

Missouri Western State University College of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism (tel. 271-4310)
English 100: Introduction to College Writing

Professor: Steve Frogge
Office: Eder Hall 222-T tel. 271-4239 Office Hours M, W, F 9-10 a.m. or by appointment
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English 100 Sections

20013	Section 100-03	Murphy 105	M, W, F 10:00 - 10:50 a.m.	<u>Final</u> : Mon. May 7 8:30-10:20 A.M.
20017	Section 100-04	Murphy 104	M, W, F 8:00 - 8:50 a.m.	<u>Final</u> : Wed. May 2 8:30-10:20 A.M.
20019	Section 100-05	Murphy 104	M, W, F 11:00 – 11:50 a.m.	<u>Final</u> : Fri. May 4 11:30- 1:20 P.M.

Required Text (All Texts are on Reserve for Use in our Library.)

Introduction to College Writing: English 100, 3rd. Ed.

A Troubleshooting Guide: Strategies and Process for Writers by Barbara Fine Clouse

Savage Inequalities: Children in America's Schools by Jonathan Kozol

Required Materials

Notebook, Composition Book; paper, pens, pencils, stapler, staples, clips;

A Folder to be used for submitting all drafts and peer evaluations of papers

Course Objectives

- 1) Activities in Which to Engage
 - a) Write papers.
 - b) Write consistently in your writing journal.
 - c) Read assigned works some of which you will blend into your own writing.
 - d) Participate in class discussions and in-class assignments related to reading and writing assignments.
 - e) Complete homework assignments.
 - f) Keep an organized portfolio of your writings.
 - g) Read to the class from projects and journals.
 - h) Participate in peer reviews.
 - i) Conference with the professor.
 - j) Participate in writer's workshop.
- 2) Products to Complete
 - a) 4 word-processed 3-page papers
 - b) 40 pages of journal entries
 - c) Homework and class work assignments

- 3) Areas in Which to Improve

Reading

- a) Learn to read carefully for greater understanding.
- b) Recognize different basic types of essays: narrative; descriptive; argumentative
- c) Identify and distinguish between main concepts (thesis statements, topic sentences) and supporting details in written works.

- d) Recognize the types of components (anecdotes, recurring events, description, assertion, argument, counter argument, summary, and etc.) in various types of written essays.
- e) Develop the ability to identify good writing.
- f) Grow in understanding of self and others through reading.

Writing

- g) Write with greater fluency, greater quantity and quality in a shorter time.
- h) Explore writing as a process, utilizing invention techniques, planning, drafting, revision, and editing while yourself of others' input. availing
- i) Develop the ability to write thesis statements, topic sentences, and transitions.
- j) Compose each essay to fit a specific audience and purpose.
- k) Learn assertion, narration, description, argument, refutation, and comparison and contrast strategies.
- l) Develop ideas and concepts with specific details, examples, and explanations.
- m) Write in response to others' ideas and texts.
- n) Learn to take notes from readings and integrate elements from those readings into your own writing.
- o) Effectively quote, summarize, and paraphrase what you read.
- p) Through writing impose order on your thoughts and experiences.
- q) Grow in your ability to identify and correct errors in spelling, grammar, and mechanics.
- r) Craft more effective and polished sentences and paragraphs.
- s) Grow in understanding self and others through writing.

Papers

- * When submitting papers, include all notes, plans, outlines, drafts, e-mails, peer comments, or other documents. relevant
- * All papers must be word processed.
- * All final drafts should conform to MLA format.
- * Students should utilize the computer's spelling and grammar checking capability. Students should also check for those errors that automated spelling and grammar checkers do not detect. check
- * Any paper may be revised and submitted for an improved grade at any time up to the last day of class.

Writing Journals

- * Write approx. 3 full pages each week (40 pages for the semester).
- * To qualify as a full page, script must be single-spaced, utilizing every line of the page of a composition book. There must be no more than an inch margin right and left, and the script must be of a size deemed reasonable by the professor.
- * The following do not count: Lists (recipes, character traits, video game features, and etc.) or anything other than text unless otherwise specified in journal instructions; Copies of others' writings; Repetition of things already written; Drafts of papers
- * From time to time, students will be expected to read from their journals.
- * The journals will be collected and graded from time to time without warning.

Grading

4 Papers (12% each)	48%
Journals (40 Pages for the semester)	18%
Homework	12%
Class work and Quizzes	12%
Final Test	10%

Extra Credit (See Extra Credit Below)
 Deductions (See Late Work/Missed Work and Class Participation Below)

Midterm Grade: 2 Papers (50%); Journals (20%); Homework (15%); Class work/Quizzes (15%)

Extra Credit

- * 1 point per 2 full pages of journal writing above the required 40 pages.
- * Other Opportunities for extra credit will be announced from time to time.

Late Work/Missed Class Work

Assignments that are handed in late will be lowered by one letter grade per session late. Group work, reading to the class, peer conferencing, and the like cannot be made up. Students may schedule quiz make-ups with the professor. Make-ups will be administered during the professor's office hours.

Class Participation

- * Students are encouraged to participate in class discussions.
- * Students should complete classroom assignments, some of which will be group work.
- * Students are expected to read from journals or papers when called on to do so.
- * Students are expected to participate in peer reviews of fellow students' papers.

I reserve the right to lower a student's final grade by one letter for every three instances of any of the following:

- * Engagement in anything (talking, sleeping, text messaging, preparations, and etc.) other than listening when students read to the class fellow
- * Refusal when present to read from one's paper, journal, exercise, or other assignment
- * Failure to attend class for two or more peer reviews
- * Failure to participate in peer conferences
- * Failure to do class work.
- * Failure to attend conferences with the professor

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. This course has a very strict attendance policy in class as well as in Writer's Workshops. If you miss 7 class periods or 4 Writer's Workshops, you will receive an F in the class. This attendance policy carries throughout the entire semester. 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 "make-ups" for this attendance requirement. Furthermore, the maximum number of absences allowed before the midterm report for this class is 5. Thus, when you have 6 absences you will be reported to the Registrar's Office, and you who will be automatically withdrawn from this class. Furthermore, the Financial Aid Office will reduce financial aid as appropriate.

In addition, I shall assess partial minutes missed due to late arrival to class or early leave thereto such that every 50 minutes of partial absences shall be deemed by me to be one missed class.

Workshops

- * Students are required to attend and participate in Workshops.
- * From the second week onward, students must always bring one of their drafts to Workshop.
- * Other requirements will be discussed by student assistants in the Workshop.

Passage or Failure of the Course

To pass the course, a student must receive a grade of C or better.

The following will result in automatic failure of the course:

- * Failure to submit any of the four required papers
- * Cheating/Plagiarism
- * 4 Writer's Workshop absences
- * 6 or more class absences before Midterm (This will actually result in your being withdrawn from the class.)
- * 7 or more class absences for the semester
- * Failure to attend the Final Exam

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 other'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>