

**Fall 2009**  
**Missouri Western State University**  
**College of Liberal Arts and Sciences**  
**Department of English, Foreign Languages, and Journalism**  
**English 100-62: Introduction to College Writing**

**Meeting Time & Room:** 10:00 – 10:50 MWF, Murphy Hall 113

**Writer's Workshop:** 11:00 - 10:50, M or W, Murphy 220

**Instructor:** Bill Church

**Office:** Eder Hall 222-O

**Phone:** 816 271-5966

**Office Hours:** 11:00-1:00 MW; 3:30–4:30 TR, and by appointment.

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**Course Overview:** This class offers additional practice in reading, writing, and critical thinking for students whose ACT or Writing Placement Exam scores indicate they are inadequately prepared for ENG104. This is not a course in grammar drills. Rather, it includes the holistic, process-based generation of papers and considerable analytical reading. Because 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 ENG104 and ENG 108. To advance to ENG104, a student must earn a C or higher in ENG 100.

**Learning Community:** Because this class is linked with your freshman seminar course, we have the opportunity to form a community that shares knowledge and encouragement beyond any one class. One aspect of linked courses is an outside activity which everyone is expected to attend. Another aspect is shared information among teachers. We faculty will be discussing your individual and collective progress so that we can gain a larger perspective of our course material and our students, some of whom may be excelling in one course while struggling in another. Our goal is to provide you the most effective teaching, advisement, and encouragement we can by working as a team. Likewise, your goal is to form a true community in which you know, encourage, challenge, and assist one another.

**ENG100 Program 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. By MWSU policy the maximum number of absences allowed before the midterm report, October 14, for this class is five (5). Thus, when you have six absences prior to that date you will be reported to the Registrar's Office and automatically withdrawn from this class with a grade of FA on your transcript. The Financial Aid Office will reduce financial aid as appropriate. Separate from the campus policy, ENG100 has an even stricter attendance policy for class absences as well as for missed Writer's Workshops. **Regardless of when absences occur**, if you miss **seven** class periods or **four** Writer's Workshops, you will receive an F in this class. A student will be given an excused absence only 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 "makeups" for this attendance requirement.

**My Personal Attendance Policy:** Because attendance is crucial to success, I offer the following encouragement and additional stipulations:

- \* You may miss up to three class periods without penalty beyond missed work
- \* You may miss up to two Writer's Workshops without penalty beyond missed work
- \* Each absence thereafter in class or WW may result in one-half letter grade reduction

Ordinarily, there are no exceptions and no make-ups for this attendance requirement. 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. No late assignments will be accepted unless you have received prior permission from me. There are no excused absences. **Anyone not present when roll is taken at the beginning of class is officially absent.**

**Required Texts and Course Materials:** *All Over but the Shoutin'* by Rick Bragg; *Introduction to College Writing*, MWSU, published by McGraw-Hill Custom Publishing. *English 100 Writer's Workshop*, Fall 2009 ed. *A Troubleshooting Guide for Writers*, 5<sup>th</sup> edition. Photocopies for group work as requested. All writing except that

completed in class must be word-processed, so please plan for adequate computer time if you will be using campus computer labs. Also, please be aware that many software programs on home computers may not be compatible with university software. Your "P" drive option is safest for storing work from home that you intend to revise or print on campus.

### **Course Goals and Class Assignments:**

A fuller discussion of the topics covered below may be found at the following web site:

[www.missouriwestern.edu/~engdept/eng100.html](http://www.missouriwestern.edu/~engdept/eng100.html)

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.

### **Classroom Behavior:**

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. As stated in the *MWSU Student Handbook*, instructors "may establish additional classroom rules and expectations for conduct in the classroom. Behavior which disrupts the classroom environment or interferes with other students' ability to learn may be grounds or justification for dismissal from the classroom." Sleeping or appearing to sleep, conducting private conversations, using computers for other than assigned purposes, eating, drinking, damaging property, and using vulgar or deliberately offensive language are some of the more common acts that can damage the learning environment. Likewise, all telephones and pagers are to be silenced and stored out of sight during class time. Text messaging is prohibited. Quite simply, if your phone is visible, I will ask you to leave class for that day. Please avoid that unpleasant situation by placing your phones out of sight. No headphones or sunglasses may be worn, no music played, no homework done for other classes. Let's establish a cordial and respectful atmosphere in which we can have fun while learning together.

**Promptness for attendance and submission of work:** All out-of-class assignments are due at the beginning of the class period. Late assignments will receive less credit; any paper not submitted at the beginning of the hour on the due date will be considered one day late. Students are responsible for all material covered and assignments given during their absence.

**Course Requirements and Grading Policy:** Your semester grade will be determined by your major papers, retention-enhancement questionnaires, in-class responses to reading, reflective letters, and class participation. The components of your grade in the course are as follows:

**Major papers (75%):** You will complete multiple drafts of three major writing tasks on specified deadlines, plus one self-reflective portfolio cover letter that will be evaluated as a fourth paper. Throughout the semester I will read and return your papers with an evaluation informing you whether the work is ready for your portfolio (good enough to earn a C or better) or needs more revising or editing before it becomes passing work. Because I want you to strive continually for improvement and growth as a writer, I will assign neither points nor grades on your major papers until you submit your final portfolio (See "Course Portfolio" below). A student who does not complete all four major tasks in a timely manner will not pass the course even if the evaluations on the other writing tasks are satisfactory. Your

participation in our literacy project with Pass the Power is a crucial component of the portfolio.

**Retention-Enhancement Questionnaires (10%):** Because reading comprehension is essential to success, you will have regular opportunities to earn points for careful reading. Some opportunities will be announced beforehand; some will not. Some questions will require brief answers, whereas others will require short essays.

**Reflective Letters (10%)** Reflective letters are due with each draft submitted to me for each of the four major writing assignments and will be written in class. Reflective letters should focus the reader on any questions you have about your work. The quality and number of insights and thoughtful questions you pose with each draft will impact this part of your learning and, by direct connection, your grade. Each time I return a reflective letter, I will assign it points. Letters cannot be revised.

**Participation & Preparation (5%):** Coming prepared for peer revision workshops, group participation, written and oral feedback to others, and group and/or individual oral presentations will count toward participation credit. Your willingness to complete tasks in Writer's Workshop and contribute to a positive learning environment there will also be considered. The highest grades will go only to those students who are always prepared and always willing to ask or answer thoughtful questions about the work at hand.

**Progress as a writer:** Your progress as a writer will be assessed through an end-of-semester portfolio in which you must put your revised responses to the writing tasks. Your portfolio must receive an "Acceptable" evaluation for you to pass ENG100.

**Late work & missed peer reviews:** Anyone who receives higher than a C must meet every deadline and be present with complete drafts for all peer reviews unless extenuating circumstances can be documented or unless the student is representing MWSU.

**Midterm grades:** Because the idea of the portfolio is to cause us to concentrate on writing and learning instead of on grades, I will not abandon it at midterm by awarding the full range of grades then. I do, however, have an obligation to let students know whether they are passing. Students who have not accrued excessive absences and whose papers are acceptable (or even exceptional) will receive a C at midterm. Students who have not accrued excessive absences and who have submitted work that shows promise but is not yet acceptable will receive a D at midterm. Students who have accrued excessive absences (five or more in class, three or more in WW) by midterm *or* whose work shows little promise of becoming acceptable will receive an F at midterm. Students who receive a D will want to schedule a conference immediately to discuss the likelihood of their succeeding. Students who receive an F are strongly encouraged to withdraw and attempt the class later.

**Students With Disabilities:** Any student in this course who has a disability that prevents the fullest expression of abilities must notify me in writing as soon as possible so that we can discuss accommodations.

**ENG 100 Course Portfolio:** Friday, December 4, your FINAL PORTFOLIO containing all four major writing assignments along with copies of all drafts, all reflective letters, all peer evaluations, all my written responses to you, and your strongest work from WW at the end of the semester. I will assign a grade to the portfolio (75% of the course grade) based on the final quality of the work submitted. Since grades will **not** be assigned to individual writing assignments during the semester, portfolio assessment provides an opportunity for multiple revision and continued improvement. You will be informed throughout the semester if your drafts are unacceptable (i.e., would result in a failing portfolio and course grade). I will explain the resubmission process and requirements more in depth later. **Keep all of your drafts.**

**MWSU 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 Student Handbook and Calendar 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>

The above is the official MWSU policy. Now I will add my philosophy and practice. Most cheating by first-year students is accidental. When I see proof of excessive help in a student's paper or writing clearly not that of the student and not credited to its proper source, I will caution the student and explain how to avoid such mistakes. If, however, the "mistakes" continue because a writer is attempting to receive credit for someone else's thoughts and words, I will assign an F to the work in question with no opportunity for revision. A second violation will result in an F for the course. Persons providing their work for others to plagiarize are equally guilty and will receive the same penalties as

the person submitting the plagiarized work. When I have cause to suspect cheating, I document what caused my suspicions and forward my report to my\_department chair and appropriate administrative authorities. The only way to learn and improve as writers is to do our own work. Nothing less is acceptable. In questions of authorship, the burden of proof is on the student, so it is in your best interest to keep every draft and every prewriting activity.

**Writer's Workshop:** Throughout the course of the semester, you will attend weekly 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 may be critiqued and proofread in Writer's Workshops. I will consider your Writer's Workshop participation as part of your grade. (Please see Participation grading above.)

**Publication Opportunity:** Our department annually publishes the best essays produced by ENG100 writers. The competition is strong. Typically only about twenty of the one-hundred works submitted are selected. Those chosen are honored at a public reception in April, to which families are invited and the writers who wish may read their essays to a live audience. It is a super chance to showcase your talent and effort. Throughout the semester, I will be encouraging you to submit your works to the selection committee.

**Tentative Due Dates for Major Writing Assignments:** Because one can never predict variables, these dates are merely a guide, not a rigid schedule.

Task One: September 18

Task Two: October 23

Task Three: November 120

Task Four & Portfolio: December 4

**Final exam:** Monday, December 7, 8:30 - 10:20 a.m., Murphy 113