

Congratulations! You have found the  
*Syllabus for ENGLISH 108*  
COLLEGE WRITING AND RESEARCH  
*Fall 2009 Sections 02, 05, 14*

Instructor: Meredith Katchen  
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Office Hours: MW: 10:00 – 12:00, TR: 1:50 – 2:20 and by appointment

**REQUIRED BOOKS AND MATERIALS:**

*Easy Writer, A Pocket Reference, 3rd edition*, by Andrea Lunsford

One spiral notebook, 40 – 70 sheets

**GENERAL INTRODUCTION:** An underlying assumption of this course is that students need to adjust their thinking about writing with source materials. One cherished conception of the academic world is of a culture of attribution; accordingly, students need to think differently about attribution before they can write effectively as members of that community. Mere absorption, retrieval, or regurgitation of ideas and information are inadequate. The more or less random and defensive strewing of citations is inadequate. So, this class will go on the offensive: the goal is not simply to avoid the punishments of plagiarism but to pursue the benefits of attribution. Therefore, students will need to keep track of the precise sources of ideas and information they encounter, and students will make those ideas and pieces of information distinct and significant in writing that is meaningful to them. All in all, it would be fair to say that the primary objective of this class is the meticulous identification and attribution of source material that contributes to writing that features a student's own voice and style.

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**BASIC COURSE ORIENTATION:** You will be responsible for proposing and completing two research projects that meet assigned criteria. As you work, it will be of paramount importance that you keep track of which ideas and which pieces of information are attributable to which sources. You will practice accounting for those ideas and pieces of information in your writing. You will practice using those ideas and information purposefully. And you will practice asserting your own voice and style as you persuade your readers that your ideas and information are of interest, meaningful, and credible. Your readers should *never* have cause to wonder: "How do you know?" or "So what?"

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**BASIC COURSE COMPONENTS:**

1. **JOURNALS:** Expect to use your journal (spiral notebook) each day. Journals may be used for responses to prompts, notes, exercises, brainstorming, and so forth. To earn full points, a journal entry must be appropriate to the task, voluminous, and thoughtful. I will collect and evaluate journals from time to time during the semester. Journals will be worth approximately 25% to 30% of your grade. Make sure to write your name

prominently in your journal. Make sure your journal entries are dated

2. **WRITING TASKS:** There will be two major tasks. For each, you will be required to propose and develop a research project. Specific instructions will be given for each task, and it is vital to your success in this class that you read and understand those instructions. These writing tasks will be worth about 60% to 70% of your grade.
3. **FINAL:** The final will be worth about 5% to 10% of the grade.

**GRADING:** This class will use a 1000 point grading system: A=900+ points, B=800 to 899 points, C=700 to 799 points, D=600 to 699 points. Each student will start the semester with zero points; therefore, points will be earned by your efforts and successes. If it turns out that the actual points available for the semester do not equal 1000, grades will be calculated as a percent of actual points available, with 90+=A, 80-89%=B, and so on.

**LATE AND MISSING WORK:** Late work may be penalized (up to one letter-grade per day late) or refused (in which case zero points will be earned). Missing work will earn zero points. However, I maintain the right to grant extensions to students who prove themselves diligent and who discuss with me, in advance of a due date, their need for more time.

**REVISION OF WRITTEN WORK:** Unless otherwise indicated or required, work for this class cannot be revised once it has been submitted.

**ATTENDANCE:** A student cannot succeed in this class with less than excellent attendance. Absence may cause a student to miss or seriously misunderstand an assignment. Absence may cause a student to miss the point of, as well as the points for, a journal entry. Further, absence does not excuse a student from a due date (see policy above regarding late and missing work), so absence may cause a student to lose points for late work. Neither does absence excuse a student from being fully prepared for the next class. The only excused absences are those listed below in the official attendance policy. All other absences, all, will be recorded as absences. Here is the official MWSU attendance policy:

In order to improve student learning and retention, as well as to achieve compliance with federal financial aid policies, Western has a mandatory attendance policy for all 100 and 200 level courses. Instructors are required to monitor and track student attendance. 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. Any additional excused absences are at the complete discretion of the instructor.

When a student exceeds the maximum number of unexcused absences, instructors will report the students to the Registrar's Office, who will administratively withdraw the student from the course and notify the Financial Aid Office to reduce financial aid as appropriate.

The maximum number of unexcused absences prior to mid-term reporting is three (3).

**ACADEMIC HONESTY POLICY AND DUE PROCESS:** 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 Student Handbook for specific activities identified as violations of this policy and the student due process procedure: <http://www.missouriwestern.edu/handbook/index.pdf>.

**DISABILITIES AND SPECIAL NEEDS:** Any student who has a special need or disability that may affect his or her performance in this class should contact the MWSU Special Needs Coordinator for assistance. Also, let me know right away so that appropriate arrangements can be made to make sure your needs are met as quickly and completely as possible.

**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 excluded from online discussions.* You should review your MWSU student handbook for further information.

**CONFERENCES:** I reserve the right to require you to meet with me in my office, perhaps to praise your work, perhaps to offer assistance. Feel free to drop by.

#### **A FEW PROJECTED DATES**

Project 1 will be due Thursday, October 15

Project 2 will be due Tuesday, November 24

Final Exams: Section 02 – Tuesday, Dec 8, 8:30am

Section 05 – Thursday, Dec 10, 8:30am

Section 14 – Tuesday, Dec 8, 11:30am