

Missouri Western State College, Division of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism
English 100 - 19: Introduction to College Writing Class: 2:00 – 3:30, T./Th
Writer's Workshop: 1:00 T or Th

Teacher: Joyce Smithmier
Office: Rm 213
Phone: 271-4578
Office Hours: 1 PM – 2 PM or by appt.
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Required Texts and Course Materials:

Introduction to College Writing – ENG 100, McGraw-Hill, 2006.

A Troubleshooting Guide for Writers McGraw-Hill, 2005

(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; bring both to class and workshop)

Savage Inequalities by Jonathan Kozol

Computer disks

Photocopies for group as requested

Folders

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.

Methods of Instruction:

Methods of instruction include textbook, lectures, class discussions, group work, writer's workshops, informal writing assignments, and formal writing assignments. Students will be expected to participate in peer revision groups and in-class writing assignments.

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 Writer's Workshop as well as in class. 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 "makeups" for this attendance requirement. Furthermore, the maximum number of absences allowed before the midterm report, Oct. 18, for this class is five(5). Thus, when you have six(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 know of any circumstances likely to make this policy difficult for you this semester, you may wish to consult your advisor 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.

Grading Policy:

Your grade will be determined on the basis of your progress as a writer, the writings (informal and formal) you submit, and your class participation over the course of this semester. Also note that smaller assignments and class preparation/participation are very important and do affect your grade.

Writing. You will complete four major writing tasks that will be graded by your teacher. A student who does not turn in complete responses to all four tasks will not pass the course even if the grades achieved in the other writing tasks are satisfactory.

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. 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.

Revision policy – For each task you will be required to participate in a peer revision group. The first three tasks may be revised and resubmitted to me for a "new" grade. This will be explained further when after the first task is returned to you.

Please note that you must complete all writing assignments in order to pass this course. In addition, admission into ENG 104 requires a "C" or higher in ENG 100. All drafts and final papers for this course must be word-processed.

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

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 (0points) 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>

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