

Syllabus for English 104-01  
College Writing and Rhetoric

Missouri Western State University  
Department of English, Foreign Languages, and Journalism  
College of Liberal Arts and Sciences  
English 104-01 -- College Writing and Rhetoric  
Instructor- Jeff Haney  
Spring 2007  
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Required Text:

\*Strategies for Successful Writing: A Rhetoric, Research Guide, Reader, and Handbook. Eighth Edition.  
Reinking and von der Osten. Person Prentice Hall.

Required Materials:

- \*Computer disks for revising and saving work.
- \*Notebook for notes, class work, journal entries, etc.
- \*Portfolio Folder
- \*File Folder with name, class, time

Course Goals:

Reading and Writing: Reading is the bases for all learning. It helps us to connect to others and the world around us. It forms us into a community. As human beings we must be able to see how we fit into society as an individual and how the common language affects society. We must be able to adapt to our world as it changes around us. Through language we have the opportunity to affect the change itself. In this course, we will be reading various texts and then writing about those texts. In developing the ability to react to text in a logical, emotional and intellectual manner, we will be able to see a clearer and more meaningful language. In order to achieve these goals, we will:

- Read and respond to various texts, such as textbook readings, media such as television, movies, theatre, advertising and our peers' work.
- Read and study written texts to improve our own writing.
- Summarize, analyze and evaluate texts.
- Understand, find, shape, address and write arguments.
- Engage in meaningful journal writing and collaborative writing.
- Revise our written work.
- Participate in peer revision groups.

For common objectives/means and institutional competencies for ENG 104, also refer to the English department website at <http://www.missouriwestern.edu/eflj/eng104.asp>

Methods of Instruction:

Methods of instruction include textbook, lectures, class discussions, group work, presentations, informal writing assignments, and formal writing assignments. Students will be expected to participate in peer revision group and in-class writing exercises. There will be at least one oral presentation of argumentation and analysis in a value debate arena.

### Journals:

You will write (informal) daily journal entries/responses to most of your assigned readings. These entries will be your explanations of and reactions to the readings. Each journal entry will consist of both summary and response/analysis and be, on average, one full page. All work must be typed. (12pt, Times New Roman, with one -inch margin) The collection dates will be announced one class period in advance. Journal entries will be graded on content and will be part of your grade for the portfolio and the course.

**Peer Revision Group:** Prior to submitting your formal writing assignments, you will be required to participate in peer revision groups in which you will bring in word-processed copies of your rough draft to share with your group and receive feedback from your group in order to help you strengthen and revise your own written work. This is a required activity and will be part of your grade for the portfolio and the course. If you miss a class that has a scheduled peer revision you will NOT be able to make up the assignment.

### Policies:

#### Attendance and Class Preparation/Participation:

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. 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. A student will also be given an excused absence if he or she can provide documentation and prove that the absence was unavoidable. Please feel free to speak to me about any extenuating circumstances. All other absences will be deemed unexcused. The maximum number of unexcused absences allowed before the midterm report for this class is 3. Thus, when you have 4 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 you exceed the allowed absences after midterm, your final grade will be affected. If you miss more than 4 class periods you will fail this course.

Students are expected to attend every scheduled class meeting and arrive on time. Arriving to class late is disruptive. As a result, chronic lateness will affect your final grade. Any student who is not in their seat when the class begins is absent. You are welcome to stay and learn, but you will receive an absentee for the class. Students are also expected to come prepared to every class meeting and participate in class discussion for this is the only way we can all share ideas, ask questions and learn.

#### Late work:

All writing assignments are due at the beginning of the class period on the due date. I will not accept late papers. If you miss one formal paper deadline, you will fail the class. If you are not in class on the due date you are still responsible for submitting your assignment on time. Late journals and in-class writing assignments will not be accepted. If you miss class you miss the points for any in-class work.

#### Grading Policy:

Your grade will be determined on the writings and portfolios you submit, a presentation and mid-term and final examinations. Please note that smaller assignments and class preparation/participation are very important and do affect your grade. The components of your grade in this course are:

Formal writing assignments. A student who does not turn in responses to all writing assignments will not pass the course even if the grades achieved in the other writing assignments are satisfactory.

Paper One – Summary: 100pts

Paper Two and Mini Portfolios: 100pt

Paper Three and Mini Portfolios: 100pts

Paper Four and Mini Portfolios: 125pts.  
Argumentation Presentation: 125pts.  
Final Exam: 100pts (mandatory)

#### Students with Disabilities:

Anyone who has a disability that prevents the fullest expression of his or her potential to succeed in this course must notify me as soon as possible so that we can discuss class requirements and accommodations. You must also contact Michael Ritter, Special Needs Coordinator, and submit all necessary documentation to his office.

#### 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, and falsifying documents of academic records or any other fraudulent classroom activity. Cheating and plagiarism are not acceptable. You will receive a grade of F (0 points) for any paper/assignment /exam that shows evidence of cheating and /or plagiarism. You have the burden of proving that a paper/assignment/exam showing evidence of cheating and/or plagiarism has been written by you. You should keep thorough evidence of your writing processes for all papers so that you can meet this burden of proof. If you plagiarize a paper, you forfeit the right to revise that paper; if you cheat on an exam, you will not be allowed to retake the exam. Violations of academic honesty will be reported to the Provost of the designated representation on the Academic Honesty Violation Report Forms. Please see the 2006-08 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 on line at <http://www.missouriwestern.edu/handbook/index.pdf>.

#### Miscellaneous:

**Civility and Cooperation:** Missouri Western requires all students to help us maintain good conditions for teaching and learning. All students will treat their classmates and teachers 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.

Please note that you must complete all writing assignments in order to pass this course. In addition, admission into ENG 108 requires a "C" or higher in ENG 104. All papers and work must be kept on disks.

Please feel free to come see me if you have any problems or questions. I cannot help you if I don't know there is a problem. You may request some one on one time to discuss your progress, grades or any other issue that is important in your success in this course.

I reserve the right to change deadlines and assignments.

## ENG 104 Assignment Schedule

Please note that this is a tentative schedule and changes can be made.

### Week Two

- Jan. 23 Paper #1 Due - - Summary Due  
HW: Read: "A Tale of Four Learners". Complete personal response journal to the essay. Read Chapters 3 and 4.
- Jan. 25 In class questions on two assigned essays.  
Sentence structure exercises  
HW: Write journal.  
Read: "I Refuse To Live in Fear". Write journal.

### Week Three

- Jan. 30 Discuss essays.  
HW: Read Chapter 6 page 84.  
Read "Private Language, Public Language". Journal.
- Feb. 1 Discuss chapters  
HW: Read "When is it Rape" and "Conversational Ballgames".  
Complete a journal on one of your choice.  
Read: Chapter 5 p. 70.

### Week Four

- Feb. 6 Discuss essay on language. Narrative.  
Share journals.  
HW: Read "The Sweet Smell of Success Isn't that Sweet". Journal
- Feb. 8 Continue Discussion on narrative.  
Discuss reading from previous class.  
Rough Drafts of description for peer review session.

Class work on sentence structure.

Week Five

- Feb, 13      Rough Drafts for Description Papers Due!  
Peer Review  
Journals Due  
Read, "Once More to the Lake" - Journal
- Feb. 15      Share Journals- Small groups  
Discuss Journal  
Complete grammar work from handbook  
Read "The Sweet Smell of Success Isn't All That Sweet "  
Final copies of Description due next class.