

**Syllabus for ENG 108**  
**College Writing and Research**

Missouri Western State University  
Department of English, Foreign Languages and Journalism  
College of Liberal Arts and Sciences

ENG 108-08 – College Writing and Research

Instructor: J. Lyons

Fall 2006

MWF 11-11:50 Murphy Hall 105

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Office Hours: MWF 1-3:00

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**Required Texts:**

·*The Research Process*. Martin Maner. McGraw Hill Publishing. 2000. (second edition).

**Recommended Texts:**

·*The Bedford Researcher*. Mike Palmquist. Bedford/St. Martin's Publishing Company. 2006 (second edition).

**Course Description:**

This is a researched-based class, which means we will be studying various approaches to research and different ways to use it. We will be utilizing the library on occasion, but you will be expected to use the library on your own time. This is essential to be successful in this class.

**Policies:**

University Mandatory Attendance Policy: 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, 2006 is five (5). Thus, when you have accrued six (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. You need to understand, too, that students who miss class for the sixth unexcused time after the date stated above will still fail the class. For those students, a grade of "FA" will be recorded, the "F" indicating failure and the "A" indicating violation of the attendance policy.

**Attendance and class participation in this class:** Students are expected to attend all classes in order to be successful; however, some circumstances may be unavoidable, if so, please speak to me.

**Late Work:** All writing assignments are due at the beginning of the class period on the due date. No late work will be accepted unless you discuss it with me prior to the due date. I will not accept/grade any other late papers. If you are not in class on the due date you are still responsible for submitting your assignment on time. Late in-class writing assignments will not be accepted.

**Revision:** Your first three papers may be revised and resubmitted for a new grade. You will have two weeks from the date the paper is returned to revise and resubmit each paper. The revised paper must accompany the original graded paper. You may not revise or resubmit your final paper. If you resubmit a revised paper after the two-week grace period, it will not be accepted. Although you will not be able to revise your final paper, there will be many opportunities to discuss it with me and your peers before submission.

**Grading:** Your final grade in this course will be based on your papers, oral presentation, in-class assignments, and your final exam. Also, class participation is very important and may affect your grade.

*Paper #1:	150 points
*Paper #2:	150 points
*Paper #3	150 points
*Oral Presentation	100 points
*In-Class Assign.	100 points
*Final Paper	250 points
*Final Exam	100 points

**Due Dates:**

*Paper #1	Sept. 18
*Paper #2	Oct. 9
*Paper #3	Oct. 30
*Oral Presentation	Nov. 13-17
*Final Paper	Dec. 4
*Final Exam	

**Academic Honesty Policy:** Cheating and plagiarism are not acceptable. You will receive a grade of F (0 points) for any paper/assignment/exam that shows evidence of cheating and/or plagiarism. Please make sure to correctly document all borrowed information and ideas on all of your writing assignments. You have the burden of proving that a paper/assignment showing evidence of cheating and/or plagiarism has been in fact written by you. You should keep thorough evidence of your note-taking, researching and drafting/writing processes for all papers so that you can meet this burden of proof. You must also save and submit all of your sources. Stronger evidence proving plagiarism may lead to further penalties. Please note carefully the statement on plagiarism on the departmental website, found at <http://www.missouriwestern.edu/EFLJ/plagiarism.asp>.

**Students with Disabilities:** Anyone who has a disability that prevents the fullest expression of his or her potential to succeed in this course must notify me as soon as possible so that we can discuss class requirements and accommodations.

**Miscellaneous:** All drafts and final papers for this course must be word-processed. Please note that you must complete all major assignments and the final examination in order to pass this course. In addition, all research, notes, outlines, drafts, etc. must be submitted with your written work. It is also important to save all work on disks, keeping back-ups if necessary.