

ENGLISH 104: COLLEGE WRITING AND RHETORIC

Fall 2009

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

Section 16: 1:00 – 1:50 MWF, Eder 210
Section 17: 2:00 – 2:50 MWF, Murphy 109

Instructor: Tom Pankiewicz
Office: Eder 222R
Phone: 816-271-4156
Office Hours: MWF 10:00-11:00, Thursday 10:00-12:30, and by appointment
E-mail: pankiew@missouriwestern.edu

COURSE OBJECTIVES

For the specific course objectives, please visit the English Department web site,
<http://www.missouriwestern.edu/EFLJ/eng104.asp>

MATERIALS

Anderson, Chris and Lex Runciman. *Open Questions*. Boston: Bedford/St. Martin's. 2005.
Graff, Gerald and Cathy Birkenstein. *They Say/I Say*. New York: W.W. Norton, 2006.

COURSE DESCRIPTION

This section of English 104 is an inquiry-based class. Janet Alsup and Michael Bernard-Donals in "The Fantasy of the 'Seamless Transition'" describe inquiry as

. . .analogous to 'critical thinking,' 'analysis,' and even 'argument.' When applied to the teaching of writing, a process of inquiry includes the following stages: development of interest in a topic; exploration of this interest through reading, talk, and prewriting; crystallization of a question or issue to be explored; drafting of a text; discussion of text with peers and instructor; revision; asking new questions; revision again; editing; and finally sharing with an audience (*Teaching Writing in High School and College*, 120).

This is how I expect you to approach your writing for this course.

COURSE REQUIREMENTS

Reading:

Please expect a reading assignment from *Open Questions* or another source for every class.

Writer's Notebook:

Every student will be required to contribute a series of reader responses to assigned readings, peer commentaries, discussion reflections and in-class writings throughout the semester. Collect hard copies of these works in a folder. Be sure you identify and date each piece you collect since I cannot give credit to what I cannot identify. You will also complete several Writer's Notebook Audits during the semester.

Essays:

You will draft and revise several essays following the process described above. Each essay unit will include a series of readings and class activities leading to the writing. The units include:

- Where Are You Coming From? A Personal Essay
- What Would You Do? A Position Essay
- A Questionable Bargain: A Cooperative Argument
- Taking A Stand: A Research Argument
- Portfolio: An Introductory Essay
- Final Exam Essay

A student who does not turn in all four essays or submit a course portfolio will not pass the course even if the grades achieved in the other writing tasks are satisfactory. I suggest you purchase four folders, one for each major essay. Collect all drafts of the essay to examine your revision and progress and to document your work. I cannot give credit to what is not in the folder.

Since writing is a process, you will revise your essays throughout the semester. I will respond to your essays through a series of conferences. In order to honor the process of writing, I will not assign a grade to any essay until it is published in the portfolio. I will only return essays at a scheduled conference.

Essays must be word-processed, double-spaced and use 12-point Times New Roman. Place your name, course, date, and draft number in the upper left hand corner. Center the title. Number the pages. Be sure to save each assignment on the university's "P" drive, and on a computer disk or jump drive. Every semester at least one student struggles to complete the final portfolio—and sometimes fails the course—because of computer problems or a disk failure. Save and back up all of your work.

Portfolio:

This course is a portfolio-class. Your writing will be collected and read throughout the semester; you will receive frequent comments and suggestions for revision; but no essay will be evaluated until it is published in the end-of-semester portfolio. The portfolio will account for two-thirds of your course grade. In a portfolio-class, your course grade is based on your best writing, writing that has been revised and edited throughout the semester. The portfolio places you in control of the quality of your writing and in control of your grade.

The portfolio will account for two-thirds of your course grade. The portfolio will include the portfolio-ready drafts of selected essays, previous drafts and teacher and peer responses, reflection letters and an introductory essay.

Conferences:

Writers need readers. There is no better way to improve. I know that I am a close reader and willing to offer my responses to help you write the strong and effective essays. If you wish to have my help, please schedule a conference with me as often as needed.

When you come to conference:

- Be on time with the draft of the essay you wish to discuss.
- Come with a question or concern about your draft or revision. You should initiate the conference, showing your control of your writing and focusing on areas you wish to emphasize.
- Leave with a written revision plan.

Center for Academic Support:

The Center for Academic Support, located on the northeast corner of the Hearnes Library, provides readers who will discuss your writing with you. There is no cost to students for using these services. I encourage you to make use of these services throughout this course.

Grading:

Your final grade will be based on the following items:

- Portfolio including an introductory essay, portfolio-ready copies of all essays, previous drafts, instructor, tutor, and peer comments, and reflections..... **66%**
- Writer's Notebook, Writer's Notebook Audits, Quizzes, Conferences, Class Discussion Participation.....**34%**
- A = 100 – 90%; B = 89 – 80%; C = 79 – 70%; D = 69 – 60%; F = 59 – 0%.
- Remember you must complete all writing essays in order to pass this course.
- Admission into ENG 108 requires a "C" or higher in ENG 104.

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 policy in class as well as in Writer's Workshops. If you miss seven class periods or four Writer's Workshops, for the entire semester, 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 "makeups" for this attendance requirement. Furthermore, the maximum number of absences allowed before the midterm report, October 14, 2009, for this class is five (5). Thus, when you have six (6) 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.

Late Work:

If you miss a class session, you are responsible for all material covered and assignments given during your absence. All assignments are due at the beginning of the class period. Late assignments will not be accepted unless you have received prior permission from your teacher.

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 personally 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 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>.

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 for further information. This handbook is available online at <http://missouriwestern.edu/handbook/index.pdf>.

Final Note:

If you know of any circumstances likely to make any of these policies or expectations difficult for you to meet this semester, consult with me as soon as possible to review your options.