

## ENGLISH 104: COLLEGE WRITING AND RHETORIC

Fall 2008

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

Section 16: 12:00 – 12:50 MWF, Murphy 206

Section 20: 1:00 – 1:50 MWF, Murphy 206

Instructor: Tom Pankiewicz

Office: Eder 222R

Phone: 816-271-4156

Office Hours: MW 2:00-4:00, Tor Th 9:00-12:00, and by appointment.

(As the Dual Credit Liaison, I conduct high school visit on either Tuesday or Thursday morning. I will announce my office hours each Monday.)

E-mail: [pankiew@missouriwestern.edu](mailto:pankiew@missouriwestern.edu)

### COURSE OBJECTIVES

For the specific course objectives, please visit the English Department web site, <http://www.missouriwestern.edu/EFLJ/eng104.asp>

### MATERIALS

Anderson, Chris and Lex Runciman. *Open Questions*. Boston: Bedford/St. Martin's. 2005.

Bookmark the following web sites:

The OWL at Purdue: <http://owl.english.purdue.edu/owl/>.

Re: Writing at Bedford/St. Martins: <http://bcs.bedfordstmartins.com/rewriting/>.

Toplinks at Bedford/St. Martins: <http://bcs.bedfordstmartins.com/hrel/toplinks/>.

### COURSE DESCRIPTION

This section of English 104 is an inquiry-based class. According to Janet Alsup and Michael Bernard-Donals in "The Fantasy of the 'Seamless Transition,'"

Inquiry can be analogous to 'critical thinking,' 'analysis,' and even 'argument.' When applied to the teaching of writing, a process of inquiry includes the following stages: development of interest in a topic; exploration of this interest through reading, talk, and prewriting; crystallization of a question or issue to be explored; drafting of a text; discussion of text with peers and instructor; revision; asking new questions; revision again; editing; and finally sharing with an audience (120).

Alsup and Bernard-Donals describe how I expect you to approach your writing for this course.

This course is also a portfolio-class. Your writing will be collected and read throughout the semester; you will receive frequent comments and suggestions for revision; but no essay will be evaluated until it is published in the end-of-semester portfolio. The portfolio will account for two-thirds of your course grade. In a portfolio-class, your course grade is based on your best writing, writing that has been revised and edited throughout the semester. The portfolio places you in control of the quality of your writing and in control of your grade.

### COURSE REQUIREMENTS

Reading:

Please expect a reading assignment from *Open Questions* or another source for every class.

Writer's Notebook:

Every student will be required to maintain a writer's notebook to discuss impressions of, responses to, and reflections on assigned readings. The writer's notebook will also collect exploratory writings, drafts, revision notes, and in-class writing. Your writer's notebook will be a resource to you as well as a record of your reading and writing.

Be sure you identify and date each piece you collect. Since you will periodically turn in specific assignments and since you will include a variety of handwritten and word-processed texts, it would be best to use a loose-leaf binder for your notebook or a folder in which you keep your writing organized.

Units of Study:

As a class we will examine several thematic units. Each unit will include a series of readings and reading responses as well as a major essay. The units include:

- Acceptance, Rejection, Compromise: How do individuals fit into society?

- What Kind of Education Would Be Best?
- The Argument: Dialogue to Essay.
- Taking a Stand.
- The Portfolio with a Writer's Notebook Audit.
- Final Exam Essay: This I Believe.

Essay Format:

Tasks must be word-processed, double-spaced and use 12-point Times New Roman. Be sure to save each assignment on the university's "P" drive or an Internet storage site as well as on a computer disk or jump drive. Keep a hard copy or a working copy of each draft in your writers' notebook. Every semester at least one student struggles to complete the final portfolio because of computer problems or a disk failure. Save and back up all of your work.

Because of the variety of word processing programs, operating systems, printers and email accounts, it would be best to save material as an rtf (Rich Text Format) file.

Place your name, course, date, and draft number in the upper left hand corner. Center the title. Number the pages.

Portfolio:

This section of English 104 requires an end-of-semester portfolio. In a portfolio-course, final grades for each essay are with the publication of the portfolio. This concept encourages revision and allows your final grade to be based on your best writing; it places you in control of the quality of your writing.

The portfolio will account for two-thirds of your course grade. The portfolio will include the portfolio-ready drafts of selected essays, previous drafts and teacher and peer responses, and reflection letters. An audit of your Writer's Notebook will also be a required element.

The graded portfolio will be returned at the final exam.

Conferences:

Writers need readers. Discussing drafts with a close reader is one of the most effective practices writers employ. I am a strong reader, willing to read your work and to offer my response. You may drop by during office hours; these hours are listed above. It is, however, more courteous and convenient to schedule a conference.

When you come to scheduled conference:

- Be on time with the draft of the essay you wish to discuss.
- Come with a question or concern about your draft or revision. You should initiate the conference, showing your control of your writing and focusing on areas you wish to emphasize.
- Leave with a written revision plan.

Center for Academic Support:

In addition to conferences and writer's workshop sessions, you will find readers who will discuss your writing with you at the Center for Academic Support. There is no cost to students for using these services. I encourage you to make use of these services throughout this course. The CAS, which is located on the northeast corner of the library, also provides online responses to your writing.

Grading Policy:

- **Portfolio** including a Writer's Notebook audit, portfolio-ready copies of selected essays along with previous drafts, instructor and peer comments and reflection letters..... **66%**
- **Writer's Notebook** including such items as reading responses, exploratory writing, drafts, reflection letters and in-class writing .....**34%**
- A student who does not complete all major assignments will not pass the course even if satisfactory grades are achieved in other work.

**POLICIES:**

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. English 104 has an attendance policy. **If you miss six class periods during 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, October 15, 2008, for this class is five classes. Thus, when you have six 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.

Late Work:

If you miss a class session, you are responsible for all material covered and assignments given during your absence. All assignments are

due at the beginning of the class period. Late assignments will not be accepted.

If you find yourself facing difficulties in completing a task paper, schedule a conference (a phone call, leaving a message on my answering machine or sending me an e-mail are insufficient) to discuss the problems with me. During our conference, we will set a new deadline.

#### 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 me personally as soon as possible so that we 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>.

#### 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>.

Do nothing to disturb the class's work.

- If you arrive late for class and the door is closed, do not disturb our work by knocking or staring in the window.
- Turn off and put away your cell phone.

#### Final Note:

If you know of any circumstances likely to make any of these policies or expectations difficult for you to meet this semester, consult with me as soon as possible to review your options.

### Tentative Weekly Schedule

Aug. 25	Course introduction. Read "On Compassion," 657 and "The Parable of the Sadhu," 102. Mini-essay. What is the Reading-Writing Connection?
Sept. 3	Labor Day – No class. Introduce "Acceptance, Rejection, Compromise." Read and discussion "Black Men and Public Space," 289. List of suggested reading for the unit will be included in the unit handout.
Sept. 8	"Acceptance" draft due for peer review. Reading and discussion from list of suggested reading.
Sept. 15	Revised draft of "Acceptance" is due. Introduce "What Kind of Education Would Be Best?" Read "Claiming an Education," 608. List of suggested reading for the unit will be included in the unit handout.
Sept 22	Education draft due for peer review. Reading and discussion from list of suggested reading.
Sept. 29	Revised Education draft due. Reading and discussion from list of suggested reading. <b>Attend Convocation: Tuesday, Sept. 30, 9:30</b>
Oct. 6	Introduce "The Argument." Read "Letter from Birmingham Jail," 682. List of suggested reading for the unit will be included in the unit handout. Mid-term break, Oct. 10 – No class
Oct. 13	Dialogue is due for public reading. Reading and discussion from list of suggested reading.
Oct. 20	Draft of the argument is due for peer review. Reading and discussion from list of suggested reading.

Oct. 27	Revised draft of the argument is due. Introduce “Taking a Stand.” Reading and discussion of class-selected works.
Nov. 3	Draft of “Taking a Stand” is due for peer review. Reading and discussion of class-selected works.
Nov. 10	Revised draft of “Taking a Stand” is due. Introduce Portfolio and Writer’s Notebook Audit
Nov. 17 & 24	Portfolio: Instructor and peer conferences. Thanksgiving break
Dec. 1	Portfolio and Writer’s Notebook Audit is due for Section 20 (1 PM class) on Wednesday, Dec. 3. Portfolio and Writer’s Notebook Audit is due for Section 16 (Noon class) on Friday, Dec. 5.
Dec. 8	Final Exam: “This I Believe.” Section 16 (Noon class) – Wednesday, Dec. 10, 11:30 – 1:20 Section 20 (1 PM class) – Monday, Dec. 8, 11:30 – 1:20