

Syllabus for ENG 100  
Introduction to College Writing

Missouri Western State University  
Division of Liberal Arts and Sciences  
Department of English, Foreign Languages, and Journalism

"Western Connections" Learning Community: "Educational (R) Evolution" English 100: Introduction to College Writing---Composition and Language

ENG 100-21	9-9:50am MWF	Eder Hall 210
ENG 100-13	12-12:50pm MWF	Murphy Hall 105
ENG 100-17	1-1:50pm MWF	Murphy Hall 104

Writer's Workshop:

8:00 MW Eder Hall 210  
1:00 MW Murphy Hall 105  
2:00 MW Murphy Hall 104 Fall 2006

Instructor: Joe Marmaud

Office: Eder Hall 222 - Rm. T

Phone: 271-4313

Office Hours: MWF by appointment

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Required Texts and Course Materials:

Introduction to College Writing--ENG 100. McGraw-Hill, 2006, Third edition (Writer's Workshop book is included in textbook--bring both to class and workshop every day)  
A Troubleshooting Guide for Writers. McGraw-Hill, 2005, Fourth edition (This handbook is important--please read all assigned chapters, respond to questions/test yourself sections and use as a reference when writing and revising--and is packaged with textbook) Computer disks Photocopies for group work as requested Folders

Course Description:

Writing is a process akin to any other process that you might encounter. A process implies an ongoing step-by-step activity. Briefly stated the writing process includes prewriting, writing, editing, and discussion of the written word.

One does not achieve proficiency, much less outstanding writing, without applying the process steps and having the disposition to engage the continual and diligent uses of thought, writing, revision, re-thought, and re-revision.

At first much of this may seem overwhelming and difficult, but during the course of the semester we will take apart the components of the process to make them understandable to you. During the coming months, you will discover strategies that you are most comfortable with and which work best for you.

There are four reasons for probable success in this course. Firstly, preparation is of great importance. You must prepare by completing reading assignments and be ready to discuss and share with the class. Secondly, the utmost importance of revision, as you will come to understand. Thirdly and fourthly, ask key questions and strong willingness to work on tasks and to make sure drafts are done on time are essential.

Overall success will come when you become the person who makes connections between your writing and your life experiences and who thoughtfully reflects on the importance of this connection.

In other words, when you demonstrate that your language activities are not merely done as exercise, but as an integral part of who you perceive yourself to be, you will have accomplished proficiency.

#### Course Goals and Class Assignments: Reading Goals:

- \_ Read actively for greater understanding
- \_ Use reading to improve writing by drawing ideas and information from written texts
- \_ Use texts to understand 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: Move from writer-based to reader-based prose

- \_ Write at greater length more easily , more quickly, and more usefully
- \_ Structure writing to fit the assignment, purpose, and audience
- \_ Develop 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: 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

For common objectives/means and institutional competencies for ENG 100 also refer to the English department website at <http://www.missouriwestern.edu/EFLJ/LG/html>

#### Methods of Instruction:

Peer revision group work, in class writing exercise, journal keeping, quizzes, formal writing (4 pieces) and classroom discussion are all areas that will determine method. Writer's Workshop-peer revision groups.

#### Policies:

##### Attendance Policy:

In order to improve student learning and to achieve compliance with federal financial aid policies, Western has a mandatory attendance policy for all 100-level courses. This course has a very strict attendance policy in class as well as in Writer's Workshops. If you miss seven class periods or four Writer's Workshops, you will receive an F in the class. A student will be given an excused absence when acting as an official representative of the university, provided the student gives prior written verification from the faculty/staff supervisor of the event; however, there are no other excused absences, exceptions or "make-ups" for this attendance requirement. Furthermore, the maximum number of absences allowed before the midterm report, October 18th, for this

class is 5. Thus, when you have 6, 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 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.

**Progress as a Writer/Revision Policy:** For all writing tasks you will be required to participate in peer revisions groups. Graded writing tasks (tasks one-three) can be revised and resubmitted for a "new" grade. You will have two weeks from the date the paper is returned to class to revise and resubmit each task paper. If you miss the two-week deadline, you forfeit the right to revise that specific task paper. It is required that your original, graded essay accompanies your revised essay. You will not have the opportunity to revise Writing Task Four; however you will have ample opportunity to share and revise drafts with me and with your peers.

#### **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.

#### **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 classroom activity. You will receive a grade of F (0 points) for any paper/assignment/exam that shows evidence of cheating and/or plagiarism and forfeit the opportunity to revise. You have the burden of proving that a paper showing evidence of cheating or plagiarism 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. Violations of academic honesty will be reported to the Provost or the designated representative on the Academic Honesty Violation Report Forms. Please note carefully the statement on plagiarism on the departmental website and refer to 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>.

#### **Miscellaneous:**

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.

#### **Grading Policy:**

##### 4 Formal Papers

Paper 1	100 points	Due date--Sept. 20th
Paper 2	100 points	Due date--October 9th
Paper 3	125 points	Due date--November 8th
Paper 4	125 points	Due date--December 6th

Assorted points will be assigned for informal writings, quizzes, journal keeping, and class discussions. There will be a final exam as well worth 100 points.

Please note all four formal papers must be turned in, in order to pass, regardless of the points accumulated in other writings, quizzes, etc.

Please feel free to come see me if you have any problems or questions. You can make an appointment to conference about any paper or homework assignment, to discuss your progress in class, to clarify or question something that was discussed or done in class, etc. I believe communication is very important between an instructor and his students and, as a result, I will make myself available to you for any reason.