

## ENGLISH 100, Section 05: INTRODUCTION TO COLLEGE WRITING

Missouri Western State University  
Department of English, Foreign Languages, and Journalism  
**FALL 2006 SYLLABUS**

Instructor: Meredith Katchen  
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Office Hours: MWF 12:00-1:00, W: 8:15-8:45, TTh: 12:30 – 1:30  
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### REQUIRED TEXTS AND MATERIALS

Unless otherwise specified, bring the following books and materials to each class:

*Savage Inequalities*, Jonathan Kozol  
*Introduction to College Writing, English 100*, Third Edition, 2006  
One spiral notebook, 40-70 sheets

### OVERALL COURSE STRUCTURE

To emphasize writing as a process, from generation of ideas to final editing, this course requires you to prepare and submit an end-term portfolio that will determine 60% of your final grade. You will write four major papers, and you will have to extensively revise two of these for inclusion in the portfolio. You will be able to choose which of the first two essays to include, but you must include the third essay. Portfolios will be evaluated by independent readers, but I will evaluate your fourth essay. To be eligible to submit an end-term portfolio, you will need to:

- \* Meet basic requirements of three essay assignments
- \* Complete a fourth writing assignment
- \* Maintain a journal
- \* Participate in revision activities
- \* Meet minimum attendance requirements, including Writer Workshops.

If you do not satisfy each of the above criteria, your portfolio will not be accepted for evaluation and you will receive a failing grade for the course.

### COURSE COMPONENTS

**Portfolio** - Detailed instructions regarding portfolio preparation will be given during the semester. In the meantime, know that you must attach ALL drafts of each portfolio submission to the final draft. In other words, portfolio readers must be able to see your initial draft and each revision along the way to the final submission. Also know that your portfolio will be evaluated by independent readers.

**Journal** – Bring your journal to each class meeting. Please use your journal for this class only. I will collect and evaluate journals more than once during the semester. Journal entries will be evaluated for volume and thoroughness. Journal work may be made up only if an absence is due to a serious medical or personal situation and if you discuss your situation with me in a timely manner.

**Essays** – You will complete four major writing tasks. A student who does not satisfactorily complete all tasks will not pass the course even if the other writing tasks are satisfactory; portfolios will not be accepted from students who have not done all their work. You will need to create and revise drafts of essays until your work satisfies the assigned minimum criteria, which will be specified for each assignment. Once the minimum criteria are met, your essay is ready for the next phase: revision for portfolio. Again, you must include the third essay, and you will choose which of the first two essays to include. I will evaluate the fourth essay, which will not be included in the end-term portfolio. Projected due dates for essay assignments are:

Essay One      week 2  
Essay Two      week 4  
Essay Three:    week 7  
Essay Four:    week 15

**Revision Activities** – A writer typically must deal with the problem of separating what is on the page from what the writer means or feels. A writer needs to recognize such a gap in order to better close it. Writers typically need careful readers who will honestly explain their reception of a piece of writing. Such feedback generally helps a writer determine a revision strategy. We will practice giving and receiving good feedback in one-on-one conferences, small groups, and as a whole class.

**Writer's Workshop** - Throughout the semester, you will attend weekly Writer's Workshops (listed as "labs" in the class schedule). Some of your Writer's Workshop materials may be used in class, and some of your class papers will be critiqued and proofread in Writer's Workshops. You must ensure that you have the right materials in the right place. Your teacher may also consider your Writer's Workshop participation as part of your grade.

## **POLICIES AND INFORMATION**

**Attendance Policy for All 100-level Courses** - 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. 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 will be deemed unexcused and will be recorded as such. With the above exception, I view the recording of attendance not as a judgment but as a simple reflection of reality. The maximum number of unexcused absences allowed for this class before the Fall 2006 midterm report, October 18 is 3. Thus, when you have 4 unexcused absences you will be reported to the Registrar's Office, who will automatically withdraw you from this class. The Financial Aid Office will reduce financial aid as appropriate. **If during the semester you miss a total of five class periods or four Writer's Workshops, you will receive an FA for the course.** Regardless of your reason for being absent, you are still responsible for all work and deadlines. In addition to the above, absences will result in the following penalties: 3 absences = -25 points, 4 absences = - 50 additional points. On the other hand, excellent attendance should be rewarded. Therefore, 0 absences = +15 points and 1 absence = +10 points.

### **Lateness**

Late arrivals and early departures will be recorded and added together. A total or combination of three times or 15 minutes late will constitute one-half of an absence and will disqualify you from bonus points for perfect attendance. .

### **Grading Policy:**

A grade of "C" or better is necessary to advance to English 104. Your grade for this class will be determined on the basis of your growth and effort as a writer and by the quality of the writing you are able to produce by the end of the semester. There will be 500 points you can earn during the semester. 40% can be earned by keeping a good journal, by being an active participant in revision activities, and by completing your work satisfactorily and on time. The other 60% of your grade can be earned through an end-term portfolio. At the end of the semester, 450+ points = A, 400 – 449 = B, 350 to 399 = C, 300 to 349 = D, and below 300 = F.

Grading note: I will not grade your end-term portfolios; rather, independent readers will evaluate them. I will be responsible for 40% of your evaluation only.

### **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 for possible certification of special needs and expert recommendations for assistance. You should also contact your teacher personally as soon as possible so that the two of you can discuss class requirements.

### **Academic Honesty Policy**

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 2006-07 Student Handbook and Calendar on page 21 for specific activities identified as violations of this policy and the student due process procedure. This handbook is also available online at

<http://www.missouriwestern.edu/handbook/index.pdf>

### **Course Goals and Class Assignments:**

#### **Reading Goals:**

At the completion of ENG 100 students should be able to

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

#### **Writing Goals:**

At the completion of ENG 100 students should be able to

- 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, purpose, and audience;
- Develop their ideas and concepts with specific details, examples, and explanations;
- Craft more effective and polished sentences and paragraphs;
- Use effective planning, invention, revision, and editing to complete successful writing tasks.

General Studies 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.