



**ENG104-40 - College Writing and Rhetoric**  
**College of Science and Arts**  
**Spring 2010**

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**Instructor Information**

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Instructor: Jeanie C. Crain, PhD, Professor  
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Office Hours: MW 9:00am – 12:00noon or by appointment

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**Course Identification**

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

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**Required Textbook**

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Axelrod, Rise B. and Charles R. Cooper. *The St. Martin's Guide to Writing*. 8th ed. Boston: Bedford/St. Martin's, 2008.

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**Course Description/Overview**

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*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), interpretive argument ("Interpreting Stories"), profiles ("Writing Profiles"), and explanation ("Explaining a Concept"). You will also be practicing skills cuing the reader, narrating, describing, and defining. Finally, you will be drafting, revising, and editing your writing. You will work with your assigned discussion group to refine your essays through the drafting and revision stages.

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**Course Environment**

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You will be using the WebCT Learning Environment (accessed from the Missouri Western Homepage under the Current Students Links).

[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 each weekday. You will also post all drafts, revisions, and final essays as attachments within the appropriate Assignments links. You should keep backup copies on your personal electronic storage. Additionally, in the Notes link, you will keep a journal of your daily work related to this class that provides the date and the type of activities completed. This should begin during Week 1 of the class. Please expect that you will work within groups as you complete your assignments in "Remembering Events," "Interpreting Stories," "Writing Profiles," and "Explaining Concepts." Additionally, you will demonstrate your use of The St. Martin's Handbook and the Companion Web Site:

<http://bcs.bedfordstmartins.com/theguide8e/Player/Index.asp>

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**

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- 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**

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1. Complete four units in *The St. Martin's Guide to Writing*: (2) "Remembering an Event," (10) "Interpreting Stories," (3) "Writing Profiles," and (4) "Explaining a Concept." This will require you to read at least two readings, read and understand the four assignments, and complete all pre-writing activities through invention and research, planning and drafting, revising, and editing. Only the draft, revision, and final essays will be posted to the web. The pre-writing activities will help you select a topic for writing and take you through the outlining and into the drafting processes.
2. Submit all required work in WebCT: Exercise Central Review, drafts, revisions, and final essays. Complete a class log of all activities in the Notes section of WebCT. Begin this log in week one. Keep electronic and hard copy backup of all your class work.
3. Participate in group discussions as constructive readers for pre-writing, drafts, and revision of essays. Participation requires you to complete the Reading Guide and Revision Checklist for each member in your group.
4. Submit four major essays for evaluation and course grade. Formal essays must be in 12-point Times New Roman and at least 3 pages minimum to a maximum of 5 double-spaced pages. Essays shorter than 3 pages will receive a C. The final "Explaining a Concept" essay should include at least two sources appropriately documented.
5. Demonstrate your use of the *Handbook* and *Companion Web* and *E-book*. Include a description of your work in this area in your class log. 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 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.**

### **Course Resources**

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#### **Course Website(s)**

- [WebCT](#) Course Site

## Grading Scheme

<b>Letter Grade</b>	<b>Percentage</b>	<b>Grade points/credit</b>	<b>Rating</b>
<b>A</b>	90% & above	4.00	Excellent
<b>B</b>	80% – 89%	3.00	Good
<b>C</b>	70% – 79%	2.00	Average
<b>D</b>	60% – 69	1.00	Below Average
<b>F</b>	59% and below	0.00	Failure
<b>I</b>	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

### Late Assignments

<b>Grammar and Mechanics Review 3 Units.</b> This review constitutes an extremely important part of your required work. 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. You may wish to seek help in the <a href="#">Center for Academic Support</a> .	A, B, C, D, F	3 grades
<b>Four Cycles Pre-Writing, Draft, Revision, for four essays.</b> No essay will receive a passing grade without the prior completion of the pre-writing, draft, and revision.	A, B, C, D, F each cycle	Required in order for final essay to be graded
<b>Four Essays</b>	A, B, C, D, F each	4 grades
<b>Group Discussion/participation— Groups will work together on pre-writing, draft, and review.</b> Grade will be based on submitting your own work and responding to the work of the members of your group, including the Reading Guide and the Revision Checklist for each required essay.	A, B, C, D, F each cycle	Required for final essays to be graded. A group member will not penalize group in the event of non-performance.
<b>Final Grade</b>	A, B, C, D, F	Average of 7 grades

Late work will not be accepted.

### 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 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. 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/theguide8e/Player/Index.asp>

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 log on using a password and e-mail address. To create your free account and choose your own password, select "Sign me up as a student" on the left.

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*.

### ***Collaboration***

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You will collaborate with your assigned group (5 members) throughout the semester in completing, reviewing, and providing helpful feedback for improving the preparatory work (pre-writing, draft, revision) for the four required essays. You will be responsible for completing and submitting the Critical Reading Guide and draft essay to the discussion group for each cycle; you will also complete the Revision Checklist for each member of your group.

### ***University Calendar***

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#### **Spring 2010**

Campus re-opens	January 4	Monday
Spring Registration/Orientation Program	January 12	Tuesday
Winter Session Ends	January 13	Wednesday
Walk-In Registration	January 14	Thursday
Martin Luther King Day Holiday	January 18	Monday
Classes Begin	January 19	Tuesday
President's Day Holiday	February 15	Monday
Spring Break (no classes)	March 14-21	
<b>Mid-Term Grades Due</b>	<b>March 24</b>	<b>Wednesday</b>
Last Day to Withdraw	April 2	Friday
Registration Begins for Summer/Fall	April 5	Monday
Last Day of Classes	May 3	Monday
Study Day	May 4	Tuesday
Final Exams	May 5-11	
Final Grades Due	May 13	Thursday
Commencement	May 15	Saturday

### ***Course Schedule***

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#### **Week 1**

*Jan. 19-22*      Orientation  
 Exercise Central – Grammar and Mechanics Review—You will select all of the report, copy, then paste into a Word document; submit all exercises at the due date for Unit 1.

Unit 1  
Sentence Boundaries  
Grammatical Sentences  
Effective Sentences

The St. Martin's Guide to Writing  
by Rose B. Axelrod & Charles R. Cooper Eighth Edition  
Bedford / St. Martin's

Welcome! This Web site has two levels of content:

- \* Free Content can be browsed without registering. If you only want to use Free Content for now, click cancel or use your browser's back button.
- \* Some Interactive Content requires "Basic Registration," which lets you and your instructor freely use quizzes, exercises, and other interactive learning tools on our Web sites that require registration for reporting and other features.

Fields denoted with a \* are required.

\* E-mail address:   
Be sure to enter your e-mail address accurately. You will use it to log on when you return to the site.

\* First / last name:

\* Password:  Verify:   
Choose a password to use each time you log on to the site. Your password must be at least 4 characters and should be something you will easily remember. Enter it again in the "Verify" field, just to be sure.

\* Password hint:   
Enter a question that will remind you of your password, should you forget it. For example, if your password is a street address, your hint might be: Where did I live when I was 12?

Done Internet | Protected Mode: On 100%

**Week 2***Jan. 25-29*

Continue Grammar and Mechanics Review. You will select all of the report, copy, then paste into a Word document; submit all exercises at the due date for Unit 1.

Unit 1  
Sentence Boundaries  
Grammatical Sentences  
Effective Sentences **Unit 1 due Jan. 29** (posted in assignment in WebCT).

**Essay Cycle 1 Writing about an Event 16-71** 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.

**Week 3***Feb. 1-5* Continue Punctuation Review.

Essay 1 –**Outline and Draft due Feb. 5.**

Read 17-38, including “Calling Home” and “American Childhood” (22-24).

Review Writing Assignment “Remembering an Event” (43) and Color-Coded Menu (42).

Read “Cueing the Reader” (610-624), “Narrating” (625-638), “Describing” (639-649).

Pre-writing (43-82) activities will help you prepare to write this essay.

**Week 4***Feb. 8-12*

Essay 1-**Revision due Feb. 12.**

**Week 5***Feb. 15-19***Essay 1-Final due Feb. 19.**

Continue Punctuation Review. You will select all of the report, copy, then paste into a Word document; submit all exercises at the due date for Unit 2.

Unit 2

**Punctuation due Feb. 19**

**Essay Cycle 2 Interpreting Stories 514-561** 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.

Continue Mechanics Review. You will select all of the report, copy, then paste into a Word document; submit all exercises at the due date for Unit 3.

**Week 6***Feb. 22-26***Essay 2-Outline and draft due Feb. 26**

Read Sally Crane interpretive essay (532-534) and Kate Chopin, *The Story of an Hour* (516-539). Your essay will interpret the Chopin story. Use proper bibliographic entry and parenthetical notes. Read *St. Martin's* 22 "Using and Acknowledging Sources."

Review Writing Assignment (543) and Color-Coded Menu (542).

Read "A Catalog of Invention Strategies" (570-608).

**Week 7***March 1-5***Revision due March 5.****Week 8***March 8-12***Essay 2 Final due March 12.****Unit 3 Mechanics Review due March 12.**

**Spring Break March 15-19** (Mid-term grades are due March 24 and will be based on first two essays)

**Essay Cycle 3 Writing a Profile 72-133** 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. Use at least two sources. Create appropriate bibliographic and parenthetical entries.

**Week 9**

*March 22-26*     **Outline and draft due March 26.**

Read Brian Cable (76-79) and John T. Edge, I'm Not Leaving Until I Eat This Thing (75-98).

Review Writing Assignment (103) and Color-Coded Menu (102).

**Week 10**

*March 29-April 2*     **Revision due April 2.**

**Week 11**

*April 5-9*     **Essay 3 due April 9.**

**Essay Cycle 4 Explaining a Concept 134-190** 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. Use at least three sources. Create appropriate bibliographic and parenthetical entries.

**Week 12**

*April 12-16*     **Outline and draft due April 16.**

**Week 13**

*April 19-23*     **Revision due April 23.**

**Week 14**

*April 26-30*     **Essay 4 due April 30.**

**Finals Week**

*May 5-11*

*Grades due May 13*