



Teacher: Dr. Cynthia Jenéy
Office: Eder Hall 222-K
Phone: 271-4447
Office Hours: Office Hours: 12:00-2:00 Monday and Wednesday; 1:00-2:00 Tuesday and Thursday
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Required Text:

Schwegler, Robert A. *Patterns of Exposition*. Seventeenth Edition. New York: A.B. Longman, 2004.

Aaron, Jane. *The Little, Brown Essential Handbook*. New York: A.B. Longman, 2006.

Make sure you have read assigned sections of the textbook before coming to class on the day readings are listed. Come to class prepared for quizzes and discussion based on the assigned reading.

Quizzes over assigned reading will occur frequently, at the instructor's discretion.

Other Course Materials:

- A stapler.
- A steady *working* Missouri Western email account. If you have not yet accessed your email info, do so immediately.
- Notebook for note taking
- Pocket folder for handouts
- Word Processor (or typewriter)

The Official Course Description:

ENG 104 students will complete four formal writing assignments in addition to other graded and ungraded work through which they will learn how to discover ideas, respond to texts, and summarize others' ideas. In these assignments, students will learn how to analyze readings and share information with others by reading and responding to course texts and other materials gathered through research. Final drafts of all formal writing assignments must be word-processed, and possibly submitted electronically. All students are expected to be prepared for class. All students are expected to participate in class discussions related to reading and writing assignments.

You should keep all assignments you have completed for this class. Before any grade appeal will be processed for a student in ENG 100, 104, or 108, the complete portfolio of writings will have to be submitted to the Departmental Review Committee. In order for an ENG 104 student to be admitted into ENG 108, he or she must earn at least a C in ENG 104. For course goals & objectives, see the EFLJ Department website <http://www.missouriwestern.edu/eflj/eng104.asp>

This Syllabus: Read this syllabus and the attached schedule very carefully, and refer to it often. All information presented here is regarded as part of your own knowledge for the course. All answers to your questions about the class will be based on an assumption that you understand the syllabus and seek further clarification. The teacher reserves the right to alter the course schedule and to make announced changes as need arises during the course of the semester.

Class meetings: Class meetings are conducted under the assumption that students are well-versed in the basic etiquette of classrooms and academic environments.

- Come to class on time and remain until the end of the period (rude entrances and exits are disruptive; disruptive behavior is grounds for banishment from the class).
- Be prepared, and plan to participate and remain engaged with the materials for the entire class period.
- In the unlikely and unfortunate event that you find yourself unprepared, come anyway – absence only compounds the problem.
- Turn off/silence all cell phones and pagers.
- Do the assigned reading (No, really, trust me on this). Quizzes will be based upon assigned sections in *Patterns of Exposition* and *The Little, Brown Essential Handbook*.

Due Dates: Dates for handing in all required assignments are listed in the course schedule attached. There is no room in the semester calendar for late papers. There is no provision for “make-up” of missed assignments or quizzes, as worksheets and quizzes are usually completed and scored during the class period. An assignment not received on its due date constitutes a failure to meet one of the minimum requirements of the course. All minimum requirements must be met for a passing grade. Make a note of all due dates now, and plan accordingly.

Attendance: If you miss class, get notes and assignments from a classmate. A student with more than 4 (T-Th/M-W) unexcused absences will automatically receive an “F” for the course. Please see the student handbook for the definition of “excused absence” (i.e., absence due to a specific types of campus-related sponsored activity). Do not bring doctor's excuses or obituaries. Do not ask your mother (or husband or boss) to call my office, since FERPA regulations forbid me to discuss your enrollment in my course with any outside party. It is your responsibility to keep track of your own attendance in the class. If you miss class follow the class schedule regarding reading assignments and class notes; you are advised to contact a classmate via email or telephone for class notes and any announcements made during a class you have missed.

Students who consult with me *in advance* of known *legitimate* conflicts or hardship will be given consideration on a case-by-case basis. Serious efforts to attend and to complete the work for this class will be given fair consideration, especially in cases of earnest dedication and hard work. Note: Weddings and vacation trips do *not* constitute conflicts, hardships, or emergencies. You may wish to use up your 4 absences hanging around the house watching *Law & Order* reruns, but it is probably a better idea to save them in case of real illness or emergencies.

Contacting Dr. Jenéy: Office hours are established for the specific purpose of helping students who have questions concerning the content and assignments of the course or who may wish to discuss the materials further. Hours are posted at the beginning of this syllabus (and on my office door). Polite phone or written messages requesting help with class assignments are answered within 48 hours.

Email: Some general rules for emailing professors:

- Email messages should be courteous, clear, concise, and directly related to specific content in the course. (If your email makes the instructor’s life harder, it will probably not garner the results you want).
- Messages must include your full name, the course in which you are enrolled, your campus email address, and a specific subject line.
- Emails may or may not receive a response, since the campus webmail systems are prone to hacking, glitches, and technological failures.
- Be nice—nastygrams are saved and forwarded to the Dean of Students (when in doubt, click “save” instead of “send”).
- Unsigned emails that do not identify the student, the course number and section number will probably be deleted or returned unanswered (“I’m in your class” is not enough to identify you—faculty at MWSU teach heavy loads).
- Do not send email detailing personal illnesses, absences or missed lectures/assignments—you are responsible for your absences and missed materials. If you need help, visit or phone the instructor during office hours.
- Always use your campus email account to send messages to your professor.

Assignments: Final drafts of the required essay assignments will be word processed and handed in at the beginning of class on the due date. Working drafts and workshop worksheets will be attached. *Do not send essays to the professor as email attachments.*

Grades will be weighted as follows:

10%	Paper #1 Process Analysis (required)
10%	Paper #2 Exemplification (required)
20%	Paper #3 In-Class Essay Exam: Causes & Effects (required)
20%	Paper #4 Critical Analysis (required)
20%	Paper #5 Definition (required)
<u>20%</u>	<u>Quizzes, In-Class Exercises, Attendance, & Class participation (required)</u>
100%	Total

A note about the writing in this course: although we will all encourage each other to be open and to explore ideas, experiences, thoughts, emotions, and beliefs, essay assignments shall be considered *public* texts. Be mature. Be considerate. Be excellent.

Legal stuff: I have a strict policy against writing about any un-prosecuted crime or suspected illegal activity which you have witnessed, or in which you have been involved. Confidentiality does not apply to classmates or professors. When in doubt, I must always err on the side of safety, and you will be sent up the river.

You should keep all assignments you have completed for this class. Before any grade appeal will be processed for a student in ENG 100, 104, or 108, the complete portfolio of writings will have to be submitted to the Departmental Review Committee. In order for an ENG 104 student to be admitted into ENG 108, he or she must earn at least a C in ENG 104. For course goals & objectives, see the EFLJ Department website <http://www.missouriwestern.edu/eflj/eng104.asp>

Academic Honesty Policy:

You will receive a grade of F for any paper that shows evidence of cheating and/or plagiarism. You have the burden of proving that a paper showing evidence of cheating or plagiarism has in fact been written by you. You should keep thorough evidence of your writing processes for all papers so that you can meet this burden of proof. Any time another writer's words, ideas, or information appear in your paper they must be properly punctuated and cited. Evidence proving plagiarism may lead to further penalties. Please note carefully the statement on plagiarism on the departmental website, found at <http://www.missouriwestern.edu/EFLJ/plagiarism.asp>.

Paper Format in ENG 104:

Papers will be in standard MLA Style. Papers will be word-processed in Times New Roman, 12-point font, with 1-inch margins all around. Your name and the date will be in the upper-right hand corner. "English 104" (without the quotation marks) and the instructor's name in the upper-left. Skip one space and center your paper title. Remember that new paragraphs are set off by indenting the first line, not by skipping 2 more spaces. Page numbers appear in the upper right-hand corner (but not on the first page).

English 104-16 Tentative Class Schedule Fall 2005

AUGUST		
M	29	Introduction; Syllabus; Policies
W	31	<i>Patterns</i> 1-5 Reading as a Writer; 27-29 Planning
SEPTEMBER		
M	5	LABOR DAY—NO CLASS MEETING
W	7	<i>Patterns</i> 29-31 Drafting; 32-39 Revising; <i>Little, Brown</i> 1-8 Introduction; 61-73 Sentence Fragments, Commas
M	12	<i>Patterns</i> Process Analysis: 249-255; 260-262 Juggling
W	14	<i>Patterns</i> Process Analysis: 265-274 Great Song Ideas; 310-315 Live Burial
M	19	Working Draft Due Essay #1: In Class Writing Workshop
W	21	<i>Patterns</i> 39-41 Editing & Final Drafting <i>Little, Brown</i> 11-19 Effective Sentences; 77-83 Apostrophe, Quotations, End Punctuation
M	26	Final Draft Due Essay #1: Process Analysis; Introduce Exemplification
W	28	<i>Patterns</i> Exemplification: 43-49 Using Examples; 49-54 Student Essay—Stuttering; 55-56

		Trust
OCTOBER		
M	3	Working Draft Due Essay #2: In Class Writing Workshop
W	5	<i>Patterns</i> Exemplification: 58-63 Complain; 71-73 Dads <i>Little, Brown</i> 33-46 Verbs
M	10	Final Draft Due Essay #2: Exemplification; Introduce Cause-and-Effect
W	12	<i>Patterns</i> Cause-and-Effect: 321- 326 Analyzing Cause-and-Effect Relationships; 326-328 Student Essay—Public Documents; 334-337 Darkness
M	17	In-Class Essay Exam Strategies
W	19	<i>Patterns</i> Cause-and-Effect: 340-341 Geezer <i>Little, Brown</i> 46-60 Pronouns, Modifiers
M	24	In-Class Midterm Essay Exam Essay #3: Cause-and-Effect
W	26	<i>Patterns</i> Analysis: 345-349 Kids in the Mall; 294-301 We Build Excitement Introduce Film Analysis/Critique
M	31	Film: <i>A Day Without A Mexican</i>
NOVEMBER		
W	2	Film: <i>A Day Without A Mexican</i>
M	7	Film Analysis/Critique; <i>Little, Brown</i> 127-136 Integrating Sources into your text
W	9	Writing Workshop Essay #4: Film Analysis/Critique
M	14	Writing Workshop Essay #4: Analysis
W	16	<i>Patterns</i> Analysis: 286-291 Going Places; 329-332 Time of Day
M	21	Final Draft Due Essay #4: Film Analysis; Introduce Definition
W	23	THANKSGIVING HOLIDAY—NO CLASS MEETING
M	28	<i>Patterns</i> Definition: 363-368; 369-373 Student Essay—Stars; 386-397
W	30	<i>Patterns</i> Definition: 413-418 Honesty; 421-425 Courage
DECEMBER		
M	5	LIBRARY WORK DAY: DEFINITION
W	7	OPEN
		FINAL ESSAY DUE: Essay #5 Definition