

Missouri Western State University, College of Liberal Arts and Sciences  
Department of English, Foreign Languages, and Journalism  
**English 100-Introduction to College Writing**

**Section 02: Lecture-** TR 8-9:20, Murphy Hall 105; **Writer's Workshop-** T/R 10-10:50, Eder Hall 222 U/V  
**Section 07: Lecture-** TR 9:30-10:50, Murphy Hall 219; **Writer's Workshop-** T/R 11-11:50, Eder Hall 222 U/V  
**Section 11: Lecture-** TR 11-12:20, Eder Hall 210; **Writer's Workshop-** T/R 9-9:50, Eder Hall 222 V/Eder Hall 216  
**Fall 2007**

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### **Attendance Policy**

In order to improve student learning and to achieve compliance with federal financial aid policies, Western has a mandatory attendance policy for all 100-level courses. This course has a very strict attendance policy in class as well as in Writer's Workshops. If you miss five class periods or four Writer's Workshops, you will receive an F in the class. A student will be given an excused absence when acting as an official representative of the university, provided the student gives prior written verification from the faculty/staff supervisor of the event; however, there are no other excused absences, exceptions or "makeups" for this attendance requirement. Furthermore, the maximum number of absences allowed before the midterm report, October 17, for this class is 3. Thus, when you have 4 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.

### **Student Responsibility**

If you miss a class session, you always remain responsible for all information distributed, material covered, and assignments given during your absence. Also, if you are more than five minutes late for class, you will be given a tardy. Excessive tardiness will cost you participation points and may adversely affect your grade.

### **Civility and Cooperation**

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

### **Required Texts and Course Materials**

*Introduction to College Writing*, 3<sup>rd</sup> edition.

*A Troubleshooting Guide for Writers*, 4<sup>th</sup> edition.

3-1/2" floppy disks

cheap, simple folders for turning in portfolios

extra copies of your writing for group work as requested

### **Course Goals**

Detailed course objectives are available on the web site for English 100:

<http://www.missouriwestern.edu/eflj/eng100.asp#Objectives>.

In general you should improve your abilities in the following categories:

writing for different audiences and purposes

active reading and critical thinking

using writing processes effectively to produce valuable results

using written conventions more accurately

### **Class Assignments: General Grading Policy:**

Your grade will be determined on the basis of your progress as a writer, the writings you submit, and your class participation over the course of the semester. The components of your grade in the course are:

**Writing.** You will complete four major writing tasks, each of which will be submitted along with a mini-portfolio of related material. A student who does not turn in an adequate version of all four tasks will not pass the course, regardless of other points earned. **Since all of these grades are based on portfolios, you need to keep everything that you produce as part of this class for the entire semester in order to earn the best**

possible grade. No late work will be accepted for this class without prior approval and substantial reason (i.e., documented emergency) and always at the instructor's discretion.

Writer's Workshop. Throughout the course of the semester, you will attend the weekly small group Writer's Workshops. Some of your Writer's Workshop materials may be used in class, and some of your class papers will be critiqued and proofread in Writer's Workshops. I will consider your Writer's Workshop participation as part of your class participation grade.

Quizzes and Homework. You will be given announced and unannounced quizzes throughout the semester, along with several homework assignments. If you miss a quiz, it cannot be made up for credit. Homework must be turned in when due to receive credit for the assignment.

**Grading Requirements and Evaluations:**

<p>All graded materials will receive scores in points. The point scale will be converted to letter grades as follows (1000 points possible for course).</p> <p>90-100 = A              80-90 = B              70-80 = C              60-70 = D              59-0 = F</p>	<p>These are the values for each course component:</p>	
	<p>Task One:              Task Two:              Task Three:              Task Four              Quizzes and Homework:              Participation:</p>	<p>15%              15%              25%              15%              20%              10%</p>

Participation

I will keep daily ratings for participation, including but not nearly limited to your quiz grades. I will report your current standing along with all evaluations of finished Task Papers. I will also review your Writer's Workshop materials before mid-term and at the end of the semester to figure your final participation grade. The most important part of this grade is simply being in class for the entire class period. Next, you should aim to be completely ready to participate in class activities, such as by having adequate drafts for peer review. Finally, you should aim to add value to the class whenever there are class discussions and activities.

Final Portfolios

The final portfolios of all four tasks will be evaluated for all the abilities described in the course objectives. Throughout the semester you will receive information and responses that help you understand these objectives and how they are evaluated to make up your grade. Each portfolio will contain a wide variety of formal and informal materials that will be defined more specifically later on in the semester. **To get the best grade on the portfolios, you need to keep everything that you produce as part of this class for the entire semester.**

**Student Disability**

Any student in this course who has a disability that prevents the fullest expressions of abilities should contact Missouri Western's Special Needs Office at 271-4330 for possible certification of special needs and expert recommendations for assistance. You should also contact the teacher personally as soon as possible so that the two of you can discuss class requirements.

**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 other designated representative on the Academic Honesty Violation Report forms. Please see the 2007-07 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 **Remember**, you always have the initial burden of demonstrating that a paper showing evidence of cheating or plagiarism is in fact your own original work. Therefore, always keep thorough evidence of your writing processes

for all papers in this class.

### Additional Information

Whenever you are asked to **bring** anything, you should have with you a version that you would be willing to have marked up or handed in for review. Make an extra copy if you want a clean version for yourself. **Homework** may be hand-written if legible.

**Note:** On draft due dates of essays, you must arrive with a clean, word-processed version that is equivalent to the minimum length of the assignment. If you do not have this ready at the beginning of class, you will be counted **absent** from that class session.

Whenever you are assigned **reading from the text**, and I will announce these assignments and their due dates in class, it is to be read in its entirety, inclusive of any/all "Questions for Discussion" before the start of class on that given date. All reading assignments are in *Introduction to College Writing* and will be noted by page numbers and/or titles. **Remember, I will also add additional homework to this schedule, and quizzes may be announced or unannounced and cannot be made up! It pays to come to class!**

### Tentative Course Schedule

- 8/28 Introductions. We will review class requirements and the standards and objectives.  
8/30 We will get started on the Task One assignment.  
9/4 We will explore possible Task One topics and strategies.  
9/6 **Bring** adequate prewriting for the Task One paper.  
9/11 **Bring** copies of Task One drafts (at least 2 pages) for my review.  
9/13 Problem solving session for Task One drafts.  
9/18 **Bring** full Task One drafts (at least 2 pages) for peer review session.  
9/20 **Bring** full Task One drafts (at least 2 pages) for further revision.  
9/25 **Task One paper and portfolio due.** We will get started on Task Two.  
9/27 We will explore possible Task Two topics and strategies.  
10/2 **Bring** Task Two drafts (at least 3 pages) for workshop.  
10/4 **Bring** a copy of your Task Two drafts (at least 3 pages) for teacher review  
10/9 Problem solving session for Task Two drafts.  
10/11 **Bring** 2 copies of Task Two drafts (at least 3 pages) for peer review session.  
10/16 **Task Two paper and portfolio due.** We will get started on Task Three.  
10/18 Assign reading summaries  
10/23 **Bring** a draft of your reading summary for peer review session.  
10/25 Reading summaries due  
10/30 We will review "documentation" of sources.  
11/1 **Bring** a draft of Task Three (at least 3 pages) for tone and voice work  
11/6 **Bring** a draft of Task Three (at least 3 pages) for sentence style work.  
11/8 **Bring** a draft of Task Three (at least 3 pages) for word choice work.  
11/13 **Bring** a draft of Task Three (at least 3 pages) for peer review session.  
11/15 **Task Three paper and portfolio due.** We will get started on Task Four and sign up for conferences.  
11/20 Conferences  
11/27 Conferences  
11/29 Conferences  
12/4 **Bring** a draft of Task Four (at least 3 pages) for peer review session.  
12/6 **Task Four paper and portfolio due.**

### Final Exam Schedule

**Section 02- Tuesday, December 11, 8:30 -10:20**

**Section 07- Thursday, December 13, 8:30 -10:20**

**Section 11- Tuesday, December 11, 11:30 - 1:20**