

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

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Required Texts:

A Pocket Style Manual—D. Hacker (Bedford) or another handbook if you already own one

Computer disks for revising and saving all work.

Folders, thin notebook, and dividers

Access to this website: <http://www.ilr.cornell.edu/trianglefire/>

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>.

Grading

We will complete three projects in this class. Each project contains several small assignments that are just as important as the finished

product. You need to be sure you get all the work done and on time to do well on the projects. You cannot receive full credit for the project without completing all parts on time; I do not accept small assignments late. Given the short length of this class, timeliness and completion are imperative. In addition, the quality of your work and your efforts at participation and revision will determine your final grade.

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

Paper one: interview—50 pts

Paper two: synthesis—50 pts.

Paper three: proposal--30 pts.

Final research paper(draft)—20 pts.

Portfolio- 200 pts. (final paper approximately 45%)

Participation/attendance (workshops, etc.)-- 40-50 pts.

Please Note: No one will pass this class without completing all projects on time, regardless of what the student's point total would indicate. It is not acceptable to hand in work only in the portfolio. If students fall between grades, other factors such as effort, class participation, attendance, and attitude will be used to determine the final grade.

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 and on time. For each class period an assignment is late, I will subtract 10% from your 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, drafts, 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.

Extra Credit: There is no extra credit for this class.

Attendance and Tardies:

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 June 15, is two.** Thus, when you have **three 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.

During anytime during the course, I will allow each student three absences. Excessive (more than two) tardies or leaving early will count as an absence. For each of these allowed absences you do not use, you will receive five extra points. However, after you use the allowed three absences, I will deduct five points from your final grade for each additional absence or its equivalent. Because you are given these "free" absences, there are no excused absences. 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.

Repeatedly, I see that chronic absences result in lower grades. 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: Plagiarism is claiming another's words, writing structure, images, or ideas as your own. Plagiarism and cheating of any kind will not be tolerated and may result in your failing the assignment or the course or being suspended or dismissed from the college. Please note carefully the statement on plagiarism on the departmental website, found at <http://www2.mwsc.edu/eflj/plagiarism.html> .

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.

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 cell phones before you enter the classroom, and that they remain 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.