

Missouri Western State University
Department of English, Foreign Languages, and Journalism
English 104 – 15: College Writing and Rhetoric
Summer 2007

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COURSE OVERVIEW

This course will help students 1) recognize and evaluate arguments, and 2) structure and control their own texts to better achieve desired effects on academic audiences.

REQUIRED BOOKS AND MATERIALS

1. *They Say/I Say; The Moves That Matter in Academic Writing*, Graff & Birkenstein
2. One spiral notebook, 40 – 70 pages, to be used for this class only

BASIC COURSE COMPONENTS

Journals: Bring your spiral notebook each day for notes, reading responses, exercises, quizzes, drafting, and other in-class writing. Journals will be evaluated by volume, thoroughness, thoughtfulness, and accuracy. Journal work will be worth approximately 30% of the total points available for the course. As a general rule, missed journal entries cannot be made up.

Essays: Assignments will be of two kinds. Short assignments will emphasize content, structure, and style. Longer assignments will require control of content, structure, style, and mechanics. All assignments will have specific criteria for evaluation, and **any essay that fails to meet basic assigned criteria will be given a grade of zero**. Essays will be worth approximately 65% of total points available for the course.

Final Exam – A mandatory final exam will be worth approximately 5% of your grade

GRADING

Grades for this course will be based on a 500 point scale. Each student will begin the semester with zero points. Points are earned during the semester. At the end of the semester, I will convert the points you have earned to a letter grade according to the following formula: 450+=A, 400-449=B, 350 to 399=C, 300-349=D, below 300=F. If for any reason the point total does not reach 500, grades will be calculated as a percentage of points earned against the total points available, with 90% earning A, 80% earning B, etc.

ATTENDANCE

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 and will be recorded as such. **The maximum number of unexcused absences allowed for this class before June 13, the halfway point of the semester, is one**. Thus, when you have 2 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. Regardless of your reason for being absent, you are still responsible for all work and deadlines, syllabus changes, and otherwise being fully prepared for class.

LATENESS

I view lateness as disrespectful to me, to classmates, and to the University. Lateness, including early departure, will be recorded and added together. A student who is late or who leaves early will be charged with a partial absence in ratio to time missed.

LATE WORK

I reserve the right to refuse to accept late work, in which case a grade of zero will be entered for that assignment. Late work may also be penalized 25% of its value for each day late. Conversely, I reserve the right to grant deadline extensions to a student who discusses his or her deadline problem with me before the assignment is due.

REVISION OF WRITTEN WORK

If a revised paper achieves a higher grade, that new grade will completely replace the original grade. Your grade will never, under any circumstances other than dishonesty, go down as a result of a revision. Conference with me prior to revising a paper, and *make sure to attach to your revision all previously submitted versions of that same paper.*

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>. If I suspect you have plagiarized, the burden of proof will be on you to recap your writing process and to demonstrate your command of your material.

DISABILITIES AND SPECIAL NEEDS

Any student who has a special need or disability that may affect his or her performance in this class should contact the MWSU Special Needs Coordinator for assistance. Also, let me know right away so that appropriate arrangements can be made to make sure your needs are met as quickly and completely as possible.

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 MWSU student handbook for further information.

CONFERENCES

I invite you to stop by my office to talk about your writing or our class. I do not have specific office hours during the summer, but I am often in my office for a short time after class. I will do my best to make other arrangements if that would be helpful.