

Missouri Western State University
Department of English, Foreign Languages, and Journalism
Syllabus—Spring 2008
ENG 104 College Writing and Rhetoric

Instructor: Ellen Lilley, MS Ed

Office: Eder Hall 212 816-271-4239 ext elilley@missouriwestern.edu (conference by appointment)

Meeting information: Section 18 T-Th Murphy Hall Room 105 8:00 a.m.-- 9:20 p.m.

Section 04 T-Th Eder Hall Room 223 11:00 a.m.--12:20 p.m.

Required Text and materials:

The St. Martin's Guide to Writing. 8th Ed. Rise B. Axelrod and Charles R. Cooper. Bedford/St. Martin's, 2007.

Computer disks or jump drives for revising and saving work.

Printer and internet access (available at many sites on campus)

Notebook for journal entries, class work, notes, etc.

highlighter, stapler, and portfolio cover

Bookmark these web sites: <http://www.time-management-for-students.com>

<http://bcs.bedfordstmartins.com/theguide8e>

<http://owl.english.purdue.edu/>

<http://www.more.net/>

Course Description:

Students will develop skills that will help them to think critically, read actively, respond to texts and others' ideas, and to explore and effectively express their ideas.

Course Goals:

To communicate ideas and perceptions clearly, students will:

Summarize, analyze, and evaluate texts

Engage in formal and informal, personal and collaborative writing and speaking

Participate in peer revision groups

Recognize and practice *Writing Processes*

Methods of Instruction:

A variety of methods will be used to encourage students' learning: textbooks, lectures, class discussions, group work, journaling, informal and formal writing. Students are expected to read, summarize, and respond to text selections, take notes, ask questions, complete journal and other writing exercises and assignments, and participate in peer revision teams, and conference with instructor. Each of these activities will contribute to your final grade.

For common objectives/means and institutional competencies for ENG-104, refer to the English department website at

<http://www.missouriwestern.edu/~engdept/eng104.html>

Attendance and Class Preparation/Participation:

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. 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. For this class the maximum number of absences allowed before the midterm report is two. When you incur a *third* absence before March 19, you will be reported to the Registrar's Office where you will be automatically withdrawn from this class and the Financial Aid Office will reduce financial aid as appropriate. In addition, if you exceed four absences during the course of the semester in this class, you will receive an *F* for the course, no matter what your grade is at that time. If you choose to contest absences, you will be required to present documentation for ALL absences.

All students are expected to arrive prepared and on time for every scheduled class meeting, to remain for the entire period, and to participate in class discussions and peer editing groups; these attitudes of respect and cooperation provide the forum for sharing ideas,

asking questions, and maximizing learning. Three tardies count as an absence. Leaving class early twice counts as an absence. Sleeping in class may count as an absence. When absent, use your assignment schedule (p-drive) because you are expected to return from absences prepared for class. Late work will not be accepted and in-class quizzes and writings cannot be made up.

Grades: A minimum grade of “C” in this course, ENG-104, is required for admission into ENG-108.

Grades are determined by the percentage (90%=A/80%=B/70%=C) of points accumulated on:

- quizzes, informal writings, drafts, and other assignments: 200 points
- Portfolio of revised formal writings: 300 points
 - Task One: due 2/12/08 *I Believe*, a personal narrative
 - Task Two: due 3/06/08 *Profile*, an investigative description
 - Task Three: due 3/27/08 *Academic Concept*, a researched exposition
 - Task Four: due 4/08/08 *Opposing Positions*, a team analysis and synthesis
 - Task Five: due 4/22/08 *My Portfolio*, a persuasive letter
- Presentation 4/24—5/06 25 points
- Final Exam 4/30—6/06 75 points

All drafts and final papers for this course must be word-processed (MLA style) and saved on disks/thumb drives with backups recommended. Keep all process-work to document your writing process. Two copies of word-processed drafts are required for participation in mandatory peer revision teams and for student-teacher conferences; failure to prepare for/attend revision sessions or conferences may count as absences.

You must complete all requirements—portfolios, presentation, and final exam— in order to pass this course. If you are not in class on a due date, you are still responsible for submitting papers on time. If you must be absent when a draft or final task paper is due, the paper must be e-mailed as an attachment (in Rich Text Format) before your class meeting time to be considered on time. All portfolios must be presented to me before or upon arrival at class unless you have made prior arrangements. Your presentation must be made on the date assigned unless you are able to reschedule with your instructor before the assigned date. Only one late task will be accepted—it must be handed in at the beginning of the next class meeting, and there will be a 10% deduction.

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. 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 has been written, in fact, 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. See the 2006-07 Student Handbook and Calendar (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://missouriwestern.edu/handbook/index.pdf>.

Students with Disabilities:

Anyone who has a disability that prevents the fullest expression of his or her potential to succeed in this course must notify me as soon as possible and contact Michael Ritter, Special Needs Coordinator, to submit all necessary documentation so we can make the necessary accommodations.

Civility and Cooperation:

Missouri Western requires all students to help us maintain good conditions for teaching and learning. All students will treat their classmates and teachers 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 a class; specifics include use of cellular/other electronic devices during class, private conversations, and sleeping. Review your Missouri Western student handbook for further information

Note: Welcome. You can succeed in this course! Experience indicates that students who attend class regularly and complete daily work find success; experts report that students who spend 2-3 hours studying for each hour in the classroom have the greatest success rate. If you have problems or questions, *please* call or e-mail, or make an appointment to see me so we can work together to create a positive experience for you—and *please* don’t wait until the last minute when there is no way for you to “fix” the problem!

