

Missouri Western State College, Division of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism
English 104
Fall 2005

Cynthia Bartels

Office Hours: 8:00-8:30 M; 8:30-9:00 and 12:00-12:50 p.m. MWF, and by appointment
SSC 222N

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Required Texts:

Pocket Style Manual—D. Hacker (Bedford) or another handbook if you already own one

Rereading America—G. Columbo, R. Cullen, B. Lisle

Computer disks for revising and saving all work.

4 manila folders

Thin 3-ring notebook with dividers and lots of paper (for journal)

Reserve material in library

We will use our text in class; be sure to bring it daily. Please have all supplies by the second week of class.

Course Objectives:

Upon completion of ENG 104, you should understand the following:

- Writing can be used for different purposes.
- Multiple audiences exist.
- Writing is a recursive process.
- Many productive ways exist to generate ideas and images for your work.
- Common patterns of organization exist.
- Formal distinctions exist among different prose genres.
- Editing skills enable writers to polish their work in order to keep the reader's attention focused on the message conveyed or the experience created.
- Reading is an interactive process that functions in our lives as a pleasurable activity as well as a means of acquiring knowledge.

A more detailed description of the course goals/objectives is available at

<http://www.mwsc.edu/eflj/eng104.html>.

Grading Criteria

Grades will come from the following. Point values are approximate, and I reserve the right to alter some assignments.

Journal writing: 10%

Conferences, participation, workshops, quizzes, short writing assignments: 10%

Reflective letters and peer evaluations: 10%

Projects (on first due date): 10%

Portfolio: 50%

Journals: We will keep active reading journals. Unless otherwise instructed, you will write two page journal entries for every essay we read. I will direct you to write on certain topics, but at times you can write whatever you choose. I will ask you to write some in double entry form. Although the entries have due dates, I will not always collect entries on the due dates; however, I will assume you complete all of them on time. As long as I have not collected the entries, you can continue to complete any missed entries. However, when I do collect them for review, I record points, and you can no longer make up any missed entries. I also may assign journal writings in class; thus, you need to bring your journal with you at all times.

Projects: We will complete three projects in this class. Each project contains several small process assignments that are just as important as the finished product. Regardless of what the student's point total would indicate, no one will pass this class without completing all writing assignments.

Reflective letters: You will write in-class reflective letters or complete reflective evaluations on the due dates of all projects. You will also write evaluations of other's papers from time to time. These pieces will frequently provide more insight into your growth as a writer and thinker than the papers will. They are very important and should be written with your best efforts.

Portfolios: I use portfolio grading, which means that I do not assign a final grade to the projects until the end of the semester. I give points for the projects throughout the semester based on completeness and effort. I also respond to each project with a grading rubric that indicates the degree to which that paper is "PR," or Portfolio Ready. Rubrics that show an average score of 7 to 8 are usually close to being PR, so that project should earn at least a "C" at semester's end. Work not "PR" will be at best a "D" at semester's end and likely result in a repetition of the course if not revised successfully. It is the student's responsibility to determine the strength and weaknesses of the paper and to decide how much s/he needs/wants to revise.

Quality portfolios will contain multiple drafts of major assignments, thoughtful reflective letters, thoughtful questions about the writing, and quality revisions. Likewise, students who receive the highest grades will have contributed meaningfully to class discussions, will have met all deadlines for drafting and submitting all assignments, and will have fulfilled attendance requirements. All these factors indicate the student has put forth a strong effort, has developed his/her writing, reading, and thinking intellect, and can produce complete, clear and thoughtful writing. These qualities will result in an exceptional portfolio.

Midterm grades: I submit a "C" for students whose work is complete and passing and whose absences are below the limit. I submit a "D" for students whose work is complete but not acceptable. I submit an "F" for students whose work is incomplete or unacceptable and/or who have exceeded the absence limit or have plagiarized.

Final grades: Completion and quality, timeliness, attendance, and participation will all influence your final grade.

* **Timeliness** -- students who miss any deadlines on any major papers, including peer review, without documented extenuating circumstances are ineligible for course grades higher than C.

* **Attendance** -- your constant presence is mandatory for your success (please see "Attendance Policy" below).

Missing excessive classes, deadlines, and assignments will result in substantially lower grades, in many cases to the point of failure. Also, superficial, off-topic or poorly edited papers, or an unwillingness or inability to contribute meaningfully to class discussions or to revise papers effectively will result in low final grades.

Please Note: If students fall between grades, other factors such as effort, class participation,

attendance, and attitude will be used to determine the final grade.

Late Work, Make-up work, and excused absences:

If something should happen that prevents you from submitting your paper on time, you must make arrangements with me before the paper is due, not afterwards. At this time, we will plan a date by which the work will be completed. I will grant special leeway to students who can document extenuating circumstances. Extenuating circumstances include, for example, auto wrecks, prolonged illnesses, blizzards, funerals, power failures, unforeseen medical emergencies involving loved ones, and mandated court appearances. In essence, these are “excused” absences if the student contacts me beforehand. Changing work schedules, driving responsibilities, doctor appointments, and similar circumstances are not extenuating. Anyone who enrolls in a class with a clearly designated meeting time is obligated to keep that time open for class. I will also grant special consideration to students who are representing MWSC. I ask that those students notify me of planned outings in advance and turn in their work or take their quizzes before each absence. I may verify the absences of students representing the college by contacting the appropriate MWSC personnel. Be sure to note that excused absence or not, you are still responsible for any and all work.

Make-up Work: It is nearly impossible to make up work in this class. Class discussions cannot be recreated, nor can in-class writings and group. If you do not have your paper done, you cannot write a reflective letter nor have your paper evaluated.

Be sure to bring all work to class, in person, and on time. I cannot be responsible for work that you do not hand me personally. Remember that regardless of the quality of your portfolio, you will not pass the class unless you write all papers throughout the semester.

Attendance and Tardies: Each student is allowed four absences. Excessive (more than two) tardies or leaving early will count as an absence. Tardies occur when you enter the class after I have shut the door. I usually distribute handouts and review assignments at the beginning of class; if you are tardy, you will miss this info and must gather it on your own. For each allowed absences you do not use, you will receive three extra points. However, after you use the allowed four absences, I will deduct three points from your final grade for each excessive absence or its equivalent. If you accrue more than six absences, you will fail the course. If you must miss, notify me in advance and be sure to have a buddy whom you can contact to find out what we did in class. Do not expect me to rehash the class. Also, please do not ask me if we “did anything.” This question irritates me.

You should note, however, that mere attendance does not mean you will pass the course. You must perform adequately on the tasks required and show initiative in completing the course requirements.

Plagiarism:

Plagiarism is claiming another’s words, writing structure, images, or ideas as your own. This includes anything found on the internet. Plagiarism and cheating of any kind will not be tolerated and may result in your failing the assignment or the course or being suspended or dismissed from the college. Please note carefully the statement on plagiarism on the departmental website, found at <http://www2.mwsc.edu/eflj/plagiarism.html>

Classroom behavior:

I expect you to respect everyone in this class. Part of learning to read and write well is exploring ideas. No doubt some people will have ideas different than yours. One of our goals is to learn to understand and respect other’s ideas. Remain open-minded; you may even change your own ideas. Understanding

and developing ideas is a natural outcome of the reading and writing, and therefore of this class, and thus I consider these an accomplishment and evidence that you are becoming an educated and mature reader and writer.

I also expect you to behave respectfully in class. This means: do not interrupt, walk in front of anyone who is talking, enter the room or a workshop late, or leave your seat or the room while class is in session unless it is an emergency. It also means that you turn off cell phones before you enter the classroom, and that you leave them off until you have exited the classroom.

Academic Support:

The Center for Academic Support, located in LRC 213, offers you assistance with your reading or with papers at any stage of the game. Contact the Center at 271-4624 or Cora Dawson, the Writing Director, at 271-4531. I highly encourage you to use this free service regardless of your abilities.