

Missouri Western State University, College of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism
English 100-Sections 09/08/11: INTRODUCTION TO COLLEGE WRITING

- Section 09: Tuesday/Thursday, 9:30-10:50, Murphy Hall 104>Writer's Workshop, T/Th, 8:00-8:50, Eder 214 or Murphy 120
Section 08, Tuesday/Thursday,12:30-1:50, Murphy Hall 104>Writer's Workshop, T/Th, 14:00-14:50, Eder 214 or Murphy 120
Section 11, Tuesday/Thursday, 2:00-3:20, Murphy Hall 103>Writer's Workshop, T/Th, 1:00-1:50, Eder 222 U/V
Spring 2007 Syllabus

Teacher: Teena Sims
Office: English, Foreign Languages, Journalism Department, Room T
Phone: 271-4239
Office Hours: Tuesday/Thursday 11:00-12:15, or by appointment
E-mail: tsims@missouriwestern.edu

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, and 200-level courses for Fall 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, March 21, is 3(three). Thus, when you have 3(three) unexcused absences plus 1(one) 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: five(5) unexcused absences is deemed failing the class (4 [four]) 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
 - >the effect of absences on grades
 - >assignments/quizzes/tests missed due to absence will be taken care of by visiting my office
- Please arrive on time, and wait until I dismiss class before leaving.

Writer's Workshop:

Please read carefully pg. 8 of our class text.

Required texts:

Introduction to College Writing-Eng. 100, McGraw-Hill, 2006 (Third Edition)/A Troubleshooting Guide for Writers, Barbara Clouse, McGraw-Hill, (Fourth Edition)
"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	20%
Classwork	10%
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 honest 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 the academic policy will be reported to the Provost or designated representative on the Academic Honesty Violation Report form.

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>

Miscellaneous:

Four papers must be turned in or the student fails the course
The student must receive at least a "C" in this course in order 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 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 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 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.

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 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.

Writer's Workshop:

Throughout the course of 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: February 8th
- Task II: March 1st
- Task III: March 29
- Task IV: April 19th

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.