

Missouri Western State University Division of Liberal Arts and Sciences
Department of English, Foreign Languages and Journalism

- Semester: Fall 2008
- Course Title: English 104-**College Writing and Rhetoric**
Section 10-9:30-10:50 TR, Murphy Hall 219
Section 18-12:30-1:50 TR Murphy Hall 219
- Credit Hours: 3
- Instructor: Michael Lund
- Office Location: Eder Hall 213
- Office Hours: TR 11-12:15 and by appointment
- Contact: 271-4310 lund@missouriwestern.edu
- Required Text: Axelrod and Cooper, *St. Martin's Guide to Writing*. 8th Edition.
I also suggest that you purchase a collegiate dictionary and a thesaurus. You must have your textbook daily.
- Course Description: The course goals and objectives for English 104 may be viewed online. Go to the *EFLJ* website for details.
- Additional Materials: Each student will need standard writing supplies daily and simple folders for essay portfolios.
- Instruction Methods: Inclusive of lecture, discussion, and small group activities, this class allows for active learning by participation; therefore, student's involvement in all discussions and peer evaluation sessions is anticipated and expected.
- Assessment Tools: Students will write a total of four (4) essays at **100** points each.
All essay drafts and final drafts must be word processed in 12 point Times New Roman or other acceptable standard print fonts, double spaced in black ink on white paper. For any draft to be acceptable, it must contain an accurate word count at least the minimum of the assignment requirements. Students will assemble a portfolio for each of the four essays inclusive of all process work assigned. Incomplete portfolios will not be accepted for grading.
There are **200** points possible for homework, in-class writings, and quizzes (total for course **600** points).
- Additional Info: Please arrive on time and with whatever was assigned for that class period. Missed quizzes and homework assignments may not be made up, except in the rare occurrence of a documented emergency, and I will deal with these on an individual basis. Plan your schedule accordingly. In addition, if you miss a class, it is always the student's responsibility for any assignments given in his/her absence. Late essay portfolios fall under this policy as well. Also, a **student must complete all four essays to pass the course regardless of points earned!**
- Attendance: In order to improve student learning and retention, as well as to achieve required compliance with Federal Financial Aid policies, Missouri Western has implemented a mandatory attendance policy for students in all 100 and 200 level courses. Instructors are required to monitor and track

student attendance. 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. All other absences will be deemed unexcused. The maximum number of unexcused absences allowed before the midterm report, October 17, is three. Thus, when you have four unexcused absences, you will be reported to the Registrar's office, who will automatically withdraw you from the class. The Financial Aid office will reduce financial aid as appropriate. In addition, if you exceed four absences at any time before the completion of the course, you will receive a grade of FA.

Academic Honesty: 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 report forms. Please see the Student Handbook and calendar for specific activities identified as violations of this policy and the student due process procedure. This handbook is available online at <http://www.missouriwestern.edu/handbook/index/pdf>

Accommodations for Disability: Missouri Western State University complies with the Americans with Disabilities Act. If you need any accommodation due to a documented disability, please contact Missouri Western's Special Needs office at 271-4330. Also, please let me know as soon as possible so we can discuss course requirements.

Tentative Class Schedule, Reading Assignments, and Essay Due Dates

Note: I will be adding written homework assignments to this schedule, and all readings are fair game for quizzes, so if you miss a class, make sure you find out from another class member or myself exactly what you missed. This is your responsibility!

8-26	Introductions, syllabus, course expectations, writing sample
8-28	Chapter 1, <i>St. Martin's Guide to Writing</i> , (hereafter noted as "Text").
9-2	In class workshop, "The Writing Process in Action." Introduction to Essay #1.
9-4	Chapter 8, Text
9-9	Continue Chapter 8
9-11	Prewriting due, Essay #1, "Writing an Evaluation."
9-16	Drafts due, Essay #1
9-18	Essay #1 Portfolio due. Introduce Essay #2
9-23	Chapter 6, Text
9-25	Continue Chapter 6
9-30	Continue Chapter 6
10-2	Prewriting due, Essay #2, "Arguing a Position."
10-7	Drafts due, Essay #2, for peer editing
10-9	Revised Drafts due, Essay #2, for continued editing/revising
10-14	Essay #2 Portfolio due. Introduce Essay #3
10-16	TBA
10-21	Chapter 7, Text
10-23	Continue Chapter 7
10-28	Continue Chapter 7
10-30	Prewriting due, Essay #3, "Proposing a Solution."
11-4	Drafts due, Essay #3, for peer editing
11-6	Revised drafts due for continued editing and revision

- 11-11 Revised drafts due for continued editing
- 11-13 Portfolio due, Essay #3. Introduce Essay #4
- 11-18 Chapter 10, Text
- 11-20 Continue Chapter 10
- 11-25 Continue Chapter 10
- 12-2 Drafts due, Essay #4, "Interpreting Stories," for peer editing
- 12-4 Portfolio due, Essay #4

Finals Schedule:

Section 10 Thursday, December 11, 8:30-10:20 a.m.

Section 18 Thursday, December 11, 11:30 a.m.-1:20 p.m.

Grading Scale:

90-100% (540-600 Points)	A
80-89% (480-539 Points)	B
70-79% (420-479 Points)	C
60-69% (360-419 Points)	D
59% and Below	F

Tips for Success in English 104

1. Come to class prepared, on time, and with a positive, respectful attitude. **This is very important!**
2. Please turn off all cell phones before entering the classroom.
3. If you need help, ask me! I am here for one reason: to help you pass this course.
4. If I suggest you visit the Center for Academic Support, it is for a reason. I will be happy to discuss in private exactly what area(s) you need to work on.
5. Always be considerate of other's feeling, especially during peer editing sessions. **Be truthful but tactful!**

Good Luck, and Have a Great Semester!

Michael Lund