

Missouri Western State University, Division of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism
English 100: Introduction to College Writing
Writer's Workshop:
Spring 2009

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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 **five** class periods or **four** Writer's Workshops, for the entire semester, you will receive an F in the class. There are no excused absences, exceptions or "makeups" for this attendance requirement. Furthermore, the maximum number of absences allowed before the midterm report, March 16, for this class is **three**. Thus, when you have **four** 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.

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 from your teacher (if you have a specific late policy, please outline).

Required Texts and Course Materials:

Introduction to College Writing – ENG 100, McGraw-Hill, 2008 (Fourth Edition)
and *A Troubleshooting Guide for Writers*, McGraw-Hill, 2008
(Writer's Workshop book is included in textbook)
Computer disks/jump drives
Photocopies for group work as requested

Course Goals and Class Assignments:

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 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. I also expect you to behave respectfully in class. This means: do not interrupt, walk in front of anyone who is talking, enter the room or a workshop late, or leave your seat or the room while class is in session unless it is an emergency. It also means that you turn off cell phones before you enter the classroom, and that they remain off until you have exited the classroom.

Students who violate this policy may, among other penalties, be counted absent and asked to leave. I also expect you to behave respectfully in class. This means: do not interrupt, walk in front of anyone who is talking, enter the room or a workshop late, or leave your seat or the room while class is in session unless it is an emergency. It also means that you turn off cell phones before you enter the classroom, and that they remain off until you have exited the classroom.

You should review your Missouri Western student handbook for further information. This handbook is available online at <http://missouriwestern.edu/handbook/index.pdf>.

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. You will complete four major writing tasks that will be graded by your teacher. 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 need a C or higher to pass ENG 100 and enter ENG 104. The components of your grade in the course are:

Peer reviews, workshops, reflections, participation, journal writing, in class exercises, drafts, revisions: 15% per task 1-3

Writer's workshop: 15%

Final Portfolio (includes Task 4) : 40%

Process assignments and Journals:

For each task, there will be a series of reading and writing assignments. Among those assignments will be journal responses for most of your assigned readings. Please refer to your assignment schedule for journal assignments. The average length for a journal entry is one full typed page. Entries can be hand-written or typed, but the length remains the same. For each task, you also will have invention assignments, reading and short writing assignments, and evaluations. Although this work will be graded mostly on content and completion, it is very important that you complete everything. You cannot receive more than 50% of the points for each task should you not complete the process assignments; however, since you are graded mostly on effort, completing this work can help you raise your grade.

Peer Revision Workshops:

Prior to submitting your writing tasks, you will be required to participate in peer revision workshops in class (there are in addition to the writers' workshop labs) to which you will bring in copies of your rough draft. Your group will give written feedback in order to help you strengthen and revise your own written work. This is another required process activity and will be part of your total grade for the course. Remember that failure to bring your draft and copies will result in an absence for that day as you cannot participate. (Note: during these sessions I will also evaluate drafts).

Portfolios:

Since I do not assign final grades to the writing tasks until the end of the semester, I give points for the projects throughout the semester based on completeness and effort. I also respond to each project with a grading rubric that indicates the degree to which that paper is "PR," or Portfolio Ready. Rubrics that show an average score of 7 to 8 are usually close to being PR, so that project should earn at least a "C" at semester's end. Work not "PR" will be at best a "D" at semester's end and likely result in a repetition of the course if not revised successfully. The student may decide on the amount of revision s/he wishes to make. It is the student's responsibility to determine the strength and weaknesses of the paper and to decide how much s/he needs to revise.

Quality portfolios will indicate multiple drafts of major assignments, thoughtful reflective letters, thoughtful questions about the writing, and quality revisions. Likewise, students who receive the highest grades will have contributed meaningfully to class discussions, will have met all deadlines for drafting and submitting all assignments, and will have fulfilled attendance requirements. All these factors indicate the student has put forth a strong effort, has developed his/her writing, reading, and thinking intellect, and can produce complete, clear and thoughtful writing. These qualities will result in an exceptional portfolio.

Midterm grades:

I submit a "C" for students whose work is complete and passing and whose absences are below the limit. I submit a "D" for students whose work is complete but not acceptable. I submit an "F" for students whose work is incomplete or unacceptable and/or who have exceeded the absence limit or have plagiarized. Due to portfolio grading, it is very difficult to give accurate comprehensive midterm grades.

Final grades:

Completion and quality, timeliness, attendance, and participation will all influence your final grade.

* Timeliness -- students who miss any deadlines on any major papers, including peer review, without documented extenuating circumstances are ineligible for course grades higher than C.

* Attendance -- your constant presence is mandatory for your success (please see "Attendance Policy" above).

Missing excessive classes, deadlines, and assignments will result in substantially lower grades, in many cases to the point of failure. Also, superficial, off-topic or poorly edited papers, or an unwillingness or inability to contribute meaningfully to class discussions or to revise papers effectively will result in low final grades.

Late Work Policy

Be sure to bring all work to class, in person, and on time. I cannot be responsible for work that you do not hand me personally. Remember that regardless of the quality of your portfolio, you will not pass the class unless you write all papers throughout the semester.

Late Work: If something should happen that prevents you from submitting your paper on time, you must make arrangements with me **before** the paper is due, not afterwards. At this time, we will plan a date by which the work will be completed. Otherwise, your work is late if not submitted on time and will be given a zero. "Excused" absences occur if the student contacts me beforehand and if the absences do not happen regularly. I strongly urge you to put your excuse in writing. Also, students must notify me of planned outings, absences, illnesses, etc. in advance and in writing. I may verify the absences of students representing the college by contacting the appropriate MWSC personnel. **If you are absent, your work is still due.** Make appropriate arrangements. Note that **regardless of the circumstances, the number of absences allowed in this class does not change.** This rule is a departmental policy and applies to all Eng 100 classes.

Make-up Work: It is nearly impossible to make up work in this class. Class discussions cannot be recreated, nor can in-class writings and group. If you do not have your paper or draft copies, you cannot write a reflective letter nor have your paper adequately evaluated.

Writer's Workshop:

Throughout the course of the semester, you will attend the once-a-week, small group Writer's Workshops (listed as "labs" in the class schedule). 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. Your teacher may also consider your Writer's Workshop participation as part of your grade.

If you miss four Writer's Workshops, you will fail ENG 100. You can make-up an absence, but you must attend the make-up session on Friday of the week you missed. You can only attend the make-up session three times throughout the entire semester. If you wish to appeal your failure due to absences, you must be able to provide valid documentation for ALL absences and you must have an A or B grade in ENG 100 at the time (see Appeal Procedure in textbook). In addition to not showing up for workshop, you can also be counted absent for the following reasons (these situations also apply to class as well):

- arriving very late; tardies will be added up for an absence
- not having required materials (textbook, draft of paper, portfolio, etc.)
- not participating/not paying attention to the SA and the lesson
- sleeping
- unacceptable behavior that impedes others' learning such as being disruptive, showing disrespect to your SA and/or peers, using foul language, using a cell phone or other electronic devices, working on other coursework

In this section of English 100, you will participate in conferencing and tutoring in your Writer's Workshop. One of the major goals of English 100 is to become an independent writer, a writer who has discovered strategies and processes to write competent and thoughtful essays. As in all sections of English 100, you have been assigned a mandatory, small group Writer's Workshop which meets once a week. During Writer's Workshop, you will receive personal responses and suggestions as well as lessons and activities to help you develop and revise each essay and to help you grow as a writer. You will also be allowed time, in workshop, to write and revise. Your writing will become the central text of both the class and the workshop and your needs will become the content of the instruction.

This workshop requires commitments from you. First, you must confer with your instructor, workshop tutor and/or small groups in workshop. Second, you must bring a work-in-progress to each writing workshop/conference or be prepared to write, with the help of your tutor, in workshop. Your instructor and workshop leader will discuss your progress weekly. This is a labor-intensive effort on the part of your instructor and tutor, but it is one that we feel will benefit you.

Workshops/Conferences:

- Be on time.
- Missing a workshop/conference will be counted as a workshop absence.
- If you do not come prepared to the workshop/conference, you will be marked absent. If a new draft or revised draft is required then coming to a workshop/conference without one will lead to a workshop absence. In addition, if the workshop/conference is one that requires you to write, then you must come prepared to write and spend the workshop hour writing and seeking help from your tutor and peers; if you do not, then you will be marked absent for workshop.

- Come to the workshop/conference 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 a response.
- Leave the workshop with a new text/draft, revision, ideas or written revision plan.
- Make-up workshop/conference: If you miss a workshop or are not prepared you will be marked absent; however, you have the opportunity to make it up. You can attend the general make-up session on Friday at 3:00 pm in Eder 222 U-V. However, in this makeup session, you will be required to complete a specific lesson or activity and you will not be able to receive feedback on your writing or to do your own writing. Moreover, you will be allowed only three make-up opportunities. Please remember that you and your writing will benefit the most by attending your regularly scheduled workshops/conferences and working on your writing.

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 your teacher personally as soon as possible so that the two of you can discuss class requirements.

Academic Honesty Policy:

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 classroom activity. Cheating and plagiarism are not acceptable. If your teacher finds evidence of cheating or plagiarism, you have the burden of showing that the paper 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. 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 showing evidence of cheating and/or plagiarism has been in fact written 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. Please see the Student Handbook 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>.
