

Missouri Western State College, Division of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism
English 108-08: College Writing and Research, MWF 12-12:50 JGM 104
English 108-14: College Writing and Research MWF 3-3:50, JGM 104

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Office Hours: MWF 10-11:30 a.m., and by appointment
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ATTENDANCE POLICY AND CLASS EXPECTATIONS:

We meet three times per week for 50 minutes on MWF. Come well prepared, take notes, enter into conversations, keep on track, stay up with the subject matter for each class. *Think actively. Write with intensity. Ask questions. Offer peer reviews. Explore & Create.*

In college, one week of absences (3 classes) are the usual maximum. Ordinarily, there are no exceptions and no make-ups for late or missed in-class work. If you know of circumstances likely to make these requirements difficult for you this semester, you should consult with your academic advisor, the Student Success Office, and your instructor.

Any absences do lower your grade. Even though one or two absences might be expected over the course of the semester, missed in-class work cannot be made up, and late work receives a zero, or a grade reduction for major projects, the exception being only if prior arrangements have been made. Consequently, each absence does reduce your final course grade in that it represents missed work of some sort or another.

Being late can count as an absence. Five or ten minutes of a fifty-minute class is a lot. Being disruptive with lateness, or in other ways, can also count as an absence. Zeros will be given for all missed work and for all work due or given in class while marked absent. Note that out-of-class assignments are usually due at the beginning of the class period. So if you're late or miss an entire class session, take responsibility for finding out about all material covered and/or assignments given during your absence. If you are unsure of the required work, talk to me after class, phone my office, drop by during office hours, email me with your questions, or arrange a mutually convenient time to discuss any concerns. Exchanging phone numbers with a classmate is also a good idea. I am here to help in any way I can, any time, if you are making an effort.

REQUIRED TEXTS AND COURSE MATERIALS:

Glaser, Joe. Understanding Style. NY: Oxford UP, 1999.

Dietsch, Betty Mattix. Reasoning & Writing Well. 3rd Edition. St. Louis: McGraw Hill, 2003.

A good College Dictionary and Thesaurus are highly recommended.

Notebook/Paper (perforated) for in class notes and written assignments

A Research Journal/Notebook (something that you can easily add and subtract from)

3-1/2" floppy disks (2-3 for this class) plus Xeroxed copies and Print Outs as needed

Pocket folder(s) and 3 x 5 cards are suggested for research projects

Blue or black ink pens are always preferred

POWER POINT GRAPHIC #1

COURSE GOALS AND CLASS ASSIGNMENTS:

Primarily, this course will allow you to gain expertise and confidence with college quality writing, critical thinking and scholarly research through varied assignments.

There will be many opportunities for in-class development of ideas through writing, discussion of readings, and practice in research techniques. **We are on a good computer-assisted campus** with access to computer labs, www, and other data based electronic sources.

For a more detailed description of the General Studies requirements for English 108, see the Departmental Website: www.mwsc.edu/EFLJ/Programs/General Studies/English 108. This will give you the Course Description, Objectives, Competencies Expected, and a Sample Paper.

Major Assignments:

Personal Essay #1	10%	750-1,000 words—a strong belief w/research
Interpretive Analysis #2	10%	750-1,000 words—an Internet based essay
Researched Argument #3	10%	750-1,000 words—Native American Research

Researched Project	30%	10-12 pgs, double spaced—a significant question
Quizzes & Activities	10%	Textbook Readings & Research
Midterm Test	10%	Textbook Readings & Research
In Class	10%	Participation, Exercises, Assignments, etc.
Final Exam	10%	College Writing & Research--Cummulative

GRADING POLICY:

Traditional Letter Grades, with +’s and –’s, will indicate grades earned on Essay assignments. A combination of letter grades, numerical scores, and a system of “ ‘s,” with +’s and –’s (“ +” = 100%, “ “ = 80%, “ --“ = 60%, “ =” = 40% and so on), will indicate grades for other on-going assignments, in class activities, quizzes, midterm test, and the final exam.

GRADE PERCENTAGES AND POINTS EARNED:

A=95, B=85, C=75, D=65, and F=55 with “+” or “-“ indicating 3 points: 72=C-, 75=C, 78=C+, etc

There are 1,000 Points possible to earn for the Course. For example: Essay #1=10%=100 points, and a “B” therefore earns 85 points.

Grade reviews or discussions are welcomed with an office appointment.

Keep all your work for the semester. Annotate your texts as you read the assignments.

Take class notes.

FORMAL WRITINGS & ASSIGNMENTS:

If you start off by doing the best you can and keep adding to your knowledge while furthering your skills throughout the semester, you should do well. All completed essays must be word processed, spell checked, double spaced, properly formatted, and presented neatly with your Name, Class and Section Number, Instructor’s Name, Assignment, and Date appearing on the first page to the upper left (for short assignments). All hand-written assignments should be done in blue or black ink pen on non-spiral bound paper.

Use Times Roman as a font: 12 point and double space. Do not bold face everything or use all capitals. Side margins should be 1 to 1.25 inch, top and bottom 1.5 inch, paragraph indent .5 inch. Written work should be thoroughly revised for content and best use of language, proofread for clarity of expression and grammatical correctness.

Number each page at the Top Right: e.g., Hamilton 3. Identify short papers Upper Left p #1 with:

Name
English Course/Section
Instructor
Assignment
Date

Then, Center the Title and Double Space Throughout.

(Use MLA Documentation for all outside sources.)

Note: A longer paper, like your Major Researched Project, will require a Cover Page.

Academic Honesty:

All work is expected to be NEW and ORIGINAL for this course. College and Student Handbook policies for academic honesty are always in effect. Cheating, misrepresentation, or plagiarism earns No Credit (zero points), an F for the course, or in extreme cases expulsion from the college.

So... when in doubt, ask. Plagiarism, itself, is the theft of other people's words, thoughts, creative perceptions, and/or ideas, using them as if they were your own. But one of the objectives in this General Studies English course is to teach you how best to make use of outside sources without plagiarizing—realizing the difference between legitimate and illegitimate use of intellectual properties. You will receive a thorough introduction to basic MLA documentation, but a good rule is always... "When in doubt, cite it out." That is... Document all sources by attributing them properly.

Unintentional or intentional plagiarism carries the same consequence. Your intellectual and creative properties are protected as well as those from the www or the library.

This Syllabus:

It's important that you understand this Syllabus. Both it, and Assignment Sheets, require our participation, yet I do reserve the right to make adjustments to them as will best support our on-going efforts in this class. Storm days would be one good example for an alteration in a due date.

STUDENT SPECIAL NEEDS:

Students with any permanent or temporary special need that hinders the fullest expression of their abilities should contact Missouri Western's Special Needs/Disability Coordinator, for expert recommendations and assistance. You should also contact me personally during the first few days of class to discuss class requirements and any necessary accommodations. To contact Mr. Michael Ritter: 271-4330, email at mritter@missouriwestern.edu, or drop by his office in SS/C 202B.

EVERY DAY EXTRA HELP:

Your instructors are here to help you succeed. Office hours are posted, and other arrangements can be made by appointment whenever necessary. Contact me when you have questions, or when you need additional help. At times, I may ask students to make office visits or require them to schedule tutorial sessions with the Center for Academic Support.

Free tutoring! MWSC has many excellent support systems, such as:

Center for Academic Support offers extra help in writing, reading, math and all subject areas. Walk in or contact them next to the Library at 271-4524. Corla Dawson, Writing Coordinator, 271-4531. Cathy Gann, Reading/Study Skills Coordinator, 271-5621.

Student Success Office has many programs to keep you progressing toward your goals: from finding your way around campus, to special academic/career advising. Contact them in SS/C 209 at 271-5990.

Non-Traditional Student Center can get you re-oriented toward academic life even if you're 20 or 40! There are seminars, associations, and honor societies for older students. Contact them in SS/C 202, at 271-4280.

CIVILITY AND COOPERATION:

Missouri Western requires all students to help maintain good classroom conditions and a campus environment conducive to both learning and teaching. All students should treat their classmates, instructors, and student assistants with civility and respect, both inside and outside the classroom. When in doubt, just ask. Your accomplishment is the primary objective.

Success will happen. Let me know when you need help, or just some clarification on course assignments, study skills, readings or research.

Have an excellent, progressive and enjoyable semester!