

## Syllabus for ENG 104-18 College Writing and Rhetoric

Missouri Western State University  
Department of English, Foreign Languages, and Journalism  
College of Liberal Arts and Sciences  
English 104-18 -- College Writing and Rhetoric  
Fall 2009

TTH 2:00-3:20 pm, Murphy Hall 104

Instructor: Craig Goad

Office: 213 Eder Hall

Office Phone: 816-271-4577

Office Hours: 1:00-2:00 TTH, and by appointment

Email: [cgoad@missouriwestern.edu](mailto:cgoad@missouriwestern.edu); [cmg2244@yahoo.com](mailto:cmg2244@yahoo.com) (The latter is the one to use if you really need to e-mail me; I often don't look at my Western e-mail for days at a time.)

### Required Text:

*The Norton Field Guide to Writing* (2<sup>nd</sup> edition), ed. Richard Bullock and Francine Weinberg, Norton, 2009

### Required Materials:

- \*Computer disks/jump drives for revising and saving work.
- \*Notebook for notes, class work, and the like.
- \*Folder(s) to keep all writing and portfolio work.

You will also need to have easy access to the Web, as I will at times ask you to read something that's on the 'Net. If you do not have access, you will have great difficulty.

### Course Description:

This course asks you to participate in two of the most fundamental activities of education: reading and writing. Anyone who cannot do both these things with considerable skill will be at a terrible disadvantage in trying to take university level courses or work at other than entry-level jobs. To fail this course is declare one's unfitness to belong to the class of educated people. That probably sounds harsh and elitist, but it's fundamentally true. If you can't do the work this course asks of you, it's time to reconsider your life ambitions.

### Course Goals:

Reading and Writing: Reading can help us to make sense of our experiences and of our lives by providing us with connections between ourselves and the larger world. We, as human beings, must understand our complex and changing world and we can accomplish this by understanding how language reflects and affects our world. In this course, we will be reading various texts and then writing about those texts. Writing about a text leads us to read that text critically and intelligently, stimulates our thinking, and will enable us to react to that text. In order to achieve these goals, we will:

- \*Read and respond to various texts, such as textbook readings, media such as television, movies, and advertising, and your peers' work.
- \*Read and study written texts to improve and refine your own writing, and to take quizzes over the written work.
- \*Summarize, analyze, and evaluate texts.
- \*Understand, find, shape, address, and write arguments.
- \*Revise your written work.
- \*Participate in peer revision groups.

For common objectives/means and institutional competencies for ENG 104, also refer to the English department website at <http://www.missouriwestern.edu/~engdept/eng104.html>

**Methods of Instruction:**

Methods of instruction include readings in the textbook and on the Web, lectures, class discussions, group work, informal writing assignments, and formal writing assignments. Students will be expected to participate in peer revision groups and in-class writing exercises.

**Peer Revision Groups:** Prior to submitting your formal writing assignments, you will be required to participate in peer revision groups to which you will bring word-processed copies of your rough draft to share with your group and receive feedback from that group in order to help you strengthen and revise your own written work. This is a required activity and will be part of your grade for the portfolio and the course.

**Portfolio System:** The portfolio system will be explained in a forthcoming handout.

**Policies:**

**Attendance and Class Preparation/Participation:** 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. 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. A student will also be given an excused absence if he or she can provide documentation and prove that the absence was unavoidable. Please feel free to speak to me about any extenuating circumstances. All other absences will be deemed unexcused. The maximum number of unexcused absences allowed before the midterm report for this class is 3. Thus, when you have 4 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. If you exceed the allowed absences after midterm, your final grade will be affected. As a result, attendance is vital to your grade and success in this class and excessive absences will lead to failure.

Students are expected to attend every scheduled class meeting and arrive on time. Arriving to class late is disruptive. As a result, chronic lateness will likely affect your final grade. Students are also expected to come prepared to every class meeting and participate in class discussion for this is the only way we can all share ideas, ask questions, and learn.

**Late Work:** All writing assignments are due at the beginning of the class period on the due date. Each student is allowed one late paper (and only one late paper) and this must be discussed with the instructor. I will not accept/grade any other late papers. This is important because you must complete, turn in and receive a grade for all papers in order to pass this class. *Consequently, if you submit more than one late paper, you will fail the course.* If you are not in class on the due date you are still responsible for submitting your assignment on time. Late in-class writing assignments will not be accepted, and quizzes missed because of unexcused absences may not be made up.

**Revision:** All formal, graded writing assignments can be revised and resubmitted for a "new" grade. You will have two weeks from the date the paper is returned in class to revise and resubmit each paper. However, you cannot revise other portfolio work. If you miss the two-week deadline, you forfeit the right to revise that specific paper. It is required that your original, graded essay accompanies your revised essay. Revision is important because each paper covers important skills that you will need to know for the next paper.

**Grading Policy:** Your grade will be determined on the writings and portfolios you submit, quizzes, and final examination. Please note that smaller assignments and class preparation/participation are very important and do affect your grade. The components of your grade in the course are:

1. Formal writing assignments. *A student who does not turn in responses to all writing assignments will not pass the course even if the grades achieved in the other writing assignments are satisfactory.*

Portfolio #1: 100 points—due September 10

Portfolio #2: 100 points—due October 13

Portfolio #3: 100 points—due November 3

Portfolio #4: 100 points—due December 1

2. Quizzes over reading assignments: 100 points—quizzes are unannounced but are over assigned material. If you have not read the material, chances are you will do badly; if you have read it with even a reasonable degree of care, chances are you will do well. Thus these quizzes amount to nearly free points that will total as much as one of the portfolios or the final exam. The quizzes are low-hanging fruit, and those who fail to pick them will regret it.

### 3. Final exam: 100 points (mandatory)—December 8

**Students with Disabilities:** Anyone who has a disability that prevents the fullest expression of his or her potential to succeed in this course must notify me as soon as possible so that we can discuss class requirements and accommodations. You must also contact Michael Ritter, Special Needs Coordinator, and submit all necessary documentation to his office.

**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. 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 (beginning on page 23). This handbook is also available online at <http://missouriwetsern.edu/handbook/index.pdf>.

**Miscellaneous: Civility and Cooperation:** Missouri Western requires all students to help us maintain good conditions for teaching and learning. All students will treat their classmates and teachers 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. This handbook is also available online at <http://missouriwetsern.edu/handbook/index.pdf>

Please note that you must complete all writing assignments in order to pass this course. In addition, admission into ENG 108 requires a "C" or higher in ENG 104. All drafts and final papers for this course must be word-processed. It is also important to save all work on disks, jump drives, etc., keeping back-ups if necessary.

Please feel free to come see me if you have *any* problems or questions. I believe communication is very important between an instructor and his/her students and, as a result, I will make myself available to you as much as you need (within reason, of course—I'm not devoting my life to you). As I am an adjunct instructor, I am not required to have office hours, but I have arranged to have two a week, in the hour just before this class meets. If that is not enough time to meet your needs, I will arrange other times. It's up to you to seek additional help or consolation or whatever. I won't track you down and ask you to let me help you.

### **Schedule of Assignments**

(A one-time colleague of mine said that by "Syllabus" he meant "What I'm not doing at the moment." This schedule of assignments is not so wholly irrelevant, but I refuse to be held to a slavish following of it; if something needs an extra day of work, we'll do the extra day on it, schedule or not.)

Tuesday, August 25—First meeting, with necessary milling about, issuing of threats, and the like. Pay attention to the assignment given at the end of the class period.

Thursday, August 27—Bullock and Weinberg (hereafter B&W), 3-17; HB, 4-11

Tuesday, September 1—B&W, 21-37; HB, 11-20

Thursday, September 3—Bring to class first draft of literacy narrative; class period will be devoted to peer response and editing; read B&W, 235-236

Tuesday, September 8—B&W, 237-252

Thursday, September 10—**First Portfolio due**; HB, 20-24

Tuesday, September 15—B&W, 38-49; HB, 24-28

Thursday, September 17—Internet assignment, TBA; HB, 28-34

Tuesday, September 22—HB, 36-41

Thursday, September 24—Bring to class first draft of text analysis essay; class period will be devoted to peer response and editing; read HB, 41-46

Friday, October 9—Mid-term “break”; doesn’t affect us, but lets you know how rapidly the semester is going by

Tuesday, October 13—**Second Portfolio due**; B&W, 283-293

Wednesday, October 14—Mid-term grades are due; possibly time to begin thinking about how to explain things to Mom and Dad

Thursday, October 15—B&W, 293-299; HB, 56-63

Tuesday, October 20—B&W, 300-313; HB, 63-72

Thursday, October 22—B&W, 314-332; HB, 73-80

Tuesday, October 27—B&W, 384-399; bring to class a first draft of an argumentative essay; most of the period will be devoted to peer response and editing

Thursday, October 29—B&W, 400-419

Tuesday, November 3—**Third Portfolio due**; B&W, 420-427

Thursday, November 5—B&W, 432-439; HB, 80-87

Tuesday, November 10—B&W, 439-448

Thursday, November 12—B&W, 449-467

Tuesday, November 17—B&W, 468-476

Thursday, November 19—B&W, 477-508

Tuesday, November 24—B&W, 509-519; bring to class a draft of a documented essay; most of the period will be devoted to peer response and editing

Thursday, November 26—No class: Thanksgiving

Tuesday, December 1—**Fourth Portfolio due**

Tuesday, December 3—Last regular class meeting

Tuesday, December 8—**Final examination**, 2:00-3:50