

ENGLISH 100: INTRODUCTION TO COLLEGE WRITING
FALL 2008 SYLLABUS for Sections 3, 7, 12
Missouri Western State University
Department of English, Foreign Languages, and Journalism

Instructor: Meredith Katchen
Office: Eder Hall, 222P
Office Hours: MWF: 11:00-11:30, 1:00-1:30; TR: 8:45-9:15, 12:30-1:00
E-mail: mkatchen@missouriwestern.edu Phone: 271-5815

REQUIRED TEXTS AND MATERIALS

Unless otherwise specified, bring the following books and materials to each class:

Introduction to College Writing, English 100, Fourth Edition
One spiral notebook, 40-70 sheets
Photocopies as required

OVERALL COURSE STRUCTURE

To emphasize writing as a process, from generation of ideas to editing, this course requires you to prepare and submit an end-term portfolio that will determine 40% of your final grade. You will write four major papers, and you will include two of these in the portfolio. You will include the third essay and your choice of the first two. To be eligible to submit an end-term portfolio, you will need to:

- * Satisfy basic requirements for all assigned papers
- * Maintain a journal
- * Participate in revision activities
- * Confer with your instructor
- * Meet minimum attendance requirements, including Writer Workshops.

If you do not satisfy each of the above criteria, your portfolio will not be reviewed and you will fail the course.

COURSE COMPONENTS

Portfolio (40%) - Instructions regarding portfolio preparation will be given during the semester. In the meantime, know that you must attach ALL drafts of each portfolio submission, from inception to final draft. In other words, independent portfolio readers will want and must be able to see your initial drafts and each revision leading to the final submissions. Criteria for a successful portfolio will be more rigorous than basic requirements.

Journal (24%) - Bring your journal to each class meeting. Use your journal for this class only. Journal entries will be evaluated for volume, thoroughness, and engagement. Journal entries may be made up for credit if an absence is excused or, perhaps, if you discuss your situation with me in a timely manner.

Papers (32%) - You will complete four major papers. A student who does not satisfactorily complete all papers will not pass the course. Portfolios will not be accepted from students who have not satisfactorily completed each of these papers. **However, you may continually revise a paper until your work satisfies the assignment.**

(A note about revision: A writer typically must recognize that what a reader sees or understands or experiences may not be what the writer means the reader to see or understand or experience. A writer needs to recognize such a gap in order to better close it. Writers typically benefit from feedback from a careful reader who honestly explains his or her reception of a piece of writing. Such feedback can generally help a writer determine his or her revision strategy. We will practice giving and receiving honest feedback in one-on-one conferences, small groups, and as a whole class).

There will be no penalty for revising a paper as many times as needed, as long as the paper represents an earnest effort and was turned in on time. Once the minimum criteria are met, your essay is ready for the next phase: revision for portfolio. Again, you must include the third essay, and you will choose which of the first two essays to include. I will evaluate the fourth essay, which will not be included in the end-term portfolio. Projected due dates for essay assignments are:

Essay One week 3
Essay Two week 5
Essay Three: week 8
Essay Four: week 14

Conferences (4%) - One-to-one conferences about your writing can be very helpful. Therefore, this semester, I am requiring that each student meet with me at least once before the midterm break and at least once again afterward.

GRADING

A grade of “C” or better is necessary to advance to English 104. Your grade for this class will be determined on the basis of your growth and effort as a writer and by the quality of the writing you are able to produce by the end of the semester. You can earn 500 points during the semester. 24% can be earned by keeping a good journal, including active participation in revision activities, 32% by completing

your papers satisfactorily and on time, 4% by attending conferences with me, and the other 40% via an end-term portfolio. At the end of the semester, 450+ points = A, 400 – 449 = B, 350 to 399 = C, 300 to 349 = D, and below 300 = F. If for any reason we do not reach this 500 point target, grades will be calculated as a percentage of actual available points such that 90+% = A, 80 -89% = B, and so on.

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 seven class periods or four Writer's Workshops for the entire semester, you will receive an FA 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 "make-ups" for this attendance requirement. Furthermore, the maximum number of absences allowed for this class by October 15 is *five*. Thus, when you have 6 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. No late assignments will be accepted unless you have received prior permission from your teacher (if you have a specific late policy, please outline).

LATENESS

Late arrivals and early departures will be recorded and added together. A total or combination of three times or 15 minutes late will constitute one-half of an absence and will disqualify you from bonus points for perfect attendance. .

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>.

STUDENT DISABILITY

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 contact your teacher personally as soon as possible so that the two of you can discuss class requirements.

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>.

Course Goals and Class Assignments:

Reading Goals::

At the completion of ENG 100 students should be able to

- Read actively for greater understanding;
- Use reading to improve their writing by drawing ideas and information from written material
- Use texts to understand their own and others' experiences;
- Read writing assignments effectively as a guide to creating better papers;

Recognize good writing by actively reading good prose.

Writing Goals:

At the completion of ENG 100 students should be able to

- Move easily from writing for self-expression to writing for readers;
- Write at greater length more easily, more quickly, and more usefully;
- Structure their writing to fit the assignment, purpose, and audience;
- Develop their ideas and concepts with specific details, examples, and explanations;
- Craft more effective and polished sentences and paragraphs;
- Use effective planning, invention, revision, and editing to complete successful writing tasks.

General Studies Goals:

In ENG 100 students should improve their ability to

- Think critically and reason analytically;
- Write and speak clearly and effectively;
- Gain a greater awareness of the present through an understanding of other cultures and times;
- Understand and appreciate moral values and ethical choices;
- Understand and enjoy aesthetic experiences and share in related creative activities.

Writer's Workshop:

Throughout the course of the semester, you will attend the 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. Your teacher may also consider your Writer's Workshop participation as part of your grade.

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, freewrites 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.

Conference Writer's Workshops

In this section of English 100, you will participate in conferencing and tutoring in your Writer's Workshop. One of the major goals of English 100 is to become an independent writer, a writer who has discovered strategies and processes to write competent and thoughtful essays. As in all sections of English 100, you have been assigned a mandatory, small group Writer's

Workshop which meets once a week. Your Writer's Workshop will differ from the traditional workshop in that it will be a tutoring session focused on your writing rather than the planned workshop sequence of activities. In this section of English 100 you will confer with both your instructor and workshop leader during the workshop. You will receive personal responses and suggestions to help you develop and revise each essay and to help you grow as a writer. You will also be allowed time, in workshop, to write and revise. Your writing will become the central text of both the class and the workshop and your needs will become the content of the instruction.

This pilot project requires commitments from you. First, you must confer with your instructor, workshop tutor and/or small groups in workshop. Second, you must bring a work-in-progress to each writing workshop/conference or be prepared to write, with the help of your tutor, in workshop. Your instructor and workshop leader will discuss your progress weekly. This is a labor-intensive effort on the part of your instructor and tutor, but it is one that we feel will benefit you.

Workshops/Conferences:

- Be on time.
- Missing a workshop/scheduled conference will be counted as a workshop absence.
- If you do not come prepared to the workshop/conference, you will be marked absent. If a new draft or revised draft is required then coming to a workshop/conference without one will lead to a workshop absence. In addition, if the workshop/conference is one that requires you to write, then you must come prepared to write and spend the workshop hour writing and seeking help from your tutor and peers; if you do not, then you will be marked absent for workshop.
- Come to the workshop/conference with a question or concern about your latest assignment/draft. You must initiate the conference, showing your interest in your work and focusing on where you need a response.
- Leave the conference with a new text/draft, revision or written revision plan.
- Make-up workshop/conference: If you miss a workshop or are not prepared you will be marked absent; however, you have the opportunity to make it up. You can attend the general make-up session on Friday at 2:00 or 3:00 pm in Eder 222 U-V. However, in this makeup session, you will be required to complete a specific lesson or activity and you will not be able to receive feedback on your writing or to do your own writing. Moreover, you will be allowed only three make-up opportunities. Please remember that you and your writing will benefit the most by attending your regularly scheduled workshops/conferences and working on your writing.

8/25	First class
9/1	Labor Day holiday
10/10	Midterm break
11/26, 28	Thanksgiving holiday
12/5	Last class

Semester = 15 weeks

Total scheduled class meetings: 41

DAY 1

Welcome

Attendance

Announce and Explain Workshop schedule

Distribute syllabus

Review a few syllabus highlights just to get going

Introduce the course – persuasion preparation

So, in summary

There will be about 30 days with journal writing (including some peer review), and if each entry is worth 4 points, then a total of 120 points are available via journaling, or 24%

There will be four papers due, and if satisfactory completion of each is equal to 40 points, then satisfactorily completing all four is equal to 160 points., or 32%

Two conferences, each worth 2%, or 10 points, means there will be 20 points for conferences, a total of 4%.

The portfolio will be worth 40% or 200 points.

Total points: = 500

Total percent =