

Missouri Western State University  
Department of English, Foreign Languages, and Journalism  
**English 108-16 – College Writing and Research**  
**Summer 2006 – M,T,W,R 10:30 – 1:20**

Instructor: Meredith Katchen  
Office Hours: M,T,W, R: 1:30 – 2:00 and by appointment  
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### **COURSE OVERVIEW**

This course will help students to control their written voices and to enhance them with ideas and information from sources.

### **REQUIRED BOOKS AND MATERIALS**

*Fifth Business*, Robertson Davies

One spiral notebook, 40 – 70 pages, to be used for this class only

### **BASIC COURSE COMPONENTS**

Notebook/Journal:

Bring your notebook to each class. You will use it for responses to readings, exercises, drafting, and other in-class writing. I will collect and evaluate notebooks more than once during the semester. Evaluation will be based primarily on volume, thoroughness, and thoughtfulness. You will be called upon to read or summarize an entry as part of a class discussion. Missing entries cannot be made up without my approval. Notebooks will be worth approximately 25% of the total points available for the course.

Short Studies:

As we read *Fifth Business*, you will find that the narrator describes himself as a polymath, someone with knowledge of many subjects, and most readers find that they need to add to their own knowledge in order to fully appreciate the book. Expect to write a few short research papers to broaden and deepen your knowledge.

Memoir Writing Project:

You will write pieces of your memoirs. In *Fifth Business*, Robertson Davies gives many hints about how to go about such a project, and we will study the novel for those hints as much as for the pleasure of his writing. The project will be divided into a few parts. Each part will focus on a different aspect of your life. Each part will be approximately 1000 words. Further, each part will require you to conduct and integrate relevant research. Each assignment sheet for short studies and memoir parts will emphasize specific evaluation criteria. ***Any piece of writing that fails to meet basic assigned criteria will be given a grade of zero.*** You may revise and resubmit any or all of your papers except the last one, but you should discuss your revision plans with me before you proceed. Because of time limitations, the last assignment will NOT be eligible for revision. Your short studies and memoirs will be worth approximately 60% of the course grade.

Quizzes:

Quizzes regarding assigned reading will be valued at up to 10% of the course grade.

Final Exam:

There will be a mandatory final worth at least 5% of your grade.

## **GRADING**

Grades for this course will be based on a 1000 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: 900+=A, 800-899=B, 701 to 799=C, 600-699=D, below 600=F. If for any reason the point total does not reach 1000, grades will be calculated as a percentage of points earned against the total points available, with 90% earning A, 80% earning B, etc.

## **ATTENDANCE**

Beginning the second day of class, attendance will be recorded daily. No excuse changes the fact of an absence. My records are a simple reflection of reality; you are either here or not. Furthermore, absences will not excuse a student from assignments, syllabus changes, or otherwise being adequately prepared for the next class. If you miss a class, you are responsible for contacting me or a classmate in time to be fully prepared. If you have a note from a physician, or if you succeed in arousing my pity, I *may* allow you to make-up a missing journal entry for partial credit. Attendance will be rewarded and penalized according to the following:

0 absent	= +15 points
1	= no change
2	= penalty of 1 letter grade. Highest possible grade: B
3	= penalty of 1 more letter grade. Highest possible grade: C
4	= penalty of 1 more letter grade. Highest possible grade: D

## **LATENESS**

I view lateness as disrespectful to me, to classmates, and to the University. Lateness will be recorded and added together. Lateness will affect your grade in accord with the above formula.

## **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**

As previously mentioned, the first three papers may be revised. If a revised paper achieves a higher grade, that new grade will completely replace the original grade. Your grade will never, under any circumstances, 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.*

## **PLAGIARISM**

Any deception regarding the authorship of the whole or a part of written work will be dealt with harshly, up to and including a failing grade for the assignment, failure for the course, and my recommendation for expulsion from MWSU. 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.

## **TENTATIVE WRITING PROJECT DUE DATES**

Part 1	July 11
Part 2	July 18
Part 3	July 25

## **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.

## **TENTATIVE SCHEDULE**

July 3	Introductions and record keeping
July 4	HOLIDAY – NO CLASS
July 5	FB – chapter 1
July 6	FB – chapter 2
July 10	FB – chapter 2
July 11	Memoir Part 1 due
July 12	FB – chapter 3
July 13	FB – chapter 3
July 17	FB – chapter 4
July 18	Memoir Part 2 due
July 19	FB – chapter 5
July 20	FB – chapter 6
July 24	FB – loose ends
July 25	Memoir Part 3 due
July 26	tba
July 27	FINAL

**Zero sources will assure a grade of 0. One source makes your paper eligible for a D, two sources for a C, three sources for a B, and four sources for an A. Other specific criteria regarding the content, structure, style, and surface control of these papers will be distributed in class. At the end, these four phases will be assembled into a coherent whole, and you will present a summary to the class.**