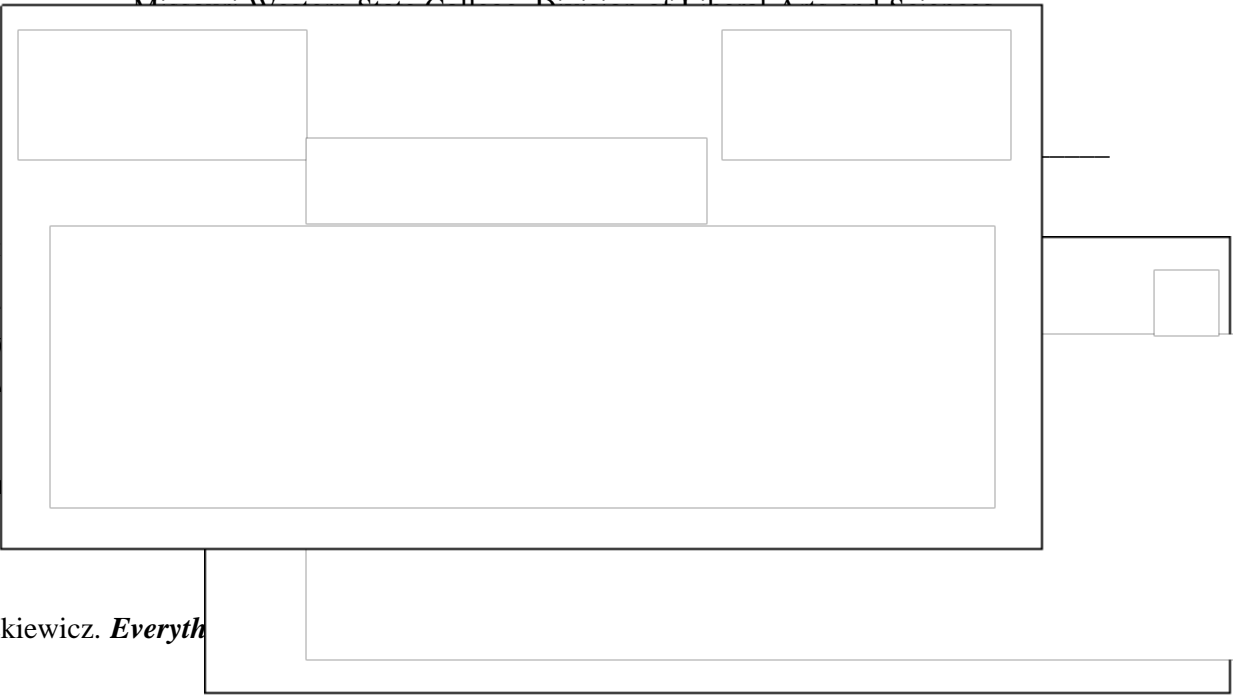


Teacher: D
Office:
Phone: 2
Office Hours: V
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E-mail:
WebBoard Onli



Required Text:

Lunsford & Ruskiewicz. *Everyth*

Materials:

- 2 Acco Binders: One for papers & resource materials; one for personal copies of papers, plus weekly assignments & exercises.
- Folder for handouts
- Notebook or notepad for note-taking

This Syllabus:

Read this syllabus 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 this syllabus and to make announced changes as need arises during the course of the semester.

Time & Access Management:

- Working MWSC Email & P-Drive account (know your *exact* address, user ID, and password)
- Current, viable Library card and borrowing privileges
- Internet use (either on campus lab/library, or from home): Chapter exercises and assignments are submitted via the course WebBoard (see URL, above).

The Official Course Description:

“ENG 108 students will complete three formal research based projects in addition to other graded and ungraded work. In these assignments, students will learn how to analyze, synthesize, and evaluate the thinking of others in order to discover, develop, and test their own points of view. Final drafts of all formal writing assignments must be word processed. All students are expected to be prepared for class and participate in class discussions related to reading and writing assignments. In addition, students will keep complete portfolios of all their writings.”

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/eng108.asp>

This Section of English 108 College Writing and Research:

This semester’s course will be based upon the principles and ideas in Lunsford and Ruskiewicz, *Everything’s an Argument*. Moreover your writing and research in this class will center upon one single work of nonfiction which you will choose from a pre-selected list. The books listed have been chosen for various reasons. Most have landed on bestseller lists and some have

won prestigious awards. Their subject matter ranges from animal psychology to the horrors of life in Cambodia under the Khmer Rouge. Once you have selected your book and written your survey of reviews, you *must continue to work with this book throughout the semester*. Therefore, it is a good idea to be aware of library renewal/ due dates. Many are available in paperback, so you may wish to simply purchase your own copy. Often used copies are available at lower prices through online book dealers such as Amazon.com.

Class meetings:

Read chapters listed in the schedule *before* you come to class on that day. Bring your book and come to class prepared to discuss the chapter. This course is a writing and discussion based class—final grades are based on the quality and substance of written work and participation, not upon quizzes and tests. However, silence when discussion is called for may be construed as a lack of preparedness and may cause the class to end abruptly with a pop quiz. Class meetings are conducted under the assumption that students are well-versed in the conventions of classrooms and academic environments. Come to class prepared, and plan to participate and remain engaged with the materials for the entire class period. Turn off all cell phones and pagers. In the unlikely and unfortunate event that you find yourself unprepared, come anyway – absence only compounds the problem. Good academic habits should produce satisfactory results. Any failure to act in a civilized, academic manner is interpreted as an act of disruption, and the uncivilized brute will be ejected forthwith from the premises.

Due Dates:

Dates for handing in all required assignments *and scheduled dates for in-class presentations* are listed in the course schedule attached. There is no room in the semester calendar for late papers. Late papers are impossible due to the size of the class and the cumulative nature of assignments. There is no provision for “make-up” of missed assignments or quizzes—posting dates for weekly exercises and workshops are automatically logged on the class WebBoard. An assignment not received on its due date constitutes a failure to meet one of the minimum requirements of the course. Such a failure in turn will mean failure of the course. Make a note of all due dates now, and plan accordingly. *This includes the Final Exam date: do not ask that final exam dates be changed or rescheduled. See instructor for details.*

Attendance:

- Do not miss class.
- Consult your copy of this course schedule if you do miss class, for assignments and readings.
- Contact a classmate for notes, and/or post a “Help!” message on the class WebBoard thread provided for such an emergency. DO NOT email instructor with a “missed class—need assignment” message.
- A student with more than 4 absences (T-Th) will automatically receive a failing grade for the course (this is the equivalent of missing more than two weeks of class during a regular semester).
- It is your responsibility to keep track of your own attendance in the class.
- Do not bring doctor's excuses or obituaries; absence is simply defined as lack of your presence. If you miss class it is your responsibility to contact a classmate (and of course refer to this syllabus) regarding announcements, assignments, changes, class notes, and additional assigned readings or writing.

Note: consult with me in advance of known *legitimate* conflicts or hardships. However, I cannot guarantee too much leeway—time waits for no human, and English 108 is stressed for time. 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: work schedules, weddings and vacation trips do not constitute conflicts, hardships, or emergencies. Incompletes are not an option at this time.

Your Job:

Employment issues are the sole responsibility of the student. Failure to attend class, meet deadlines, or participate in assigned work is not excused due to workplace considerations.

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 further help with class assignments are given priority and are answered within 48 hours, as per campus policy.

Email:

- Do not abuse the privilege of electronic communication. Your professors have limited time in the work day for composing and sending numerous messages of any length or detail.

- Do not send email concerning personal illnesses, absences or missed assignments.
- All nastygrams (rude or abusive messages) are saved and forwarded to the dean of students.
- Emails may or may not receive a response, since the campus webmail systems are prone to shut-downs, broken routers, DOS attacks, computer viruses and other technological failures.
- All email messages must identify the student, the course number and section number.

Assignments:

Requirements for the course are four essays, a midterm, regular (approx.1/week) posts to the electronic forum, and a final exam. The final exam will be a literacy narrative based upon the work you have done, and the progress you have made as a writer throughout this semester. Early in the semester, I will give fairly specific e-forum assignments, but later in the semester, you will have more freedom to choose your own topics. Grades will be weighted as follows:

10%	Paper #1
20%	Paper #2 Class Project
20%	Paper #3
20%	Paper #4
10%	Chapter Outlines and Written Textbook Exercises
10%	In-Class Presentation
10%	<u>Attendance and In-Class Participation</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 and the electronic forum posts shall be considered public texts. Be mature. Be courteous. Be excellent.

Legal stuff:

This course has 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. When in doubt, I will always err on the side of safety.

Electronic Forum:

Depending upon the available technologies, students in English 108 may be required to post regularly to the class electronic forum. Written work posted to the forum will include responses to exercises in our textbook, sometimes summaries of reading material, and at other times analytical questions, commentaries, and working drafts of formal essays. The e-forum posts will be based initially upon specific assigned prompts, possibly becoming more open-ended over time, drawing from the reading and writing assignments in the class. Since internet technologies are often subject to snafu's, crashes, viruses, and glitches, you should save a printed copy of every post you make, as well as backing up your writing on floppy disks.

You must use your MWSC email account for this forum. Do not shift around with Yahoo and Hotmail account subscriptions, as this will confuse the moderator, and possibly cause her to delete your membership. As moderator, I will do my best to insure that you do not receive advertising or other unwanted messages in your account. Expect the usual glitches and snafu's when first getting subscribed to the electronic discussion group. I tend to use different technologies as time goes by, and as internet services evolve. I will try to make it as painless and easy as possible for you, but there is a certain amount of meticulous attention required at the outset, in order to get the forum up and running efficiently for us all.

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:

Formal Assignments should be typed (word-processed), double-spaced, with 1" margins all around. The preferred typeface is Times New Roman (or a similar font), and the preferred size is 12 point. Type your name and the date in the upper right-hand corner. In the upper-left hand corner type "Jeney" and "English 108-16."

Special Needs:

The Special Needs Office is open 8 a.m.-4:30 p.m., Monday thru Friday. They provide comprehensive services and programs for students with visual, hearing, mobility and chronic impairments, as well as learning disabilities. They ensure that students with disabilities have equal access to all programs and activities offered at Missouri Western as mandated by ADA Americans With Disabilities Act of 1990. For assistance, please feel welcome to contact the Special Needs Office: MWSC SS/C Bldg., Room 202; (816) 271-4330.

TENTATIVE COURSE SCHEDULE		
JANUARY		
T 18		
Th 20		Chapter 1 Everything is an Argument
T 25		Chapter 2 Reading and Writing Arguments; Discuss Paper #1 Book Review Survey
Th 27		Chapter 3 Readers & Contexts; Discuss Paper #1 Book Review Survey
FEBRUARY		
T 1		Chapter 22 Documenting Sources; Nonfiction primary text sign-up sheet. Assign Paper #1 Book Review Survey
Th 3		Chapter 22 Documenting Sources
T 8		LIBRARY DAY Chapter 21 Assessing & Using Sources
Th 10		Chapter 21 Assessing & Using Sources, Cont.
T 15		Chapter 21 Assessing & Using Sources, Cont.
Th 17		<i>Paper #1 Book Review Survey Due.</i>

T 22	Chapter 6 Character; Assign Paper #2 Author Analysis
Th 24	Chapter 4 From the Heart
MARCH	
T 1	Chapter 5 Values
Th 3	Chapter 7 Facts & Reason; Review Chapter 21 Assessing & Using Sources
T 8	<i>Paper #2 Author Analysis Due.</i>
Th 10	Chapter 18 Evidence; Assign Paper #3 Source & Subject Analysis
T 15	SPRING BREAK—NO CLASS MEETING
Th 17	SPRING BREAK—NO CLASS MEETING
T 22	Chapter 18 Evidence, Cont.; work on Paper #3
Th 24	Chapter 8 Toulmin Structure
T 29	Chapter 9 Definitional Arguments
Th 31	Chapter 15 Visual Arguments; Discuss In-Class Presentations & Powerpoint
T 5	<i>Paper #3 Source & Subject Analysis DUE</i>
Th 7	Assign Paper #4 Analytical Proposal
T 12	Chapter 12 Proposals
Th 14	Chapter 12 Proposals, Cont.; Chapter 13 Humor
T 19	In-Class Presentations
Th 21	In-Class Presentations
T 26	In-Class Presentations
Th 28	In-Class Presentations
MAY	
T 3	READING DAY—NO CLASS MEETING
	<i>Final Paper #4 Analytical Proposal Due</i> <i>Complete Project Due</i>