

Missouri Western State College, Division of Liberal Arts and Sciences
Department of English, Foreign Languages and Journalism
Syllabus for English 104: College Writing and Rhetoric, Section 24N
Spring, 2005

Tuesdays 6:30-9:20
JGM 104

Kelly Lock, Instructor

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Office hours: By Appointment

Required texts and materials:

Scholes, Robert, et al. *The Practice of Writing, Fifth Edition*. Boston: Bedford, 2001.

Hacker, Diana. *A Pocket Style Manual*. Fourth Edition. Boston: Bedford, 2004.

A large, durable notebook for all in-class and out-of class writings—keep organized and labeled

A folder to keep ALL writings, handouts, etc.

I recommend a good college dictionary

Students with disabilities:

Anyone who has a disability that prevents the fullest expression of her or his potential to succeed in this course must notify me in writing as soon as possible so that we can discuss course requirements, options and accommodations.

Attendance:

Since this is an evening class, one missed class would be the equivalent of missing a full week of day classes. As a result, your attendance is crucial for your success. If you miss a class, you cannot "make up" the work, and this will put you at serious risk for failing the course. I understand that sometimes life has its own plans and cars break down, children get sick or you might have to work late. You need to make the best decision for you and your family in these cases, but because we are so limited on time, there are no excuses or "make-ups." If you miss two class sessions, you cannot make any grade higher than a C, and if you miss more than two class sessions you fail the course automatically. In addition, I do not accept late work. If you are absent on an evening when an assignment is due, you must get the assignment to me before the end of class. If not, then you will receive a zero for the work. If there is a family emergency, contact me **before** class and we can make other arrangements. In addition, I understand that you may have to leave early or arrive late on occasion. You may only do this one time without affecting your grade. After the first time, I will count the late arrival or early exit as an absence. Please consider this, and if you feel that you will not be able to attend each and every session, fully, stop by the Registrar's office and drop this class.

Academic dishonesty and other general rules and regulations that could result in disciplinary action:

Please refer to the MWSC Student Handbook for these regulations. Though most plagiarism is done accidentally, it is important that you understand the repercussions for such behavior. In addition to the punishment handed down by Student Affairs, you will fail the project. The burden of proof is on the student, so it is highly recommended that you keep every piece of writing you generate.

Grading:

Grades are based upon:

90-100% A

80-89% B

70-79% C

60-69% D

59 and below F

You will write 4 major papers. Each one will be worth 100 points. In addition to these major assignments, you will complete numerous smaller assignments. I will not collect all of them, and I will not tell you which ones I will and will not collect. I assign these writings so that you can practice your writing skills. Each writing that you complete builds upon the next one. If

you choose not to complete an assignment and I don't collect it, do not feel that you "lucked out" and didn't get caught. Your writing will reflect your effort.

Revisions:

The first three essays can be revised. Revisions must be completed within two weeks from the day that I return the graded paper. You will need to turn in the revised copy along with the original graded copy. If you fail to do this, I will not "regrade" the essay. In order to revise, you must conference with me, via email or in person, and you must see a tutor in the Center for Academic Support. I urge you, also, to utilize the tutors in the CAS on a regular basis. Do not wait until you have received a low score.

Important Due Dates:

February 8 th	Paper #1
March 1 st	Paper #2
April 5 th	Paper #3
May 3 rd	Paper #4
May 10 th	Final Exam

Course Objectives: <http://www.missouriwestern.edu/eflj/eng104.asp> - Objectives

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 formatted according to MLA standards. All students are expected to be prepared for class and participate in class discussions related to reading and writing assignments. All students should keep a portfolio of their writing. In the case of a grade appeal, all of your work must be submitted.

For further information on course objectives, please visit: <http://www.missouriwestern.edu/eflj/eng104.asp>