

Missouri Western State University, Division of Liberal Arts and Sciences  
Department of English, Foreign Languages, and Journalism  
**English 100-01: Introduction to College Writing--TTh 8:00-9:20, Murphy 104**  
Workshop M or W, 9:00-9:50, Murphy Hall 120 or Eder Hall 214  
Fall 2006

Instructor: Mr. Hamilton  
Office: Eder Hall 222-Q  
Phone: 271-4169  
Office Hours: MWF 10-11, and TTh 1-2, and by appointment  
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**ATTENDANCE POLICY: “5 Class or 4 Workshop and fail”**

In order to improve student learning as well as to achieve compliance with federal financial aid policies, Western has a mandatory attendance policy for all 100-level courses.

Therefore, English 100 does have a fairly strict policy. College attendance is expected. During a semester, one full week of class absences is considered the usual maximum. More than this seriously decreases your chances for a good course grade. In Eng 100, a failing grade in a TTh class is earned for being absent 5 times, or for being absent from Workshop 4 times.

Our class meets only two times per week for 80-minute sessions and once per week for 50 minutes in Writers Workshop. **So staying up with assignments is especially important.** Being late (20 minutes or more), being habitually late (any amount of time excessively), or being disruptive also counts as an absence. I do count tardiness (1-19 minutes) as being late, so tardiness counts as ½ an absence. Any absence necessarily affects your course grade because it represents missed work. Missed work earns a zero. Late work without prior permission is unacceptable and also earns a zero. Out-of-class assignments are due at the beginning of the class period. Usually within the first 3 minutes. Afterwards, they too are considered late and will receive a zero.

**There are no excused absences**, although a reason can be documented (a doctor’s excuse, for instance) which allows you to make-up much of the work. The only exception is: You will be given an excused absence when acting as an official representative of the university, provided you give prior written verification from the faculty/staff supervisor of the event. All other absences are deemed unexcused. If you miss a class session, you are still responsible for all material assigned and covered. If you notify me prior to the in-class absence, you are better assured that I can help you make-up the missed work and/or accept any work that was due. All decisions concerning any special circumstances or arrangements are entirely contingent on the instructor’s discretion.

The maximum number of unexcused absences allowed for this class before the Midterm Report, October 18, Fall semester, is three (3). Four (3+1) unexcused absences prior to the Midterm Report, will result in the Registrar’s Office automatically “Withdrawing” you from this class. The Financial Aid Office will reduce financial aid as appropriate.

There is an opportunity to **make-up missed Workshops** on that Friday at 3:00 in Eder Hall 222-U-V. Notify Dawn Terrick in Eder Hall 222-C before attending the make-up session, or contact her at 271-4313, or [terrnick@missouriwestern.edu](mailto:terrnick@missouriwestern.edu). Leave a message with the department secretary, 271-4310. Additional Workshop policies are stated in the Workshop Book.

If you know of circumstances likely to make class requirements difficult for you this semester, you should consult with your academic advisor, the Student Services Office, and/or your instructor. Do this the first few days of the semester.

Throughout the semester, if you become unsure of any required assignment, talk to me after class, phone my office or drop by during office hours, email me with your questions, or arrange a mutually convenient office appointment to discuss any concerns. I am here to help you in any way, any time.

**THREE REQUIRED TEXTS AND COURSE MATERIALS:**

English 100 Writer's Workshop. Fall 2006. Dawn Terrick, ed. St. Joseph: MWSU, 2006.

Introduction to College Writing: English 100. Third Edition.. Missouri Western State

University. St. Louis: McGraw Hill, Custom Publishing, 2006.

A Troubleshooting Guide for Writers. 4<sup>th</sup> Edition. St. Louis: McGraw Hill, 2005.

- Notebook (perforated) for class notes and hand-written assignments; Blue or black ink pens only

Two or three 3-1/2" floppy disks (2-3): 1 working, 1 working save, 1 archival back-up save

Manila folder(s), 3-ring binder or something similar for your Final Portfolio

A good College Dictionary and Thesaurus are highly recommended

## **MAJOR ASSIGNMENTS AND THE GRADING POLICY:**

**Your final grade will be determined on the basis of your progress as a writer and as a student of college writing.** Acquiring knowledge and developing skills are the two important goals. Grades will be earned in 4 Task Papers, and from textbook readings, quizzes, class participation, and many other small and large in-class and out-of-class written assignments. Save all your work for the Final Portfolio.

For any written assignment, large or small, **ALWAYS strive for QUALITY**, not quantity—clear thoughts well expressed is the objective. Each Task Paper has a word-count limit, so densely expressed content should be your goal. “Significant content, not watery words.”

Task #1 Small Assignments: 10%

Task #1 Paper: 10% (word processed) A Description of a Person or a Place, 500-600 words.

Task #2 Small Assignments: 10%

Task #2 Paper: 10% (word processed) The Significance of Three Possessions, 500-600 words.

Task #3 Small Assignments: 10%

Task #3 Paper: 10% (word processed) Blending Writing and Reading: A Strong Belief with  
MLA Documentation, 750-1,000 words

Task #4 Small Assignments: 10%

Task #4 Paper: 10% (word processed) The 4-Step Revision Process, a 500-750 words

Final Portfolio: 10% All your semester's work plus a 600-750 word Self-Critique

Final Exam: 10% A Prepared In-Class Essay, 500-750 words.

**Small Assignments: 4 x 10%**. Progress in writing is best made incrementally: little improvements sustained over time. Consequently, progress is best made day-by-day with on-going assignments in reading, discussion, practice writing, and re-writing. To practice and assimilate everyday will put you way ahead by the end of the semester. In-class and out-of-class assignments will help you complete the larger Task Papers. Assigned readings and the comprehension of your textbook will be important. Weekly quizzes will be given on Tuesdays.

**4 Task Papers: 4 x 10%**. You will complete four major writing tasks, word processed and then graded. A student who does not turn in all four task papers cannot pass the course even if the grades achieved in the other three writing assignments are satisfactory. You will work on these Task Papers both in-class and out-of-class. Approximately 2 ½ weeks will be given for each.

**Progress as a College Writer: 10%**. Your overall progress as a writer will be assessed by an end-of-semester Final Portfolio in which you submit all of the semester's work, along with a detailed self-critique. Your portfolio must receive an “acceptable” evaluation in order for you to pass ENG 100: three of the four Task Papers should receive a final grade of C or higher and the Cover Sheet Self-Critique should be thoughtful and complete. So, **KEEP ALL YOUR WORK**: notes, brainstorming, rough drafts, revisions, quizzes, class handouts, this syllabus. Everything!

**Final Exam: 10%**. An essay exam demonstrating competence for entrance into English 104.

**Writer's Workshop.** Throughout the course of the semester, you will attend the once-a-week, small group Writer's Workshop (listed in the class schedule). Some of your Writer's Workshop materials may be used in class, and some of your class papers may be critiqued in Writer's Workshop. Ensure that you have the right materials in the right place at the right time. Writer's Workshop may affect your overall course grade by plus or minus 3 points.

## **FORMAL TASK PAPERS & OTHER ASSIGNMENTS:**

*All writing assignments should be NEW and ORIGINAL for this course, done by you on time according to handout instructions.* 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 succeed in English 100. You do need a final course average of "70" or better to pass English 100. \*\*\*Important: if you are repeating this course, please see me during the first few days of class.

The Task Papers themselves will need to be Word Processed, Double Spaced with a Times Roman 12 Point Font. Side margins should be 1 to 1.25 inch, top and bottom margins 1.5 inch. This is the usual default format. On page one, single space your name, course number, assignment and date in the upper left hand corner. Center the title and double space the rest of the essay. On page 2 and all subsequent pages, your last name should be placed prior to the page number in the upper right hand corner. Place a Word Count at the bottom of the last page.

Traditional Letter Grades, with +'s and -'s, will indicate grades for the four Task Papers, the Final Portfolio and the Final Exam. A combination of numerical scores for quizzes and a system of " 's," with +'s and -'s (" + " = 100%, " " = 80%, " -- " = 60% and so on), will indicate grades for other on-going small assignments. An itemized Midterm Grade Sheet will allow you to monitor and adjust your efforts during the semester. At any time, you may discuss your progress and efforts with me. Please do so.

Final Course Grade: A =90 and above, B =80-89, C =70-79, D =60-69, F =below 59.5  
A final grade of "C" or better is needed to go on to English 104.

## **STUDENT SPECIAL NEEDS:**

Any student who has a temporary or long standing ailment that prevents or hinders the fullest expression of their abilities should contact Missouri Western's special needs coordinator, Michael Ritter for expert recommendations and assistance. Contact me, personally, during the first few days of class to discuss class requirements and any special accommodations that may be necessary. Contact Mr. Ritter at 271-4330, email him at mritter @ missouriwestern.edu, or drop by his office in Eder Hall 202B. As the semester goes along, keep me informed of any changes.

## **EXTRA HELP EVERY DAY:**

**Your instructor** is here to help you succeed. Office hours are posted, and other arrangements can be made by appointment when necessary. Contact me in class and after class when you have questions, or when you need additional help. Take the initiative. Sometimes it only takes a minute to clarify something that would otherwise be a problem.

**Free tutoring!** MWSC has many excellent support systems just for you. I may assign you special tutorials at the Center for Academic Support if needed. But make personal use of these as well:

- 1. Center for Academic Support** offers extra help in writing, reading, math and in 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.
- 2. Student Services Office** has many programs to keep you fulfill your goals: from campus maps, to academic, family or job advising. Contact them: Eder Hall 209 at 271-5990.
- 3. Non-Traditional Student Center** can get you re-oriented to academic life if you're 22 or 62! There are seminars, information on Day Care, associations, and honor societies. Contact them: Eder Hall 202 at 271-4280.

## **GENERAL STUDIES COURSE GOALS FOR ENG 100:**

### **Reading Goals:**

During the completion of ENG 100 students will

- Read textbooks effectively to gain knowledge and understandings;
- Use reading to improve their writing by drawing ideas and information from written material;
- Use texts to understand their own and others' ideas and experiences;
- Read actively for greater understanding; locate main ideas and supporting details;
- Read writing assignments effectively as a guide to creating better papers;
- Recognize good writing by actively reading good prose.

### **Writing Goals:**

During the completion of ENG 100 students will

- Do some private writing for themselves; use writing to explore their thoughts;
- Use various invention techniques to discover, test, and explore;
- Use prewriting to create, to reflect upon, and to generate content and ideas;
- Move easily from writing for self-expression to writing for readers;
- Write at greater length more easily, more quickly, and more usefully;
- Structure their writing to fit the assignment, to fulfill the purpose for an audience;
- Write essays to communicate ideas and to order thoughts, emotions & experiences;
- Develop their ideas and concepts with specific details, examples, and explanations;
- Craft more effective and polished sentences and paragraphs;
- Learn other revision techniques to step-up the quality of their writing to college levels;
- Use effective planning, invention, and revision strategies for successful writing;
- Become practiced in written conventions: the use of Thesis Statements, organizational structures, and modes of communication like description, narration, and causal analysis.
- Identify and correct their spelling, grammatical, and mechanical errors.

### **General Goals:**

In ENG 100 students should improve their ability to

- Think critically and reason analytically;
- Write and speak clearly and effectively;
- Gain a greater awareness of the present through an understanding of other cultures and times;
- Understand and appreciate moral values and ethical choices;
- Understand and enjoy aesthetic experiences and share in related creative activities.
- Gain expertise and confidence with college quality work, study, writing, and reading.

## **CIVILITY AND COOPERATION:**

Missouri Western expects 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.

## **ACADEMIC HONESTY AND DUE PROCESS:**

Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent activity. Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from the University. When a student's grade has been affected, violations of academic honesty will be reported to the Provost or designated representative on the Academic Honesty Violation Report forms.

Please see the Western Students Handbook and Calendar for specific activities identified as violations of this

policy and the student due process procedure.

*All work for this course should be new and original.* Student Handbook academic policies are always in effect. These protect you and the standards of the college.

**SUCCESS IN ENGLISH 100:**

English 100 is harder, not easier, than other college courses you may ever have. It requires you to not only catch-up, but then to go forward and start writing at the college level. Often, students underestimate the challenges that await them in English 100. But success will happen in this course, if you work hard and are willing to give your best efforts to the assignments day-by-day throughout the entire semester. Small improvements every day will make a vast difference by the end of the semester.

I believe you will have an excellent and enjoyable college career at Missouri Western. Everyone is here to help you reach your goals.

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