

**ENGLISH 100, Sections 01 and 02: INTRODUCTION TO COLLEGE WRITING  
SYLLABUS -- SPRING 2007**

Instructor: Meredith Katchen

Office: Eder Hall, 222P

Office Hours: Wednesday: 10:00-10:45 and 1:00-3:00

Friday: 10:00-10:45 and 1:00-2:30

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**REQUIRED TEXTS AND MATERIALS**

Unless otherwise specified, bring the following books and materials to each class:

*Introduction to College Writing, English 100*, Third Edition, 2006

*All Over but the Shoutin'*, Rick Bragg

One spiral notebook, 40-70 sheets

**INTRODUCTION TO COURSE**

This course emphasizes writing as a process. The process will culminate in a portfolio made up of two of your essays. Portfolios will be evaluated by independent readers. To be eligible to submit your portfolio at the end of the semester, ***you will need to meet the minimum requirements of all four essays and you must not violate the attendance policy.*** If you do not satisfy these criteria, your portfolio will not be accepted for evaluation and you will receive a failing grade for the course.

**COURSE COMPONENTS**

**Essays** – One requirement of this course is that you successfully complete four essays. I will decide whether or not an essay successfully meets the assignment criteria. You may revise essays as often as you like. As you make changes to an essay, make sure to keep *all* drafts. Make sure to attach all prior drafts to a revised draft. Projected due dates for essay assignments are:

Essay One      week 2

Essay Two      week 4

Essay Three:   week 7

Essay Four:    tba

**Portfolio** – Your portfolio, consisting of two essays, will be worth 70% of your final grade. You will choose which one of the first two essays to include in your portfolio, and you must include the third essay. Make sure to keep each draft of each essay; you will need to attach *all* prior drafts to the final draft; portfolio readers will want to be able to see how your final draft develops, one draft at a time, from your initial draft. Satisfying the minimum criteria of an essay does not mean that your portfolio will be well received; criteria for a successful portfolio essay are more rigorous.

**Revision Activities** – A writer must deal with gaps between intention and reception. A writer recognizes such gaps in order to diminish them. Writers typically benefit from careful readers who honestly explain their reception of a piece of writing. Such feedback generally helps a writer determine revision needs and strategies. In one-on-one conferences, small groups, and as a whole class we will practice giving and receiving good feedback.

**Journal** – Bring your journal to each class meeting. Please use your journal for this class only. I will collect and evaluate journals more than once during the semester. Journal entries will be evaluated for volume and thoroughness. If an absence is due to participation in an authorized school activity, I will consider possibilities for allowing you to make up for missing work. Journals will consist primarily of notes, exercises, and responses to readings.

**Writer's Workshop** - Throughout the semester, you will attend weekly Writer's Workshops (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 Workshops. You must ensure that you have the right materials in the right place. Your teacher may also consider your Writer's Workshop participation as part of your grade.

**POLICIES AND INFORMATION**

**Attendance Policy for All 100-level Courses** - 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 and will be recorded as such. The maximum number of unexcused absences allowed for this class before the Spring 2007 midterm report is 4. Thus, when you have 5 unexcused absences by March 21 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. **If during the entire semester you miss a total of seven class periods or four Writer's Workshops, you will receive an FA for the course.**

Regardless of your reason for being absent, you are still responsible for all work and deadlines. In addition to the above, absences will result

in the following penalties: 5 absences = ½ letter grade, 6 absences = 1 letter grade.

### **Lateness**

Late arrivals and early departures will be recorded. Repeated lateness will disqualify you from bonus points for perfect attendance.

### **Grading Policy:**

A grade of “C” or better is necessary to advance to English 104. There will be 100 points you can earn during the semester. 30% can be earned from me by keeping a good journal, by being an active participant in revision activities, by completing your work satisfactorily and on time, and by not violating the attendance policy. The other 70% of your grade can be earned through an end-term portfolio evaluated by independent readers. Points will be converted to grades by the following formula: 90 or more points = A, 80 to 89 points = B, 70 to 79 points = C, 60 to 69 points = D, and below 60 points = F.

### **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.

### **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 coordinator for possible certification of special needs and expert recommendations for assistance. You should also contact your teacher personally as soon as possible so that the two of you can discuss class requirements.

### **Academic Honesty Policy**

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 2006-07 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 <http://www.missouriwestern.edu/handbook/index.pdf>

### **Course Goals and Class Assignments:**

### Reading Goals:

At the completion of ENG 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 ENG 100 students should be able to

- Move easily from writing for self-expression to writing for readers;
- Write at greater length more easily, 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 Goals:

In ENG 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.