



ENG104-16, 41 - College Writing and Rhetoric
College of Liberal Arts and Sciences
Fall 2010

Instructor Information

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Course Identification

Course Number: ENG104-41, 16
Course Name: College Writing and Rhetoric
Course Location: Section 16, Murphy Hall 105, MWF 12-12:50; Section 41, Online

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. **Access to *The St. Martin's E-book* requires an activation code (available for purchase in the campus bookstore). You may access both from the below URL.**

<http://ebooks.bfwpub.com/theguide9e.php>

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 ("Remembering Events" organized as stories), profiles ("Writing Profiles"), explanation ("Explaining a Concept"), and interpretive argument ("Interpreting Stories"). You will also be practicing skills cuing the reader, narrating, describing, and defining. Finally, you will be drafting, revising, and editing your writing. Each cycle will include 1) Review Basic Features, Starting Points, and Sentence Structure submitted with Scratch Outline and Draft of Essay, 2) Critical Reading Guide and Troubleshooting Guide completed and posted with Revision of Outline and Draft, and 3) Final Essay with formal outline. These materials can be found at the Student Center http://bcs.bedfordstmartins.com/theguide9e/default.asp#t_588124 and within the WebCT assignment folders.

The Basic Features, Starting Points, Sentence Structure, Critical Reading Guide, and Troubleshooting Guide should all be completed internal to the forms themselves. You open up the form and then insert your comments. These should be fully developed responses.

Course Environment

You will be using the WebCT Learning Environment (accessed from the Missouri Western Homepage under the Current Students Links). You will find tutorials on using WebCT in your Content folder.

[WebCT Course Site](#)

Once you log in, you will find announcements, the syllabus, assignments, and required activities within this environment. You will be expected to log in to the web site on at least three academic days per week and complete a three-paragraph journal entry. The journal should be used to communicate your progress in the course: explain what you have done to complete assignments, assess your understanding of the readings and model essays, and to report your review of *The St. Martin's Handbook* and the Companion Web Site:

http://bcs.bedfordstmartins.com/theguide9e/default.asp#t_588124. From the above link taking you to the Student Center, you will click on the Grammar, Writing, and Research Exercises, then click on Exercise Central, then click on The St. Martin's Guide to Writing, and finally, click on Handbook to complete exercises.

You will post all drafts, revisions, and final essays as attachments within the appropriate Assignments links. You should keep backup copies on your personal electronic storage. Please expect that you will work with a peer reviewer as you complete your assignments in "Remembering Events," "Writing Profiles," "Explaining Concepts," and "Interpreting Stories."

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 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. Complete four units in *The St. Martin's Guide to Writing*: (2) "Remembering an Event," (3) "Writing Profiles," (4) "Explaining a Concept," and (10) "Interpreting Stories." Each unit will require you to read at least two readings, read and understand the assignment, and complete all pre-writing activities through invention and research, planning and drafting, revising, and editing. The pre-writing activities will help you select a topic for writing and take you through the outlining and into the drafting processes. You must demonstrate substantial work as you move from your draft to revision to finished essay.
2. Submit all required work in WebCT: 1) Review Basic Features, Starting Points, and Sentence Structure and submit Scratch Outline and Draft of Essay, 2) Critical Reading Guide and Troubleshooting Guide completed and posted with Revision of Outline and Draft, and 3) Final Essay with formal outline..

3. Submit four major essays for evaluation and course grade. Formal essays must be in 12-point Times New Roman and at least three pages minimum to a maximum of five double-spaced pages. Essays shorter than three pages will receive a C (or 2 grade points). The "Explaining a Concept" essay should include at least two sources appropriately documented. You will also use appropriate parenthetical notes and sources for your final interpretive essay.
4. Demonstrate your use of the *Handbook* and *Companion Web* and *E-book*. Include a description of your work in this area in your class journal. 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. Pacing yourself throughout the semester in a general use of the Handbook and the online St. Martin's Exercise Central should help you accomplish these objectives. You are strongly advised to have all work reviewed before final submission by someone in the Center for Academic Support <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.**

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 given only in those cases where students have satisfied the majority of course requirements. You must remove an incomplete grade 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."		

Ideally, you would come to your first college composition class with a good understanding of basic writing skills, including sentence, paragraph, and essay construction, as well as grammar and mechanics. To improve your competency in these areas, you will find tutorials and exercises accessed from the Student Center. As part of class requirements, you are required to demonstrate that you have completed a review of the Handbook materials. Include the scores from any exercises completed in Exercise Central and an explanation of what materials in the e-book Handbook you have reviewed.

Course Requirements

Required Class Journal You will keep a class journal in WebCT in which you create a three-paragraph entry on three academic days per week. The journal should be used to communicate your progress in the course: explain what you have done to complete assignments, assess your understanding of the readings and model essays, and to report your review of the St. Martin's Handbook and the Companion Web Site: http://bcs.bedfordstmartins.com/theguide9e/default.asp#t_588124 .		
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<p>Required Sentence Structure, Grammar, and Mechanics Review Sufficient proof of completed exercises and scores should be included in your class journal to suggest a thorough review of sentence structure, grammar, and mechanics.</p>		
<p>Four Cycles Pre-Writing, Draft, Revision, for four essays. No essay will receive a passing grade without 1) Review Basic Features, Starting Points, and Sentence Structure submitted with Scratch Outline and Draft of Essay, 2) Critical Reading Guide and Troubleshooting Guide completed and posted with Revision of Outline and Draft.</p> <p>Please understand that completion of the Pre-Writing, Draft, and Revision help you to move your essays through the logical steps that will result in an improved final essay.</p>		
<p>Four Essays Only the four final essays will receive a formal grade. You are expected to work through the prewriting, drafting, and revision stages to create carefully organized, original, and engaging essays that have been carefully edited.</p> <p>The Critical Reading Guide (completed by a peer) and the Troubleshooting Guide completed by the student author constitute an extremely important part of your required work.</p> <p>Final essays must be grammatically and mechanically free of bothersome error. You will receive an average grade on essays that have not been carefully proofread for mistakes. More than three comma splices, sentence fragments, fused sentences, or seven mistakes (punctuation, spelling, agreement) in your essay will result in no more than a C (or 2 grade points) for the essay. You should seek help in the Center for Academic Support for both the draft and revision.</p> <p>A submission of any draft, revision, or final essay that falls short of three double-spaced (Times 12-point font) will result in no more than a 2 or C for your final grade. As you work through the Troubleshooting Guide, you may identify and ask for instructor feedback on any area in which you are finding yourself challenged. Please address these issues in the comment section of WebCT when you submit the required work in Assignments on due dates.</p>	A, B, C, D, F	4 grades (given to the final essay submitted in each cycle)
<p>Peer Work—You will work with a peer to complete a review of the draft essay for each cycle. The Critical Reading Guide and Troubleshooting Guide must be completed and posted with the Revision of your Scratch Outline and Draft. If the peer reader fails to complete this work, it will result in that person's receiving no more than a 2 (or C) for the final essay. The paper must, however, be submitted with the Critical Reading Guide completed (by someone in Academic Support, ideally, or another student).</p>		Required for final essays to be graded. A group member will not penalize group in the event of non-performance.
<p>Discretionary Points One to four grade points may be added at the instructor's discretion for overall attitude, commitment, and performance. This includes journal entries (evidence of exercises completed in the sentence structure, grammar, and</p>	1-4 grade points	

mechanics review and scores), completion of Review Basic Features, Starting Points, and Sentence Structure submitted with Scratch Outline and Draft of Essay, 2) the Critical Reading Guide and Troubleshooting Guide submitted with Revision, and for overall improvement throughout the semester.		
Final Grade	A, B, C, D, F	Average of 4 grades (using total grade points plus any discretionary points divided by 4)

Course Policies

Disability: Should you have a disability that will affect your success in this course, you will need to contact Disability Services in Eder Hall, Room 203N (816.271.4330). You should also contact me personally within the first week of classes to discuss class requirements.

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. Please read the University's Academic Honesty Policy carefully. You should be aware that WebCT will check all your submitted work for evidence of plagiarism. Plagiarism is the unaccredited use (both intentional and unintentional) of somebody else's words or ideas. If you are unsure how to recognize plagiarism in your work, you should log on and complete the Plagiarism Tutorial found on the Companion Web http://bcs.bedfordstmartins.com/theguide9e/default.asp#t_588124 under Videos and Tutorials. The purpose of this tutorial is to give you a better sense of what plagiarism is and how to avoid it by developing responsible research and writing habits. In addition to emphasizing the consequences of plagiarism, the six sections of the tutorial explain what sources to acknowledge, how to keep good notes, how to organize your research, and how appropriately to integrate sources. Exercises are included throughout the tutorial to help you practice skills like integrating sources and recognizing acceptable summaries.

To use this site, you will need to register and log in using a password and e-mail address. To create your account and choose your own password, select "Register" at the top.

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 for 100 & 200 Level Courses: Instructors are required to monitor and track student attendance in all 100 and 200 level courses. A student qualifies for 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. Students exceeding the maximum number of unexcused absences (see chart below) will be administratively withdrawn from the course.

Class Meetings/Week	Max unexcused absences
1	1
2	3
3	5

Online courses, by nature, permit working anywhere, anytime, at your own pace. To meet attendance requirements, you must log in to WebCT on at least three academic days (M-F) per week. Tracking will be used to verify your presence and the amount of time that you spent logged in to WebCT. From week one, you are expected to post three paragraph entries into the journal on at least three academic days. This includes a summary of all the work you have completed as well as reports on your progress in the completion of exercises in Sentence Structure, Grammar, and Mechanics (with your scores) in Exercise Central.

[Grade Appeal Process](#) (page 27)

Classroom Behavior Guidelines (Student Handbook available online at <http://www.missouriwestern.edu/handbook/index.pdf>, page 28

Collaboration

You will collaborate with your assigned peer (another student in your class) for each assignment. You will be responsible for completing and submitting the Critical Reading Guide in response to the draft essay for the other student. Your purpose is to use the Guide to provide helpful feedback to aid in the revision of the essay. Should your peer default on completing the Guide, you may ask a friend, classmate, or family member to complete it for you.

University Calendar Fall 2010

2010-2011 Western Academic Calendar

Fall 2010

Walk-In Registration August 24 Tuesday

Griffon Edge TBA

Classes Begin August 30 Monday

Labor Day Holiday September 6 Monday

Mid-term Grades Due October 27 Wednesday

Last day to Withdraw November 5 Friday

Registration Begins for Spring November 8 Monday

Fall Break (no classes/campus closed) November 21-28

Last Day of classes December 10 Friday

Final Exams December 11-17

Commencement December 18 Saturday

Final Grades Due December 21 Tuesday

Wintersession (with Saturday, 12/18) December 18-January 14

Campus Closed December 24-January 2

Number of class days - M=13, T=14, W=14, Th=14, F=14, Sa=13

6 Final Exam days

Wintersession (transcripted in Spring) - 14 class days with one Saturday (12/18/10), plus Final Exam day

Course Schedule (MWF)

Week 1

Aug. 30, Sept. 1, 3

Chapter Two Remembering an Event

You are expected to read at least two of the model readings, read through the complete chapter, complete the invention and research, planning and drafting, revising, editing and proofreading activities.

Essay 1 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.

You must choose a topic from suggestions in "Finding an Event to Write About."

Complete Basic Features, Starting Points, and Sentence

	<i>Strategy.</i>
<u>Week 2</u> Labor Day Off, 8, 10	Scratch Outline and Draft of Essay 1 September 10 (along with Basic Features, Starting Points, and Sentence Strategy). Include a heading in your essay with your name, course and section number, date, and title of essay assignment on first page only.
<u>Week 3</u> 13, 15, 17	Submit the Revision of Outline and Draft September 17 , including the Critical Reading Guide and Troubleshooting Guide.
<u>Week 4</u> 20, 22, 24	Essay 1 Due 24 Remembering an Event with formal outline.
<u>Week 5</u> 27, 29, October 1	Essay 2 Profile Assignment: Write an essay about an intriguing person, 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. <i>You must choose a topic from suggestions in "Finding an Event to Write About."</i> <i>Complete Basic Features, Starting Points, and Sentence Strategy.</i>
<u>Week 6</u> 4, 6, 8	Scratch Outline and Draft of Essay 2 October 8 (along with Basic Features, Starting Points, and Sentence Strategy). Include a heading in your essay with your name, course and section numbers, date, and essay number. The draft essay must be three full pages.
<u>Week 7</u> 11, 13, 15	Critical Reading Guide and Troubleshooting Guide completed and posted with Revision of Outline and Draft due October 15 . The essay must be three full pages.
<u>Week 8</u> 18, 20, 22	Essay 2 Due 22 Writing a Profile with formal outline.
<u>Week 9</u> 25, Midterm Grades 27, 29	Essay 3 Concept Assignment: 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. <i>You must choose a topic from suggestions in "Finding an Event to Write About."</i> <i>Complete Basic Features, Starting Points, and Sentence Strategy.</i>
<u>Week 10</u> November 1, 3, 5	Scratch outline and draft of Essay 3 November 5 (along with Basic Features, Starting Points, and Sentence Strategy). Include heading with your name, course and section numbers, date, and essay number. The draft must be three full pages.
<u>Week 11</u> 8, 10, 12	Critical Reader's Guide and Troubleshooting Guide completed and posted with Revision of Outline and

	<i>Draft due November 12. The essay must be three full pages.</i>			
<u>Week 12</u> 15, 17, 19	Essay 3 Due 19 Explaining a Concept with formal outline.			
<u>Fall Break 21-28</u>	<p>Essay 4 Interpretive Assignment: Write an essay interpreting some aspect of a short story. Aim to convince readers that your view of the story is interesting and adds to the ongoing conversation among those who read stories and write about them. Back up your interpretation with reasons and support from the story.</p> <p>You must choose one of the stories in "A Short Anthology of Short Stories."</p> <p><i>Complete Basic Features, Starting Points, and Sentence Strategy.</i></p>			
<u>Week 13</u> 29, Dec. 1, 3	<i>Outline and Draft of Essay 4 December 3 (along with Basic Features, Starting Points, and Sentence Strategy). Include heading with your name, course and section numbers, date, and essay number. The essay must be three pages.</i>			
<u>Week 14</u> 6, 8, Last Day of Classes 10 Dec. 11-17 Final Exams	<p><i>Critical Reading Guide and Troubleshooting Guide completed and posted with Revision of Outline and Draft due December 8. The essay must be three full pages.</i></p> <p>Essay 4 Due 10 Interpreting a Story</p>			
Final Exam Traditional class students are required to attend.	<table border="1"> <tr> <td>12:00 noon</td> <td>Wednesday, December 15</td> <td>11:30 a.m. - 1:20 p.m.</td> </tr> </table>	12:00 noon	Wednesday, December 15	11:30 a.m. - 1:20 p.m.
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