

SYLLABUS FOR ENGLISH 100 -20009  
INTRODUCTION TO COLLEGE WRITING  
INSTRUCTOR:JOE MARMAUD  
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OFFICE HOURS M,W,F, 830-1130 OR BY APPOINTMENT

MISSOURI WESTERN STATE UNIVERSITY  
COLLEGE OF ARTS AND SCIENCES  
DEPARTMENT OF ENGLISH, FOREIGN LANGUAGES, AND JOURNALISM

“WESTERN CONNECTIONS” LEARNING COMMUNITY:”EDUCATIONAL EVOLUTION” ENGLISH 100

SECTION 64 MWF 12-1250 MURPHY 104  
WORKSHOP MW 1-150

SECTION 20 MWF 1300-1350 MURPHY 105  
WORKSHOP MW 12-1250

SECTION 22 MWF 1400-1450 MURPHY 104  
WORKSHOP 10-1050

“I ONLY HAVE TWENTY-SIX LETTERS OF THE ALPHABET. I DON’T HAVE COLOR OR MUSIC. I MUST USE MY CRAFT TO MAKE THE READER SEE THE COLORS AND HEAR THE SOUNDS.” TONI MORRISON

“WE WRITE TO FIND OUT WHAT WE THINK. EVEN WHEN DOING SOMETHING AS SIMPLE AS WRITING IN A JOURNAL-INTELLECTUAL DOODLING- YOU’RE FIGURING OUT THINGS. WRITING IS A WAY OF LAYING THINGS OUT. YOU WRITE TO FIND OUT WHAT YOU THINK,WHAT YOU KNOW,AND WHAT YOU DON’T KNOW.”- LARRY HEINNEMANN

“INSTRUCTION BEGINS WHEN YOU, THE TEACHER, LEARN FROM THE LEARNER. PUT YOURSELF IN HIS PLACE SO THAT YOU MAY UNDERSTAND WHAT HE LEARNS AND THE WAY HE UNDERSTANDS IT”-KIERKEGAARD

Writing is a process akin to any other process that you might encounter. A process implies an ongoing step by step activity. Briefly stated the writing process includes prewriting, writing, editing, and discussion of the written word.

One does not achieve proficient, much less outstanding writing without applying the process steps and having the disposition to engage in the continual and diligent uses of thought, writing, revision, re-thought, and re-revision with an end towards true critical thinking.

At first much of this may seem overwhelming and difficult, but during the course of the semester we will take apart the components of the process to make them understandable to

you. During the coming months, you will discover strategies that you are most comfortable with and which work best for you.

There are four reasons for probable success in this course. First, preparation is of great importance. You must prepare by completing reading assignments on time and be ready to discuss them and share them with the class. Second is revision of your papers which you will come to understand. Third and fourth are the asking of key questions and the strong willingness to work on tasks to their completion and to make sure that writing is done on time. This is essential

Overall success will come when you become the writer who makes connections between your writing and your life experiences and who thoughtfully reflects on the importance of this connection.

In other words, when you demonstrate that your language activities are not merely done as exercises, but as an integral part of who you perceive yourself to be, then you will have mastered proficiency.

## COURSE GOALS

### READING GOALS:

Read actively for greater understanding.

- Use reading to improve writing by drawing ideas and information from written texts
- Use texts to understand own and other's 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;

- Write and speak clearly and effectively
- Gain a greater awareness of the present through the understanding of other cultures and times
- Understand and enjoy aesthetic experiences and share in creatively related activities-Understand

and appreciate moral values and ethical choices

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

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 LEVEL COURSES. THIS COURSE HAS A VERY STRICT ATTENDANCE IN CLASS AS WELL AS IN WRITER'S WORKSHOP. IF YOU MISS SIX CLASS PERIODS OR FOUR WRITERWORKSHOPS 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 IS FIVE. THUS, WHEN YOU HAVE SIX YOU WILL BE REPORTED TO THE REGISTRAR'S OFFICE, WHO WILL AUTOMATICALLY WITHDRAW YOU FROM THIS CLASS.

IF YOU MISS A CLASS SESSION, YOU WILL BE 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.

WRITER/REVISION POLICY: FOR ALL WRITING TASKS YOU WILL BE REQUIRED TO PARTICIPATE IN PEER REVISIONS GROUPS. GRADED WRITING TASKS ONE, TWO AND THREE MAY BE REVISED FOR A BETTER GRADE. YOU WILL HAVE TWO WEEKS TO SUBMIT A REVISED PAPER. IT IS REQUIRED THAT YOUR ORIGINAL GRADED ESSAY ACCOMPANY YOUR REVISED ESSAY. YOU WILL NOT HAVE AN OPPORTUNITY TO REVISE WRITING TASK FOUR; HOWEVER YOU WILL HAVE AMPLE OPPORTUNITY TO SHARE AND REVISE DRAFTS WITH YOUR PEERS AND ME.

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 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 CLASS ROOM ACTIVITY. YOU WILL RECEIVE A GRADE OF F FOR ANY PAPER, ASSIGNMENT, EXAM THAT SHOWS EVIDENCE OF CHEATING AND/OR PLAGIARISM. YOU HAVE BURDEN OF PROVING THAT A PAPER SHOWING EVIDENCE OF CHEATING HAS IN FACT BEEN WRITTEN BY YOU. YOU SHOULD KEEP THOROUGH EVIDENCE OF YOUR WRITING PROCESSES FOR ALL PAPERS SO THAT YOU CAN MEET THE BURDEN OF PROOF. VIOLATIONS OF ACADEMIC HONESTY WILL BE REPORTED TO THE PROVOST OR THE DESIGNATED REPRESENTATIVE ON THE ACADEMIC HONESTY VIOLATIONS REPORT FORMS. PLEASE NOTE CAREFULLY THE STATEMENT ON PLAGIARISM ON THE

DEPARTMENTAL WEBSITE AND REFER TO THE 2008-2009 STUDENT HANDBOOK AND CALENDAR ON P.21 FOR SPECIFIC ACTIVITIES IDENTIFIED AS VIOLATIONS OF THE POLICY AND THE STUDENT DUE PROCESS PROCEDURE. THIS HANDBOOK IS ALSO AVAILABLE ON LINE AT <http://www..missouriwestern.edu/handbook/index.pdf>.

#### 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. 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

OTHER: WE REALIZE THAT WE LIVE IN AN AGE OF TECHNOLOGY. ALMOST EVERYONE TODAY HAS ACCESS TO CELL PHONES. CELL PHONES HAVE THEIR PLACE BUT NOT IN THE CLASS ROOM WHERE THEY ARE A DISTRACTION. TO INSURE THAT THE PHONE DOES NOT RING DURING CLASS I LEAVE MY PHONE LOCKED IN MY OFFICE. IF THIS IS UNWORKABLE FOR YOU PLEASE TURN THE PHONE OFF OR TO SILENT MODE BEFORE CLASS.

SOMETIMES, BUT RARELY, COMING LATE TO CLASS IS UNAVOIDABLE. THE ROOM DOOR WILL BE OPEN TEN MINUTES INTO THE SESSION AFTER WHICH IT WILL BE CLOSED. PLEASE TAKE THIS AS A SIGN THAT LATENESS IS NEVER REALLY ACCEPTABLE, BUT IF YOU MUST BE LATE ENTER AS QUIETLY AS POSSIBLE AND NOT AT A SIGNIFICANT TIME PERIOD AFTER THE BEGINNING OF CLASS. THIS WILL INSURE A SUCCESSFUL CLASS ROOM SESSION FOR ALL. PLEASE NOTE THAT VIOLATIONS OF CELLPHONE AND/OR LATENESS POLICY WILL INCUR PENALTIES IN REDUCTION OF GRADES.

#### GRADING:

4 FORMAL PAPERS WORTH 100 POINTS EACH

PAPER 1 SEPT. 18

PAPER 2 OCT. 16

PAPER 3 NOV. 13

PAPER 4 LAST DAY OF CLASS

FINAL EXAM

100 POINTS

ASSORTED POINTS WILL BE ASSIGNED FOR INFORMAL WRITINGS, JOURNALS, QUIZZES, AND CLASS DISCUSSION AND PARTICIPATION.

PLEASE NOTE THAT ALL FOUR FORMAL PAPERS MUST BE TURNED IN, REGARDLESS OF THE POINTS ACCUMULATED IN THE OTHER WRITINGS, IN ORDER TO PASS THIS COURSE.

PLEASE FEEL FREE TO COME AND SEE ME IF YOU HAVE PROBLEMS OR QUESTIONS. YOU MAY CONFERENCE ON ANY OF YOUR WRITING OR TO HAVE AN ASSIGNMENT CLARIFIED. COMMUNICATION IS OF UTMOST IMPORTANCE AND, AS A RESULT, I WILL MAKE MYSELF AS AVAILABLE AS POSSIBLE TO YOU.

PLEASE PAY SPECIAL ATTENTION TO THE FOLLOWING POLICY:

#### Writer's Workshop:

Throughout the course of the semester, you will attend the once-a-week, a 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 read 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 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.

Writer's Workshop Portfolio: Throughout the semester, you will be required to keep a notebook or folder that will serve as your Writer's Workshop portfolio. Each week, you will record all of the activities and responses for workshop which may include the textbook lessons as well as mini-reflective writings, free writes and/or work on your ENG 100 task papers. In addition, it is required that you always have a current assignment sheet and task paper in your Writer's Workshop portfolio. If you miss a workshop, you will not be able to make-up that week's lesson unless you attend the make-up session on Friday. At the end of the semester, you will write a cover letter for your Writer's Workshop portfolio. Then your completed portfolio will be submitted to your ENG 100 instructor, graded and will count towards your final ENG 100 grade. As a result, attending and participating in workshop will be vital to your ENG 100 grade. Furthermore, if you take advantage of this time to learn new writing skills and apply them to your ENG 100 coursework and to work on and receive feedback on your task papers, you will see an improvement in your writing and in your course grade.

## REQUIRED TEXT AND COURSE MATERIALS:

1. INTRODUCTION TO COLLEGE WRITING 4<sup>TH</sup> EDITION MCGRAW HILL
2. A TROUBLESHOOTING GUIDE FOR WRITERS 5<sup>TH</sup> EDITION MCGRAW HILL
3. LETTERS TO A YOUNG TEACHER-JOHNATHAN KOZOL (AVAILABLE AT THE BOOKSTORE IN PAPERBACK)

2 NOTEBOOKS

FOLDERS

PHOTOCOPIES OF ESSAYS AS NEEDED FOR GROUP WORK

COMPUTER DISKS