

Missouri Western State University  
College of Liberal Arts and Sciences  
Department of English, Foreign Languages, and Journalism  
English 100- Sections, 03, 12, 15: INTRODUCTION TO COLLEGE WRITING

- Section 03: Tuesday/Thursday, 8:00-9:20, Eder Hall 210  
Writer's Workshop, T/Th 10:00-10:50 Eder Hall 214 or Murphy Hall 120
- Section 12: Tuesday/Thursday, 11:00-12:20, Murphy Hall 224  
Writer's Workshop, T/Th, 1:00-1:50, Eder Hall 214 or Murphy Hall 120
- Section 15: Tuesday/Thursday, 12:30-1:50, Murphy Hall 113  
Writer's Workshop, T/Th, 2:00-2:50, Eder Hall 222 U or Murphy Hall 120

Fall 2007 Syllabus

Teacher: Teena Sims

Office: English, Foreign Languages, and Journalism Department, Room T

Phone: 271-4239

Office Hours: Tuesday/Thursday, 9:30-10:30, 2:00-3:00, or by appointment

E-mail: [tsims@missouriwestern.edu](mailto:tsims@missouriwestern.edu)

**Attendance Policy:**

In order to improve student learning and retention as well as to achieve compliance with federal financial aid policies, Western has implemented a mandatory attendance policy for all 100- and 200-level courses for Fall Semester 2007.

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 is 3 (three). Thus, when you have 4 (four) 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.

PLEASE NOTE: Following the above policy, after mid-term reports, the attendance adheres to the English 100 policy: 5 (five) unexcused absences deems failing the class (4 [four] allowed for Writer's Workshop) for the semester. **THIS IS OF EXTREME IMPORTANCE.**

If you miss a class, you are responsible for all materials covered and assignments given during your absence. All out-of-class assignments are due at the beginning of the class period. No late assignments will be accepted unless you have received prior permission from your teacher.

We will discuss:

- Conditions for granting an excused absence
- Effect of absences on grades
- Assignments/quizzes/tests missed due to absence will be taken care of by visiting my office

Writer's Workshop:

Please read carefully pg. 8 of our class text.

Required Texts:

1. Introduction to College Writing-English 100, McGraw-Hill, 2006 (Third Edition)

2. A Troubleshooting Guide for Writers, Barbara Clouse, McGraw-Hill, (Fourth Edition)
3. "All Over but the Shoutin'", Bragg, Rick, Random House, 1997

Required Materials:

- Writing journal
- Paper
- Pens
- Pencils
- Clips
- Stapler
- 3.5" floppy disks/storage box
- Folder for submitting rough and final drafts of essays

Grading:

Four typed essays	60%
Journal	10%
Class assignments	20%
Presentations/quizzes/final	10%
(Some quizzes announced, some not)	

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 classroom 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 the designated representative on the Academic Honesty Violation Report form.

Please see the 2007-2008 Student Handbook and Calendar for specific activities identified as violations of this policy and the student due process procedure. This handbook is also available online at

<http://www.missouriwestern.edu/Handbook/index.pdf>

Miscellaneous:

- Four papers must be turned in or the student fails the course
- The student must receive at least a "C" in this course to qualify for English 104

**IMPORTANT:**

Any student in this class with a disability that requires special consideration must contact me as soon as possible.

Final Exams:

Final exam schedule will be discussed two weeks before the end of regular classes and the exam schedule will be posted at that time.

Reading Goals:

At the completion of English 100 students should be able to:

- Read actively for greater understanding
- Use reading to improve their writing by drawing ideas and information from written material
- Use texts to understand their own and others' experiences
- Read writing assignments effectively as a guide to creating better papers
- Recognize good writing by actively reading good prose.

### Writing Goals:

At the completion of English 100 students should be able to:

- Move easily from writing for self-expression to writing for readers.
- Write at greater length more readily, more quickly, and more usefully
- Structure their writing to fit the assignment, purpose, and audience
- Develop their ideas and concepts with specific details, examples, and explanations.
- Craft more effective and polished sentences and paragraphs
- Use effective planning, invention, revision, and editing to complete successful writing tasks.

### General Studies Goal:

In English 100, students should improve their ability to:

- Think critically and reason analytically
- Write and speak clearly and effectively
- Gain a greater awareness of the present through an understanding of other cultures and times
- Understand and appreciate moral values and ethical choices
- Understand and enjoy aesthetic experiences and share in related creative activities.

### Civility and Cooperation:

Missouri Western requires all students to help 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 of the classroom. Students who violate this policy may be counted absent and asked to leave. You should review your Missouri Western student handbook for further information.

### Technology Issues:

Cell phones, I-pods, listening devices, etc. **MUST BE TURNED OFF** before entering the classroom.

### Punctuality:

Be on time for class! Our door will close **TEN MINUTES** after class begins.  
**DO NOT KNOCK FOR ENTRY!**

### Class time:

I will dismiss you exactly at the end of class. Use any extra time to read or review work.

### Hard copies/p drive:

Keep all work until final semester grade has been issued.

### Writer's Workshop:

Throughout the semester, you will attend the once-a-week, small group Writer's Workshop (listed as "labs" in the class schedule). 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 Workshop. **YOU MUST ENSURE THAT YOU HAVE THE RIGHT MATERIALS IN THE RIGHT PLACE!** Your teacher may also consider your participation in Writer's Workshop as part of your class grade.

### Due dates for Formal Writing Assignments (possible changes may occur):

- Task I: Sept. 20
- Task II: Oct. 18
- Task III: Nov. 15
- Task IV: Dec. 6

### Please seriously consider:

The availability of Missouri Western's Academic Support Center to help you with any academic help you might need. Their number is 271-4624, or call the director, Corla Dawson, at 271-4531. It is **FREE!!**