

**Department of English, Foreign Languages and Journalism**  
**MWSU, Division of Liberal Arts & Sciences**  
**Fall 2009**  
**ENG 104 College Writing and Rhetoric**  
**10:00 TR Murphy 206**

Professor: Dr. Kaye Adkins

Office: 222J Eder

Office Hours:9:00-10:45 TR, 10:00-12:00 W, by appointment

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### [Schedule of Assignments](#)

**Objectives:** The [course objectives](#) are outlined on the EFLJ Department web page. These include:

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

In this course, I will place special emphasis on writing in an academic environment.

### **Required Textbooks and materials:**

- Rosenwasser and Stephen, Writing Analytically with Readings
- A good college dictionary
- Knowledge of how to use the Missouri Western O and P drives to save paper, toner, and ink. Whenever possible, save materials from the O drive to your P drive or a flash drive. Save your papers to your P drive so that you always have access to them on campus. You may also be asked to use your public\_html folder for some of your shorter assignments and homework.
- Plan to pay for additional printing charges once your free campus copies are used, or access to your own printer and supplies. Because this is a writing class, you will be asked to print multiple copies of your drafts, in addition to printing your regular assignments and class materials.

**Resources:** Because you will continue writing (for both personal and professional reasons), it is a good idea to build a library of resources for writing. Next time someone asks you what you'd like for your birthday, you can tell them you'd like one of these books:

- Lanham, Revising Prose. Lanham has several books on creating clear, readable writing, but this one is a guide for all kinds of writing.
- Alfred, Oliu, and Brusaw. The Business Writer's Handbook. No matter what career you are entering, you will probably need to write memos, letters, professional emails, and reports. This book is an indispensable guide. Consider buying it when you start writing letters to apply for scholarships, internships, or jobs.
- A couple of good resources on line—You can find just about any used book (even rare ones) at [www.alibris.com](http://www.alibris.com). While you are a student, you can get low-priced software and computer supplies at [www.academicssuperstore.com](http://www.academicssuperstore.com).

**Assignments:** In addition to reading assignments, informal writing assignments, and style exercises, there

will be five major writing assignments required. You cannot pass the class without turning in all five of the major assignments. Out-of-class major assignments should be word processed or typed. After each assignment (except the final exam) is returned, students will complete a revision log. These will be used to develop individual proofreading strategies. For each assignment, students will collect a portfolio that includes at least one marked draft of their paper and editing sheets from members of their workshop groups. The final essay will be written in class during the scheduled final exam time.

**Workshops:** We will workshop each of the out-of-class major writing assignments at least once. You should bring four copies of a complete draft of your paper to class. (The more complete the draft, the more worthwhile the feedback you will get. If your reviewers tell you something you already know about your paper, that won't help you improve it.) During class, you will read each others' papers and comment on them, using the guide sheet that I give you. Then you will return the marked drafts and review sheets to the writers. These will be turned in with your final papers. If you do not have a draft with you on a workshop day, you will be asked to leave class, and you will be counted absent.

**Grading:** As the semester progresses, I will consider more elements of papers as I grade them. By the end of the semester, a passing paper will:

- clearly respond to the assignment
- focus on one distinct idea (a thesis, hypothesis, or question)
- have a coherent general structure
- have paragraphs that have a clear internal structure and a use of specific details
- have sentences whose grammar is acceptable as English
- be relatively free of blatant errors in idiom, diction, spelling, and punctuation

Papers with four spelling errors will lose one letter grade. I will count typos as spelling errors. Papers turned in late will lose one letter grade for each business day they are late.

Grades will be weighted as follows:

Essay 1	10%
Essay 2	15%
Essay 3	15%
Essay 4	20%
Essay 5 (Final)	10%
Portfolios (drafts, editing, workshop participation, revisions)	15%
Class participation, homework, daily work	15%

**Extra credit:** In my writing classes, there is one way to earn extra credit. Visits to the Center for Academic Support to work on your papers will earn points in the Portfolio grade.

**Communication:** I welcome the opportunity to talk to students about reading or writing assignments during my office hours. You don't need an appointment. If you can't drop by during my office hours, please make an appointment.

Email is the official medium for communication at Missouri Western. You should check your Missouri Western email account at least every other day. This is how professors will contact you if they need to, and it is how you will receive information about campus events, scholarship and financial aid opportunities, and other important campus information. Some departments have student listservs to announce special events

(like speakers or conference opportunities), scholarship deadlines, and the like. When you send an email to a professor or office on campus, you should send it from your Western email account, so that we know it is campus business.

A note on email etiquette: When you write an email to a professor, approach it as correspondence in a professional setting. This means including an informative subject line (at the very least, the course number), complete sentences, correct grammar, punctuation, and spelling, a salutation, and a signature. If you are including an attachment, you should tell the recipient what it is.

**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, specifically sections of [Community Expectations and Code of Conduct and Procedures](#) for further information.

**Absences:** In order to improve student learning as well as to achieve compliance with federal financial aid policies, Western has a mandatory attendance policy for all 100- and 200-level courses. You will be given an excused absence when acting as an official representative of the university, provided you give prior written verification from the faculty/staff supervisor of the event. All other absences will be deemed unexcused. The maximum number of unexcused absences allowed for this class before the midterm report, October 16 is 3. Thus, when you have 4 unexcused 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.

Students missing three class periods will have their semester grade lowered one letter grade. If you miss class, check with your classmates (especially your workshop members) to find out what short assignments you missed. You can also find the Schedule of Assignments on line (see below). If you must be absent for a number of class sessions and you know in advance, please talk to me about it; otherwise, talk to me when you return. I understand that many of you have work and family responsibilities, but you should make success in your college courses your priority. Your education is your most important job, so you should arrange your schedule accordingly.

**Academic honesty:** 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 2009-10 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>.

Papers that have been plagiarized will receive no credit, and the student who submits such a paper will have to meet with me before any other work will be accepted.

**Disabilities:** Please let me know during the first week of class about any physical handicap or learning disability if you need special help or accommodation in order to do your best work.

**Schedule of Assignments:** Since I try to adapt each of my classes to the needs and interests of the students, the [Schedule of Assignments](#) for this class may change. If for some reason, class is canceled, check for the new schedule.