

Missouri Western State University, Division of Liberal Arts and Sciences

Department of English, Foreign Languages, and Journalism

English 100-24: Introduction to College Writing

Class: 3-3:50 MWF Murphy Hall 105

Writer's Workshop: 2-2:50 MW

Teacher: Dr. Stacia Bensyl
Office: 222I Eder Hall
Phone: 271-5936
Office Hours: 2-3 MW, 9:30-11:30 TR, and by appointment
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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 seven 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, October 16, for this class is five. Thus, when you have six 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. No exceptions. No kidding.

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. **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. This handbook is available online at <http://missouriwestern.edu/handbook/index.pdf>. I absolutely will not tolerate your being discourteous or disrespectful to the student assistants in Writers' Workshop. Don't be surprised if I pop my head in the door sometimes to see how the workshop is going.

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:

Frequent, often unannounced, quizzes (10%)

Four "mini-portfolios," one per unit, which will include all your in class work, your rough draft, your peer reviews, and your final draft for that task paper (20% each)

A final exam, given on December 11 from 2:00-3:50 in this classroom (10%)

The grading scale is as follows:

100-90% = A

80-89% = B

70-79% = C

60-69% = D

59-0% = F

Late Work Policy and Classroom Conduct:

As I stated above, I will not accept late work. Your portfolios are due on their due dates. Period. You cannot make up peer reviews. If you have missed an in class assignment and want to include it in your portfolio it is your responsibility to get the assignment from me well before the rough draft of the task paper is due. Each assignment builds on the one before and prepares you for writing your rough draft. I also will not give make up quizzes. If you miss a quiz, I will simply double the score on the next quiz you take.

You may not text or surf the net on your new iphone in my class. You must turn off your phone or set it to silent. Do not come to my class thinking you can listen to your ipod, either. We need to be paying attention to one another. We will be spending a significant amount of time in classroom discussion. I expect all our interactions to be civil. The rules that apply to Writer's Workshops (below) also apply to this classroom, as noted. Students who violate these policies will be asked to leave and will be given an absence for the day.

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

Due Dates for Formal Writing Assignments:

Task One: Friday, September 18

Task Two: Wednesday, October 7

Task Three: Friday, November 6

Task Four: Wednesday, December 2

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>.