

English 100-11: INTRODUCTION TO COLLEGE WRITING
SPRING 2009

Class: 2:00—3:20 Tuesdays and Thursdays in Murphy Hall—Room 104
Writer's Workshops (lab): Tuesdays 1—1:50 in Eder 222U Justin Maxwell
Eder 222V Mary Stone
Thursdays 1—1:50 in Eder 222U Justin Maxwell
Eder 222V Mary Stone

Teacher: Ellen Lilley, MS Ed e-mail: elilley@missouriwestern.edu
Office: Eder Hall—Room 213 phone: (816) 271-4578
Office hours: by appointment (on Tuesday and Thursday mornings)

ATTENDANCE POLICY:

Class attendance is expected. 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 for both class and Writer's Workshops.

- There are NO excused absences, exceptions or "makeups" for this attendance policy: If you miss **five** classes during the semester, you will receive an F in the class.
- Furthermore, the maximum number of absences allowed before the midterm report is **three**. Thus, when you have incurred four absences before March 16, 2009, you will be reported to the Registrar's Office where you will be automatically withdrawn from the course. Additionally, the Financial Aid Office will reduce financial aid as appropriate.
- Three tardies will constitute one absence.
- If you must miss a class session, you are responsible for all material covered and assignments given during that absence. This means that you will have assignments completed to the best of your ability when you return to class. Late assignments will not be accepted. In-class quizzes cannot be made up.
- If you happen to be absent when an assignment is due, I must receive the completed assignment by the time class begins on the due date. The work may be sent via e-mail, but must be sent as an attachment in Rich Text Format and received before class begins in order for you to receive credit. When requested, via my e-mail confirmation, you must also present a hard copy of the assignment when you return to class.
- Final withdrawal date: March 27, 2009.

DUE DATES FOR FORMAL WRITING ASSIGNMENTS:

- Task One: Tues., February 3, 2009
- Task Two: Tues., March 3, 2009
- Task Three: Tues., April 7, 2009
- Task Four: Thur., April 23, 2009

REQUIRED TEXTS and COURSE MATERIALS:

- *Introduction to College—ENG 100*, McGraw-Hill, 2008 (Fourth Edition) and *A Troubleshooting Guide for Writers*, McGraw-Hill, 2008.
- Computer disk/jump or thumb drive.
- Photocopies for group work as requested.
- Stapler, highlighter, and notebook or other storage system (for handouts, assignments, etc)

COURSE GOALS, basis for class assignments and task essays.

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 will 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.

- **Students who violate this policy may, among other penalties, be counted absent and asked to leave the class or workshop.**
- Turn off cellular devices (even vibrate mode) when you get to class unless you inform the teacher of an emergency situation.
- Review your Missouri Western student handbook for further information. This handbook is available online at <http://missouriwestern.edu/handbook/index.pdf>.

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.

- 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.** For this reason, keeping thorough evidence of your writing processes for all papers is very important, so that you can meet that burden of proof.
- You will receive an F (0 points) for any paper/assignment/exam that shows evidence of cheating and/or plagiarism.
- If you plagiarize a paper, you forfeit the right to revise that paper; if you cheat on a quiz or exam, you will not be allowed to take the exam.
- Violations of academic honesty will be reported to the Provost or designated representative on the Academic Honesty Violation Report Forms.
- Review the Student Handbook for specific activities identified as violations of this policy and the student due process procedure. The handbook is available online (see URL above).

STUDENT DISABILITY:

Any student who has a disability that prevents the fullest expression of abilities should contact Missouri Western's special needs coordinator (Michael Ritter) for possible certification of special needs and expert recommendations for assistance. Also, contact your teacher personally as soon as possible so that the two of you can discuss class requirements.

GRADING POLICY:

Grades are calculated by accumulation and averaging of your scores/points you earn:

- Grade scale: 90—100% = A 80— 90% = B 70— 80% = C
- A grade of **C** or higher is required to pass ENG100 and move on to ENG104.
- Components:

4 tasks (which show your BEST ideas, skills, and effort)

- All four tasks must be handed in **or you will fail this class.**
Even if grades earned on all other tasks are satisfactory, a student who does not turn in complete responses to **all four tasks** will **not** pass this course.
- Each Task includes:
 - a final, revised essay
 - all process work (assignments completed in developing your essay)
- Rubrics will provide criteria for scoring each essay and Task.

Daily participation (which creates a positive community in which to learn) includes:

- bringing all required materials to every class.
- completing out-of-class assignments (quizzes may follow readings)
- completing journal entries
- taking part in class discussions
- contributing in peer response teams
- reading your writings aloud to small groups and/or the class
- doing nothing to disrupt or distract from learning or teaching (yours or others').

- LATE WORK, often the product of procrastination, is rarely as productive as assignments completed on time—as missing a stair step in walking, being unprepared for class prevents a smooth climb and often results in stumbling. Therefore,

Late work is unacceptable.

- See page 1 of this syllabus for policies regarding handing in work when absent.
- Absences of more than 2 consecutive class periods with a documented excuse may be considered an exception. Students are responsible for contacting me immediately when they know this will be the case.

Late work is defined as any work that is not ready to hand in when class begins on the day the assignment is due (**ABC**).

- If a daily assignment is not presented when it is due, it receives 0 daily points
- If a Task is handed in one class period late, a one letter-grade reduction incurs.
- Come to class with work already printed out; do not ask to leave class to print.

- Students' grades are most often determined by their:
 - consistency in daily preparations
 - focused attention during class and workshop
 - willingness to attempt new things
 - willingness to challenge their ideas and beliefs
 - devotion of time to learning, writing, and practice
 - efforts at improving skills
 - willingness to ask questions and participate in discussions

WRITER'S WORKSHOP:

One of the major goals of English100 is to help you become an independent writer, a writer who has discovered strategies and processes to write competent and thoughtful essays. To facilitate this goal, you have been assigned a mandatory, small group **Writer's Workshop** which meets once a week to provide individual conferencing and tutoring. During **Writer's Workshop**, you will be allowed time to write and revise; you will receive personal responses and suggestions as well as lessons and activities to help you develop and revise each essay, to help you grow as a writer. Your writing will become the central focus of both the class and the workshop, and your writing needs will become the content of instruction. Your teacher may also consider your WW participation as part of your grade.

Writer's Workshop requires commitment from you. First, you must confer with your instructor and workshop tutor, and/or small groups in workshop. Second, some of your workshop materials may be used in the class, and some of your class papers will be critiqued and proofread in **Writer's Workshops**, so you must ensure that you have all writing materials with you; you must bring a work-in-progress to each WW/conference or be prepared to write with the help of your tutor. 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 one that we feel will benefit you.

If you miss **four Writer's Workshops**, you will fail ENG100.

- You can make-up a Writer's Workshops makeup session on Friday of the week you missed.
 - General make-up session: 3:00 p.m. in Eder 222U-V on Fridays
 - In this makeup session, you will be required to complete a specific lesson or activity and will not be able to receive feedback on your writing or to do your own writing.
 - Remember: you can only attend the makeup 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 in ENG100 at the time (see Appeal Procedure in textbook).
- In addition to not showing up for a workshop, you can also be counted absent for the following reasons (these situations also apply to class as well as workshops):
 - Arrive on time; tardies will add up for an absence
 - Have required materials (textbook, drafts of papers, portfolio, etc)
 - If you do not come prepared, you will be marked absent.
 - If a new draft or revised draft is required, then coming to a workshop without one will lead to a workshop absence
 - 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.
 - Not participating/not paying attention to the SA and the lesson will count as an absence
 - Leave the workshop with a new text/draft, revision, ideas or written revision plan.
 - Unacceptable behaviors that impeded others' learning will count as absences, 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.