

Missouri Western State College, Division of Liberal Arts and Sciences  
Department of English, Foreign Languages, and Journalism  
English 108 online  
Summer 2009

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## Required Texts

Hacker, Diane. *Pocket Style Manual*  
Spatt, Brenda. *Writing from Sources*. ( Bedford St. Martin's)

Access to this website: <http://www.ilr.cornell.edu/trianglefire/>  
Disk space.

## Course Objectives

A detailed description of the course goals/objectives is available at  
<http://www.mwsc.edu/eflj/eng108.html>.

## Course Specifics

### Procedure

It is essential that you understand how to use Web CT in order to succeed in this course. Log on and practice using it BEFORE the class starts. If you have any problems using the system, call IT at MWSU and make sure you have any issues resolved before class starts. Delayed assignments due to problems using the system will still be counted as late work.

### Deadlines and Requirements:

Because this is an online course, much of your success depends on your own motivation and discipline to log on regularly, read the text, write the assignments and responses, and keep up with all aspects of the class. Because everyone is required to respond to others in the class, in essence the students carry the majority of the discussion. I will serve as the facilitator and will be giving minimal instruction. You must log on every other day, post once, and reply twice each week. Posts must be minimum 150 words. Also, since this is a summer class, you can expect a major assignment each week, and must keep up in order to pass.

Generally you will be required to submit assignments each week by 9 am Thurs. and by 9 am on Mondays. Be sure you submit assignments under the proper thread; otherwise, I may not be able to find them, and you will not receive credit.

Each week I will post assignments on the home page under “assignments’ for that week. It is up to you when you fulfill these assignments as long as you meet the deadlines.

## **Grading**

We will complete three writing projects in this class. Each project requires that you submit a draft online and get written responses online from at least four class members. You will have deadlines for these drafts and responses, and you must meet the deadlines to get credit. If you like you may form your own response group. You need to be sure you get all the work done, posted, and submitted on time to do well on the projects. You cannot receive full credit for the projects without completing all parts on time; I do not accept small assignments late. In addition, the quality of your work and your efforts at participation and revision will determine your final grade.

Grades will come from the following. Point values are approximate,

Project one: interview/field research—50 pts

Project two: response to argument—50 pts

Project three:

    proposal--25 pts

    Draft-25 pts.

    Final paper: 150

Participation/attendance (workshops, etc.)—approx. 50 pts.

Please Note: No one will pass this class without completing all projects on time, regardless of what the student's point total would indicate. If students fall between grades, other factors such as effort, class participation, attendance, and attitude will be used to determine the final grade.

## **Late Work**

For each deadline you miss, I will subtract 10% from your potential grade. A project more than a week late cannot receive more than 50% of the points, yet remember students must write all papers in order to pass the class. Small assignments will not be accepted late. If something should happen that prevents you from submitting your project on time, you must make arrangements with me **before** the project is due, not afterwards.

## **Attendance and Tardies**

Pay attention to the MWSU attendance policy : 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-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. An excused absence merely means you may make arrangements to hand in our work at a prearranged time. It does not excuse you from any work or from communicating with the teacher in advance about the absence.

Since this is an online class, "attendance" means logging on as required. The MINIMUM log on requirement is every other day. I record attendance based on how you follow these requirements. Web CT gives me a way to see when each student logs on, so I can get an accurate measure of your attendance. The number of absences (missed required log ons) allowed for this class **before** midterm (June 29) is three. If you have four 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.

Repeatedly, I see that chronic absences result in lower grades. You should note, however, that mere attendance does not mean you will pass the course. You must perform adequately on the tasks required and show initiative in completing the course requirements.

### **Plagiarism**

Plagiarism is claiming another's words, writing structure, images, or ideas as your own. Plagiarism and cheating of any kind will not be tolerated and may result in your failing the assignment or the course or being suspended or dismissed from the college. Please note carefully the statement on plagiarism on the departmental website, found at <http://www2.mwsc.edu/eflj/plagiarism.html>

### **Class behavior**

I expect you to respect everyone in this class. Part of learning to read and write well is exploring ideas. There will no doubt be people who have ideas different than yours. One of our goals is to learn to understand and respect different ideas. Remain open-minded; you may even change your own ideas. Understanding and developing ideas is a natural outcome of the reading and writing, and therefore of this class, and thus I consider these an accomplishment and evidence that you are becoming an educated and mature reader and writer.

### **Academic Support**

The Center for Academic Support, located in LRC 213, offers you assistance with your reading or with papers at any stage of the game. Contact the Center at 271-4624 or Cora Dawson, the Writing Director, at 271-4531. I highly encourage you to use this free service regardless of your abilities.

