



**ENG104-40 – College Writing and Rhetoric
College of Science and Arts
Spring 2012**

Instructor Information

Instructor: Jeanie C. Crain, PhD, Professor
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Office Hours: MW F 10:00 – 12:00, or by appointment

Course Identification

Course Number: ENG104-40 Online
Course Name: College Writing and Rhetoric

Required Textbook

Axelrod, Rise B. and Charles R. Cooper. *Electronic The St. Martin's Guide to Writing*. 9th ed. Boston: Bedford/St. Martin's, 2008.

Additional Resources: http://bcs.bedfordstmartins.com/theguide9e/default.asp#t_588124

Please Note: You will use this text extensively to access instructions for pre-writing, drafting, and revising activities. Students sometimes try to complete online classes without purchasing textbooks; do not make this mistake. Please make sure you have the text at hand when you are completing assignments. You will complete the writing process for three essays through an orderly and carefully sequenced set of activities.

Course Description/Overview

The St. Martin's Guide to Writing integrates reading and writing as well as provides practical guides to writing different genres. College Writing and Rhetoric 104 emphasizes expository writing. The genres you will be practicing include autobiography/fiction ("Remembering Events" organized as stories), profiles ("Writing Profiles) and explanation ("Explaining a concept"). You will also be practicing skills cuing the reader, narrating and describing. Finally, you will be drafting, revising, and editing your writing.

Moodle Course Environment

Once you log in (<http://mwsu.mrooms3.net/>), you will find announcements, the syllabus, assignments, and required activities within this environment. You will post the Grammar Exercises and required essays as attachments within the appropriate Assignments links. You should keep backup copies on your personal electronic storage.

For online classes, you will need a computer and reliable Internet access. The University has several computer labs available for your use. The following link provides you with the location and hours of these labs:

<http://www.missouriwestern.edu/imc/acs/labsmap.asp>

Course Policies

Disability: If you have been diagnosed with a disability or if you suspect that you may have a disability that has never been diagnosed and would like to find out what services may be available, please visit the Office of Disability Services (ODS) in Eder Hall, room 203N or visit the ODS website at <http://www.missouriwestern.edu/ds/> as soon as possible. This syllabus, as well as all other printed or electronic materials, can be made available in alternative/accessible formats if requested with sufficient prior notice. Missouri Western is an equal opportunity/affirmative action institution. Please notify me in writing of any disability that you believe may affect your work in this class within the first week of classes.

Academic Honesty: 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. Plagiarism is the unaccredited use (both intentional and unintentional) of somebody else's words or ideas. Violations of academic honesty will result in a failing grade on the assignment, failure in the course, or expulsion from school. Please consult your *Student Handbook*.

Attendance Policy: While you experience more freedom in online classes, you still must meet the same standards required of a traditional class. This means scheduling sufficient time for reading all assigned materials and completing all required writing for the course.

Late Assignments: Late work will not be accepted.

Course Learning Objectives

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

Each general objective has several associated specific objectives. Please visit the English Department web site:

<http://www.missouriwestern.edu/eflj/eng104.asp>

Course Requirements

1. Demonstrate your use of the *Handbook* (H2) at back of text. You will be using the Handbook on your own; please note the Handbook Contents, (H-2), and review beginning with S, G, E, W, then P, and finally W and GL. **Download Grammar Exercises and complete 58 exercises.** This work is extremely important as a check on your grammatical skill set. It should prepare you to complete the required essays in the course with a minimum of grammatical mistakes.
2. Complete three units in *The St. Martin's Guide to Writing*: (2) "Remembering an Event," "Writing Profiles (3)," and "Explaining a Concept (4)." This will require you to read at least two readings, read and understand the three assignments, and complete invention and research, planning and drafting, revising, and editing activities. *St. Martin's* escorts "you through the writing process," from finding subjects to completing and editing your final essays. Submit all required work in Moodlerooms: Final Essays will receive a grade of A, B, C, D, F based upon your completing the required steps in the writing process. Show evidence that you have done so by posting notes taken as you read through the assigned chapters and the prewriting activities in your Moodleroom Blog. You may choose to work independently of Moodlerooms then copy and paste your work into the Blog. You should make several posts as you complete your reading and work in assigned chapters.

- Submit three major essays for evaluation and course grade. Formal essays must be in 12-point Times New Roman and at least 3 pages, 1-inch margins, minimum to a maximum of 5 double-spaced pages. Essays shorter than 3 pages will receive no higher grade than a C. All final essays should be free of grammatical and mechanical mistakes and should demonstrate a growing sophistication in the use of concise and graceful sentences. You should plan to schedule time to seek help in the Center for Academic support prior to submitting each final essay <http://www.missouriwestern.edu/cas/>.

You should familiarize yourself with the schedule of due dates for drafts, revisions, and final essays. You are also encouraged to work independently and in advance of these dates whenever possible. **Late work will not be accepted.** Please note that the pace and difficulty of the assignment both escalate with the last cycles.

Grading Scheme

Letter Grade	Percentage	Grade points/credit	Rating
A	90% & above	4.00	Excellent
B	80% – 89%	3.00	Good
C	70% – 79%	2.00	Average
D	60% – 69	1.00	Below Average
F	59% and below	0.00	Failure
I	An incomplete grade may be given when accident, illness, death in the immediate family, or other documented circumstances beyond your control prevent you from completing some course requirements. An incomplete grade will be considered only when you have satisfied the majority of course requirements. An incomplete grade must be removed within six weeks after the first day of the next term (fall, spring, summer) of the semester in which it was received; otherwise, the grade will be recorded as "F."		

Grading Policy

<p>Grammar Exercises The Grammar Exercises will be found in Resources in Moodlerooms.</p>	<p>A,B,C,D,F</p>	<p>Complete all 58 Grammar Exercises and post on Assignment due date. This is not busy work but necessary review.</p>
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<p>Three Essay Cycles: Please note that each cycle follows a similar process. Each chapter provides a set of readings, the assignment, invention and research strategies, description of genre and basic features, help with identifying purpose and audience, and detailed instruction for planning and drafting, revising, editing, and preparation for the final submission of your essay.</p>		<p>All cycle work must be completed in order for the final essay to be graded. Show evidence that you have done so by posting notes taken as you read through the assigned chapters and the prewriting activities in your Moodleroom Blog. You must post completed Starting Points and Troubleshooting templates for each essay.</p>
<p>Three Essays</p>	<p>A, B, C, D, F each</p>	<p>3 grades</p>
<p>Final Grade</p>	<p>A, B, C, D, F</p>	<p>Average of 4 grades (Grammar Exercises and 3 essays)</p>

University Fall Schedule

JANUARY '12							<p>2 New Year's Day (Observed)</p> <p>16 M.L. King Jr. Day no classes</p>																																										
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<p>20 Presidents Day</p>							<p style="text-align: center; background-color: #333; color: white; margin: 0;">FEBRUARY '12</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <tr> <td style="text-align: center;">S</td> <td style="text-align: center;">M</td> <td style="text-align: center;">T</td> <td style="text-align: center;">W</td> <td style="text-align: center;">Th</td> <td style="text-align: center;">F</td> <td style="text-align: center;">S</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> <td style="text-align: center;">11</td> </tr> <tr> <td style="text-align: center;">12</td> <td style="text-align: center;">13</td> <td style="text-align: center;">14</td> <td style="text-align: center;">15</td> <td style="text-align: center;">16</td> <td style="text-align: center;">17</td> <td style="text-align: center;">18</td> </tr> <tr> <td style="text-align: center;">19</td> <td style="text-align: center;">20</td> <td style="text-align: center;">21</td> <td style="text-align: center;">22</td> <td style="text-align: center;">23</td> <td style="text-align: center;">24</td> <td style="text-align: center;">25</td> </tr> <tr> <td style="text-align: center;">26</td> <td style="text-align: center;">27</td> <td style="text-align: center;">28</td> <td style="text-align: center;">29</td> <td></td> <td></td> <td></td> </tr> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
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11 Daylight Saving Time begins

March 11-18 Spring Break

April 30 Last Day of Classes

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10 Final Grades Due
28 Memorial Day

Campus re-opens	Jan. 2	Monday
Spring Registration/Orientation Program	Jan. 10	Tuesday
Walk-In Registration	Jan. 12	Thursday
Wintersession Ends	Jan. 13	Friday
Martin Luther King Day Holiday (no classes/campus closed)	Jan. 16	Monday
Classes Begin	Jan. 17	Tuesday
President's Day Holiday (no classes/campus closed)	Feb. 20	Monday
Spring Break (no classes)	Mar. 11-18	
Mid-term Grades Due	Mar. 21	Wednesday
Last Day to Withdraw	Mar. 30	Friday
Registration Begins for Summer/Fall	Apr. 2	Monday
Last Day of Classes	Apr. 30	Monday
Study Day	May 1	Tuesday
Final Exams	May 2-8	
Final Grades Due	May 10	Thursday
Commencement	May 12	Saturday

Course Schedule

Week One Jan. 18, 20

Assignment: Review Handbook Contents (at back of book) on Sentences (S, G, E, W); begin completing Grammar Exercises.

Week Two Jan. 23, 25, 27

Assignment: Review Handbook Contents (at back of book) on Punctuation (P); continue completing Grammar Exercises.

Week Three Jan. 30, Feb. 1 and 3

Assignment: Review Handbook Contents (at back of book) on Review of Sentence Structure and Glossary of Frequently Misused Words, R, GL); continue completing Grammar Exercises. **All 58 Exercises must be completed by March 2.**

Week Four Feb. 6, 8, 10

Writing Assignment 1 Chapter 2 Remembering an Event

Assignment: Write an essay about an event in your life that will engage readers and that will, at the same time, help them understand the significance of the event. Tell your story dramatically and vividly.

This essay will be **posted by 12:00 midnight March 19**. You have been provided with an ample window for completing the required reading and associated activities required to complete this assignment successfully. Remember that you are to show evidence of your note taking and writing activities by posting these at regular intervals in your Moodleroom Blog. These posts must include Starting Points and the Troubleshooting Guide.

Week Five Feb. 13, 15, 17

Week Six Feb. 20, 22, 24

Week Seven Feb. 27, 29, and March 2

Post completed Grammar Exercises by 12:00 midnight March 2.

Week Eight March 5, 7, 9

Assignment: Download and use Answers to Grammar Exercises to check your previously completed and posted Grammar Exercises. Highlight corrections in red. **Post this work by 12:00 midnight March 9**. You will receive an A, B, C, D, or F on this work.

Spring Break March 11-18

Week Nine March 19, 21, 23

Post Remembering an Event essay by 12:00 midnight March 19. Midterm grades will be based on two grades: Grammar Exercises and Essay 1.

Mid-term Grades Due

Mar. 21

Wednesday

Writing Assignment 2 Chapter 3 Writing Profiles

Write an essay about an intriguing person, group of people, place, or activity in your community. Observe your subject closely, and then present what you have learned in a way that both informs and engages readers.

This essay will be posted by 12:00 midnight April 6. You have been provided with an ample window for completing the required reading and associated activities required to complete this assignment successfully. Remember that you are to show evidence of your note taking and writing activities by posting these at regular intervals in your Moodle room Blog.

Week Ten March 26, 28, 30

Week Eleven April 2, 4, 6

Post Writing Profile essay by 12:00 midnight April 6.

Writing Assignment 3 Chapter 4 Explaining a Concept

Write an essay about a concept that interests you and that you want to study further. When you have a good understanding of the concept, explain it to your readers, considering carefully what they already know about it and how your essay might add to what they know.

This essay will be posted by 12:00 midnight April 30. You have been provided with an ample window for completing the required reading and associated activities required to complete this assignment successfully. Remember that you are to show evidence of your note taking and writing activities by posting these at regular intervals in your Moodle room Blog.

Week Twelve April 9, 11, 13

Week Thirteen April 16, 18, 20

Week Fourteen April 23, 25, 27

Last Day Class April 30

Post Explaining a Concept for Chapter 6 by 12:00 midnight April 30.

Week Fifteen Final Examination May 2-8

Final grades will be posted May 10 Your final grade for the course will be an average four grades received for Grammar Exercises (*A=4 points; B= 3; C=2; D= 1, and F=0*) and three final essays completed through process cycles (*A=4 points; B= 3; C=2; D= 1, and F=0*).