ENG 108 College Writing and Research
Department of English, Foreign Languages and Journalism
MWSU, Division of Liberal Arts & Sciences
Spring 2008

ENG 108-07 11:00 MWF 106 Murphy

Professor: Dr. Kaye Adkins
Office: 222J Eder
Office hours: 1:00-1:50 W, 1:00-3:00 MF, and by appointment
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Schedule of Assignments

Objectives: The course objectives are outlined on the EFLJ Department web page, <http://www.missouriwestern.edu/EFLJ/lg/eng108.html>. Please become familiar with these objectives. In addition, this class will focus on preparing you to conduct and communicate research in your professional field of study. Students will begin preparing to enter the discourse community of their future professions.

Required Textbooks and materials:
Hacker, *Research and Documentation in the Electronic Age,* 4th ed.
Spatt, *Writing from Sources,* 7th edition
Glenn, *Word Pocket Guide* (Recommended)
Research notebook
Flash drive or zip disk
A good college dictionary

Resources:
Because you will continue writing (for both personal and professional reasons), it is a good idea to build a library of resources for writing. Next time someone asks you what you'd like for your birthday, you can tell them you'd like one of these books:

- Glenn, *Word Pocket Guide*. One of the excellent series of software guides from O'Reilly, this book will explain the basic features of Microsoft Word. It is useful for writing papers, letters, and reports. (In other words, buy it now!)
- Lanham, *Revising Prose*. Lanham has several books on creating clear, readable writing, but this one is a guide for all kinds of writing.
- Alred, Oliu, and Brusaw. *The Business Writer's Handbook*. No matter what career you are entering, you will probably need to write memos, letters, professional emails, and reports. This book is an indispensable guide. Consider buying it when you start writing letters to apply for scholarships, internships, or jobs.

A couple of good resources on line-You can find just about any used book (even rare ones) at www.alibris.com. While you are a student, you can use www.academicsuperstore.com as a source for software and computer peripherals.

About the course: English 108: College Writing and Research will help you learn to use sources in academic papers. You will learn to identify and evaluate arguments in texts, and to use the texts of other authors to support your own observations and claims. We will consider the following questions:

- How do you effectively summarize a text?

- How can you recognize and respond to an argument in a text using logic?
- How can you use sources effectively to support your arguments?
- What are primary and secondary sources?
- What is the difference between paraphrase and quotation?
- Why is the appropriate citation of the work of other authors important?

Assignments: In addition to reading assignments and brief writing exercises, four long writing assignments will be required. These longer assignments should be word processed or typed. As students work on their research papers, they will keep a research notebook. We will discuss the requirements for the notebook later in the semester. This should be turned in at the final exam. When each major paper is returned, students will be required to complete a revision sheet and to update their "error log." These logs will be used to develop individual proofreading strategies. There will also be a final exam. The longer assignments will be as follows:

Summary	Summaries of a set of assigned texts
Synthesis	Synthesis of assigned sources
Informative Paper	Informative research paper
Research paper	Revision of Informative Paper as an argumentative/evaluative paper
Research notebook	Record of your research process
Final exam (Research notebooks due)	Test of mastery of documentation formatting and correct/effective use of quotations

Grading: As the semester progresses, I will consider more elements of papers as I grade them. By the end of the semester, a passing paper will:

- clearly respond to the assignment
- focus on one distinct idea (a thesis, hypothesis, or question)
- have a coherent general structure
- integrate sources appropriately in a text
- cite sources appropriately in a bibliography
- have paragraphs that have a clear internal structure and a use of specific details
- have sentences whose grammar is acceptable as English
- be relatively free of blatant errors in idiom, diction, spelling, and punctuation.

Papers with four spelling errors will lose one letter grade. I will count typos as spelling errors. Papers turned in late, without an acceptable excuse, will lose one letter grade for each business day they are late.

Grades will be weighted as follows:

Summary	10%	Research notebook	10%
Synthesis of multiple sources	15%	Final exam	10%
Informative Paper	15%	Daily work/class particip/portfolio	20%

Research Paper	20%		

Communication: I welcome the opportunity to talk to students about reading or writing assignments during my office hours. You don't need an appointment. If you can't drop by during my office hours, please make an appointment.

Email is the official medium for communication at Missouri Western. You should check your Missouri Western email account at least every other day. This is how professors will contact you if they need to, and it is how you will receive information about campus events, scholarship and financial aid opportunities, and other important campus information. Some departments have student listservs to announce special events (like speakers or conference opportunities), scholarship deadlines, and the like. When you send an email to a professor or office on campus, you should send it from you Western email account, so that we know it is campus business.

A note on email etiquette: When you write an email to a professor, approach it as correspondence in a professional setting. This means including an informative subject line (at the very least, the course number), complete sentences, correct grammar, punctuation, and spelling, a salutation, and a signature. If you are including an attachment, you should tell the recipient what it is.

Absences: 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-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 6 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.

In addition to the official absence policy, I have my own attendance policy for my classes: Students missing four class periods will have their semester grade lowered one letter grade. If you miss class, check with your classmates (especially your workshop members) to find out what short assignments you missed. You can also find the Schedule of Assignments on line (see below). If you must be absent for a number of class sessions and you know in advance, please talk to me about it; otherwise, talk to me when you return. I understand that many of you have work and family responsibilities, but you should make success in your college courses your priority. Your education is your most important job, so you should arrange your schedule accordingly.

Academic honesty 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 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. Papers that have been plagiarized will receive no credit, and the student who submits such a paper will have to meet with me before any other work will be accepted.

Disabilities: Please let me know during the first week of class about any physical handicap or learning disability if you need special help or accommodation in order to do your best work.

Disclaimer: I try to adapt each of my classes to the needs and interests of the students. This means that the Schedule of Assignments may change.