



ENG104-40 - College Writing and Rhetoric
College of Science and Arts
Spring 2011

Instructor Information

Instructor: Jeanie C. Crain, PhD, Professor
 Office Location: 212 E Eder Hall
 Telephone: Office – 816-271-5997
 E-mail: Use WebCT for all email relative to class
 Other: <mailto:crain@missouriwestern.edu>
 Office Hours: MW F 10:00-10:50, 12:00 noon – 1:00 noon, 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.

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), 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.

Course Environment

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

Once you log in, you will find announcements, the syllabus, assignments, and required activities within this environment. You will be verify attendance each week by completing a significant number of exercises *Exercise Central* and posting your score in the appropriate Exercise Review in WebCT. 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, you will demonstrate having completed a review of the *Handbook* and *Exercise Central* by completing significant exercises and providing scores in one posting each week (**Monday 8 a.m. through Sunday midnight**). Please be advised to begin with Sentence Boundaries, and then move to Punctuation, Mechanics, and finally, to Grammatical and Effective Sentences.

<http://bcs.bedfordstmartins.com/exercisecentral/Home.aspx> You will have to register as a student, then go to Exercises, and Exercises Central Comprehensive Study Plan.

Online Attendance Policy

WESTERN ONLINE ATTENDANCE POLICY FOR ALL 100- and 200-LEVEL COURSES: Missouri Western has a mandatory attendance policy for all 100 and 200 level courses, including online courses, to improve student learning and comply with federal regulations and financial aid policies. An online course is considered as "meeting" at least once a week. You are required to "attend" an online course through communication or submission of some work every 7 days. If you do not communicate or submit work at a minimal level for one full week (that is, for one 7-day period: **Monday 8 a.m. through Sunday midnight**), you will be counted as an unexcused absence for that week. **Online courses allow for a maximum of one unexcused absence before midterm.** After the second unexcused absence prior to midterm, the instructor will notify the registrar and you will be withdrawn from the course. Failure to meet the individual course attendance requirements as listed in the syllabi beyond the mid-point of the course may result in a grade of FA absence after midterm). For more information about this university policy, see the college catalog at <http://www.missouriwestern.edu/catalog/academicpolicies.pdf> (on page 22).

An electronic e-mail is required from you to the instructor by the end of the drop/add period (end of first week of classes) to confirm you are attending this online course. Your instructor counts attendance as submissions of required grammar review in *Handbook (H-2 Handbook Contents at back of text) and Exercise Central*. If you do not meet the minimum attendance requirement prior to midterm, you will be administratively withdrawn and have a "W" placed on your transcript. If you violate the course attendance policy after mid-term, you may earn a grade of "FA."

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/efli/eng104.asp>

Course Requirements

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. The pre-writing activities (Starting Points prior to Draft and Troubleshooting Guide with Revisions) 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, Starting Points and drafts, Troubleshooting Your Drafts and Revisions, and Final Essays (the one that will receive a grade). Please note that the final essay will not be graded if you have failed to submit either the draft or revision. Feedback to the draft and revision will be global; you are expected to use meet length requirement and to proofread your work.

3. Submit four 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 a C. The final "Explaining a Concept" essay should include at least three sources appropriately documented. Use MLA (pages 766-778). Analyzing a Story should be based on one of the stories in "An Anthology of Short Stories" (546-560) and should include at least two external sources appropriately documented in MLA style.
4. Demonstrate your use of the *Handbook* (H2 at back of text) and *Exercise Central* (<http://bcs.bedfordstmartins.com/exercisecentral/exercises.html>). Once at this page, click on Bedford Guide; this will take you to the exercises. You will demonstrate having completed a review of the *Handbook* and *Exercise Central* by completing significant exercises and providing scores in one posting each week (**Monday 8 a.m. through Sunday midnight**). Please be advised to begin with Sentence Boundaries, and then move to Punctuation, Mechanics, and finally, to Grammatical and Effective Sentences. The review is intended to help you master any basic handbook issues that have accompanied you into your first college composition course; your review should be tailored to your individual needs to master basic conventions. You will receive two grades at midterm and finals based on the extent of your review (significant exercises completed and verified by scorecard and your score results).

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 *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.** Please note that the pace and difficulty of the assignment both escalate with the last two cycles.

Course Resources

Course Website(s)

- [WebCT](#) Course Site

Grading Scheme

<i>Letter Grade</i>	<i>Percentage</i>	<i>Grade points/credit</i>	<i>Rating</i>
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

Late Assignments

Late work will not be accepted.

Weekly Grammar and Mechanics Review 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 Center for Academic Support .		2 grades at midterm and finals.
Four Cycles Starting Points and Drafts, Troubleshooting Guides and Revisions, and Final Essays. No essay will receive a passing grade without the prior completion of the pre-writing, draft, and revision. Please note that each cycle follows a similar process. Specific processes and page numbers have been listed for the first two cycles; you should be able to understand what is required for cycles 3 and 4 based on the processes you have already been through.		All cycle work must be completed in order for final essay to be graded
Four Essays	A, B, C, D, F each	4 grades
Final Grade	A, B, C, D, F	Average of 6 grades

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*.

University Spring Schedule

Campus re-opens

January 3 Monday

Spring Registration/Orientation Program

January 11 Tuesday

Walk-In Registration	January 13	Thursday
Wintersession Ends	January 14	Friday
Martin Luther King Day Holiday	January 17	Monday
Classes Begin	January 18	Tuesday
President's Day Holiday	February 21	Monday
Spring Break (no classes)	March 13-20	
Mid-Term Grades Due	March 23	Wednesday
Last Day to Withdraw	April 1	Friday
Registration Begins for Summer/Fall	April 4	Monday
Last Day of Classes	May 2	Monday
Study Day	May 3	Tuesday
Final Exams	May 4-10	
Final Grades Due	May 12	Thursday
Commencement	May 14	Saturday

January	February	March
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Course Schedule

Week One January 19, 21

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.

- Post first *Exercise Central* exercises between Monday 8 a.m. and Sunday midnight and then weekly thereafter.
- Read all of Chapter 2 (pages 15-63).
- Review Basic Features (17).
- Read at least two stories and note the annotations and explanations.
- Complete Starting Points (41). This form is available to you in the WebCT Content folder in Word form. You are expected to open this form up and to complete it in detail as you begin to draft your story. Please note that the form references pages that will provide you with instruction. For example, in the section, "How do I come up with an event to write about?" you will fill in the column to the left in detail after you have read and studied the appropriate pages.
- Review "Constructing a Well-Told Story" (44).
- Draft your story.
- Review Critical Reading Guide, complete Troubleshooting Guide and Revision.
- Complete Event Essay.

Week Two January 24, 26, **28**;

Week Three January **31**, February 2, 4

Starting Points and Draft Essay 1 due Jan. 31. Begin work immediately on Troubleshooting Guide and Revision.

Week Four February 7, 9, 11

Troubleshooting Guide and Revision Essay 1 due Monday, Feb. 7.

Week Five February **14**, 16, 18

Final Essay 1 due February 14.

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.

- Continue weekly posting of *Exercise Central* exercises between Monday 8 a.m. and Sunday midnight.
- Read all of Chapter Three (pages 65-125).
- Review Basic Features (67).
- Read at least two profiles and note the annotations and explanations.

- Complete Starting Points (100). This form is available to you in the WebCT Content folder in Word form. You are expected to open this form up and to complete it in detail as you begin to draft your story. Please note that the form references pages that will provide you with instruction. For example, in the section, "How do I come up with an event to write about?" you will fill in the column to the left in detail after you have read and studied the appropriate pages.
- Review "Ways In" (103-108).
- Draft your profile.
- Review Critical Reading Guide (114), complete Troubleshooting Guide and Revision.
- Complete Final Essay.

Week Six February 21(President's Day), 23, 25

Week Seven February 28, March 2, 4

Starting Points and Draft Essay 2 due Feb. 28.

Week Eight March 7, 9, 11

Troubleshooting Guide and Revision Essay 2 due March 7.

Spring Break March 13-20

Profile Essay 2 due March 13.

Week Nine March 21, 23 MT Grades Due, 25

Midterm grades will be based on average of two essays and one grade for *Exercise Central* (A=4 points; B= 3; C=2; D= 1, and F=0).

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.

- Follow same process used for first two cycles.
- Be sure to include at least three sources appropriately documented. Use MLA 766-778. You should also review the annotated research paper and bibliography (787-794).

Week Ten March 28, 30, April 1

Week Eleven April 4, 6, 8

Starting Points and Draft Essay 3 Due.

Week Twelve April 11, 13, 15

Troubleshooting Guide and Revision Essay 3 due April 11.

Writing Assignment 4, Chapter 10 Analyzing Stories

Write an essay analyzing one or more aspects of a story. Aim to convince readers that your interpretation adds to the conversation among those who read stories and write about them. Back up your analysis with reasons and support from the story.

Week Thirteen April 18, 20, 22

Final Essay 3 due.

Week Fourteen April 25, 27, 29

Starting Points and Draft Essay 4 due April 25.

Week Fifteen May 2

Troubleshooting Guide and Revision Essay 4 due May 2.

Finals

May 4-10

Essay Analyzing Story due May 4.