

Missouri Western State University, Division of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism
English 104-11: College Writing and Rhetoric--12:00-12:50 p.m., MWF, Eder Hall 210
Spring 2006

Instructor: Mr. Hamilton
Office: Eder Hall 222-Q
Phone: 271-4169
Office Hours: MWF 1:00 to 2:40, and by appointment
E-mail: hamilmb@missouriwestern.edu

ATTENDANCE POLICY:

We meet only three (3) times per week, MWF for 50 minute sessions. Come well prepared, take notes, enter into discussions, keep on track, stay focused on the subject matter for each class and for each major assignment. **Think actively. Write with intensity. Improve each time.** Writing is a skill best learned incrementally with constant practice and assimilation. Learn something new every day. Do your best and you should do well.

In college, one week of absences (3 classes) is the usual maximum. There are no exceptions and no make-ups for 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 Services Office, and your instructor.

Any absence does tend to lower your grade because it represents missed class time. The missed in-class work cannot be made up, and any late work receives a zero or a grade reduction. **There are no excused absences**, but I can make special arrangements for situations *if prior notification is given* for good documented reasons. Keep me posted with any attendance problems.

Being late can count as an absence. Five minutes of a fifty-minute class is a lot. Being disruptive with lateness, or in any other way, can also count as an absence (1/2 or full). 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, the first 5 minutes. After that, it is late work. If you're late or miss an entire class session, you must take the responsibility for all material covered and/or assignments given during your absence. If you are unsure of the required work, ask a classmate, talk to me after class, phone my office, drop by during office hours, email me, or arrange a mutually convenient time to discuss any concerns. I am happy to meet with you any time.

REQUIRED TEXTS AND COURSE MATERIALS:

Dietsch, Betty Mattix. Reasoning & Writing Well. 3rd Edition. St. Louis: McGraw Hill, 2003.
Gibran, Kahlil. The Forerunner: his parables & poems. NY: Dover, 2000 (1920).
Peters, Madison C., editor. The Wisdom of the Talmud. NY: Dover, 2001.
A good College Dictionary and a Thesaurus are highly recommended.

Notebook (perforated) for in class notes and written assignments

3-1/2" floppy disks (2-3 for this class)
Manila folder(s) or something similar to help you keep organized
Blue or black ink pens only

COURSE GOALS AND CLASS ASSIGNMENTS:

Primarily, this course will allow you to gain expertise and confidence with college quality writing, thinking and study through many varied assignments. Close readings of the selected texts will augment these writing activities. In writing, strive for quality, not quantity. "Clear thinking well expressed works best."

There will be required in-class writings, out-of-class writings, textbook readings and independent study. College work may require two or sometimes even three hours of study for each single hour of class time. Grades will be determined by five major essays, several smaller assignments, quizzes over readings & lectures, class participation, a special project, and a final exam. Becoming a better reader is extremely important at the college level.

For a more detailed description of the MWSU General Studies requirements for English 104, see the Departmental Website: www.missouriwestern.edu/EFLJ/Programs/GeneralStudies/English104. This site offers a Course Description, Objectives, and the Competencies expected before entering into English 108.

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, double spaced, properly formatted, carefully proofread and presented neatly with your Name, Class and Section Number, Instructor's Name, Assignment, and Date appearing single-spaced on the first page to the upper left. All other assignments should be done in blue or black ink pen on non-spiral bound paper.

GRADING POLICY:

Your final grade will be determined by your overall progress as a college writer: the writings you submit, the knowledge demonstrated by assignments, quizzes, the special project, class participation, and the final exam. Appointments with tutors at the Center for Academic Support are recommended and may be assigned to you by me as needed.

Traditional Letter Grades, with +'s and -'s, will indicate grades earned on the essays and the final exam. A combination of numerical scores with a system of " 's," with +'s and -'s (" + " = 100%, " " = 80%, " -- " = 60% and so on), will indicate grades for all other on-going assignments, participation, quizzes and the special project. These are combined categorically as shown below.

To help keep track of the points earned during the semester, you might figure them below:

	Grade	% Points
Essay #1 “Family, Self & Memory,” Persuasive Essay, 600 words: 10%	100 Points. _____ x 1	_____
Essay #2 “<u>Wisdom of the Talmud</u>” Problem-Solving, 750 words: 10%	100 Points. _____ x 1	_____
Essay #3 “<u>The Forerunner</u>” Formal Argument, 750 words: 15%	150 Points. _____ x 1.5	_____
Essay #4 “Native America” Intro to Research, 750-1,000 words: 15%	150 Points. _____ x 1.5	_____
Essay #5 “Critical Analysis,” Choice of two texts, 750-1,000 words: 15%	150 Points. _____ x 1.5	_____
In-class and out-of-class Assignments: 5%	50 Points. _____ x 1	_____
Quizzes from Readings & Lectures: 10%	100 Points. _____ x 1	_____
Class Participation: 5%	50 Points. _____ x 1	_____
Special Project: Native America Day, 5%	50 Points. _____ x 1	_____
Final Exam: 10%	100 Points. _____ x 1	_____
Earned Total of the 1,000 Possible Points		= _____/10
Final Letter Grade		= _____

GRADE PERCENTAGES AND POINTS EARNED:

Traditional Letter Grades: A=95, B=85, C=75, D=65, and F=55 with “+” or “-“ indicating 2.5 points: 72.5=C-, 75=C, 77.5=C+, etc

There is a 1,000 Point Total for the Course. For example: Essay #1=10%=100 points, and a “B” grade therefore earns 85 of those possible 100 points. You will need to earn a total of 700 points, a “C” in English 104, to enroll in English 108.

STUDENT SPECIAL NEEDS:

Students with any temporary or permanent special need that hinders the fullest expression of their abilities should contact Missouri Western's special needs coordinator, Michael Ritter for expert recommendations and assistance. You should also contact me personally the first few days of class to discuss class requirements and any needed special accommodations. To contact Mr. Ritter: 271-4330, email at mritter @ missouriwestern.edu, or drop by Eder Hall 202B.

EVERY DAY EXTRA HELP:

Your instructor is 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 help or clarification. Simple things can often help a lot.

Free tutoring! MWSU has many excellent support systems and they are here just for you:

Center for Academic Support offers free tutoring in writing, reading, math and all other 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 Services Office has many programs to keep you progressing toward your goals: from finding your way around campus, to special academic/career advising or availability of Child Care. Contact them in Eder Hall 209 at 271-5990.

Non-Traditional Student Center can get you re-oriented toward academic life even if you're 25 or 40! There are seminars, associations, and honor societies for older students. Contact them in Eder Hall 202, at 271-4280.

ACADEMIC HONESTY:

All work should be NEW and ORIGINAL, done by you for this class as assigned and handed-in on time.

So... if you need to show that the work or writing was indeed done by you, save it all so that you can meet this burden of proof. Zeros will be given for cheating and/or plagiarism and failure for the course is probable. Stronger evidence showing flagrant cheating and/or plagiarism may lead to penalties by the Dean of Students, even dismissal from the university. Please note carefully the statement on plagiarism on the departmental website, <http://www.missouriwestern.edu/eflj/plagiarism.html>. Refer to your Student Handbook for these and additional codes of conduct as they are always in effect.

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. Remember, your accomplishment is the primary objective. Everybody is here to help you achieve your goals.

Success will happen! I hope you have an excellent and enjoyable semester. If I can help you further, please let me know.

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