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**Purpose:**        ENG 104 students will complete four formal writing assignments in addition to other graded and ungraded work through which they will learn how to discover ideas, respond to texts, and summarize others' ideas. In these assignments, students will learn how to analyze readings and share information with others by reading and responding to course texts and other materials gathered through research. Final drafts of all formal writing assignments must be word-processed. All students are expected to be prepared for class and participate in class discussions related to reading and writing assignments.

**Texts:**                      —Axelrod, Rise B., and Charles R. Cooper. The St. Martin's Guide to Writing. 7th ed. Boston/New York: Bedford/St. Martin, 2005.

—McQuade, Donald., and Robert Atwan. Popular Writing in America: The Interaction of Style and Audience. 5th ed. Oxford/New York: Oxford University Press, 1993.

—A GOOD COLLEGIATE DICTIONARY! (e.g. *Webster's 9<sup>th</sup> Edition*)

**Goals:**                      By the end of the semester you should be able to:

- Learning to write for different audiences and purposes
- Learning to use active reading and critical thinking
- Learning to use writing processes
- Learning written conventions

**Common Departmental Requirements:**        <http://www.missouriwestern.edu/eflj/ig/eng104.html>

- Requirements:**
1. **Computer Use:**        All Thematic Papers must be word processed (including R.D.)
  2. **Formatting:**
    - a. Margins:        1" Top, Bottom, Right, and Left
    - b. Font:            Times, Times Roman, or comparable
    - c. Font Size:     12 pt.
    - d. Spacing:       Double spaced (24 pt.)
    - e. Indents:       ½"
  3. **Citations:**            **All citations must follow MLA Parenthetical Referencing and Work Cited style.**
  4. **Electronic Submissions:**        **All assignment files (In Class Assignments, Rough Drafts, Final Drafts, Etc.) being submitted electronically, need to be save as "Lastname\_FirstName\_Nameof Assignment".**
  5. **Themes:**                All themes must be submitted in person at the beginning of the class period on the date due. **Each Theme is to cover a different topic! Four Themes=50% O.F.G..**
  6. **Readings Responses:**                Assigned readings must be completed before the class meeting when the material will be discussed and Quizzes/Constructed Responses/Journals Assignments will be administrated. **Responses=30% O.F.G.**
  7. **Midterm/Final:**        **THE CLASS MIDTERM AND FINAL EXAMINATION ARE MANDATORY AND WORTH 20% O.F.G.**

**• Thematic Paper #1: “Everyday Is an Adventure”/Observation Writing•**

1. Description: Choosing a topic from the Theme: “Everyday Is an Adventure” as is encompassed in classroom readings and discussions, Paper # 1 will be an exercise using sensory details.
2. Criteria:
  - Thematic Paper #1 Draft is worth **50 points**
  - Thematic Paper #1 Final Draft:
    - **Length is 2-4 pages**
    - **Entire Thematic Paper #1 Final Draft is worth 100 points.**
    - **Specific Criteria:**
      - Use time order, but do not tell a story—it will not fulfill the assignment.
      - Add as much detail as possible.
      - Check for punctuation and grammatical errors.
      - Present tense is required. Show—do not tell.**
      - Incorporate ALL “ELEMENTS of OBSERVATION WRITING”.**

**• Thematic Paper #2: “My Way or the Highway?”/ Persuasion Writing•**

1. Description: •Choosing a topic from the Theme: “My Way or the Highway?” as is encompassed in classroom readings and discussions, Paper # 2 will be an attempt to argue a written point.
2. Criteria:
  - Thematic Paper #2 Draft is worth **50 points**
  - Thematic Paper #2 Final Draft:
    - **Length is 3-6 pages**
    - **Entire Thematic Paper #2 Final Draft is worth 150 points.**
    - **Specific Criteria:**
      - Create a thesis statement.
      - Create at least 5 supporting points (each to be discussed in separate para.)
      - Give a couple of examples, explain them and link both examples and point to thesis statement and to each other.
      - Make sure to have an introduction and conclusion paragraph.
      - IN THIS THEME, DO NOT USE “I”.**
      - Incorporate ALL “ELEMENTS of PERSUASION WRITING”.**

**• Thematic Paper #3: “I Remember When”/Creative Nonfiction Writing•**

1. Description: •Choosing a topic from the Theme: “I Remember When” as is encompassed in classroom readings and discussions, Paper # 3 will be a chance to write about a remembered event.
2. Criteria:
  - Thematic Paper #3 Draft is worth **75 points**
  - Thematic Paper #3 Final Draft:
    - **Length is 4-7 pages**
    - **Entire Thematic Paper #3 Final Draft is worth 200 points.**
    - **Specific Criteria:**
      - Tell a true story from your past and begin by setting the time and place.
      - The incident itself must occupy at least two-thirds of the paper.
      - Do not jump around in the action.
      - Use an abundance of sensory missouriwestern.edury, specifics, and detail.
      - Focus on at least one but no more than three significant moments.
      - PAST TENSE IS REQUIRED**
      - FIRST PERSON IS REQUIRED**
      - Incorporate ALL “ELEMENTS of CREATIVE NF WRITING”.**

**• Thematic Paper #4: “Tall Tales”/Creative Fiction Writing•**

1. Description: •Choosing a topic from the Theme: “Tale Tales” as is encompassed in classroom readings and discussions, Paper # 4 will be a description of a dramatic moment from your life.
2. Criteria:
  - Thematic Paper #4 Draft is worth 100 points
  - Thematic Paper #4 Final Draft:
    - **Length is 5-8 pages**
    - **Entire Thematic Paper #4 Final Draft is worth 250 points.**
    - **Specific Criteria:**
      - Begin by making up a story or characters and then the story.
      - Set up the story with location and time frame.
      - Use an abundance of sensory missouriwestern.edury, specifics, and detail.
      - Use of dialogue is suggested.
      - Concentrate on making sure the story “flows” properly.
      - Check for punctuation and grammatical errors.
      - Past tense is recommended.
      - THIRD PERSON NARRATIVE IS REQUIRED
      - Incorporate ALL “ELEMENTS of CREATIVE FIC. WRITING”.**

### GENERAL POLICIES:

1. **Grading:** Your course grade will be determined by your performance on the projects listed, as well as, additional classroom work. No extra credit or bonus points are available!
  - a. **Deadline:** Start of class, unless otherwise stated.
  - b. **Grades:** 100-90% = A, 89-80% = B, 79-70% = C, 69-60% = D, Below 60% = F.
  - c. **Late Submission Policy:** Each 24 Hours Late, 10% of grade will be deducted.
  - d. **Electronic Submission:** Must be in the following format or they **will not be accepted:** Lastname\_Firstname\_Proj#\*\_Draft
  - e. **2<sup>nd</sup> Submission Policy:** All FINAL DRAFTS may be resubmitted (with corrections) ONCE for a better grade. Note: 100% will not be achieved with a resubmission. 2<sup>nd</sup> Submissions need to be titled as such on title page and as name of file (if submitting electronically):
    - Title Page= Project #2 Final Draft, 2<sup>nd</sup> Submission
    - Electronic Submission: “Heard\_Michael\_Proj#2FD\_2ndSub”

### 2. **Attendance:**

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. The maximum number of unexcused absences allowed for this class before the midterm report, October 18 is **ONE**. Thus, when you have **TWO** 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.

**IN-CLASS CONSTRUCTED RESPONSE/ASSIGNMENTS CAN NOT BE MADE UP IF ABSENT FROM THAT CLASS!!!**

### 3. **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



**August: Introduction to Course**

- 29<sup>th</sup>(1):**
- 1. Distribute and review syllabus, course outline, and other materials.
  - 2. Discussion: “Why Writing is Important?” Text: Page 1-3
  - 3. Discussion: “How Writing is Learned?” Text: Page 4-???
  - 4. Discussion: Handbook: Comma Splices and Fused Sentences, Fragments: pages: H-6—H-11
  - 5. **Assign peer groups. In Class Assignment: As a group complete: Ex. 1 (p. 3) and Ex. 2 (p. 5)**
  
  - 6. **Assignment: Popular: “War of the Worlds” (p. 690)  
*Jeffersons: Blackout* (p.709)**
  - 7. **Assignment: St. Martins’: “Remembering Events” (pp. 25-28 and 50-53)**
  - 8. **Assignment: Handbook: “Pronoun Agree.”(H-14—H-16) & “Rel. Pro.” (H-16—H-19)**

**September: • Theme #1: “Everyday Is an Adventure”/Observation Writing**

- 5<sup>th</sup>(2):**
- 1. Opening Media: Play Portion of and discuss “War of the Worlds”.
  - 2. The Writing Process #1: Discussion “Remembering Events”
  - 3. The Writing Process #2: Writing Down The Bones
  - 4. Discuss other reading selections in light of theme. -**Elements of Observation Writing**
  - 5. Constructive Response: Questions generated from all discussion of readings due for this class.
  - 6. Discussion: Handbook: Pro.Agreement and Rel. Pronoun: pages: H-14—H-16 & H-16—H-19
  - 7. **Peer groups: In-Class Assignment: As a group complete: Ex. #4 (p. 7) and Ex. #5 (p.8)**
  
  - 8. **Assignment: Popular: “Who’s On First?” (p. 692)  
*Roseanne: “Life and Stuff”*(p. 721)**
  - 9. **Assignment: St. Martins’: “Guide To Writing” (pp. 53-71)**
  - 10. **Assignment: Handbook: “Verb Tense” (H-21—H-22) and “Verb Ending” (H-22—H-24)**
- 11<sup>th</sup>(3):**
- 1. Opening Media: Play and discuss “Who’s on First”.
  - 2. The Writing Process #1: Discussion “Guide To Writing”
  - 3. Discuss other reading selections in light of theme. -**Elements of Observation Writing**
  - 4. Constructive Response: Questions generated from all discussion of readings due for this class.
  - 5. Discussion: Handbook: Verb Tense and Verb Ending: pages: H-21—H-22 & H-22—H-24
  - 6. **Peer groups: In Class Assignment: As a group complete: Ex. #7 (p. 11) and Ex. #8 (p. 13)**
  
  - 7. **Assignment: Popular: “Hemingway’s ‘Soldier’s Home”” (p. 699)**
  - 8. **Assignment: St. Martins’: “Remembering People” (pp.83-85 and 105-109)  
“Uncle Willie” (p. 86)  
“A Different Kind of Mother” (p. 97)**
  - 9. **Assignment: Handbook: “Commas: (H-58—H-59)**

- 19<sup>th</sup>(4):**
- 1. Opening Media: Read Aloud: *Dillinger “Gets His”*.
  - 2. The Writing Process #1: Discussion “Remembering People”
  - 3. The Writing Process #2: Adding Details
  - 4. Discuss other reading selections in light of theme. -**Elements of Observation Writing**
  - 5. Constructive Response: Questions generated from all discussion of readings due for this class.

- 6. Discussion: Handbook: Comma, Indep. Clause, etc. and Comma after Intro: pages: H-58—H-59
- 7. **Peer groups: In Class Assignment: As a group complete: Ex. #26 (p. 38) and Ex. #27 (p. 40)**
- 8. Discussion of Thematic Paper #1: “Everyday Is an Adventure”/Observation Writing
  - a. Theme Discussion
  - b. Criteria
  - c. Possible Problems (Grammar, Flow, Etc.)
- 9. **ASSIGNMENT: THEME #1 ROUGH DRAFT DUE NEXT CLASS PERIOD.**
- 10. **Assignment: Popular: “Now You Take ‘Bambi’ or ‘Snow White’...(p. 285)  
“Rambos of the Road” (p. 296)  
“TV’s Anti-Families...” (p. 340)  
“Forbidden Words on Campus” (p. 237)**

**• Thematic Paper #2: “My Way Or The Highway?”/Persuasion Writing•**

- 26<sup>th</sup>(5):
- 1. Opening Media: Play and discuss Powerpoint of Persuasive Ads.
  - 2. The Writing Process #1: Formal Language and the News
  - 3. Discuss other reading selections in light of theme. **-Elements of Persuasive Writing**
  - 4. Constructive Response: Questions generated from all discussion of readings due for this class.
  - 5. Break into peer groups:
    - Theme #1 Rough Draft:
      - a. Work through each person’s Theme #1 Rough Draft.
      - b. Check for clerical and grammatical errors.
      - c. Check for logical errors of observation.
  - 6. **Revised Theme #1 RD to be submitted electronically by Midnight, September 29<sup>th</sup>**
  - 7. **Assignment: Popular: “The Declaration of Independence” (p. 496)  
“Is There a Santa Claus” (p. 126)  
“There Isn’t a Santa Claus” (p. 127)**
  - 8. **Assignment: St. Martins: “Arguing” (pp. 677-682...stop at “Statistics)**
  - 9. **Assignment: Handbook: “Eliminating Commas....” (H-66—H-67)**

**October:**

- 3<sup>rd</sup>(6):
- 1. Return and discuss over-all problems with Theme #1 Rough Draft
  - 2. The Writing Process #1: Discussion “Arguing”
  - 3. The Writing Process #2: Supporting Ideas
  - 4. Discuss other reading selections in light of theme. **-Elements of Persuasive Writing**
  - 5. Constructive Response: Questions generated from all discussion of readings due for this class.
  - 6. Discussion: Handbook: Eliminating Commas...: pages: H-66—H-67
  - 7. **Peer groups: In Class Assignment: As a group complete: Ex. #35 (p. 53) and Ex. #36 (p.54)**
  - 8. Discussion of Thematic Paper #2: “My Way Or The Highway?”/Persuasive Writing
    - a. Theme Discussion
    - b. Criteria
    - c. Possible Problems (Grammar, Flow, Etc.)
  - 9. **ASSIGNMENT: THEME #1 FINAL DRAFT DUE NEXT CLASS PERIOD.**
  - 10. **ASSIGNMENT: THEME #2 ROUGH DRAFT DUE NEXT CLASS PERIOD.**
- 10<sup>th</sup>(7):
- 1. Opening Media: TBA
  - 2. Persuasion Elements Review
  - 3. COLLECT THEME #1 FINAL DRAFT AND ROUGH DRAFT.
  - 4. The Writing Process #1: Concision
  - 5. Break into peer groups:
    - Theme #2 Rough Draft:



- 6. Break into peer groups:  
Theme #3 Rough Draft:
  - a. Work through each person's Theme #3 Rough Draft.
  - b. Check for clerical, grammatical, and logical errors of analysis.
- 7. Discussion of Thematic Paper #4: "Tall Tales"/ Creative Fiction Writing
  - a. SAME AS WITH THEMATIC PAPER #1, #2, and #3
- 8. **ASSIGNMENT: THEME #3 FINAL DRAFT DUE NEXT CLASS PERIOD.**
- 9. **ASSIGNMENT: THEME #4 ROUGH DRAFT DUE NEXT CLASS PERIOD.**
- 10. **Assignment: Popular: *The Bear* (p. 583)  
*The Godfather* (p. 420)**

**21st<sup>(9)</sup>: NO CLASS: THANKSGIVING**

**28<sup>th</sup>(12): •i. LATE START: 7:30 PM....Will get out at Regular time at the Latest**

- 1. Opening Media: TBA
- 2. The Writing Process #1: Adding Description
- 3. Discuss other reading selections in light of theme. **-Elements of Creative Fiction Writing**
- 4. Constructive Response: Questions generated from all discussion of readings due for this class.
- 5. COLLECT THEME #3 FINAL DRAFT AND ROUGH DRAFT.
- 6. **Theme #4 RD to be submitted electronically by Midnight Dec. 1<sup>st</sup>**
- 7. **Assignment: Popular: *Casey at the Bat* (p. 383)  
"The Open Boat" (p. 546)**

**December:**

**5<sup>th</sup>(13): •i. LATE START: 7:30 PM....Will get out at Regular time at the Latest**

- 1. Opening Media: *Casey at the Bat* Clip
- 2. The Writing Process: Coming From the Heart
- 3. Constructive Response: Questions generated from all discussion of readings due for this class.
- 4. Return and discuss over-all problems with Theme #3 Final Draft.
- 5. Return and discuss over-all problems with Theme #4 Rough Draft.
- 6. **Peer Editing #1:** Break into peer groups:  
Theme #4 Rough Draft:
  - a. Work through each person's Theme #4 Rough Draft.
  - b. Check for clerical, grammatical, and logical errors of description/story-telling.
- 7. Discussion of Final, Extra time to be spent, as class deems important, on group study!
- 8. **ASSIGNMENT: THEME #4 FINAL DRAFT DUE NEXT CLASS PERIOD.**
- 9. **ASSIGNMENT: COMPLETE FINAL: To be delivered in PERSON on the 2nd!**

- 12<sup>th</sup>(14): •1. COLLECT THEME #4 FINAL DRAFT AND ROUGH DRAFT.
- 2. COLLECTION OF Final Exam—**Attendance Required.**