

Syllabus for ENG 108
College Writing and Research
Missouri Western State University
Department of English, Foreign Languages, and Journalism
College of Liberal Arts and Sciences
English 108 -- College Writing and Research
Instructor: Rachael Green
Spring 2007
TTh 9:30-11:00 am, Murphy Hall 103
Office: Eder Hall 212 G
Office Phone: 816-271-4318
Office Hours: by appointment
Email: rgreen5@missouriwestern.edu

Required Texts:

- *Everything's an Argument*. Lunsford, Andrea A., John J. Ruskiewicz. Bedford/St. Martin's, Boston, 2007.

Required Materials:

- Computer disks or electronic storage device for revising and saving work.
- Notebook for notes, class work, journal entries, etc.
- Folder(s) to keep all writing and work.
- An active Missouri Western email account and password.

Recommended Materials:

- *The Brief New Century Handbook* or any good writer's manual/handbook containing MLA style
- www.bedfordstmartins.com
- Handouts from Center for Academic Support
- A good dictionary
- Computer Literacy

Course Description:

To provide practice with writing effective papers using field and document research.

Course Goals:

By the end of the semester you should be able to:

- Effectively construct and defend a written argument.
- Conduct appropriate field research and library research.
- Accurately summarize, quote, and draw inferences from oral and written material.
- Synthesize personal perspectives with outside sources.
- Adequately document sources using appropriate formal citation methodology.
- Complete necessary revision, editing, and proofreading of papers.

Methods of Instruction:

Methods of instruction include textbooks, lectures, class discussions, group work, presentations, informal writing assignments and formal writing assignments. Students will be expected to participate in peer revision groups and in-class writing exercises.

Journals: You will write (informal) journal entries/responses to most of your assigned readings. Please refer to your assignment schedule for journal entries. 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. Entries can be hand-written or word-processed and must be clearly labeled. The collection dates will coincide with the collection dates of your formal writing assignments/mini-portfolios; your journal entries will be a component of your mini-portfolio. Journal entries will be graded on content and will be part of your grade for the portfolio and the course.

Peer Revision Groups: 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. (Note: During these sessions I will also evaluate drafts).

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, March 16, for this class is **three**. Thus, when you have **four** 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. More than three absences will affect your final grade (grade lowered by 1% per class missed after the three).

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 likely affect your final grade. 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.

Assigned readings must be completed before the class meeting when the material will be discussed. All writing assignments are due at the beginning of the class period on the due date. Each student is allowed one late paper (and only one late paper) and this **must be discussed with the instructor**. No other late papers will be accepted. *If you submit more than one late paper, you will fail the course.* 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.

Please note that you must complete all writing assignments in order to pass this course. All drafts and final papers for this course must be word-processed. It is important to save all work on disks, cds, or other electronic storage devices; keep back-ups of all papers. Email all writing assignments to yourself; excuses of lost papers will not be accepted. Use the following when submitting papers:

Formatting:

- Margins: 1 inch all around
- Font: Tahoma
- Type size: 12 pt.
- Spacing: Double spaced (24 pt.)
- Paragraph indents: 1/2 inch, 5 spaces
- Student's name & draft number in top left
- Course number, date & professor's name in top right

Revision: All formal, graded writing assignments can be revised and resubmitted for a "new" grade. You will have two weeks from the date the paper is returned in class to revise and resubmit each paper. However, you cannot revise other work. If you miss the two-week deadline, you forfeit the right to revise that specific paper. It is required that your original, graded essay accompanies your revised essay, along with the grade sheet and any peer revisions. Revision is important because each paper covers important skills that you will need to know for the next paper.

Grading Policy: Your grade will be determined on the writings you submit, attendance, and a final exam. Please note that smaller assignments and class preparation/participation are very important and do affect your grade. The components of your grade in the course are:

Daily Reading & Writing:	30%
Formal Writings:	30%
Attendance & Participation:	20%
Final Exam:	20%

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, falsifying documents or 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 in fact 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 or the 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>.

Common departmental requirements are listed online at <<http://www.missouriwestern.edu/eflj/eng108.asp>>.

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 feel free to come see me if you have *any* problems or questions. I believe communication is very important between an instructor and her students and, as a result, I will make myself available to you for any reason.

Class Schedule

Tuesday	1/16	Syllabus, class structure, personal goals – intended degree Homework: Read Chapter 1
Thursday	1/18	Reading; Chapter 1 Homework: Read Chapter 2
Tuesday	1/23	Chapter 2 Homework: Read Chapter 3
Thursday	1/25	Reading; Paper one: Rough Draft due Homework: Read Chapter 4
Tuesday	1/30	Reading Homework: Read Chapter 5
Thursday	2/1	<u>Discuss Prospectus one</u> ; Reading Homework: Read Chapter 6
Tuesday	2/6	Reading
Thursday	2/8	Paper one: Final due
Tuesday	2/13	Prospectus one due
Thursday	2/15	Reading
Tuesday	2/20	Reading
Thursday	2/22	Paper two: Rough Draft due
Tuesday	2/27	
Thursday	3/1	Reading
Tuesday	3/6	Conferences
Thursday	3/8	Conferences
Spring Break March 11-18; Mid-term		
Tuesday	3/20	Reading
Thursday	3/22	
Tuesday	3/27	Prospectus two due; Paper two: Final due
Thursday	3/29	
Tuesday	4/3	

Thursday 4/5 **Paper three: Rough Draft due**

Tuesday 4/10

Thursday 4/12

Tuesday 4/17 Conferences

Thursday 4/19 Conferences

Tuesday 4/24

Thursday 4/26 **Paper three: Final due; Evaluations; RESEARCH PRESENTATIONS**

Final Exam: Thursday, May 3, 8:30am – 10:20am; **RESEARCH PRESENTATIONS**

- Assignment 1: Personal argumentative essay. This personal essay will argue a specific position you are taking concerning a topic of interest. Length is 2-4 pages. The personal essay rough draft is worth CREDIT or minus-30 points. Final draft is worth 100 points.
- Assignment 2: Research prospectus. This research prospectus will cover the same topic used in your personal argumentative essay from Assignment 1 and will be used to write an argumentative research essay for Assignment 3. The prospectus, which includes an annotated bibliography, must include four parts: Descriptive Title, Working Thesis, Explanation of Purpose, and Annotated Bibliography (minimum of six sources with no more than one-third from online). Length is no more than two pages for the first three parts above and 2-4 pages for the bibliography. The research prospectus is worth 100 points.
- Assignment 3: Research essay. This research essay is argumentative/persuasive and based on your personal essay from Assignment 1 and the library/online research you completed for Assignment 2. A minimum of six sources is required, with no more than one-third from online. Length is 4-6 pages (not including bibliographic material). The research essay rough draft is worth CREDIT or minus-60 points. Final draft is worth 300 points.
- Assignment 4: Research prospectus. Follow the same criteria as for Assignment 2 (adding a Working topic outline to the list), except that you must cover a different topic, which you will use to support your research paper in Assignment 5, and a minimum of 10 sources is required, with no more than one-fourth from online. The research prospectus is worth 150 points.
- Assignment 5: Research paper (must be on a different topic than that for Assignments 1-3). This research paper is persuasive and based on library/online research. Length is 7-10 pages (not including bibliographic material). The research prospectus for this paper is worth 100 points. The research paper rough draft is worth CREDIT or minus-100 points. Final draft is worth 400 points.

"Language is the most vivid and crucial key to identity: It reveals the private identity, and connects one with, or divorces one from, the larger, public, or communal identity."

-James Baldwin

"Good writers are also good readers – of the works of other writers and of their own notes and drafts. The habits they develop as readers of others – for instance evaluating assumptions, scrutinizing arguments and perceiving irony – empower them when they write, read and revise their own notes and drafts."

-Marcia Stubbs and Sylvan Barnett

"One thing that is always with the writer – no matter how long he has written or how good he is – is the continuing process of learning how to write."

-Flannery O'Connor