

**Missouri Western State College, Division of Liberal Arts and Sciences  
Department of English, Foreign Languages, and Journalism**

**English 104: College Writing and Rhetoric  
English 104-14 • Tuesday/Thursday 11 a.m. – 12:20 p.m. • Murphy 103  
English 104-21 • Tuesday/Thursday 12:30 p.m. – 1:50 p.m. • Murphy 113**

Instructor: Susan Garrison  
Phone: (816) 262-1082  
Office Hours: By appointment  
E-mail: [garrison@missouriwestern.edu](mailto:garrison@missouriwestern.edu)

**Required Texts/Materials:**

1. **The Bedford Reader Guide for College Writers**, Eighth Edition, X.J. Kennedy, Dorothy Kennedy and Marcia F. Muth, 2008.
2. A spiral notebook dedicated exclusively to journal writing.
3. Flash drive or way to save papers.

**Course Description & Objectives:**

ENG 104 students will complete four formal writing assignments in addition to other graded and ungraded work through which they will learn how to discover ideas, respond to texts, and summarize others' ideas. In these assignments, students will learn how to analyze readings and share information with others by reading and responding to course texts and other materials gathered through research. Final drafts of all formal writing assignments must be word-processed. All students are expected to be prepared for class and participate in class discussions related to reading and writing assignments. In addition, students will keep complete portfolios of all their writings.

**Objectives**

Students will...

- make journal entries to explore their minds and to extend the range of their personal lives.
- write essays to communicate ideas and impose order on their thoughts and experiences;
- use organizational methods and genres appropriate for different purposes;
- construct academic essays that meet criteria for thesis, rhetoric, organization, development, and language.

Please see the Internet site: <http://www.missouriwestern.edu/eflj/eng104.asp> for more details.

**Attendance Policy:**

In order to improve student learning and to achieve compliance with federal financial aid policies, MWSU has a mandatory attendance policy for all 100-level courses. This course has a very strict attendance policy. If you miss three class periods for a Tuesday/Thursday class prior to March 18, you will receive an F in the class. 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; however, there are no other excused absences, exceptions or “make-ups” for this attendance requirement. Furthermore, the maximum number of absences allowed before the midterm report, March 18, 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 material covered or assignments given which you missed because of absence, so ask another student to inform you of what happened while you were gone. Quizzes or other graded assignments done in class the day you miss cannot be made up. All out-of-class assignments are due at the beginning of the class period. No late assignments will be accepted.

**Participation:**

This is important. Come to class prepared to participate.

### **Students with Disabilities Policy:**

Any student in this course who has a disability that requires any special consideration needs to meet with me as soon as possible to discuss class requirements.

### **Academic Honesty:**

Do your own work. In the event that you do turn in an assignment using someone else's work, you will receive zero points for that assignment. A second offense means that you will fail the course. We will discuss plagiarism and the importance of crediting your source in this course.

### **Free Tutoring!**

The Center for Academic Support is staffed by professionals and trained student tutors. It is an excellent resource for the English 104 student. There is no cost for the tutoring. The Center is located in LRC 213.

### **Journals:**

You will keep a journal for the entire semester. You are expected to write in it 15 minutes per day, at least five days a week. Sometimes we will write in it in class, sometimes at home. Do not write anything in your journal that you do not want me to read. If you write about hurting yourself, hurting others or others who are hurting you, I have a moral and legal obligation to report it to the authorities. By the same token, I will not read all of your journal entries. If you are having a problem, do not depend on me to "rescue" you by reading about it in your journal.

I will occasionally pick up and give points for the journal. Please date, title and use a new page each time you write in your journal.

### **Civility and Cooperation:**

MWSU 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.** You should review your Missouri Western student handbook for further information.

**Please turn off all cell phones, pagers, etc., before class. Text messaging and other cell phone activities are not allowed during class time.**

### **Format:**

The English Department at MWSC has a policy that all drafts are typed. If you do not have access to a computer at home, as a student you can use the computer labs on campus. Papers must be word-processed, double-spaced, and use a 12-point font such as Times New Roman. Be sure to save each assignment on the University's "P" drive, a computer disk or jump drive, and keep a hard copy of each assignment for yourself. Always save your work because you **will** make changes to it as each draft evolves.

### **E-mail:**

You must have e-mail and an active account that you check regularly at MWSU.

### **Grades:**

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 need a C or higher to pass ENG 104 and enter ENG 108. The components of your grade in the course are:

#### Essay #1:

- Assignments that lead to Essay #1 (including participation, quizzes, journals): 10%
- Essay #1: 10%

Essay #2:

- Assignments that lead to Essay #2 (including participation, quizzes, journals): 10%
- Essay #2: 10%

Essay #3:

- Assignments that lead to Essay #3 (including participation, quizzes, journals): 10%
- Essay #3: 10%

Essay #4:

- Assignments that lead to Essay #4 (including participation, quizzes, journals): 10%
- Essay #4: 10%

Final Portfolio: All your semester's work, plus a 600-700 word self-critique: 10%

Final Exam: In-class Essay, 500-750 words: 10%

Final course grades: A=90% and above; B=80-89%; C=70-79%; D=60-69%; F=59 and below.

**Due Dates for Formal Writing Assignments: (These may change)**

Essay One: Feb. 3

Essay Two: Feb. 26

Essay Three: March 26

Essay Four: April 16

Final Portfolio: April 23

**Final Exam Schedule:**

ENG 104-14 (11 a.m. class): Tuesday, May 5, 11:30 a.m. – 1:20 p.m.

ENG 104-21 (12:30 p.m. class): Thursday, April 30, 11:30 a.m. – 1:20 p.m.