

Missouri Western State University, College of Liberal Arts and Sciences  
Department of English, Foreign Languages, and Journalism  
English 108  
Winter 2007

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## Required Texts

*Pocket Style Manual*—D. Hacker (Bedford) or another handbook if you already own one  
*Community Matters*-Ford and Sills  
Computer disks for revising and saving all work.  
Folders, thin notebook, and dividers

Be sure to bring appropriate texts to class.

## Course Objectives

Upon completion of ENG 108, you should understand the following:

- Writing can be used for different purposes.
- Multiple audiences exist.
- Writing is a recursive process.
- Many productive ways exist to generate ideas and images for your work.
- Common patterns of organization exist.
- Formal distinctions exist among different prose genres.
- Editing skills enable writers to polish their work in order to keep the reader's attention focused on the message conveyed or the experience created.
- Reading is an interactive process that functions in our lives as a pleasurable activity as well as a means of acquiring knowledge.

A more detailed description of the course goals/objectives is available at <http://www.mwsc.edu/eflj/eng108.html>.

## Course Specifics

This class is an applied learning class.

Our theme is “communities” What this means is that we will be studying the nature and significance of communities throughout the semester, and that the topics for our writing and reading will be connected to your work in a particular community either on campus or nearby. Much of this work will be done in groups. Please see the separate handout on “Course Structure and Assignments” and listen closely in class for explanations about how to choose your community of study and for the requirements of the assignments.

Since the emphasis of this class is research, the core of your work should be focused on gathering information to better inform yourself, your group, and our class about the community you choose to study. Much of your research will be action based and thus gathered hands-on through interviewing, shadowing, and actual interaction with your community.

## Grading

Grades will come from the following. Point values are approximate.

Four preparatory writing assignments: community essay, community map, project proposal, and journal : 50 pts. each

Project and project presentation: 50 pts. each

Participation (conferencing, workshop, reflections, group feedback, etc.): 50 pts.

Research paper: 100 pts.

Final portfolio: 200 pts.

Total: 650 points

Please Note: No one will pass this class without completing all writing assignments, regardless of what the student's point total indicates. If students are borderline between grades, I will use other factors such as effort, class participation, attendance, and attitude to determine the final grade.

Portfolios: I use portfolio grading, which means that I evaluate your major writing assignments throughout the semester as works in progress. I will make a final evaluation when the work appears in your portfolio at the end of the semester. As writing assignments are due over the semester, I will attach a rubric that indicates the degree to which that paper is "PR," or Portfolio Ready. "PR" means the paper is receiving consistent 7's or higher in all areas. Work I deem PR will convert to at least a "C" at semester's end. The student may decide on the amount of further revision. Work not "PR" will be at best a "D" at semester's end and, if not revised successfully, likely will result in repetition of the course

Quality portfolios will contain quality final revisions of required assignments, thoughtful reflective letters, thoughtful questions, and a thoughtful introduction. Students who receive the highest grades will have contributed meaningfully to class discussions and to their groups and will have met all deadlines for drafting, submitting all assignments, and fulfilling group and attendance requirements. All these factors indicate the student has put forth a strong effort, has developed his/her writing, reading, researching, and thinking intellect, and can produce complete, clear and thoughtful writing. These qualities will result in an exceptional portfolio.

### Late Work

Be sure to bring all work to class, in person, and on time. I cannot be responsible for work that you do not hand me personally. For each class period an essay is late, I will subtract 10% from the potential grade. A paper more than a week late cannot receive more than 50% of the points, yet students must write all papers in order to pass the class. Small assignments, journal entries, or prewriting will not be accepted late. If something should happen that prevents you from submitting your paper on time, you must make arrangements with me before the paper is due, not afterwards.

### Attendance, Tardies, and Excused Absences

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. 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 three. Thus, when you have four unexcused absences 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.

Because of the nature of this class, a lot of our class time will be used for research, group sharing and writing, and other tasks for our projects and research. It is essential that you keep up with what is going on in class and in your group. Often we may need to change things, and even locations, so it is imperative that you keep in sync with the class. Excessive absences will prevent you doing so. If you miss more than five classes anytime during the semester (since this is a TR class, that is the equivalent of two and a half weeks), I suggest you withdraw from the class. However, should you choose to stay, after five absences, I will deduct five points from your final grade for each additional absence or its equivalent. Excessive (more than two) tardies or leaving early will count as an equivalent absence; coming and going disrupts class and group activities so is inconsiderate and distracting for the other students who are here on time. Also, if a student is consistently absent from group meetings or activities, the group should notify me as this behavior will constitute absence(s) as well. Those who have one absence or less will receive five extra points at the end of the semester.

If you must miss, notify me in advance and be sure to have a buddy whom you can contact to find out what we did in class. Do not expect me to rehash the class. Also, please do not ask me if we "did anything." This question irritates me. If there is in class work due on a day you miss, you must submit it to me before the next class or make other arrangements with me in advance.

You should note, however, that mere attendance does not mean you will pass the course. You must perform adequately on the tasks required and show initiative in completing the course requirements.

If I should be unable to meet class, a secretary, fellow instructor, or a note on the classroom door will notify you. Be sure to note any assignments due upon my return.

### Plagiarism, 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 respect everyone in this class. Part of learning to read and write well is exploring ideas. There will no doubt be people who have ideas different than yours. One of our goals is to learn to understand and respect different ideas. Remain open-minded; you may even change your own ideas. Understanding and developing ideas is a natural outcome of the reading and writing, and therefore of this class, and thus I consider these an accomplishment and evidence that you are becoming an educated and mature reader and writer, a goal of this class.

I also expect you to behave respectfully in class. This means: do not interrupt, walk in front of anyone who is talking, enter the room or a workshop late, or leave your seat or the room while class is in session unless it is an emergency. It also means that you turn off any electronic device before you enter the classroom, and that it remains off until you have exited the classroom.

### Academic Support

The Center for Academic Support, located in LRC 213, offers you assistance with your reading or with papers at any stage of the game. Contact the Center at 271-4624 or Coral Dawson, the Writing Director, at 271-4531. I

highly encourage you to use this free service regardless of your abilities.