

**English 100-05: Introduction to College Writing**  
**TU/TH 9:30-10:50 AM, Murphy 109**  
**Fall 2008**

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**Course Overview:**

The goal of this course is to develop your writing abilities and confidence in preparation for the assignments you'll receive during your career at Missouri Western AND in preparation for the writing and thinking you'll do throughout life. English 100 will introduce you to some of the habits of writers, thinkers, academics, professionals, citizens. During the term, you'll get extensive practice in narrative, descriptive and expository writing. You'll be asked to read and respond to pieces written by writers outside of class. Sometimes, as we practice writing, we'll do something like a supervised swimming lesson. Together, we'll paddle, tread water, dive for quarters. You'll be directed through a writing prompt; you'll be given a specific suggestion about something you've written. We'll have a conversation about a sentence. At other times, you'll find yourself in deep water, alone, without a life preserver. From the shore, I'll shout encouragement. I'll say, "You're doing just fine. Keep at it!" If all goes as planned, by the end of this course, you'll more thoroughly believe that, when it comes to writing, you can keep at it. You'll believe that you're going to do just fine.

Beyond increased confidence in your writing, there are a few fundamentals we'll address during the semester. You'll examine writing in various contexts, analyze the choices available to you as a writer and aim to improve your ability to: write for different audiences and purposes, develop and extend your thinking by questioning your own ideas and others' ideas, revise your own writing in a substantive manner, and constructively read and respond to your writing and others' writing.

**Attendance Policy:**

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. This course has a very strict attendance policy in class as well as in Writer's Workshops. If you miss 5 classes or 4 Writer's Workshops for the entire semester, you will receive an F in the class. 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; however, there are no other excused absences, exceptions, or "makeups" for this attendance requirement. Furthermore, the maximum number of absences allowed before the midterm report is 3. Thus, when you have 4 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. If you miss a class session, you are responsible for all material covered and assignments given during your absence. All out-of-class assignments are due at the beginning of the class period.

**Required Texts and Course Materials:**

*Introduction to College Writing – ENG 100*, McGraw-Hill, 2008 (Fourth Edition)\*

\*This text contains your Writer's Workshop booklet as well

*A Troubleshooting Guide for Writers*, McGraw-Hill, 2008

Notebook, folder, writing utensils, access to a computer and a printer

**Grading Policy:**

Your grade will be determined on the basis of your progress as a writer, the writings you submit, and your class participation over the course of the semester. You need a C or higher to pass ENG 100 and enter ENG 104. NOTE: If you do not turn in complete responses to ALL four major task papers, you will not pass the course, no matter what your grades are on the other assignments.

Your semester grade is determined as follows:

Unit Portfolios	60%	There are four tasks assignments in this course, and at
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		the end of each you will submit a unit portfolio. The most important element of your unit grade will be the quality of your final essay, but I also expect you to turn in all the work that went along with the process: drafts and revisions, peer responses, and any reflective writing. I will assign one grade for all of this material, but remember that <b>the more work you put into the process, the better the finished product will be!</b>
Writer's Notebook	15%	You will keep a notebook of generative writing, free writes, in class writing, and homework assignments. You are expected to complete all of these assignments. Periodically and unannounced, I will collect your notebooks to check that you are keeping up with the work. I am not going to assign a grade based on content, but rather on your efforts to complete all the work.
Final Reflection Paper	15%	At the end of the semester, you will write a final reflection paper, an extensive reflection on the progress of your writing throughout the semester. This is in lieu of a final exam.
Class Participation/Community Membership	10%	This is a holistic grade, based on your willingness to contribute in a meaningful way to the class—through discussion, in-class work, completion of homework, and peer response. Your Writer's Workshop Portfolio, turned in at the end of the semester (read below), will also factor into this grade.

**Unit Portfolios:** This course is based on the belief that writing is a process. In order to develop as writers we must write, write, write. The more we write, the more likely we'll be to discover and deepen the habits of intellectual inquiry and reflection—habits that will help us as writers, as citizens, as learners. Each major essay you write will go through a four-step writing process: generative writing, an initial draft which will receive feedback from me and your peers, a revised draft and a copy-edited “final” draft. You'll spend significant time in each of these four steps—generating, drafting, revising and copy-editing—with every major assignment. Be prepared to make substantial changes to your written products in each step. Be prepared to take some risks in your writing. Because the course is based on the belief that writing is a process, you will be graded on the totality of your effort, the global nature of your revisions and your willingness to experiment and take risks with your writing. Additionally, since your portfolios will contain all materials that contributed in some way to your final draft, you must NOT throw anything away! Your grade will suffer if you have an incomplete portfolio, so this is essential. Finally, your portfolios will serve as source material for your final reflection paper, so hang on to them after they are returned to you.

**Reflective Writing:** I want you to consider the choices available to you as a writer. Throughout the semester, then, you will write short reflective pieces about the choices you have made and why you've made them. The final piece of writing you'll generate this semester is a much more extensive “Final Reflection” where you'll assess and reflect upon the choices you've made throughout the course.

**Writer's Notebook:** Much of what writers produce is never seen by their readers. Many keep logs or notebooks of growing ideas, starts and stops on various topics; they use this “low stakes” notebook as a place to work out their thinking. In this course, all of your generative work (along with responses to prompts given throughout the semester) will be kept in a writer's notebook. The notebook will be graded on the basis of completion, that is, on whether you use it, rather than on “quality.” Feel free to write however you please in the notebook. Remember, I'll be reading your notebook but will not be grading it on content. So, write a poem or a song. Take notes on ice cream. Rant in sentence fragments. Seriously.

**Participation/Community Membership:** It is imperative that you be an active member of this class, because this class works most smoothly and beneficially to all when everyone is participating. This means that you contribute in discussions, take

class work seriously, and work well with your peers. I encourage you to say something at least once per class meeting; though I'm not going to keep track of who says what, I will know if you are being silent and haven't said a word all semester.

Late Work/Resubmission of work: Obviously, work should be turned in by the due date. You will be allowed one late portfolio, but your grade will be lowered by 1/3 letter grade per class period it is overdue. Please see me if you think you must use this option. After your one late portfolio, you are not allowed another; therefore, a second late paper means failing the course. You are also allowed one resubmission of a portfolio for a new grade. The revised portfolio (which must contain all the original documents turned in the first time) must be resubmitted within two weeks of its return to you. You cannot use this option if you turned the portfolio in late originally. Additionally, because of the due dates of assignments, you cannot use this option with Unit 4.

### **Writer's Workshop:**

Throughout the course of the semester, you will attend once-a-week small group Writer's Workshops (listed as "labs" in the class schedule). Some of your Writer's Workshop materials may be used in class, and some of your class papers will be critiqued and proofread in Writer's Workshops. You must ensure that you have the right materials in the right place.

If you miss four Writer's Workshops, you will fail ENG 100. You can make-up an absence, but you must attend the make-up session on Friday of the week you missed. You can only attend the make-up session three times throughout the entire semester. If you wish to appeal your failure due to absences, you must be able to provide valid documentation for ALL absences and you must have an A or B grade in ENG 100 at the time (see Appeal Procedure in textbook). In addition to not showing up for workshop, you can also be counted absent for the following reasons (these situations also apply to class as well):

-arriving very late; tardies will be added up for an absence

-not having required materials (textbook, draft of paper, portfolio, etc.)

-not participating/not paying attention to the SA and the lesson

-sleeping

-unacceptable behavior that impedes others' learning such as being disruptive, showing disrespect to your SA and/or peers, using foul language, using a cell phone or other electronic devices, working on other coursework

**Writer's Workshop Portfolio:** Throughout the semester, you will be required to keep a notebook or folder that will serve as your Writer's Workshop portfolio. Each week, you will record all of the activities and responses for workshop which may include the textbook lessons as well as mini-reflective writings, freewriting and/or work on your ENG 100 task papers. In addition, it is required that you always have a current assignment sheet and task paper in your Writer's Workshop portfolio. If you miss a workshop, you will not be able to make-up that week's lesson unless you attend the make-up session on Friday. At the end of the semester, you will write a cover letter for your Writer's Workshop portfolio. Then your completed portfolio will be submitted to your ENG 100 instructor, graded and will count towards your final ENG 100 course grade. As a result, attending and participating in workshop will be vital to your ENG 100 grade. Furthermore, if you take advantage of this time to learn new writing skills and apply them to your ENG 100 coursework and to work on and receive feedback on your task papers, you will see an improvement in your writing and in your course grade.

### **Student Disability Policy:**

Any student in this course who has a disability that prevents the fullest expressions of abilities should contact Missouri Western's special needs coordinator, Michael Ritter, for possible certification of special needs and expert recommendations for assistance. You should also speak with me as soon as possible so that we can together work out accommodations.

### **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. If your teacher finds evidence of cheating or plagiarism, you have the burden of showing that the paper has in fact been written by you. You should keep thorough evidence of your writing processes for all papers so that you can meet this burden of proof. 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 Student Handbook for specific activities identified as violations of this policy and the student due process procedure. This handbook is also available online at <http://missouriwestern.edu/handbook/index.pdf>.

**Civility and Cooperation:**

Missouri Western requires all students to help us maintain good conditions for teaching and learning. All students will treat their classmates, teachers, and student assistants 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. This handbook is available online at <http://missouriwestern.edu/handbook/index.pdf>.