

English 104: College Writing and Rhetoric  
Syllabus  
Sections 12 (11:00-12:20), 17 (12:30-1:50), 18 (2:00-3:20)  
Murphy Hall, Rooms 105, 108, 104  
Tuesday/Thursday

Instructor: Teena Sims  
Office: Eder Hall, English Dept., room T  
Phone: 271-4239  
Office hours: T/Th. 10:00-10:50 and 3:30-4:00, or by appointment

Required text and materials:

Axelrod, Rise B. and Cooper, Charles R., "The St. Martin's Guide to Writing". BRING TO EVERY CLASS. One spiral, one pocket folder, +++

Grading:

Four formal papers (including prewriting, rough drafts, etc.)	60%
Oral presentations	10%
Class participation	10%
Homework/quizzes	10%
Final	10%

Late work:

Late formal papers must have prior approval. The student must arrange delivery of the paper to the instructor.

All other homework must be ready for submission at the beginning of class. Otherwise it may be submitted at the beginning of the next class and is subject to a grade reduction.

When the student is absent, work may be made up and submitted at the beginning of the next class.

Any quiz make-up must be arranged.

Neither oral presentations or the final exam may be made up without sufficient reason for the absence(s).

Attendance:

In order to improve student learning as well as to achieve compliance with federal financial aid policies, Missouri Western has a mandatory attendance policy for all 100-level courses, and, beginning fall '07, includes all 200-level courses, as well.

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 mid-term report, October 18<sup>th</sup>, is three (3). Thus, when you have three (3) + one (1) 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.

Three tardies count as one absence.

Students who sleep, or appear to sleep, or engage in activities other than those conducted by the instructor during class will be counted absent that day.

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 an 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 2006-2007 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 at <http://www.missouriwestern.edu/handbook/index.pdf>

**Final Exam:**

Final exams are scheduled Dec. 9-15. Specific dates and times TBA.

**Assignments and formal papers:**

Absolutely NO handwritten papers.

**IMPORTANT:**

Any student with a disability that requires special consideration must contact/see me as soon as possible.

Class Agenda  
(subject to change)

Key: AWS represents Analyzing Writing Strategies (homework FYI)

8/29 Go over syllabus

8/31 Ch. 1 intro. and discussion

9-5 Cont. ch. 1 intro. and discussion

9/7 Discuss ch. 2 readings; remembered event prewriting

9/12 Cont. ch. 2; remembered event planning and drafting

9/14 “The St. Martin’s Guide to Writing” software presentation

9/19 TBA; peer editing of remembered event rough draft

9/21 Essay #1 due; post-chapter 2 activities

9/26 Chapters 14-15 lecture

9/28 Discuss ch. 3; remembered person planning and drafting

10-3 Cont. ch. 3; remembered person planning and drafting

10/5 TBA; peer editing of remembered person rough draft

10/10 Essay #2 due; post ch. 3 activities (FYI: mid-term grades due 10-18)

10/12 Preparation for oral presentations based on essay #1 or #2/ch. 11 lecture (FYI: mid-term grades due 10-18)

10/17 Oral presentations (FYI: mid-term grades due 10-18)

10/19 Oral presentations

10-24 Readings 264-265; collaborative activity

10/26 Discuss ch. 6 readings; argued position prewriting

10/31 Cont. ch. 6; argued position planning and drafting

11/2 TBA; peer editing of argued position rough draft

11/7 Essay #3 due; post ch. 6 activities

11/9 Discuss ch. 7 paper; proposing a solution research requirements

11/14 Research

11/16 Research

11/21 Cont. ch. 7; proposing a solution pre-writing planning and drafting

11/28 TBA; peer editing of solution rough draft

11/30 Essay #4 due; post ch. 7 activities

12/5 Oral presentations

12/7 Oral presentations

Final exams scheduled the week of 12/9-15. Specific date and location will be given by 11/28.