

English 104: College Writing and Rhetoric
Fall 2005

Missouri Western State University
Division of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism
Section: 05 9:00-9:50 MWF Murphy 103

Instructor: Charlotte Grider
Office: Eder (SSC) 222-T
Phone: 271-4239
Office Hours: 10:00-11:00 and 1:00-2:00 MWF; 8:00-10:00 T
E-mail: cgrider@missouriwestern.edu

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:

Critical Thinking, Thoughtful Writing, 3rd ed., John Chaffee
Writing Down the Bones: Freeing the Writer Within, Natalie Goldberg
Notebook for journal (bound composition books preferred)
Paper for in-class assignments (no spiral)
Folders for each major essay
3 ½" floppy disks and a disk-storage box
Photocopies for group work as requested

Objectives

Learning to write for different audiences and purposes

You will . . .

- ÿ Write journal entries to explore your mind and to extend the range of your thoughts and personal experiences.
- ÿ Write essays to communicate ideas and to impose order on your thoughts and experiences.
- ÿ Use organizational methods and genres appropriate for different purposes.
- ÿ Construct academic essays that meet criteria for thesis, rhetoric, organization, development, and language.

Learning to use active reading and critical thinking

You will . . .

- ÿ Practice various invention techniques.
- ÿ Use prewriting to recreate and to reflect on your experiences.
- ÿ Use prewriting to generate information and to discover ideas.
- 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 Reread early drafts to rethink what you want to write.
- ÿ Revise for clear presentation of your ideas.
- ÿ Revise for depth of insight, clarity of organization, and suitability for different purposes.
- ÿ Identify and correct your own spelling, grammatical, and mechanical errors, especially in the final stage of the writing process.

Learning written conventions

You will . . .

- ÿ Use thesis statements, topic sentences, and transitions.
- ÿ Apply all types of common developmental and organizational forms.
- ÿ Identify the main qualities of effective sentences.
- ÿ Practice active sentence style and rich, efficient modification.

- ÿ Practice systematic approaches to editing sentences.
- ÿ Craft more effective paragraphs.

Course Work

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.

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.

Grading Policy

You will be asked to read and to respond to a variety of essays by professional writers and student writers. You are expected to complete all reading assignments before class begins on the date for which they were assigned; you should always be prepared to take a quiz over the reading. In-class assignments and tasks will vary, but you are expected to complete all of them.

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 104 and enter ENG 108.
- 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 (four major writing tasks; completeness of portfolio, 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:

You are expected to attend all class meetings. The discussions, lectures, and in-class activities are indispensable, and, in order for you to understand the course content, you must be in class. Most in-class assignments cannot be “made up.” SEVEN absences will result in automatic failure of the course. Three tardies or early departures equal one absence.

If you absolutely must miss class, let me know in advance, and make arrangements to meet with me so that we can discuss the material and the assignments that you will miss. This is particularly important if you are going to be absent on the due date for ANY draft of a major essay. Do not send your essay with another student or leave it under my office door or in my mailbox--you must make arrangements with me. Please do not assume that an absence gives you “carte blanche” to turn-in late work.

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.

We . . . write to heighten our own awareness of life. . . We write to taste life twice, in the moment and in retrospection. . . We write to be able to transcend our life, to reach beyond it. . . to teach ourselves to speak with others, to record the journey into the labyrinth. . . to expand our world, when we feel strangled, constricted, lonely. . . When I don’t write I feel my world shrinking. I feel I lose my fire, my color.” –Anais Nin