

ENGLISH 104: COLLEGE WRITING AND RHETORIC

Spring 2008

Missouri Western State University
College of Liberal Arts and Sciences

Department of English, Foreign Languages, and Journalism

Section 01: 8:00-8:50 MWF, Murphy 103
Section 03: 9:00-9:50 MWF, Popplewell 202
Section 06: 11:00-11:50 MWF, Murphy 103
Section 14: 1:00-1:50 MWF, Murphy 105

Instructor: Tom Pankiewicz

Office: Eder 222R

Phone: 816-271-4156

Office Hours: MWF 2:00–3:00, Th 9:00-12:00, and by appointment.

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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

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). These stages characterize the writing process you will follow in English 104.

English 104 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 graded 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

You will write several major essays and reflection letters, approximately twenty reading responses, and publish an end-of-semester portfolio of your best work. A student who does not turn in all major essays and submit a portfolio will not pass the course even if satisfactory grades are achieved in other work.

Essays:

- This I Believe
- Inquiry.
- University Education
- Argument
- Project
- Portfolio with self-reflection essay
- Final Exam

Essay Format:

All assignments, including reading responses, must be word-processed, double-spaced and use 12-point Times New Roman. Handwritten assignments other than in-class writing will not receive a grade.

Be sure to back up each assignment on the university's "P" drive, and on a computer disk or jump drive. Keep a hard copy of each assignment for yourself. Every semester it seems that someone struggles to complete the portfolio due to a computer failure or a disk malfunction. Save and back up your writing.

Place your name, professor's name, course, date, and draft number in the upper left hand corner. Center the title.

Each essay must be submitted in a folder containing the revised draft to be read, all previous drafts of the assignment, all peer and teacher responses, and an in-class reflection letter.

Reading Responses:

We will read a number of selections from *Open Questions* and other sources. During the semester, you will be assigned to respond to a number of the readings. The response is due at the beginning of the class on the assigned date. No late responses are accepted.

Portfolio:

The course essays will be revised and collected in an end-of-course 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.

I encourage you to revise your essays throughout the semester. I will respond to your essays with written comments; I will hold a series of revision workshops throughout the semester; I will be available to confer with you about your writing throughout the semester. But I will not assign a grade to any essay until it is published in the portfolio.

Class Participation:

You are expected to participate fully in all class activities, including discussions and group work.

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. I am also usually in my office on MWP between my 10 and 11 and between 12 and 1. 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 latest assignment/draft. You must initiate the conference, showing your interest in your work and focusing on where you need information or a response from me.
- Leave the conference with a written revision plan.

Center for Academic Support:

In addition to conferences, you will find help with your writing at the Center for Academic Support. In fact, you will find help for any class at the center. There is no cost for using these services. Use the CAS!

Grading:

Your grade will be based on the following items:

- End-of-Semester Portfolio...67%
- Reading Responses, Class Participation, Revised drafts, Reflection letters, and Final Exam...33%

POLICIES:

Attendance Policy:

In order to improve student learning as well as to achieve compliance with federal financial aid policies, Western has a mandatory attendance policy for all 100 and 200 level courses. You will be given an excused absence when acting as an official representative of the university, provided you give 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 for this class before the midterm report, March 19, is five. Thus, when you have six unexcused 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.

This course also has an attendance policy. Absences are cumulative. **If you miss six (6) class periods (or two weeks**

of classes) at any time during the semester you will receive an F in the class on the date of the sixth absence. If you know of any circumstances likely to make this policy difficult for you this semester, you may wish to consult with your instructor or advisor to review your options.

Late Work:

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. Late assignments will not be accepted.

If you are facing difficulties in meeting an essay deadline, schedule a conference (telephoning me, 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 *may* 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 and Due Process:

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 Violation Report forms. Please see the Western Student Handbook and Calendar 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>

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.

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.

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.

Personal Note

Please feel free to come see me if you have *any* problems or questions concerning class. You can make an appointment to confer about any paper or homework assignment, to discuss your progress in class, to clarify or question something that was discussed or done in class. Heck, you can come by just to visit for awhile. You have my class schedule and posted office hours. I hope to see you and to help you become a stronger writer.