



College Writing and Rhetoric 104

Missouri Western State University
College of Liberal Arts and Sciences
Department of English, Foreign Languages, and Journalism

Term: Fall 2009
Sections and Meeting Hours: 05, 9-9:50,
Murphy Hall 120
08, 11-11:50, Murphy 105
CAI Lab: Murphy Hall, Room 119
271-4240
<http://www.missouriwestern.edu/imc/acs/labs/MH119.asp>

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E-Mail: crain@missouriwestern.edu
Office Hours: MW 1-4:30

Required Textbook: Axelrod, Rise B. and Charles R. Cooper. *The St. Martin's Guide to Writing*. 8th ed. Boston: Bedford/St. Martin's, 2008.

Course Description: The *St. Martin's Guide to Writing* integrates reading and writing as well as provides practical guides to writing different genres. College Writing and Rhetoric 104 emphasizes expository writing. Exposition is a type of oral or written discourse that is used to explain, describe, give information, or inform readers about a topic. The genres you will be practicing include autobiography ("Remembering Events" organized as stories), interpretive argument ("Interpreting Stories"), profiles ("Writing Profiles"), and explanation ("Explaining a Concept"). You will also be practicing skills cuing the reader, narrating, describing, and defining. And finally, you will be drafting, revising, and editing your writing.

Course Environment: You will be using the WebCT Learning Environment (accessed from the Missouri Western Homepage under the Current Students Links). Once you log in, you will find announcements, the syllabus, assignments, and required activities within this environment. **You will be expected to log in to the web site on each week day (including the two when you are not in class).** You will also post all prewriting activities, drafts, revisions, and final essays to folders within your workspace. You should keep backup copies on your personal electronic storage. Additionally, in the Notes link, you will keep a journal of your daily work related to this class that provides the date and the type of activities completed. Please expect that you will work within groups as you complete your assignments in "Remembering Events," "Interpreting Stories," "Writing Profiles," and "Explaining Concepts." Additionally, you will be expected to demonstrate your use of *The St. Martin's Handbook* and the *Companion Web Site*: <http://bcs.bedfordstmartins.com/theguide8e/Player/Index.asp>

If you do not have a personal computer and web access, you will accommodate this by scheduling significant time in the computer labs on campus, including the CAI lab (listed at the top). Other lab info may be found at the following link:
<http://www.missouriwestern.edu/imc/acs/labsmmap.asp>

Course Objectives:

- Learn to write for different audiences and purposes.
- Learn to use active reading and critical thinking.
- Learn to use writing processes.
- Learn written conventions.

Each general objective has several associated specific objectives. Please visit the English Department web site:
<http://www.missouriwestern.edu/eflj/eng104.asp>

Course Requirements:

1. Complete four units in *The St. Martin's Guide to Writing*: (2) "Remembering an Event," (10) "Interpreting Stories," (3) "Writing Profiles," and (4) "Explaining a Concept." This will require you to read at least two Readings, read and understand the four assignments, and complete all pre-writing activities through invention and research, planning and drafting, revising, and editing.
2. Submit all pre-writing, drafts, and revisions in WebCT.
3. Complete a class log of all activities in the Notes section of WebCT.
4. Participate in four different groups as constructive readers for pre-writing, drafts, and revision of essays.
5. Submit four major essays for evaluation and course grade. Formal essays must be in 12-point Times New Roman and at least 3 to a maximum of 5 double-

spaced pages. The final "Explaining a Concept" essay should include at least two sources appropriately documented.

- Demonstrate your use of the *Handbook* and *Companion Web* and *E-book*. Include a description of your work in this area in your class log. All final essays should be free of errors in grammar and punctuation and should demonstrate a growing sophistication in the use of concise and graceful sentences. Pacing yourself throughout the semester in a general use of the Handbook and the online St. Martin's Exercise Central should help you accomplish these objectives.

You should familiarize yourself with the schedule of due dates for drafts, revisions, and final essays. You are also encouraged to work independently and in advance of these dates whenever possible (this encouraged by the electronic environment). **Late work will not be accepted.**

Basis for Final Grade

Assessment	Percent Final Grade	Your Scores												
Essay 1	15%													
Essay 2	15%													
Essay 3	15%													
Essay 4 (Final)	15%													
Pre-writing and Group Work (all essays)	10% (2 discretionary)													
Draft (all essays)	10% (2 discretionary)													
Revision (all essays)	10% (2 discretionary)													
Handbook	10% (2 discretionary)													
100%														
<table border="1"> <thead> <tr> <th colspan="2">Grading Scale (%)</th> </tr> </thead> <tbody> <tr> <td>90-100</td> <td>A</td> </tr> <tr> <td>80 - 89</td> <td>B</td> </tr> <tr> <td>70 - 79</td> <td>C</td> </tr> <tr> <td>60 - 69</td> <td>D</td> </tr> <tr> <td>0 - 59</td> <td>F</td> </tr> </tbody> </table>			Grading Scale (%)		90-100	A	80 - 89	B	70 - 79	C	60 - 69	D	0 - 59	F
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Your mid-term grade is an indicator of progress and will be based on your success in completing two essays assignments and associated pre-writing activities and group work, drafts, revisions, and Handbook exercises.

Grades of "Incomplete": An incomplete grade may be given when accident, illness, death in the immediate family, or other documented circumstances beyond your control prevent you from completing some course requirements. An incomplete grade will be considered only when you have satisfied the majority of course requirements. An incomplete grade must be removed within six weeks after the first day of the next term (fall, spring, summer) of the semester in which it was received; otherwise, the grade will be recorded as "F."

Policies

Attendance: English 104 has an attendance policy. **If you miss more than six class periods during the semester, you will receive an F in the course.** You must obtain written verification from the faculty/staff/supervisor of the event before you will be excused for acting as an official representative of the university. You will still be expected to log in to WebCT and complete required assignments daily; late essays will be accepted only in the event of a clearly documented emergency. You will be permitted a maximum of five absences before the midterm report. **When you have six absences, you will be reported to the Registrar's Office and automatically withdrawn from this class.**

Civility and Cooperation: You are expected to help create and maintain good conditions within the learning environment. Please arrive on time for all class meetings. Habitually disturbing the class by talking, arriving late, etc., will result in a significant reduction in your final grade (up to 8 points, or almost a complete letter grade). Please silence any mobile devices and refrain from using them while in class. Please consult your [Student Handbook](#).

Disability: Should you have a disability that will affect your success in this course, you will need to contact [Disability Services](#) in Eder Hall, Room 203N (816.271.4330). You should also contact me personally to discuss class requirements.

Academic Honesty: 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 should be aware that WebCT will check all your submitted work for evidence of plagiarism. Plagiarism is the uncredited use (both intentional and unintentional) of somebody else's words or ideas. If you're unsure how to recognize plagiarism in your work, you should log on and complete the Plagiarism Tutorial found on the Companion Web <http://bcs.bedfordstmartins.com/theguide8e/Player/Index.asp>.

Violations of academic honesty will result in a failing grade on the assignment, failure in the course, or expulsion from school. Please consult your [Student Handbook](#).

Academic Calendar:

Fall 2009

Walk-In Registration	August 18	Tues
Classes Begin	August 24	Mon

Late Registration/Add Period	August 24-28	Mon-Fri
Last day to change from "audit" to "credit"	August 28	Fri
Withdrawal period begins ("W" recorded on transcript)	August 31	Mon
Labor Day (campus closed)	September 7	Mon
Last day to choose A/CR/U (Pass/Fail) Option	September 18	Fri
Mid-term break (no classes)	October 9	Fri
Mid-term grades due	October 14	Wed
Spring advisement begins	October 28	Wed
Last day to withdraw ("W" recorded on transcript)	October 30	Fri
Last day to change from "credit" to "audit"	October 30	Fri
Deadline for Spring graduation application	November 1	Sun
Registration begins for Spring	November 2	Mon
Thanksgiving Holiday begins (classes beginning after 4:00 p.m. on Tuesday, 11/24, will not be held)	November 25	Wed
Classes resume	November 30	Mon
Last day of classes	December 4	Fri
Final Exams	December 5-11	Sat-Fri
Commencement	December 12	Sat
Final grades due	December 15	

You should consider the following weekly schedule a tentative plan for meeting the requirements of this course. You are expected to meet deadlines, to post assignments, to work with groups in class, and to demonstrate your overall seriousness and commitment to improving your writing during this semester.

Weekly Schedule

Assignment 1: Remembering an Event 16-71		
Week 1	Aug. 24, 26,28	Course introduction: Syllabus, <i>The Writing Guide</i> , WebCT, <i>Handbook</i> , and Companion Web Discover St. Martin's on line http://bcs.bedfordstmartins.com/theguide8e/Player/Index.asp . Familiarize yourself with the e-book http://ebooks.bfwpub.com/theguide8e.ph . Read 17-38, including "Calling Home" and "American Childhood" (22-24). Review Writing Assignment "Remembering an Event" (43) and Color-Coded Menu (42).
Week 2	Aug. 31, Sept. 2, 4	Read "Cueing the Reader" (610-624)," Narrating" (625-638), "Describing" (639-649). Complete Pre-writing (43-82) including Outlining by end of day September 2. Bring printed copy of completed prewriting to class to share with group. Group response due by Sept. 4.
Week 3	Sept. 7 (Labor Day), 9,11	Draft of "Remembering Event" due posted by class period Sept. 9. Bring printed copy to class for sharing. Complete critical reading of draft by Sept. 11.
Week 4	Sept. 14,16,18	Revised draft of "Remembering Event" due by class period Sept. 14. Bring printed copy to class for sharing. Final Essay 1 due Sept. 18.
Assignment 2: Interpreting Stories 514-568		
Week 5	Sept 21,23,25	Read Sally Crane interpretive essay (532-534) and one other Reading (516-539). Review Writing Assignment (543) and Color-Coded Menu (542). Read "A Catalog of Invention Strategies" (570-608).
Week 6	Sept. 28, 30, Oct. 2	Complete Pre-writing (543-568) by Sept. 30. Bring pined copy of completed prewriting to class to share with group. Attend Convocation: Oct. 1 Group response due by Oct. 2.
Week 7	Oct. 5,7, 9 (Mid-term Break)	Draft of "Interpreting Stories" due posted by class period Oct. 5. Bring printed copy to class for sharing. Complete critical reading of draft (555-556) by class period Oct. 7.

Week 8	Oct. <u>12,14,16</u>	Revision of "Interpreting Stories" due Oct. 12. Bring printed copy to class for sharing. Mid-term grades reported on Oct. 14. Final Essay 2 "Interpreting Stories" due Oct. 16.
Assignment 3: Writing Profiles 72-133		
Week 9	Oct. 19, 21,23	Read Brian Cable (76-79) and one other Profile (75-98). Review Writing Assignment (103) and Color-Coded Menu (102).
Week 10	Oct. 26,28,30	Complete Pre-writing (103-133) by Oct. 28. Bring printed copy of completed prewriting to class to share with group. Group response due by Oct. 30.
Week 11	Nov. <u>2,4,6</u>	Draft of "Writing Profiles" due by beginning of class Nov. 2. Bring printed copy to class for sharing. Complete critical reading of draft by class period November 4.
Week 12	Nov. <u>9,11,13</u>	Revision of "Writing Profiles" due Nov. 9. Bring printed copy to class for sharing. Final Essay 3 "Writing Profiles" due posted Nov. 13.
Assignment 4: Explaining a Concept 134-190		
Week 13	Nov 16,18,20	Read Linh Kieu Ngo (137-140) and one other Profile (75-98). Review Writing Assignment (167) and Color-Coded Menu (166).
Week 14	Nov. 23, 25, 27	Complete Pre-writing by Nov. 25 (165-179). Bring printed copy of completed prewriting to class to share with group. Read "Acknowledging Sources" MLA (738-763).
	Nov. 30, Dec. <u>2, 4</u>	Draft of "Explaining a Concept" due by beginning of class period on Nov. 30. Bring printed copy to class for sharing. Complete critical reading of draft by class period Dec. 2. Revision of "Explaining a Concept" due Dec. 4. Bring printed copy to class for sharing.
	Dec. 11 Final Exams	Final Essay 4 "Explaining a Concept" due posted on Dec. 11.
	Dec. 15 Grades Due	