

Missouri Western State University
Department of English, Foreign Languages, and Journalism
English 104, section 11 – College Writing and Rhetoric
Fall 2006

Instructor: Meredith Katchen
Office Hours: MWF: 12:00 – 1:00, W: 8:15 – 8:45, T,Th: 12:30 – 1:30
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COURSE OVERVIEW

This course will help students to structure and control texts for the purpose of achieving desired effects on particular audiences

REQUIRED BOOKS AND MATERIALS

Joe Turner's Come and Gone, August Wilson
On Justice, Power, And Human Nature, Thucydides; edited by Paul Woodruff
One spiral notebook, 40 – 70 pages, to be used for this class only

BASIC COURSE COMPONENTS

Journals: Bring your spiral notebook to each class. You will use it for notes, responses to readings, exercises, quizzes, drafting, and other in-class writing. I will collect and evaluate journals at least two or three times during the semester. Journals will be evaluated primarily by volume and thoroughness. Thoughtfulness will be a factor, too. Journal entries will frequently be read aloud or summarized as part of class discussions. As a general rule, missed journal entries cannot be made up. Journal work will be worth approximately 30% of the total points available for the course.

Essays: Assignment sheets will be distributed in advance of due dates. Each assignment will establish specific criteria by which completed assignments will be evaluated. Assignments with quick due dates will generally emphasize a narrowed range of criteria. ***Any essay that fails to meet basic assigned criteria will be given a grade of zero until minimum criteria are satisfied.*** A longer assignment that does meet the basic criteria, but which does not earn a grade that satisfies you, may be revised and resubmitted for a higher grade on the condition that you discuss your revision plans with me in advance. Essays will be worth approximately 65% of the total points available for the course.

Final Exam – A mandatory final exam will be worth approximately 5% of your grade

GRADING

Grades for this course will be based on a 500 point scale. Each student will begin the semester with zero points. Points are earned during the semester. At the end of the semester, I will convert the points you have earned to a letter grade according to the following formula: 450+=A, 400-449=B, 350 to 399=C, 300-349=D, below 300=F. If for any reason the point total does not reach 500, grades will be calculated as a percentage of points earned against the total points available, with 90% earning A, 80% earning B, etc.

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 and will be recorded as such. The maximum number of unexcused absences allowed for this class before the Fall 2006 midterm report, October 18 is 5. Thus, when you have 6 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. Regardless of your reason for being absent, you are still responsible for all work and deadlines, syllabus changes, and otherwise being fully prepared for class.

If you persuade me that an absence is necessary, I will allow you to make up missed journal work for partial credit. Attendance will be rewarded and penalized according to the following (but even an excused absence disqualifies a student from bonus points):

0 absent	= +15 points
1	= +10 points
2	= + 5 points
3	= no change

- 4 = - 25 points.
- 5 = penalty of one-half letter grade
- 6 = penalty of one additional letter grade; highest possible grade = B
- 7 = penalty of one additional letter grade; highest possible grade = C
- 8 = penalty of one additional letter grade; highest possible grade = D

LATENESS

I view lateness as disrespectful to me, to classmates, and to the University. Lateness, including early departure, will be recorded and added together. A student who is late or who leaves early three times or whose absence equals at least 15 minutes will be charged with one-half absence and will not be eligible for bonus points.

LATE WORK

I reserve the right to refuse to accept late work, in which case a grade of zero will be entered for that assignment. Late work may also be penalized 25% of its value for each day late. Conversely, I reserve the right to grant deadline extensions to a student who discusses his or her deadline problem with me before the assignment is due.

REVISION OF WRITTEN WORK

If a revised paper achieves a higher grade, that new grade will completely replace the original grade. Your grade will never, under any circumstances other than dishonesty, go down as a result of a revision. Conference with me prior to revising a paper, and *make sure to attach to your revision all previously submitted versions of that same paper.*

ACADEMIC HONESTY POLICY AND DUE PROCESS

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>. If I suspect you have plagiarized, the burden of proof will be on you to recap your writing process and to demonstrate your command of your material.

DISABILITIES AND SPECIAL NEEDS

Any student who has a special need or disability that may affect his or her performance in this class should contact the MWSU Special Needs Coordinator for assistance. Also, let me know right away so that appropriate arrangements can be made to make sure your needs are met as quickly and completely as possible.

CIVILITY AND COOPERATION

Missouri Western requires all students to help us maintain good conditions for teaching and learning. All students will treat their classmates and teachers 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 MWSU student handbook for further information.

CONFERENCES

I invite you to stop by my office to talk about your writing or our class. My office hours are listed at the top of this syllabus, but I will be glad to make an appointment with you for some other time if necessary.