

Missouri Western State University, Division of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism
English 100-25: Introduction to College Writing
Fall 2009 – T/R: 9:30 – 10:50 a.m. • 205 Wilson
Writer’s Workshop: 8:00 a.m. • Tuesday **or** Thursday

Instructor: Ms. Susan Garrison

Office: English, Foreign Languages and Journalism Dept., Room T

Phone: Office – (816) 271-4239; Cell – (816) 262-1082

Office Hours: 8:30 – 9:30 a.m., T/R or by appointment

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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 in class as well as in Writer’s Workshops. If you miss five class periods for this class or four Writer’s Workshops, you will receive an F in the class. (Note: this is for the entire semester.) A student will be given an excused absence when acting as an official representative of the university, provided the student gives prior written verification for 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, Oct. 14, 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 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.

There is an opportunity to **make-up missed Workshops** on that Friday at 3:00 p.m. in Eder Hall 222-U-V. Your Workshop leader will explain the rules for making up a missed Workshop. Workshop policies are also in the Workshop Book.

Required Texts and Course Materials:

Introduction to College Writing – ENG 100, Fourth Edition, McGraw-Hill, 2008

A Troubleshooting Guide for Writers, McGraw-Hill, 2008

The Glass Castle, By Jeannette Walls, Scribner, 2005.

Computer flash drive

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:

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.

Grading Policy:

Writing. 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.

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

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 100 and enter ENG 104. The components of your grade in the course are:

Task #1:

- Assignments that lead to Task #1 (including participation, quizzes, journals): 10%
- Paper, 500-600 words, Describe a significant person, place or event in your life:10%

Task #2:

- Assignments that lead to Task #2 (including participation, quizzes, journals): 10%
- Paper, 500-600 words, Describe the impact of three possessions: 10%

Task #3:

- Assignments that lead to Task #3 (including participation, quizzes, journals): 10%
- Paper, 750-1,000 words, Blending Writing and Reading using MLA documentation: 10%

Task #4:

- Assignments that lead to Task #4 (including participation, quizzes, journals): 10%
- Paper, 600-750 words: 10%

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

Final Exam: In-class Essay, 500-750 words: 5%

Writer's Workshop: 5%

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)

Task One: Sept. 15

Task Two: Oct. 8

Task Three: Nov. 5

Task Four: Dec. 1

Final Portfolio: Dec. 3

Final Exam Schedule:

ENG 100-25: Thursday, Dec. 10, 8:30 – 10:20 AM

Essay Format:

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.

Free Tutoring!

The Center for Academic Support is an excellent resource. I encourage you to make use of their services during the semester.

Journals:

You will keep a journal in here. We will write in it during class and you will write in it at home. Please keep a section of the journal reserved for vocabulary words. As you come across words in the reading that you don't know, write them in this section, look up and write the definition, then explain how the author uses it and what it means to the reading.

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 see me personally as soon as possible so that we 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>.

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