

SYLLABUS FOR ENGLISH 100 -20007  
INTRODUCTION TO COLLEGE WRITING

MISSOURI WESTERN STATE UNIVERSITY  
COLLEGE OF ARTS AND SCIENCES  
DEPARTMENT OF ENGLISH, FOREIGN LANGUAGES, AND JOURNALISM

“WESTERN CONNECTIONS” LEARNING COMMUNITY: “EDUCATIONAL EVOLUTION” ENGLISH 100

ENG 100-69 12-12:50 MWF MURPHY HALL 109  
WORKSHOP 1300-1350 MW EDER HALL 210  
WORKSHOP 1300-1350 MW MURPHY HALL 219

ENG 100-10 11-1150 MWF EDER HALL 210

ENG 100-21 1500-1550 MWF EDER HALL 210  
WORKSHOP 1400-1450 MW EDER HALL 214  
WORKSHOP 1400-1450 MW MURPHY HALL 120

INSTRUCTOR: JOE MARMAUD

OFFICE: EDER HALL-RM T

PHONE: 271-4239

OFFICE HOURS: MWF 9-10 1-2 OR BY APPOINTMENT E-MAIL: [jmarmaud1@missouriwestern.edu](mailto:jmarmaud1@missouriwestern.edu)

REQUIRED TEXTS AND COURSE MATERIALS:

INTRODUCTION TO COLLEGE WRITING-ENG100 McGRAW HILL, 2006 THIRD EDITION(WRITER'S WORKSHOP BOOK IS INCLUDED IN THE TEXT-BRING BOTH TO CLASS AND WORKSHOP EVERY DAY).

A TROUBLESHOOTING GUIDE FOR WRITERS. McGRAW HILL , 2005 FOURTH EDITION ( THIS HANDBOOK IS IMPORTANT -PLEASE READ ALL ASSIGNED CHAPTERS,RESPOND TO QUESTIONS/TEST YOURSELF SECTIONS AND USE

AS REFERENCE WHEN WRITING AND REVISING ).

SAVAGE INEQUITIES. JOHNATHAN KOZOL  
THIS BOOK IS AVAILABLE IN THE CAMPUS BOOKSTORE

2 NOTEBOOKS

1 FOR NOTE TAKING AND 1 FOR JOURNAL WRITING. THE JOURNAL WRITING NOTEBOOK MAY BE COLLECTED FROM TIME TO TIME FOR A GRADE

FOLDERS

PHOTOCOPIES OF ESSAYS AS NEEDED FOR GROUP WORK  
COMPUTER DISKS

COURSE DESCRIPTION:

“I ONLY HAVE TWENTY-SIX LETTERS OF THE ALPHABET. I DON’T HAVE COLOR OR MUSIC. I MUST USE MY CRAFT TO MAKE THE READER SEE THE COLORS AND HEAR THE SOUNDS.”TONI MORRISON

“WE WRITE TO FIND OUT WHAT WE THINK. EVEN WHEN DOING SOMETHING AS SIMPLE AS WRITING IN A JOURNAL-INTELLECTUAL DOODLING- YOU'RE FIGURING OUT THINGS. WRITING IS A WAY OF LAYING THINGS OUT. YOU WRITE TO FIND OUT WHAT YOU THINK,WHAT YOU KNOW,AND WHAT YOU DON'T KNOW.”- LARRY HEINNEMANN

Writing is a process akin to any other process that you might encounter. A process implies an ongoing step by step activity. Briefly stated the writing process includes prewriting, writing, editing, and discussion of the written word.

One does not achieve proficient, much less outstanding writing without applying the process steps and having the disposition to engage in the continual and diligent uses of thought, writing, revision, re-thought, and re-revision with an end towards true critical thinking.

At first much of this may seem overwhelming and difficult,but during the course of the semester we will take apart the components of the process to make then understandable to

you. During the coming months, you will discover strategies that you are most comfortable with and which work best for you.

There are four reasons for probable success in this course. First, preparation is of great importance. You must prepare by completing reading assignments on time and be ready to discuss them and share them with the class. Second is revision of your papers which you will come to understand. Third and fourth are the asking of key questions and the strong willingness to work on tasks to their completion and to make sure that writing is done on time. This is essential

Overall success will come when you become the writer who makes connections between your writing and your life experiences and who thoughtfully reflects on the importance of this connection.

In other words, when you demonstrate that your language activities are not merely done as exercises, but as an intergral part of who you perceive yourself to be, then you will have mastered proficiency.

## COURSE GOALS

### READING GOALS:

Read actively for greater understanding.

- Use reading to improve writing by drawing ideas and information from written texts
- Use texts to understand own and other's experiences
- Read writing assignments effectively as a guide to creating better papers
- Recognize good writing by actively reading good prose

### WRITING GOALS;

- Move from writer-based to reader based prose
- Write at greater length more easily, more quickly and more usefully
- Structure writing to fit the assignment, purpose and audience
- Develop 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;

- Write and speak clearly and effectively
- Gain a greater awareness of the present through the understanding of other cultures and times
- Understand and enjoy aesthetic experiences and share in creatively related activities-Understand and appreciate moral values and ethical choices

For common objectives/means and institutional competencies for Eng 100 also refer to the English Department website at <http://www.missouriwestern.edu/EFLJ/>

### POLICIES:

#### ATTENDANCE POLICY:

IN ORDER TO IMPROVE STUDENT LEARNING AND TO ACHIEVE COMPLIANCE WITH FEDERAL FINANCIAL AID POLICIES, WESTERN HAS A MADDATORY ATTENDANCE POLICY FOR ALL 100 LEVEL COURSES. THIS COURSE HAS A VERY STRICT ATTENDANCE IN CLASS AS WELL AS IN WRITER'S WORKSHOP. IF YOU MISS SIX CLASS PERIODS OR FOUR WRITERWORKSHOPS 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 REQUIRMENT. FURHERMORE, THE MAXIMUM NUMBER OF ABSENCES ALLOWED BEFORE THE MIDTERM REPORT

IS FIVE. THUS, WHEN YOU HAVE SIX YOU WILL BE REPORTED TO THE REGISTRAR'S OFFICE , WHO WILL AUTOMATICALLY WITHDRAW YOU FROM THIS CLASS.

IF YOU MISS A CLASS SESSION, YOU WILL BE 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.

WRITER/REVISION POLICY: FOR ALL WRITING TASKS YOU WILL BE REQUIRED TO PARTICIPATE IN PEER REVISIONS GROUPS. GRADED WRITING TASKS ONE,TWO AND THREE MAY BE REVISED FOR A BETTER GRADE. YOU WILL HAVE TWO WEEKS TO SUBMIT A REVISED PAPER.IT IS REQUIRED THAT YOUR ORIGINAL GRADED ESSAY ACCOMPANY YOUR REVISED ESSAY. YOU WILL NOT HAVE AN OPPORTUNIT TO REVISE WRITING TASK FOUR;HOWEVER YOU WILL HAVE AMPLE OPPORTUNITY TO SHARE AND REVISE DRAFTS WITH YOUR PEERS AND ME.

#### 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 NEDS AND EXPERT RECOMMENDATIONS FOR ASSISTANCE. YOU SHOULD ALSO CONTACT ME 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 CLASS ROOM ACTIVITY. YOU WILL RECEIVE A GRADE OF F FOR ANY PAPER,ASSIGNMENT, EXAM THAT SHOWS EVIDENCE FO CHEATING AND/OR PLAGARISM . YOU HAVE BURDEN OF PROVING THAT A PAPER SHOWING EVIDENCE OF CHEATING HAS IN FACT BEEN WRITTEN BY YOU. YOU SHOULD KEEP THOROUGH EVIDENCE OF YOUR WRITING PROCESSES FOR ALL PAPERS SO THAT YOU CAN MEET THE BURDEN OF PROOF. VIOLATIONS OF ACADEMIC HONESTY WILL BE REPORTED TO THE PROVOST OR THE DESIGNATED REPRESENTATIVE ON THE ACADEMIC HONESTY VIOLATIONS REPORT FORMS. PLEASE NOTE CAREFULLY THE STATEMENT ON PLAGIARISM ON THE DEPARTMENTAL WEBSITE AND REFER TO THE 2007-2008 STUDENT HANDBOOK AND CCALENDAR ON P.21 FOR SPECIFIC ACTIVITIES IDENTIFIED AS VIOLATIONS OF THE POLICY AND THE STUDENT DUE PROCESS PROCEDURE. THIS HANDBOOK IS ALSO AVAILABLE ON LINE AT <http://www..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. 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

OTHER: WE REALIZE THAT WE LIVE IN AN AGE OF TECHNOLOGY. ALMOST EVERYONE TODAY HAS ACCESS TO CELL PHONES. CELL PHONES HAVE THEIR PLACE BUT NOT IN THE CLASS ROOM WHERE THEY ARE A DISTRACTION. TO INSURE THAT THE PHONE DOES NOT RING DURING CLASS I LEAVE MY PHONE LOCKED IN MY OFFICE. IF THIS IS UNWORKABLE FOR YOU PLEASE TURN THE PHONE OFF OR TO SILENT MODE BEFORE CLASS.

SOMETIMES, BUT RARELY, COMING LATE TO CLASS IS UNAVOIDABLE. THE ROOM DOOR WILL BE

OPEN TEN MINUTES INTO THE SESSION AFTER WHICH IT WILL BE CLOSED. PLEASE TAKE THIS AS A SIGN THAT LATENESS IS NEVER REALLY ACCEPTABLE, BUT IF YOU MUST BE LATE ENTER AS QUIETLY AS POSSIBLE AND NOT AT A SIGNIFICANT TIME PERIOD AFTER THE BEGINNING OF CLASS. THIS WILL INSURE A SUCCESSFUL CLASS ROOM SESSION FOR ALL. PLEASE NOTE THAT VIOLATIONS OF CELLPHONE AND/OR LATENESS POLICY WILL INCUR PENALTIES IN REDUCTION OF GRADES.

**GRADING:**

4 FORMAL PAPERS WORTH 100 POINTS EACH

PAPER 1 SEPT 21

PAPER 2 OCT. 8

PAPER 3 NOV. 9

PAPER 4 DEC. 5

FINAL EXAM

100 POINTS

ASSORTED POINTS WILL BE ASSIGNED FOR INFORMAL WRITINGS, JOURNALS, QUIZZES, AND CLASS DISCUSSION AND PARTICIPATION.

PLEASE NOTE THAT ALL FOUR FORMAL PAPERS MUST BE TURNED IN, REGARDLESS OF THE POINTS ACCUMULATED IN THE OTHER WRITINGS, IN ORDER TO PASS THIS COURSE.

PLEASE FEEL FREE TO COME AND SEE ME IF YOU HAVE PROBLEMS OR QUESTIONS. YOU MAY CONFERENCE ON ANY OF YOUR WRITING OR TO HAVE AN ASSIGNMENT CLARIFIED. COMMUNICATION IS OF UTMOST IMPORTANCE AND, AS A RESULT, I WILL MAKE MYSELF AS AVAILABLE AS POSSIBLE TO YOU.