

ENGLISH 104: COLLEGE WRITING AND RHETORIC

Spring 2006

Missouri Western State University

College of Liberal Arts and Sciences

Department of English, Foreign Languages, and Journalism

Section 6: 11:00-11:50 MWF, Popplewell 111

Section 10: 12:00 – 12:50 MWF, Murphy 119

Instructor: Tom Pankiewicz

Office: Eder 222R

Office Hours: MW 1:00 – 3:00, WF 9:00 – 10:30, and by appointment.

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COURSE PHILOSOPHY

English 104 is about becoming critical readers and thoughtful writers.

COURSE OBJECTIVES

For the specific course objectives, please visit the English Department web site,

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

MATERIALS

Anderson, Chris and Lex Runciman. Open Questions. Boston: Bedford/St. Martin's. 2005.

Additional readings will be found on the companion web site posted by Bedford/St. Martin's. The URL is

<http://bcs.bedfordstmartins.com/hrel/toplinks/>. You will find a link to Open Questions.

You need to have access to a writing handbook. Diane Hacker's A Pocket Style Manual is available in the bookstore. (Hacker, Diane. A Pocket Style Manual. Boston: Bedford/St. Martin's: 2004). Many other handbooks are also available.

COURSE REQUIREMENTS

Essays:

You will write a series essays and publish a course portfolio this semester. A student who does not complete all essays or submit a portfolio will not pass the course even if the grades achieved in other activities are satisfactory.

Portfolio:

The course essays will be revised and collected in an end-of-course portfolio. The portfolio will account for approximately 60 percent of your course grade. A portfolio allows for your course grade to be based on your best writing; it places you in control of the quality of your writing.

Since writing is a process, I encourage you to revise your essays throughout the semester. I will respond to your essays with written comments; I will hold a series of revision workshops throughout the semester; I will be available to confer with you about your writing throughout the semester. But I will not assign a grade to any essay until it is published in the portfolio.

Process Folder:

Each essay unit will conclude with the submission of a process folder. No essay will be accepted without a process folder. Each process folder will be graded and returned. The process folder will evaluate work on the essay, but it will not evaluate the essay. No essay will receive a grade until it is published in the portfolio.

The folder will include:

- Polished draft of the essay;
- Working drafts of the essay with peer group responses attached;
- In-class letter and questions.

Reading, Journal, Quizzes, and In-class Participation:

You will be expected to participate fully in all class activities. Missing work receives a zero.

Grading:

The components of your grade in the course are:

- Process Folders, Reading, Journal, Quizzes, Participation, Final Exam40%
- Portfolio.....60%

Essay Format:

Papers must be word-processed, double-spaced and use a 12-point font such as Times New Roman or Century. Be sure to save each assignment on the university's "P" drive, a computer disk or jump drive, and keep a hard copy of each assignment for yourself.

Late Work:

Late assignments will not be accepted unless you receive permission. If you are facing difficulties in completing a task paper, discuss the problems with me before the deadline. During our conference, we will work out a plan to complete the assignment.

Conferences:

I will schedule several conferences throughout the semester. My office hours are listed above if you wish to drop by. I will also bring my calendar to every class to schedule appointments. If at any time during the semester, you do not understand an assignment or a task, see me to discuss the confusion.

Center for Academic Support:

In addition to conferences with me, you may find help with your writing at the Center for Academic Support. There is no cost to students for using these services. I encourage you to make use of these services throughout this course.

POLICIES**Attendance:**

For this class to be successful and for you to be successful in it, attendance is mandatory. I expect you to be on time and ready to participate for every class meeting. A course failure will be recorded on the date of the sixth absence. In counting absences, I will follow my attendance record, not my memory. If you arrive late, see me after class so I can adjust my record. If not, you will be counted absent. If you know of any circumstances likely to make this policy difficult for you this semester, you should consult with your advisor and me to review your options.

Due to the noise in the hallway, I will close the classroom door shortly after the beginning of class. If you arrive after the door is closed, please do not disturb the class by knocking.

If you miss a class session, you are responsible for all material covered and all assignments given during your absence. All out-of-class assignments are due at the beginning of the class period. No late assignments will be accepted unless you have received prior permission from your teacher.

Academic Honesty Policy:

Plagiarism is an act of theft. It is taking another's words or ideas and calling them your own. That does not mean you cannot use another's words or ideas to illustrate and to support your thoughts, but it does mean that you must give credit to the one whose words and ideas you are using.

If I find evidence of cheating or plagiarism, you have the burden of showing that you have in fact written the paper. You should keep thorough evidence of your writing processes for all papers so that you can meet this burden of proof. You will receive a grade of F for any paper that shows sufficient evidence of cheating and/or plagiarism. Stronger evidence proving flagrant cheating and/or plagiarism may lead to stronger penalties. Please note carefully the statement on plagiarism on the departmental web site, found at <http://www.missouriwestern.edu/EFLJ/plagiarism.asp>.

Civility and Cooperation:

Missouri Western requires all students to help us maintain good conditions for teaching and learning. All students will treat their classmates, teachers, and student assistants with civility and respect, both inside and outside the classroom. Students who violate this policy may, among other penalties, be counted absent and asked to leave. You should review your Missouri Western student handbook for further information.

Student Disability:

Any student in this course who has a disability that prevents the fullest expressions of abilities should contact Missouri Western's special needs coordinator, Michael Ritter, for possible certification of special needs and expert recommendations for assistance. You should also contact me personally as soon as possible so that we can discuss class requirements.

Tentative Schedule**Weeks One - Four**

Introduction.

The Personal Essay: A Series of Mini-Essays.

Writing groups and response.

Readings from Chapter 1: Where Are You Coming From? as well as other selections.

Annotations, Questions, Discussion.

Weeks Five - Seven

The Reflective Essay.

Revision.
Reading Topic: To Be Decided
Comparison.

Weeks Eight - Ten
The Research Essay
Documentation of sources.
Reading Topic: To Be Decided
Research.

Weeks Eleven - Thirteen
The Argument
Structure of the argument.
Reading Topic: To Be Decided
Independent reading.

Weeks Fourteen and Fifteen
The Portfolio