

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

- Semester: Spring 2005
- Course Title: English 104 **College Writing and Rhetoric**
Sec.01 MWF 8-8:50 SS/C 210
- Objectives: <http://www.missouriwestern.edu/eflj/eng104.asp#Objectives>
- Credit Hours: 3
- Instructor: Michael Lund
- Office Location: SS/C- 222 M
- Office Hours: 9-10 am. MWF and by appointment
- Telephone: 271-4310 (Eng. Dept.) 271-4316 (office) lund@missouriwestern.edu (e-mail)
- Required Text: Axelrod and Cooper, *St. Martin's Guide to Writing*, 7th Edition.
I also suggest that you purchase a collegiate dictionary and a thesaurus.
You **must** have your textbook daily.
- Course Description: *Composition Course Guide* may be viewed online.
The address is: <http://www.missouriwestern.edu/eflj/genstud.asp>
- Additional Materials: Each student will need standard writing supplies daily and simple folders for their essay portfolios.
- Method of Instruction: Inclusive of lecture, discussion, and small group activities, this class allows for active learning by participation; therefore, students' involvement in all discussions and peer evaluation sessions is anticipated and expected.
- Assessment Tools: Students will write a total of five (5) essays at **100** points each. All final drafts must be word-processed in 12 point Times New Roman or other standard print fonts only; double-spaced in black ink on white paper, inclusive of word count (700-800 words).
Students will assemble a portfolio for each of the five essays inclusive of pre-writings, drafts, peer editing sheets, final drafts and revisions. All items must be present for the portfolio to be deemed acceptable. Students must complete all five essays to pass the course, and each essay grade must be at 70% total score with no individual area of the grading criteria falling below this minimum percentage (see Grading Rationale for further clarification).
- Additional Info.: There are **200** points possible for homework, in-class writings and quizzes (no draft for peer-evaluation sessions = 1 absence.) Missed daily work, homework and quizzes may not be made up. Total for class = **700** points. Most quizzes will be unannounced. There is no extra credit for this class. Two tardies (more than five minutes late) equals one absence. After a student obtains five absences, he/she must schedule a conference with me to discuss continuation of the course.

Please Note: More than 5 absences may result in failure of the course.

Students with special needs/disabilities should identify themselves for accommodations per M.W.S.C. policy.

Tentative Class Schedule, Reading Assignments, and Essay Due Dates

- 1/19 Introductions, syllabus, course expectations
- 1/21 Chapter 1, *St. Martin's Guide to Writing* (hereafter *St. M.*)
- 1/24 In-class workshop, Lecture: "The Writing Process in Action"
- 1/26 Chapter 2, *St. M.*
- 1/28 Continue Ch. 2
- 1/31 Prewriting due, Essay #1: "Remembering an Event"
- 2/02 Drafts due of Essay #1 for peer editing/evaluation
- 2/04 Essay #1 due (**For all essay assignments, a student must have a documented emergency or an otherwise excusable situation-always at my discretion- for late work to be deemed acceptable; otherwise, the grade for the assignment will be 0.**)
- 2/07 Chapter 3, *St. M.*
- 2/09 Continue Ch. 3
- 2/11 Continue Ch. 3
- 2/14 Prewriting due, Essay #2: "Remembering a Person"
- 2/16 Drafts due of Essay #2 for peer editing/ evaluation
- 2/18 Revised drafts due for continued editing
- 2/23 Essay #2 due
- 2/25 TBA
- 2/28 Chapter 6, *St. M.*
- 3/02 Continue Chapter 6
- 3/04 Continue Chapter 6
- 3/07 Prewriting due, Essay #3: "Arguing a Position"
- 3/09 Drafts due of Essay #3 for peer editing/evaluation
- 3/11 Revised drafts due for continued editing
- 3/21 Revised drafts due for continued editing
- 3/23 Essay #3 due
- 3/25 Chapter 7, *St. M.*

- 3/28 Continue Chapter 7
- 3/30 Continue Chapter 7
- 4/01 Prewriting due, Essay #4: "Proposing a Solution"
- 4/04 Drafts due of Essay #4 for peer editing/evaluation
- 4/06 Revised drafts due for continued editing
- 4/08 Revised drafts due for continued editing
- 4/11 Essay #4 due
- 4/13 Chapter 10, *St. M.*
- 4/15 Continue Chapter 10
- 4/18 Continue Chapter 10
- 4/20 Prewriting due, Essay #5, "Interpreting a Story"
- 4/22 Drafts due, Essay #5
- 4/25 Revised drafts due for continued editing; conferences begin
- 4/27 Conferences
- 4/29 Conferences
- 5/02 Essay #5 due

Final Class Schedule

Sec. 01: 5/04, 8:30-10-20 am.

Grading Scale: Each individual assignment and your overall course grade will be determined by the following scale:

90-100 %	A
80-89%	B
70-79%	C
60-69%	D
59% or less	F

Academic Honesty Policy: Cheating, plagiarism, or knowingly furnishing false information to the college constitutes a violation. A grade of zero may be assessed in the evaluation instrument.

Have a Great Semester!
Michael Lund