

ENGLISH 104: COLLEGE WRITING AND RHETORIC

Spring 2007

Missouri Western State University
College of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism

Section 3: 8:00-8:50 MWF, Murphy 108

Section 4: 9:00-9:50 MWF, Murphy 219

Section 5: 11:00-11:50 MWF, Murphy 103

Section 12: 1:00-1:50 MWF, Murphy 104

Instructor: Tom Pankiewicz

Office: Eder 222R

Phone: 816-271-4156

Office Hours: MWF 2:00–3:00, Thursday 10:00-1:00, and by appointment.

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COURSE OBJECTIVES

For the specific course objectives, please visit the English Department web site, <http://www.missouriwestern.edu/eflj/eng104.asp>.

MATERIALS

Anderson, Chris and Lex Runciman. *Open Questions*. Boston: Bedford/St. Martin's. 2005.

Bookmark the following web sites:

The OWL at Purdue: <http://owl.english.purdue.edu/owl/>.

Re: Writing at Bedford/St. Martins: <http://bcs.bedfordstmartins.com/rewriting/>.

Toplinks at Bedford/St. Martins: <http://bcs.bedfordstmartins.com/hrel/toplinks/>.

New York Times Online: <http://www.nytimes.com/>. (Registration required).

COURSE DESCRIPTION

English 104 is about becoming critical readers and thoughtful writers. This course assumes that you understand the writing processes that work best for you. In English 104, you will develop ideas to express arguments and to state positions on various subjects. The course will also study ways to make your writing clear and effective.

The course has a heavy reading requirement. You will read, respond to and discuss a number of essays and articles. These readings will be examined, discussed, interpreted, and analyzed in your writing.

In addition to frequent writing and reading assignments, you will participate in two group presentations.

Finally, this is a portfolio-class. Revision is essential. Approximately sixty percent of your course grade will be based on the submission of an end-of-course portfolio of your best work.

COURSE REQUIREMENTS

Essays:

You will complete the five essay assignment and submit a portfolio. A student who does not turn in all five essays or submit a portfolio will not pass the course even if the grades achieved in work are satisfactory.

The essays and tentative due dates are:

- Essay 1: This I Believe. Due January 29.
- Essay 2: Entering the Conversation. Due February 14.
- Essay 3: Developing a Theory. Due February 28.
- Essay 4: Investigating a Subject. Due March 26.
- Essay 5: Cooperative Argument. Due April 18.
- Portfolio. Due April 25.

Portfolio:

The course essays will be revised and collected in an end-of-course portfolio. The portfolio will account for approximately 60 percent of your course grade. In a portfolio system your course grade is based on your best writing, writing that has been revised and edited over the course of the semester. The portfolio places you in control of the quality of your writing.

I encourage you to revise your essays throughout the semester. I will respond to your essays with written comments; I will hold a series of revision workshops throughout the semester; I will be available to confer with you about your writing throughout the semester. But I will not

assign a grade to an essay until it is published in the portfolio.

Format:

All assignments, including reading responses, must be word-processed, double-spaced and use 12-point Times New Roman. Be sure to save each assignment on the university's "P" drive, or a computer disk or jump drive, and keep a hard copy of each assignment for yourself. Handwritten assignments other than in-class writing will not receive a grade.

Place your name, professor's name, course, date, and draft number in the upper left hand corner. Center the title.

Reading Responses:

We will read a number of selections from *Open Questions* and other sources. During the semester, you will be assigned to respond to a number of the readings. The response is due at the beginning of the class on the assigned date. No late responses are accepted.

Class Participation:

You are expected to participate fully in all class activities. All quizzes and many discussions will be based on the questions raised in the "What Does He/She Say" section following each reading. In other words, after you read an essay, be sure to think about it following the directions from this section.

Group Presentation:

After Essay 3, you will be required to complete two seminar-presentations. These presentations will be based on specific reading and include sharing your writing with the class as well as leading a class discussion.

Grading:

Your grade will be based on:

- End-of-Semester Portfolio...60%
- Reading Responses, Class Participation, Group Presentations, and Final Exam...40%

Policies:

Attendance Policy:

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; however, there are no other excused absences, exceptions or "makeups" for this attendance requirement. *Furthermore, the maximum number of absences allowed before the midterm report, March 21, for this class is five (5).* Thus, when you have six (6) 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.

This course has an attendance policy. If you miss seven class periods, you will receive an F in the class. If you know of any circumstances likely to make this policy difficult for you this semester, you should see me this week, before January 26, to discuss your situation. You may also wish to consult with your advisor to review your options.

Late Work:

If you miss a class session, you are responsible for all material covered and assignments given during your absence. All out-of-class assignments are due at the beginning of the class period. Late in-class writing assignments will not be accepted.

Late essays will not be accepted unless you receive permission at least one day before the due date. If you are facing difficulties in completing an essay, schedule a conference (leaving a message on my answering machine or sending me an e-mail are insufficient) to discuss the problems with me. During our conference, we will set a new deadline.

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, Michael Ritter, for possible certification of special needs and expert recommendations for assistance. You should also contact me personally as soon as possible so that we 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 classroom activity. You will receive a grade of F (0 points) for any paper/ assignment/exam that shows evidence of cheating and/or plagiarism and forfeit the opportunity to revise. You have the burden of proving that a paper showing evidence of cheating or plagiarism has in fact 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. Violations of academic honesty will be reported to the Provost or the designated representative on the Academic Honesty Violation Report Forms. Please note carefully the statement on plagiarism on the departmental website and refer to 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:

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.

Center for Academic Support -- In addition to conferences, you may find help with your writing at the Center for Academic Support. There is no cost to students for using these services. I encourage you to make use of these services throughout this course.

Personal note – I want each of you to be successful. From experience I know that students who earn the highest grades possess several common habits.

- They rarely, if ever, miss class.
- They read assignments carefully, show their understanding with questions and comments during discussions, and cite the reading and the readings' impact in their writing.
- They visit with me during office hours. They come to discuss reading assignments; they seek ideas for revision of their writing; they ask questions. Because I get to know them and their ideas, I can be more helpful in my responses to their essays.
- Most importantly, they make critical friends in the class who read and respond to their work carefully and honestly, who challenge their thinking and ideas.

Please feel free to come see me if you have *any* problems or questions. You can make an appointment to conference about any paper or homework assignment, to discuss your progress in class, to clarify or question something that was discussed or done in class, etc. Communication is very important between an instructor and his students and, as a result, I will make myself available to you for any reason.