

Instructor

Instructor: Bob Bergland
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Required Materials

None. You will need to read handouts and internet materials, however. If you don't have internet access at home, expect to do some internet work on campus or in a library.

Suggested:

a collegiate dictionary, a collegiate thesaurus, grammar handbook

Course Goals

The course is designed to help you:

- To learn to analyze, synthesize and evaluate the thinking of others in order to discover, develop, and test your own points of views by engaging in writing and prewriting activities.
- To practice writing for different purposes and audience.
- To approach writing as a recursive process.
- To experiment with a variety of invention techniques.
- To develop techniques for writing in an organized way.
- To hone editing skills.
- To understand that reading is an interactive process that functions in our lives as a pleasurable activity as well as a means of acquiring knowledge.
- To develop basic writing skills by drafting and revising 4 essays
- To complete the MWSU General Studies Composition Requirement
- To prepare for technology in the workplace by preparing all essays on a computer word processing program.
- To prepare you for English 108 and writing tasks later in college and the workplace.

To see more department goals, see <http://www.missouriwestern.edu/eflj/eng104.asp>

Groundrules

- **Attendance:** Because this is a four-week summer class, each class period is the equivalent of one week. Therefore, it is critical that you not miss any days at all. Missing more than 3 hours of class (tardies count as ½ hour) will result in a course grade deduction of 25 points for each hour missed. If you miss three hours, then to have an excused absence you must both call me beforehand (unless you are hospitalized) and provide documentation for a valid excuse by the next class period. It is a good idea to inform me of planned absences; at the very least, be sure to talk to a classmate about what you missed.
 - **Plagiarism:** Plagiarism/academic dishonesty usually results in an F for the course.
 - **Assignments.** Your must be emailed to me by the deadlines outlined in the assignment sheets. All assignments should be **typed with double-spacing, 1-inch top/bottom margins, and 1-inch side margin, in 12 point Times.** Please indicate the **title of the assignment, your name, and the word count assignment** in the upper left hand corner of the first page of all assignments. Also, **number pages.**
- Late Work.** Unless an extension is granted in advance--usually only because of a severe illness or death in the family--late work will be downgraded two letter grades. Work turned in more than 2 days late will be given a 0.

- Disabilities. Any student in this course who has a disability that prevents the fullest expression of abilities should contact me personally as soon as possible so that we can discuss class requirements.

I am always willing to help you improve any documents, whether they are first drafts of documents to be turned in later, already graded documents or documents you produce for other classes or a company or organization. Please see me during my office hours or talk with me to set up a meeting time.

Planned Workload

Paper #1: Personal Paper: Career/Major Exploration

Paper #2: Reflective/Compare-Contrast Paper: America and Democracy

Paper #3: Opinion Paper: Presidential Candidate

Paper #4: Persuasive Paper: Campus/Community/Workplace Issue or Problem

Papers: 200 points each

Peer critiques 40 points (4@10 points each)

Journal entries 50 points

Pre-writing 40 points (4@10 points each)

Quizzes/reader responses 50 points (5@10 points each)

Mini-oral presentation: 20 points

A 90-100% B 80-89% C 70-79% D 60-69% F 59% and below