

Syllabus for ENG 100 Spring 2008

Introduction to College Writing

Missouri Western State University

Division of Liberal Arts and Sciences

Department of English, Foreign Languages, and Journalism

Instructor: Patricia Brost

Office: Eder 213

Phone: 271-4578 (Messages)

Office Hours: By appointment

E-mail: pbrost@missouriwestern.edu

Section 02 Murphy 105 MWF 8:00- 8:50 a.m. W.W. M/W 12-12:50 Eder 222 U

Section 07 Murphy 104 MWF 10:00-10:50 a.m. W.W. M/W 11- 11:50 Eder 222 U/V

Section 11 Murphy 109 MWF 1200- 12:50 p.m. W.W. M/ 10- 10:50 Eder 222 U/V

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, 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 make-ups for this attendance requirement. Furthermore, the maximum number of absences allowed before the midterm report, October 17, for this class is five (5). Thus, when you have six (6) 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. Habitual tardiness or leaving early can also result in absences. If you know of any circumstances likely to make this attendance policy difficult for you this semester, you should consult with your advisor and your teacher to review your options.

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, and I will make only one such exception. If you are not in class on the due date, you are still responsible for submitting your assignment on time. Late in-class writing assignments will not be accepted.

Required Texts and Course Materials:

Introduction to College Writing: English 100, 3rd edition

A Troubleshooting Guide for Writers 4th edition

Photocopies for peer response as requested

Folders for turning in portfolios

Course Goals:

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.

Civility and Cooperation:

Missouri Western requires 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.

Before entering the classroom, make sure your cell phone and all other electronic equipment are set so that they do not ring during class. If your cell phone or other electronic equipment goes off during class, you will be asked to leave and counted absent. Classes are 50 minutes in length, and unless there is an emergency, you are expected to remain in class the entire time. Sleeping or working on anything other than English 100 activities during this class period will result in an absence for the day. I also expect you to remain on task and attentive for the entire 50 minutes of the class period. Do not pack up your materials until I have dismissed class.

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. The following are components of your grade in the course.

Writing: You will complete four major writing tasks that will be graded. A student who does not turn in complete responses to all four tasks will not pass the course even if the grades achieved in the other writing tasks are satisfactory. You will have the opportunity to revise Writing Tasks One, Two, and Three, and resubmit them for a “new” grade. You will have two weeks from the date the paper is returned in class to revise and resubmit each task paper. If you miss the two-week deadline, you forfeit the right to revise that specific task paper. It is required that your original, graded essay accompanies your revised essay. You will not have the opportunity to revise Writing Task Four; however, you will have ample opportunity to share and revise drafts with your peers, your workshop tutor and me. Each Writing Task will be submitted in a mini- portfolio which will include all prewriting activities and will be worth 100 points each. Make sure that you keep all work that you produce as part of this class for the entire semester. The four writing tasks will comprise 80 percent of your grade.

Daily Assignments: Quizzes, announced and unannounced, peer responses, and other daily assignments will make up 15 percent of your grade. If you miss a quiz, it cannot be made up for credit. Homework must be turned in when due to receive credit for the assignment.

Writer’s Workshop: Throughout the course, you will attend the once-a-week small group Writer’s Workshops. 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. Five percent of your grade will be based on your participation and cooperation in Writer’s Workshop.

Grading Scale

- 100. **A**
- 89. **B**
- 79. **C**
- 69. **D**

Below 60 F

To pass English 100 and enroll in English 104, you must earn a C or better.

Student Disability:

Any student in this course who has a disability that prevents the fullest expression of abilities should contact Missouri Western’s special needs coordinator 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 activity. Cheating and plagiarism are not acceptable. You will receive a grade of F (0 points) for any paper/assignment/exam that shows evidence of cheating and/or plagiarism and forfeit the opportunity to revise. You have the burden of proving that a paper showing evidence of cheating or plagiarism 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. Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from the University. Please note carefully the statement on plagiarism on the departmental website and refer to the 2007-08 Student Handbook and calendar on page 21 for specific activities identified as violations of this policy and the student due process procedure. This handbook is also available online at <http://www.missouriwestern.edu/handbook/index.pdf>.

