



- Plenty of paper and pens for in-class writing
- 2 standard dice (for use on one day only; borrow them)
- 3 balls (racquetballs are perfect, tennis balls a little too big; for use on one day only; borrow them)
- A pocket dictionary
- Computer disks or a jump/thumb drive

Course Description:

This section of English 104 is designed to enhance your writing of expository prose, and will focus on the kind of essay structure that will be expected from most of your college classes. This is not a grammar class, so I expect your basic language skills to be adequate, including grammar, punctuation, sentence structure, and all other mechanical skills, all of which will figure into your grade. If these skills are not adequate, I will let you know early in the semester so that you can seek help in the Center for Academic Support in order to keep up with the more advanced writing skills and strategies you will learn in this class.

Part of learning to write is learning to read and think critically. Our textbook is especially good at helping you learn this skill, and much of our semester will be devoted to reading and discussing the essays in the textbook, then using them as models when we write our own essays.

Students with Disabilities:

If you have a disability that prevents or hinders your completion of class assignments, notify me on the first day of class or bring me official paperwork from our disabilities office so that I can accommodate your disability appropriately.

Attendance:

I do not impose any further penalty for absences for this reason: if you are absent from this class, you will miss enough in-class assignments and enough instruction that you will fail of your own accord. Therefore, even excused absences will hurt your grade and possibly cause you to fail. Excused absences for the purpose of reporting you to the Registrar include documented family death, your own documented personal injury, documented personal injury of a dependent, and other emergencies that will be decided on a case-by-case basis. Court dates are NOT an excused absence, so keep on the good side of the law. Any in-class work missed due to an unexcused absence CANNOT be made up. Work missed due to an excused absence must be made up before the next class session meets, meaning that you will have to contact me by email to receive a make-up assignment to hand in the next session. Certain kinds of in-class work cannot be made up for either excused or unexcused absence, including peer reviews, quizzes, and certain graded participation exercises.

Late Work:

I do not accept late work at all, except those that fall under the Excused Absence rule above, and only under

those strict guidelines. I do not give extra credit assignments.

Grading:

Most of your assignments will be awarded points. The following grading scale will apply.

- 90-99% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- Below 60% = F

Paper Format

Note: This is the format you will use for this class. Other teachers may ask you to use another format. Always follow each teacher's guidelines.

General Guidelines

- When instructed to type your paper, type it on a computer and print it out on standard, white 8.5 x 11-inch paper, or, if the assignment requires, email it to me as a MS Word attachment. **Never email an assignment in MS Works, because I will not be able to open it. If you use Works, save your assignment to Rich Text Format (rtf) before emailing it.**
- Double-space the text of your paper, and use Times New Roman, 12 point.
- Leave two spaces after periods and colons, and one after commas and semi-colons (this deviates from MLA format, but I find it much easier to read).
- Set the margins of your document to 1 inch on all sides. Indent the first line of a paragraph either one-quarter inch or one-half inch from the left margin.
- Number all pages consecutively in the lower right-hand corner
- For the titles of works you refer to, use either italics or underlining

Formatting the First Page of Your Paper

- Do not make a title page for your paper.
- The date on your assignment must be its due date.
- Set your paper parameters to double space (under *Format*, then *Paragraph* in MS Word). This will cause the paper to be double spaced throughout.
- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date the assignment is due (not the date you are writing it).
- Center the title. Don't underline your title or put it in quotation marks; instead, capitalize each important word in the title.
- Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.). If you don't know how to make headers or insert page numbers, say so and I'll show you in class.

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 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>

Classroom Behavior:

I expect you to challenge opinions in this class, whether they are mine, a student's, or those of a writer we read, but I expect your challenges to be done with respect and courtesy. In addition, if you sleep through any part of my class, you will be counted absent, unexcused. Eating and drinking are not allowed in MWSU classrooms. Chatting unrelated to the lesson is not allowed in my class. Use of headphones in class is not allowed. Pagers and cell phones must be turned off during class unless you can document that your work requires a pager or phone (examples: firefighter, EMT, doctor, on-call chaplain, etc.).