

Department of English, Foreign Languages and Journalism
MWSU College of Liberal Arts & Sciences
Fall 2005

ENG 104 College Writing and Rhetoric
9:00 MWF 105 Murphy
10:00 MWF 103 Murphy

Professor: Dr. Kaye Adkins
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Office Hours: 11:00 a.m.-12:50 p.m. MWF and by appointment

Schedule of Assignments

Objectives: The [course objectives](#) are outlined on the EFLJ Department web page. These include:

- Learning to write for different audiences and purposes
- Learning to use active reading and critical thinking
- Learning to use writing processes
- Learning written conventions

In this course, I will place special emphasis on writing in an academic environment.

Required Textbooks and materials:

- Anderson and Runciman, *A Forest of Voices*
- Kischner and Wollin, *Writer's Choices: Grammar to Improve Style*
- A good college dictionary
- Spiral notebook for freewriting

Resources:

Because you will continue writing (for both personal and professional reasons), it is a good idea to build a library of resources for writing. Next time someone asks you what you'd like for your birthday, you can tell them you'd like one of these books:

- Glenn, *Word Pocket Guide*. One of the excellent series of software guides from O'Reilly, this book will explain the basic features of Microsoft Word. It is useful for writing papers, letters, and reports. (In other words, buy it now!)
- Lanham, *Revising Prose*. Lanham has several books on creating clear, readable writing, but this one is a guide for all kinds of writing.
- Alred, Oliu, and Brusaw. *The Business Writer's Handbook*. No matter what career you are entering, you will probably need to write memos, letters, professional emails, and reports. This book is an indispensable guide. Consider buying it when you start writing letters to apply for scholarships, internships, or jobs.
- A couple of good resources on line—You can find just about any used book (even rare ones) at www.alibris.com. While you are a student, you can get low-priced software and computer supplies at www.academicsuperstore.com.

Assignments: In addition to reading assignments, informal writing assignments, and style exercises, there will be five major writing assignments required. You cannot pass the class without turning in all

five of the major assignments. These major assignments should be word processed or typed. After each major assignment is returned, students will complete a revision log. These will be used to develop individual proofreading strategies. For each assignment, students will collect a portfolio that includes at least one marked draft of their paper and editing sheets from members of their workshop groups. The final essay will be written in class during the scheduled final exam time.

Students will also be required to keep a spiral notebook of freewriting. Please use this only for freewriting. Keep notes and homework in another place. Bring this notebook to class each day. Most class periods will begin with a 5 minute freewriting session. I will look at your freewriting periodically to see if your speed is improving. I will not be concerned with correctness or content.

Grading: As the semester progresses, I will consider more elements of papers as I grade them. By the end of the semester, a passing paper will:

- clearly respond to the assignment
- focus on one distinct idea (a thesis, hypothesis, or question)
- have a coherent general structure
- have paragraphs that have a clear internal structure and a use of specific details
- have sentences whose grammar is acceptable as English
- be relatively free of blatant errors in idiom, diction, spelling, and punctuation.

Papers with four spelling errors will lose one letter grade. I will count typos as spelling errors. Papers turned in late will lose one letter grade for each business day they are late.

Grades will be weighted as follows:

Essay 1	10%	Essay 5 (Final)	10%
Essay 2	15%	Portfolios (drafts, editing, workshop participation, revisions)	15%
Essay 3	15%		
Essay 4	20%	Class participation, homework, daily work	15%

Extra credit: In my writing classes, there is one way to earn extra credit. Visits to the [Center for Academic Support](#) to work on your papers will earn points in the Portfolio grade.

Absences: Students missing four class periods will have their semester grade lowered one letter grade. (The class participation grade is "F".) If you miss class, check with your classmates (especially your workshop members) to get notes and find out what we worked on. Daily work and homework assignments can not be made up. If you must be absent and you know in advance, please talk to me about it; otherwise, talk to me when you return. I understand that many of you have work and family responsibilities, but you should make success in your college courses your priority. Your education is your most important job, so you should arrange your schedule accordingly.

Academic honesty: "Since honesty in the classroom is required, cheating, plagiarism, or knowingly furnishing false information to the college constitutes a violation." Policy Guide II, B, C. Papers that have been plagiarized will receive no credit, and the student who submits such a paper will have to meet with me before any other work will be accepted.

Disabilities: Please let me know during the first week of class about any physical handicap or learning disability if you need special help or accommodation in order to do your best work.

Schedule of Assignments: Since I try to adapt each of my classes to the needs and interests of the students, check this often for changes. If for some reason, class is canceled, check this site for the new schedule.