of the semester. In-class and out-of-class assignments will help you complete the larger Task Papers. The assigned readings and comprehending your textbook will be a part of this. Quizzes will be given, usually every week.

**4 Task Papers: 4 x 10%.** You will complete four major writing tasks, word processed and then 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. You will work on these Task Papers both in-class and out-of-class. Approximately three weeks will be given for each Task Paper.

**Progress as a College Writer: 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. 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 Self-Critique must be thoughtful and complete. So, **KEEP ALL YOUR WORK:** notes, brainstorming, rough drafts, revisions, quizzes, class handouts, this syllabus, etc etc.

**Final Exam: 10%.** An essay exam 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. Ensure that you have the right materials in the right place at the right time. Writer's Workshop 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 according to handout instructions.* 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 Task Papers themselves will need to be Word Processed, Double Spaced with a Times Roman 12 Point Font. Side margins should be 1 to 1.25 inch, top and bottom margins 1.5 inch. This is the usual default format. On page one, single space your name, course number, assignment and date in the upper left hand corner. Center the title and double space the rest of the essay. On page 2 and all subsequent pages, put your last name prior to the page number in the upper right hand corner. Place a Word Count at the bottom of the last page.

Traditional Letter Grades, with +’s and –’s, will indicate grades for the four Task Papers, the Final Portfolio and the Final Exam. A combination of numerical scores for quizzes and tests, plus a system of “ ‘s,” with +’s and –’s (“ +” = 100%, “ “ = 80%, “ --“ = 60% and so on), will indicate grades for other on-going assignments. An itemized Midterm Grade Sheet will be completed so that you can monitor and adjust your efforts during the semester. During the semester, you may discuss your progress and efforts with me. Please do so at any time.

Final Course Grade: A =90 and above, B =80-89, C =70-79, D =60-69, F =below 59.5  
A final grade of “C” or better is needed to go on to English 104.

## **POWER POINT GRAPHIC #1**

## **STUDENT SPECIAL NEEDS:**

Any student who has a temporary or long standing ailment that prevents or hinders the fullest expression of their abilities should contact Missouri Western's special needs coordinator, Michael Ritter for expert recommendations and assistance. Contact me, personally, during the first few days of class to discuss class requirements and any special accommodations that may be necessary. Contact Mr. Ritter at 271-4330, email him at mritter @ missouriwestern.edu, or drop by his office in Eder Hall 202B. As the semester goes along, keep me informed of any changes.

## **EXTRA HELP EVERY DAY:**

**Your instructor** is here to help you succeed. Office hours are posted, and other arrangements can be made by appointment when necessary. Contact me in class and after class when you have questions, or when you need additional help. Take the initiative. Sometimes it only takes a minute to clarify something that would otherwise be a problem.

**Free tutoring!** MWSC has many excellent support systems just for you. I may assign you special tutorials at the Center for Academic Support if needed. But make personal use of these as well:

- 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 fulfill your goals: from campus maps, to academic, family or job advising. Contact them: Eder Hall 209 at 271-5990.
- 3. Non-Traditional Student Center** can get you re-oriented to academic life if you're 22 or 62! There are seminars, information on Day Care, associations, and honor societies. Contact them: Eder Hall 202 at 271-4280.

## **GENERAL STUDIES COURSE GOALS FOR ENG 100:**

### **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 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 expects 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 Handbook 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 and student policies in the Student Handbook and on the EFLJ website, [www.missouriwestern.edu/eflj/plagiarism.html](http://www.missouriwestern.edu/eflj/plagiarism.html).

### **SUCCESS IN ENGLISH 100:**

English 100 is harder, not easier, than any other college course you may ever have. It requires you to not only catch-up, but then to go forward and start writing at the college level. Often, students under estimate the challenges that await them. But success will happen in this course, if you work hard and are willing to give your best efforts to the assignments day-by-day throughout the semester. Small improvements every day will make a vast difference by December.

I believe you will have an excellent and enjoyable semester at Missouri Western. Everyone is here to help you reach your goals.

###