

**Missouri Western State University, College of Liberal Arts and Sciences**  
**Department of English, Foreign Languages, and Journalism**  
**English 108:12 & 108:13 • College Writing and Research**

Instructor: Susan Garrison  
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**Required Texts/Materials:**

1. **The Bedford Reader**, Ninth Edition, X.J. Kennedy, Dorothy Kennedy and Jane Aaron.
2. **Writing from A to Z**, Fifth Edition, Sally Barr Ebest, Gerald J. Alred, Charles T. Brusaw, and Walter E. Oliu.
3. A spiral notebook dedicated exclusively to journal writing.
4. 2-pocket folders for final drafts

**Course Description & Objectives:**

Students will:

- Learn to write for different audiences and purposes focusing particularly on academic audiences and scholarly purposes.
- Learn to use active reading and critical thinking.
- Learn to use writing processes.
- Learn written conventions.

Please see the Internet site: <http://www.missouriwestern.edu/eflj/eng108.asp> for more details.

**Attendance Policy:**

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 and 200-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 even.

All other absences will be deemed unexcused. The maximum number of unexcused absences allowed for this class before the midterm 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.

As far as I'm concerned, attendance is mandatory. Because we are all adults and emergencies do happen, you may miss three classes without being penalized. Each class you miss after that will lower your final grade by five percentage points. (For example, if your final grade is 93% and you have missed three classes, your grade will be lowered to an 88%.) You are responsible for material covered or assignments given which you missed because of absence, so ask another student to inform you of what happened while you were gone. Quizzes or other graded assignments done in class the day you miss cannot be made up.

**Participation:**

Come to class prepared to participate.

**Students with Disabilities Policy:**

Any student in this course who has a disability that requires any special consideration needs to meet with me as soon as possible to discuss class requirements.

**Academic Honesty:**

Do your own work. In the event that you do turn in an assignment using someone else's work, you will receive zero points for that assignment. A second offense means that you will fail the course. We will discuss plagiarism and the importance of crediting your source in this course.

**Center for Academic Support:**

The Center for Academic Support is staffed by professionals and trained student tutors. It is an excellent resource for the English 108 student. There is no cost for the tutoring. The Center is located in LRC 213.

**Journals:**

You will keep a journal for the entire semester. Sometimes we will write in it in class, sometimes at home. Do not write anything in your journal that you do not want me to read. If you write about hurting yourself, hurting others or other who are hurting you, I have a moral and legal obligation to report it to the authorities. By the same token, I will not read all of your journal entries. If you are having a problem, do not depend on me to rescue you by reading about it in your journal.

I will occasionally pick up and give participation points for the journal. Please use a new page each time you write in your journal, date it, and "title" with the writing assignment.

**Format:**

All papers must be typed. The English Department at MWSC has a policy that all drafts are typed. If you do not have access to a computer at home, as a student you can use the computer labs on campus. Make sure you have computer disks in case you have computer problems. Always save your work on disk because you **will** make changes to it as each draft evolves.

**Grading Policy:**

Grades will be figured on a point basis totaled throughout the semester. 90–100=A; 80–89=B; 70–79=C; 60–69=D; 59 and below=F.

**Assignments:**

A tentative schedule is attached. Your points in the class will be based on:

1. Four major research papers of varying point values
2. Annotated Bibliography
3. Journal
4. Quizzes
5. Library Search and/or Homework Assignments
6. Class Participation