

Missouri Western State University, Division of Liberal Arts and Sciences

Department of English, Foreign Languages, and Journalism

English 100: Introduction to College Writing

Section 13 MWF 11:00 Murphy 104

Section 18 MWF 12:00 Murphy 205

Section 23 MWF 2:00 Murphy 105

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Office Hours: MWF 9:00-11:00 a.m., 1:00-2:00 p.m., and by appointment

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Required Texts and Course Materials

Introduction to College Writing: English 100, McGraw-Hill, 2008 (4th Ed.), includes Writer's Workshop

A Troubleshooting Guide for Writers, McGraw-Hill, 2008

Lives on the Boundary by Mike Rose, Penguin Books

Notebook, pen, and paper for In-Class Writing

Electronic storage device such as a floppy disk or USB flash drive

Pocket Folder for submitting portfolios

Course Overview

This class prepares you not only for English 104 but also for the kind of writing and thinking in which you will be engaged throughout your college career and in life outside and beyond college. You will write four papers, each as part of processes that will include planning, drafting, and revising, processes in which you will work with classmates to provide each other with valuable feedback. In addition to writing, you will practice reading texts analytically. Texts will serve as models, sources, or both. The first two papers will be personal narratives. You will draw on your own experience. The last two papers will require you to incorporate sources, blending and documenting text that you have read with text that you write.

In that the course is numbered 100 or above it does apply as an elective general studies course toward the 124 hours required for graduation. It does not, however, satisfy the composition requirement of English 104 and English 108. You must receive a C or better in order to qualify for English 104.

You will not pass this class if you come to class unprepared, failing to prepare your assignments.

There are a number of people who can help you to succeed in this class. Your workshop leader will be able to provide you with valuable assistance. In addition, there are writing tutors in the Center for Academic Support in Hearn 213. These specially trained staff can assist you with specific writing concerns. Finally, I am available outside of class. My office hours, office phone, and email address are listed above.

Course Goals and Class Assignments

Reading Goals

- Read actively for greater understanding;
- Use reading to improve writing by drawing ideas and information from written texts
- Use texts to understand your 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

- Move from writer-based to reader-based prose
- Write at greater length more easily, more quickly, and more usefully;
- Structure writing to fit the assignment, purpose, and audience;
- Develop 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

- 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.

For common objectives/means and institutional competencies for English 100 also refer to the English department website at <http://www.missouriwestern.edu/EFLJ/LG/html>

Tools of Learning

Tools that shall be used as part of the learning process include readings, lectures, class discussions, group work, writer's workshops, informal writing assignments, and formal writing assignments. Students will be expected to participate in conferences with peers and with me.

Grading

Your grade will be determined on the basis of your progress as a writer, the writings (informal and formal) that you submit, and your class participation over the course of the semester. Also note that smaller assignments and class preparation/participation are very important and do affect your grade. The components of your grade in the course are:

Writing Task One Mini-Portfolio: 100 points

Writing Task Two Mini-Portfolio: 100 points

Writing Task Three Mini-Portfolio: 150 points

Writing Task Four Mini-Portfolio: 150 points

Quizzes, Class Work, and Homework: 100 points

A mini-portfolio consists of a formal paper, including all of your prewriting, drafts, and written comments from peer and professor conferences.

Revision Policy

For all writing tasks you will be required to participate in peer revisions groups. Graded writing tasks (tasks one-three) can be revised and resubmitted for a “new” grade. You will have two weeks from the date the paper is returned in class to revise and resubmit each task paper. If you miss the two-week deadline, you forfeit the right to revise that specific task paper. It is required that your original, graded essay accompanies your revised essay. You will not have the opportunity to revise Writing Task Four; however, you will have ample opportunity to share and revise drafts with your peers, your workshop tutor and me.

Writer’s Workshops

This section of English 100 is participating in a project of 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. Your Writer’s Workshop will differ from the traditional workshop in that it will be a tutoring session focused on your writing rather than the planned workshop sequence of activities. In this section of English 100 you will confer with both your instructor and workshop leader during the workshop. You will receive personal responses and suggestions 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 three commitments from you. First, you must confer with your instructor, workshop tutor and/or small groups in workshop. It is expected that you will schedule a conference with your workshop tutor or instructor (conferences will rotate) at least once every two weeks. 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. Third, you must share with us how this project is working. We need to know what activities are most helpful and what activities are ineffective, so we will ask for frequent feedback.

Workshop and Conference Expectations

- Be on time.

Missing a workshop/scheduled conference will be counted as a workshop absence.

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- 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.
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- 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.
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- Leave the conference with a new text/draft, revision or written revision plan .
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- 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 2:00 or 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.

University and English Department Policies

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 and 200 level courses. *This course has a very strict attendance policy in Writer's Workshops as well as in class. If you miss seven class periods OR four Writer's Workshops throughout the course of 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, October 15, for this class is five (5).* Thus, when you have six (6) -- before midterm -- 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 know of any circumstances likely to make this policy difficult for you this semester, you may wish to consult with your advisor to review your options. 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.

Late Work

All writing tasks are due at the beginning of the class period on the due date. Each student is allowed one late paper, and only one late paper, and this must be discussed with me so we can discuss the extended due date. I will not accept/grade any other late papers. This is important because you must complete, turn in and receive a grade for all papers in order to pass this class. *In other words, a second late paper will result in failure of the course.* If you are not in class on the due date you are still responsible for submitting your assignment on time. Late in-class writing assignments will not be accepted.

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 me personally as soon as possible so that we can discuss class requirements.

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. You will receive a grade of F (0 points) for any paper/ assignment/exam that shows evidence of cheating and/or plagiarism and forfeit the opportunity to revise. You have the burden of proving that a paper showing evidence of cheating or plagiarism 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. Violations of academic honesty will be reported to the Provost or the designated representative on the Academic Honesty Violation Report Forms. Please note carefully the statement on plagiarism on the departmental website and refer to the Student Handbook and calendar for specific activities identified as violations of this policy and the student due process procedure (beginning on page 23). This handbook is also available online at <http://www.missouriwestern.edu/handbook/index.pdf>.

Miscellaneous

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. You should review your Missouri Western student handbook, specifically sections of Community Expectations and Code of Conduct and Procedures, for further information. This handbook is also available online at <http://missouriwestern.edu/handbook/index.pdf>

Please note that you must complete all writing assignments in order to pass this course. In addition, admission into English 104 requires a "C" or higher in English 100. All drafts and final papers for this course must be word-processed. It is also important to save all writing tasks on disks, jump drives, etc., keeping back-ups if necessary, and to save all drafts as well.

Please feel free to come see me if you have *any* problems or questions. You can make an appointment to conference about any paper or homework assignment, to discuss your progress in class, to clarify or question something that was discussed or done in class, etc. I believe communication is very important between an instructor and her students and, as a result, I will make myself available to you for any reason.