

Missouri Western State University, Division of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism
English 108-02: College Writing and Research
MWF 8-8:50, Murphy Hall 104—Fall 2006

Instructor: Mr. Hamilton
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Office Hours: MWF 10-11, TTh 1-2, and by appointment
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ATTENDANCE POLICY AND CLASS EXPECTATIONS:

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.

College attendance is expected. During a semester, one full week of class absences is considered the usual maximum. Two weeks absences can seriously affect your course grade.

Our class meets only three times per week for 50-minute sessions. **So staying up with assignments is especially important.** Being late (10 minutes or more), being habitually late (any amount of time excessively), or being disruptive also counts as an absence. I do count tardiness (1-9 minutes) as being late, so tardiness counts as ½ an absence. Any absence necessarily represents missed in-class work. Missed work earns a zero. Late work handed in without prior permission is unacceptable and also earns a zero. Out-of-class assignments are due at the beginning of the class period. Usually within the first 3 minutes. Afterwards, they too are considered late and will receive a zero.

There are no excused absences, although a reason can be documented (a doctor's excuse, for instance) which allows you to make-up much of the work. The only exception is: 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 are deemed unexcused. If you miss a class session, you are still responsible for all material assigned and covered. If you notify me prior to the in-class absence, you are better assured that I can help you make-up the missed work and/or accept any work that was due. All decisions concerning special circumstances or arrangements are entirely contingent on the instructor's discretion.

The maximum number of unexcused absences allowed for this class before the Midterm Report, October 18, Fall semester, is five (5). Six (5+1) unexcused absences prior to the Midterm Report, will result in the Registrar's Office automatically "Withdrawing" you from this class. The Financial Aid Office will reduce financial aid as appropriate.

Ordinarily, there are no exceptions and no make-ups for late work or missed in-class work. If you know of any circumstances likely to make these requirements difficult for you this semester, you should consult with your academic advisor, the Student Services Office, and/or your instructor.

If you have to be absent, let me know. Check with classmates as to what we have done that day. Even though missed in-class work cannot be made up, and late work receives a zero or a grade reduction for major projects, I can help you if prior arrangements have been made. Document the reasons for your absence(s) as required. Give your instructor a copy.

Being late can count as an absence. Five minutes of a fifty-minute class is a lot. Being disruptive with lateness, or in other ways, can also count as an absence (1/2 or full). Zeros will be earned for all missed work and for all work due or given in class while marked absent. Note that out-of-class assignments are usually due at the beginning of the class period. These are usually collected during the first few minutes of class. If you're late or miss an entire class session, take responsibility for finding out all material covered and/or assignments given during your absence. If you are unsure of the required work, ask a classmate, talk to me after class, phone my office, drop by during office hours, email me, or arrange a mutually convenient time to discuss any concerns. I am here to help in any way I can, any time.

Come to class well prepared, take notes, enter into conversations, stay focused, keep up with assignments for each and every class meeting. **Think clearly and actively. Write with intensity. Ask questions. Offer peer reviews.**

Explore & Create. Strive for quality, not mere quantity.

REQUIRED TEXTS, et al:

Glaser, Joe. Understanding Style. NY: Oxford UP, 1999.

Weidenborner, Stephen, Domenick Caruso and Gary Parks. Writing Research Papers: A Guide to the Process. 7th Edition. NY: Bedford/St. Martin, 2005.

A good College Dictionary and Thesaurus are highly recommended.

Notebook/Paper (perforated) for in class notes and hand-written assignments

A Research Journal/Notebook/Folder (something that you can easily add and subtract from)

3-1/2" floppy disks (2 or 3 for this class) plus Xeroxed copies and Print Outs as needed

Pocket folder(s) and 3 x 5 cards as suggested for research projects

Blue or black ink pens are always preferred

COURSE GOALS AND CLASS ASSIGNMENTS:

In this course, you will gain expertise and confidence in college writing, critical thinking, scholarly research and the necessary technical documentation through varied assignments, small and large, using research materials from many different types of sources.

There will be opportunities for in-class development of your ideas through writing, discussion of readings, and practice in research techniques. **We are on a computer-assisted campus** with good access to word-processing labs, the Internet, and other data based electronic source systems. We will make use of all of these.

Thoughtful Expression, Clearly and Concisely Communicated with Persuasive Reasoning and Well-Chosen Research is the overall goal for this course. Correct MLA Documentation of all outside sources is required. You will become well-versed in this by the end of the semester.

For a detailed description of the General Studies requirements for English 108, see the Departmental Website: [www.missouriwestern.edu/EFLJ/Programs/General Studies/English 108](http://www.missouriwestern.edu/EFLJ/Programs/General%20Studies/English%20108). This will offer the university's Course Description, List of Objectives, the Competencies expected for completion of English 108, probably your last writing & research course at MWSU.

MAJOR ASSIGNMENTS: all outside sources must be documented with correct MLA

First Half of the Semester

Interpretive Analysis #1	15%	1,000 words—a single-sourced critical thinking activity—the evaluation of one Internet Website as assigned
Researched Argument #2	15%	1,000 words—a multi-sourced investigative assignment on one aspect of Native America presented as a 5-Part Classic Argument
Quizzes & Activities	10%	Textbook Readings, Research, Class Work and Lecture Notes
Midterm Test	7%	Textbook Readings, Research, Class Work and Lecture Notes—a difficult comprehensive test
Midterm Notes	3%	Class Notes taken by you each class period.

Second Half of the Semester

Major Research Project	30%	9 to 12 pages, double spaced—twelve-sources for a significant question proposed by you, OK'd by me, presented as a 5-Part Classic Argument and perfectly documented with MLA
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Class Presentation	3%	As assigned: Personal or Group
In Class	7%	Participation, Worksheets, Assignments, Quizzes
Final Exam	10%	College Writing & Research—Cumulative Test

GRADING:

Traditional Letter Grades, with +’s and –’s, will indicate grades earned on the formally presented Essays. On all other work, a combination of letter grades, numerical scores, and a system of “ s,” with +’s and –’s (“ +” = 100%, “ “ = 80%, “ --“ = 60%, “ =” = 40% and so on), will be used.

Traditional Letter Grades: A=95, B=85, C=75, D=65, and F=55 with “+” or “-“ indicating 2.5 points: 72.5=C-, 75=C, 77.5=C+, etc

There are 1,000 points for the Course. For example: Essay #1=15%=150 points, and a “B” or 85% therefore earns 127.5 points. There may be a few small extra credit opportunities.

Grade reviews or discussions of your work-in-progress are welcomed. Make an office appointment or just let me know you are coming during office hours.

During your college career, reading becomes extremely important, so annotate your texts as you read the assignments. Also, take class notes. Keep all of your work as the semester progresses. And learn what techniques work best for you when doing readings, writings, and research.

FORMAL WRITINGS & ASSIGNMENTS:

Start off by doing the best you can and keep adding to your knowledge while furthering your skills throughout the semester. Then, you should do well. All completed essays must be word processed, double spaced, properly formatted, thoroughly revised and edited, carefully proofread, and presented neatly with your Name, Class and Section Number, Instructor’s Name, Assignment, and Date appearing single-spaced on the first page to the upper left (for short assignments): for example:

Name
English Course/Section
Instructor
Assignment
Date

Use Times Roman as a font: 12 point and double space. Do not bold face everything or use all capitals. Side margins should be 1 to 1.25 inch, top and bottom 1.5 inch, paragraph indent .5 inch. Written work should be thoroughly revised for content and best use of language; proofread for clarity of expression and grammatical correctness. Number each page at the Top Right: e.g., Hamilton 3.

Then, Center the Title and Double Space Throughout.

All hand-written assignments should be done in blue or black ink pen with non-spiral bound paper on one side of the page only.

(Use MLA Documentation for all outside sources.)

Note: A longer paper, like your Major Researched Project, will require a Cover Page also.

ACADEMIC HONESTY 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 Western Students Handbook and Calendar for specific activities identified as violations of this policy and the student due process procedure.

Student Handbook academic policies are always in effect. These protect you and the standards of the college.

All work is expected to be NEW and ORIGINAL for this course. Unintentional or intentional plagiarism creates the same problem, carries the same consequence. So... "When in doubt, cite it out."

Plagiarism, itself, is the theft of other people's words, thoughts, creative perceptions, and/or ideas, presenting them as if they were your own. One of the objectives in this General Studies English course is to teach you how best to make use of outside sources without plagiarizing—realizing the difference between a legitimate and illegitimate use of intellectual and creative properties. You will receive a thorough introduction to the required documentation. Document all outside material (facts, ideas, interpretations, insights, etc.) by attributing them to their source.

Your personal intellectual and creative properties are protected by U.S. Copyright Law.

This Syllabus:

It's important that you understand this Syllabus. Both it, and all Assignment Sheets, require your participation. I do reserve the right to make adjustments to them as will best support our on-going efforts. Storm days would be one good example for an alteration in a due date, for example.

STUDENT SPECIAL NEEDS:

Students with any temporary or permanent special need that hinders the fullest expression of their abilities should contact Michael Ritter, Missouri Western's Special Needs/Disability Coordinator, for expert recommendations and assistance. You should also let me know during the first few days of class to discuss class requirements and any necessary accommodations. To contact Mr. Michael Ritter: 271-4330, email at mritter@missouriwestern.edu, or drop by his office in Eder Hall 202B.

EVERY DAY EXTRA HELP:

As your instructor, I am here to help you succeed. Office hours are posted, and other arrangements can be made by appointment whenever necessary. Contact me when you have questions, or when you need additional help. At times, I may ask students to make office visits or require them to schedule tutorial sessions with the Center for Academic Support.

Free tutoring! MWSC has many excellent support systems, such as:

Center for Academic Support offers extra help in writing, reading, math and all subject areas. Walk in or contact them next to the Library at 271-4524. Corla Dawson, Writing Coordinator, 271-4531. Cathy Gann, Reading/Study Skills Coordinator, 271-5621.

Student Services Office has many programs to keep you progressing toward your goals: from Child Care to special academic/career advising in Eder Hall 209 at 271-5990.

Non-Traditional Student Center can get you re-oriented toward academic life even if you're 20 or 40! There are seminars, associations, and honor societies for older students. Contact them in Eder Hall 202, at 271-4280.

CIVILITY AND COOPERATION:

Missouri Western requires all students to help maintain good classroom conditions and a campus environment conducive to both learning and teaching. All students should treat their classmates, instructors, and student assistants with civility and respect, both inside and outside the classroom. When in doubt, just ask. Your accomplishment is the primary objective.

Success will happen!

I believe you'll have an excellent, progressive and enjoyable semester. Please let me know how I might help you further.

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