

SYLLABUS: ENGLISH 104
COLLEGE WRITING AND RHETORIC
Spring '09 Sections 3 and 10

Instructor: Meredith Katchen

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Office Hours: T: 12:30–1:30, W: 9:00–10:30, Th: 9:00–9:30, 12:30–1:30

GENERAL COURSE ORIENTATION: There is not a single definition of rhetoric. Nor is there universal agreement on how or even why to study it. Nevertheless, a course devoted to writing and rhetoric requires that a student think about and practice using language meant to be persuasive. This course will help students recognize, analyze, and employ persuasive language.

REQUIRED BOOKS AND MATERIALS:

- One notebook, 40 to 70 pages, to be used for this class only.

You may think you are lucky to have no books to buy; however, what you save in cash you will expend in effort.

BASIC COURSE COMPONENTS:

1. **Essays:** Expect to write twelve papers, each just a few pages, on assorted topics. These will be worth 60% of your grade. Evaluation criteria for each assignment will be specified. Papers that do not satisfy basic criteria will earn zero points.
2. **Journals:** Notebooks will serve as journals. Expect to use your journal each day for notes, exercises, responses to prompts, and brainstorming. To earn full points, a journal entry must be complete, full, and thoughtful. I will collect and evaluate journals from time to time during the semester. Journals will be worth 30% of your grade.
3. **Final:** A final writing assignment will be worth 10% of your grade.

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ATTENDANCE: A student can not succeed in this class with less than very good attendance. An A is possible with two or three absences but becomes highly unlikely with four or more absences. Absence is its own penalty. Absence causes a student to miss or misunderstand assignments.

Absence will cause you to miss journal entries, and missing journal entries will earn no points. Can a student pass this class with poor attendance? Yes, but that happens only rarely. If you are not in this class with the intention of working hard for a good grade, this class will be a bad fit for you. Further, absence does not excuse a student from due dates. Neither does absence excuse a student from being fully prepared for the next class.

The **official attendance policy** for 100 level courses is as follows:

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 18, 2009 is 3. Thus, when you have 4 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.

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LATENESS: Late arrivals and early departures will most likely cause a student to miss journal work, assignments, discussions, and lecture material for which the student will, nevertheless, be held responsible.

LATE WORK: Assigned work that is not submitted on time will be penalized (one letter-grade for each day late) or refused (in which case zero points will be earned). However, I reserve the right to grant extensions to students who prove themselves diligent and who discuss with me, *in advance of a due date*, their need for an extension.

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REVISION OF SUBMITTED WORK: Unlike English 100, this course will treat each paper you submit as a finished product. During office hours, I am willing to discuss a paper with you prior to submission. Further, there will generally be opportunities for the class to share and rethink ideas before drafts are finalized.

GRADING: We will use a 1000 point system. Each student will begin the semester with zero points. Students who accumulate 900 or more points will receive a grade of A, 800 to 899 points = B, 700 to 799 points = C, and 600 to 699 points = D. **A grade of C or better is prerequisite for English 108.** Students who earn fewer than 600 points will fail the course. In the event we do not reach 1000 assigned points, grades will be calculated as a percent of actual points available, in which case 90% or more equals A, 80% to 89% equals B, and so on.

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 2006-07 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 at <http://www.missouriwestern.edu/handbook/index.pdf>. If I suspect you have plagiarized, the burden of proof will be on you to recap your writing process and to demonstrate your command of your material.

DISABILITIES AND SPECIAL NEEDS

Any student who has a special need or disability that may affect his or her performance in this class should contact the MWSU Special Needs Coordinator for assistance. Also, let me know right away so that appropriate arrangements can be made to make sure your needs are met as quickly and completely as possible.

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. You should review your MWSU student handbook for further information.

CONFERENCES: Although I usually do not require conferences, I invite and encourage you to meet with me at least twice during the semester.

TENTATIVE DUE DATES

Jan 22	assignment #1
Jan 29	#2
Feb 5	#3
Feb 12	#4
Feb 19	#5
Feb 26	#6
March 5	#7
March 10 & 12	– Spring Break
March 24	#8
March 31	#9
April 7	#10
April 14	#11
April 21	#12
April 23	– Last day of class