

**Missouri Western State College, Division of Liberal Arts and Sciences**  
**Department of English, Foreign Languages, and Journalism**  
**English 100**  
**Introduction to College Writing**

Cynthia Bartels

Office Hours: 8:15 -8:50 a.m. MW; 8:30-9:00 a.m. Fri; 11-11:50 MWF; by appointment

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### **Attendance Policy**

In order to improve student learning as well 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 written verification from the faculty /staff supervisor of the event. An excused absence merely means you may make arrangements to hand in your work at a prearranged time.

All other absences will be deemed unexcused. The maximum number of absences for this class before midterm report, October 18, is five. Thus, if you have six unexcused absences, you will be reported to the Registrar, who will automatically withdraw you from this class. The Financial Aid office will reduce financial aid as appropriate.

Regardless of the date, you will be allowed a total of seven absences for the entire semester. Should your total absences exceed seven, following the October 18, you will receive an “F” in the course. After October 18, you cannot drop, so the “F” will remain as your permanent grade in the class. Throughout the semester, two tardies will count as an absence, as will coming to class without a draft on a workshop day or sleeping. Ordinarily, there are no exceptions and no “makeups” for this attendance requirement. If you know of any circumstances likely to make this policy difficult for you this semester, you should consult with your advisor and your teacher to review your options.

If you miss a class session, you are responsible for all material covered and 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.

In addition to this strict attendance policy for class, your Writer’s Workshop has a similar policy. If you miss four writer’s workshops, you will receive an F in this class. These absences are separate from our regular class.

### **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 dishonesty may result in a failing grade on the assignment, failure of 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. Please see the 2006-7 Student Handbook and Calendar on page 21 for specific activities identified as violations of the policy and the due process procedure.

If I find evidence of cheating or plagiarism, you have the burden of showing that the paper 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. 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 even stronger penalties. Please note carefully the statement on plagiarism on the departmental website, found at <http://www2.mwsc.edu/eflj/plagiarism.html>.

## Required Texts and Course Materials

*Introduction to College Writing (CW)* – ENG 100, McGraw-Hill, 2006.

*Troubleshooting Guide for Writers (TSG)*- McGraw Hill , 4<sup>th</sup> edition

Four file folders

Disks or storage space

Photocopies for group work as requested

## Course Goals

### *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.

## Grading and Assignments

### *Grading Policy:*

This class uses a portfolio system of grading which means you do not receive final grades on papers until the end of the semester. However, we will be working on four writing tasks throughout the class, and each task has a specific due date. For each task, there are also a number of required smaller components such as peer reviews, workshops, journal writings, and invention exercises (most of these are described below). This work in addition to the drafts. Note that this part of the writing PROCESS is very important; **you cannot pass the class within completing these tasks**. Ultimately, if you do the small assignments diligently, your writing will improve, and so will your final grade. Your final grade will be determined on the basis of your progress as a writer, measured daily, and by the quality of your final portfolio at the end of the semester.

Since I do not assign a final grade to the writing tasks until the end of the semester, I give points for the tasks throughout the semester based on completeness and effort. I also respond to each project with a grading rubric that indicates the degree to which that paper is "PR," or Portfolio Ready. Rubrics that show an average score of 7 to 8 are usually close to being PR, so that project should earn at least a "C" at semester's end. Work not "PR" will be at best a "D" at semester's end and likely result in a repetition of the course if not revised successfully. The student may decide on the amount of revision s/he wishes to make. It is the student's responsibility to determine the strength and weaknesses of the paper and to decide how much s/he needs to revise.

### *Process assignments and Journals:*

For each task, there will be a series of reading and writing assignments. Among those assignments will be journal responses

for most of your assigned readings. Please refer to your assignment schedule for journal assignments. The average length for a journal entry is one full typed page. Entries can be hand-written or typed, but the length remains the same. For each task, you will also have invention assignments, reading and short writing assignments, and evaluations. Although this work will be graded mostly on content and completion, it is very important that you complete everything. You cannot receive more than 50% of the points for each task should you not complete the process assignments; however, since you are graded mostly on effort, completing this work can help you raise your grade.

***Peer Revision Groups:***

Prior to submitting your writing tasks, you will be required to participate in peer revision groups in class (there are in addition to the writers workshop labs) to which you will bring in copies of your rough draft to receive feedback from your group in order to help you strengthen and revise your own written work. This is another required process activity and will be part of your grade for the portfolio and the course. (Note: During these sessions I will also evaluate drafts).

***Writer's Workshop:***

Throughout the course of the semester, you will attend the once-a-week, small group 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. I do not conduct the workshops nor do I give grades for them. However, you must complete all work and submit the materials for Writer's Workshop in order to pass ENG 100.

***Portfolios:***

Quality portfolios will contain multiple drafts of major assignments, thoughtful reflective letters, thoughtful questions about the writing, and quality revisions. Likewise, students who receive the highest grades will have contributed meaningfully to class discussions, will have met all deadlines for drafting and submitting all assignments, and will have fulfilled attendance requirements. All these factors indicate the student has put forth a strong effort, has developed his/her writing, reading, and thinking intellect, and can produce complete, clear and thoughtful writing. These qualities will result in an exceptional portfolio.

***Midterm grades:***

I submit a "C" for students whose work is complete and passing and whose absences are below the limit. I submit a "D" for students whose work is complete but not acceptable. I submit an "F" for students whose work is incomplete or unacceptable and/or who have exceeded the absence limit or have plagiarized.

***Final grades:***

Completion and quality, timeliness, attendance, and participation will all influence your final grade.

\* Timeliness -- students who miss any deadlines on any major papers, including peer review, without documented extenuating circumstances are ineligible for course grades higher than C.

\* Attendance -- your constant presence is mandatory for your success (please see "Attendance Policy" above).

Missing excessive classes, deadlines, and assignments will result in substantially lower grades, in many cases to the point of failure. Also, superficial, off-topic or poorly edited papers, or an unwillingness or inability to contribute meaningfully to class discussions or to revise papers effectively will result in low final grades.

The components of your grade in the course are:

Peer reviews, workshops, reflections, participation, journal writing, in class exercises, drafts, revisions for each writing task:  
10% each

Writer's workshop: 15%

Portfolio: 45%

**Please Note:** No one will pass this class without completing **all** four writing tasks, regardless of what the student's point total would indicate. If a student falls between grades, other factors such as effort, class participation, attendance, and attitude will be used to determine the final grade.

## Late Work and Make-up work

Be sure to bring all work to class, in person, and on time. I cannot be responsible for work that you do not hand me personally. Remember that regardless of the quality of your portfolio, you will not pass the class unless you write all papers throughout the semester.

**Late Work:** If something should happen that prevents you from submitting your paper on time, you must make arrangements with me **before** the paper is due, not afterwards. At this time, we will plan a date by which the work will be completed. Otherwise, your work is late if not submitted on time and will be given a zero. Note that **regardless of the circumstances or assignments granted late status, the number of absences allowed in this class does not change.** This rule is a departmental policy and applies to all English 100 classes.

**Make-up Work:** It is nearly impossible to make up work in this class. Class discussions cannot be recreated, nor can in-class writings and group. If you do not have your paper or draft copies, you cannot write a reflective letter nor have your paper adequately evaluated.

## Classroom behavior

I expect you to respect everyone in this class. Part of learning to read and write well is exploring ideas. There will no doubt be people who have ideas different than yours. One of our goals is to learn to understand and respect different ideas. Remain open-minded; you may even change your own ideas. Understanding and developing ideas is a natural outcome of the reading and writing, and therefore of this class, and thus I consider these an accomplishment and evidence that you are becoming an educated and mature reader and writer.

I also expect you to behave respectfully in class. This means: do not interrupt, walk in front of anyone who is talking, enter the room or a workshop late, or leave your seat or the room while class is in session unless it is an emergency. It also means that you turn off cell phones before you enter the classroom, and that they remain off until you have exited the classroom.

## Student Disability

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

## Academic Support

The Center for Academic Support, located in LRC 213, offers you assistance with your reading or with papers at any stage of the game. Contact the Center at 271-4624 or Coral Dawson, the Writing Director, at 271-4531. I highly encourage you to use this free service regardless of your abilities.

