

**Missouri Western State University
Division of Liberal Arts and Sciences
Department of English and Modern Languages**

Eng104: College Composition and Rhetoric, sections 500, 502-505, 512
→ Online course with a seated element in the high school

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Office Hours: Wednesdays from 9 a.m.-noon, Thursdays from 9-11 a.m., or by appt.

CLASS TEXTS AND MATERIALS

You will not have a required textbook in this class; instead, readings will be posted on Canvas. Sometimes, you'll want to print those, so make sure you have access to a printer. Additionally, you'll need reliable internet access and whatever classroom materials your high school requires.

COURSE ABSTRACT

Course Overview

This class is intended as a continuation of your experience with writing. We want to prepare you not just for the second comp course, English 108, but for much of the writing you will be expected to do in college, whether your major is literature, business, or nursing. Some of the goals for this class include analytical reading skills and the ability to closely read texts, critical writing skills in a variety of genres and modes, using research and credible sources in your writing, and learning to write with a greater awareness of and focus on your audience and purpose.

Course Objectives

College Writing

- Active, analytical reading and critical writing
- Practicing writing in various forms (examples include: academic essay, email, speech, website, blog, video, digital communication)
- Engaging in close reading of texts (being able to read a text and comment on it analytically or rhetorically, e.g. audience, context, purpose)
- Practicing critical thinking and critical writing activities, e.g. critical response journals, academic essays, blogs, peer responses
- Locating, evaluating, and using scholarly sources within academic prose; Engaging in research-based argument (attribute, document, and incorporate others' ideas in one's own text)

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- Practicing organizational methods in writing
- Learning Written Standard American English conventions (spelling, grammar, editing, use of a style manual, MLA style)
- Learning and practicing a variety of processes including invention, drafting, and revision strategies (multiple drafts reviewed with feedback by peers and/or instructor)

Rhetorical Awareness

- Writing for various contexts, purposes, and audiences (rhetorical writing)
- Attention to audience awareness and the use of language or graphics to appeal to specific audiences (the various tools of persuasion)
- Understanding and use of rhetorical terms such as *rhetoric*, *ethos*, *pathos*, *logos* and *kairos*
- Understanding how context affects the construction of a text; creating texts with attention to context
- Practicing style in order to enhance communication

COURSE INFORMATION

Participation

While you will likely have an assigned high school component to this course, the work you complete for me will all be on Canvas (but please keep in mind 10% of your course grade is determined by your high school facilitator based on work you do in that setting). To keep up with your Canvas work, I recommend logging into Canvas at least three times a week and checking your email daily (if you can send your Missouri Western emails to your phone, consider doing so). You'll likely spend about three hours a week on Canvas reading instructions, completing lessons, posting and replying to discussions, and reading and responding to your classmates' work. Typically, you'll have work due on Thursdays and Mondays at 11:55 p.m., but you should check the due dates each week to be sure. In addition to the three hours you spent working in Canvas, you'll probably devote another six-nine hours per week reading, drafting, and revising.

Major Projects

Students will write four major writing projects for this course, in addition to participating in related discussion boards, completing process pieces, and writing a final exam essay. These will be extensive writing projects, requiring a significant amount of work inside and outside of class planning, researching, drafting, and revising. You will receive detailed information about each writing project as it approaches, but the major writing projects are summarized below:

- *Major Project 1: Narrative Argument.* In a four-page essay, students will write argument papers supported by a personal experience and at least two outside sources. **Due September 23.**
- *Major Project 2: Rhetorical Analysis.* In a four-and-a-half-page essay, students will write a paper that considers how creators of documents try to appeal to readers/viewers. Students will show rhetorical awareness by using terms such as *rhetoric*, *ethos*, *logos*, *pathos*, and *kairos*. **Due October 14.**

- *Major Project 3: Research-Based Argument:* In a five-page paper, students will practice research techniques to write an argument essay that uses credible outside sources. **Due November 11.**
- *Major Project 4: The Non-Essay.* In this multimodal assignment, students will think “outside the box”—in other words, they must make rhetorical considerations beyond static words on a printed page in order to appeal to a real-world audience. **Due December 9. This assignment is not eligible for revision and cannot be submitted late.**

Grading Procedure

Assignments should be submitted through Canvas (not email). Then, I’ll usually get those back to you within one calendar week, but always before a similar assignment is due.

Coursework and Evaluation

Overview of Course Points	
Item	Point value
Major Project 1	80
Major Project 2	80
Major Project 3	80
Major Project 4	80
Short Papers	80
Online Participation	400
High School Classroom Participation	100
Final Exam	100
Total	1000

The number of points the student earns during the course will determine each student’s final grade.

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 59% or lower

(You will need a C or higher to move on to Eng108)

COURSE POLICIES

Attendance

Attendance in an online course means submitting assignments, being active on the discussion board, or emailing the professor. If you fail or drop the course, the “last day attended” will be the last instance that you completed one of these actions. *Simply logging in does not count as being present in the course.*

The instructor reserves the right to amend any policies set forth in this document.

The last day to withdraw from a course and receive a “W” instead of an “F” is November 1.

Late Work

Sometimes, things happen, and you might need an extension on a major paper assignment. If you have extenuating circumstances and would like to request an extension on Major Project 1, 2, or 3, then send me an email at least a day before the deadline to make your request.

If you submit one of these assignments up to 24 hours late without talking to me first, then you’ll automatically lose 10% of the paper’s potential score. Unfortunately, I can’t take any work beyond that 24-hour grace period, and smaller assignments aren’t eligible for late submission at all.

Revision

Revision will be permitted on Major Projects 1, 2, and 3. Your score will be evenly replaced on MP1, while the original score and the revised score will be averaged on MP2 and MP3.

To receive credit for the revision, you must do the following:

- *Submit the original paper on time.* Submitting a paper even five minutes late will deem your paper ineligible for revision.
- *Revise the paper at the fundamental level of the essay.* Students will not be given any credit if all they have done is fix surface errors. Revision means to RE – VISION the essay, to get your hands dirty and create something much better and clearer. If you send me back a paper with only grammatical changes made, I won’t update your score.
- *Highlight and annotate changes.* All changes in the revised copy must be highlighted (students should use the Track Changes function for this). Also, all changes beyond fixing spelling, punctuation, etc., must be annotated (a quick note in the margin explaining the revision choice – this can be done by using Add Comment function).
- *Submit the revision in Canvas.* You’ll submit the revision in the original assignment’s location. It will go in as “Late,” but don’t worry about that—I’ll be able to see that it’s a revision.

Writing Help

For help with your writing outside of class, I strongly encourage you to visit Missouri Western’s Center for Academic Support and talk with peer tutor about your writing. Please check the website at <http://www.missouriwestern.edu/cas/> for hours and appointment information.

MWSU COLLEGE POLICIES AND STATEMENTS

Attendance Requirement

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Civility and Cooperation Policy

Civility matters because treating each other with respect is intrinsic to building a campus community that exemplifies the Missouri Western values of service, quality, enthusiasm, freedom, respect and courage. Civility allows us to find our common ground and understand each others' point of view. The [student handbook](#) outlines the conduct expectations for students attending Missouri Western.

A Note on Harassment, Discrimination and Sexual Misconduct

Consistent with its mission, Missouri Western seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and University policy prohibit harassment, discrimination and sexual misconduct. Missouri Western encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to someone from the Campus and Local Resources list found in the [student handbook](#) about what happened so they can get the support they need and Missouri Western can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Missouri Western is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource.

Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please visit the following website: <https://www.missouriwestern.edu/titleix/sexual-misconduct-policy/>

Students have received information via email regarding training regarding Title IX. Student employees may have additional required training. Please follow the link in the email sent to your MWSU student account to complete the training. Students who do not complete the training will receive a hold on their account, prohibiting future semester enrollment until the training is complete. These training courses will ensure that all students are appropriately educated about these important regulations.

Inclement Weather Policy

Missouri Western State University will close for extraordinary circumstances. If the university is to close due to weather/road conditions, the decision will be made as follows:

Daytime Closing – normally the decision will be made by 6:00a.m.

Evening Closing – normally the decision will be made by 4:00p.m.

Any closing of the university will be broadcast on the following stations:

- KCMO Radio (71 AM* and 95 FM)
- KKJO Radio (105.5 FM)
- KFEQ Radio (68 AM)
- KSJQ Radio (92.7 FM)
- WDAF Television (Channel 4)
- KQTV (Channel 10)

If closings are not reported on the aforementioned stations, it should be assumed the university is open. It should be noted the university Administration will take several factors into consideration when making the decision to close the university due to weather/road conditions. Therefore, it cannot be assumed the university will close when area schools are closed.

Closings will also be posted on the Missouri Western home page (www.missouriwestern.edu).

Recorder Policy

It is vitally important for Missouri Western State University to foster and maintain an educational environment that promotes free discussion, inquiry and expression by students, both inside the course and out, without fear that their exercise of such rights will have negative repercussions in areas over which Missouri Western State University has responsibility. It is equally important that students understand the narrow line separating their First Amendment rights and the legal and privacy rights of others so that students can exercise those rights with responsibility.

The content of any lecture/class presentation remains the intellectual property of the person delivering the session. Students may make audio or video recordings of course activity only with permission of the faculty member conducting the course. If the student believes it is necessary to record sessions due to a disability or needs additional assistance, the student must first contact Missouri Western's Accessibility Resource Center to establish such need. By virtue of this policy, all students and attendees in any classroom setting or university presentation are placed on notice that they may be recorded or taped, both photographically or audio based.

Any and all recordings of lectures or class presentations are authorized solely for the purpose of the student's individual or group study with other students enrolled in the same class. Such recordings may not be reproduced or uploaded to publicly accessible web environments. Recordings of classes or course material may not be exchanged or distributed for commercial purposes, for compensation or for any other purpose other than study by students enrolled in the present class. Students must delete all recordings and tapes at the end of the course.

Please note that materials used in the classroom or online presentations (video, graphic, photographic, etc.), web-based and social media may also have their own copyright. While presentations and displays are generally allowed when reproduced in the classroom, copyright law does not extend the privilege to second-level reproductions. Any violation of this policy may subject a student to disciplinary action under the Student Code of Conduct as outlined in the Student Handbook and result in disciplinary action by the University and/or punishment under Federal or State Privacy, Intellectual Property or Copyright Law.

Academic Honesty Policy

Academic honesty is required in all academic endeavors. 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 will receive a grade of F (0 points) for any paper/ assignment/exam that shows evidence of cheating and/or plagiarism and forfeit the opportunity to revise. You have the burden of proving that a paper showing evidence of cheating or plagiarism has in fact been written by you. You should keep thorough evidence of your writing processes for all papers so that you can meet this burden of proof. Violations of academic honesty will be reported to the Provost or the designated representative on the

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Academic Honesty Violation Report Forms. Please note carefully the statement on plagiarism on the departmental website and refer to the [student handbook](#) and calendar for specific activities identified as violations of this policy and the student due process procedure.

Academic and Course Grade Appeal

Please refer to the [EML's Department policy](#) and the University policy in the [student handbook](#) for the Grade Appeal Process.

Student Disability

Disability Accommodations - Students seeking accommodations must first provide documentation of needed accommodations to the Accessibility Resource Center (ARC) located in Eder Hall, Suite 203. Once accommodations have been approved by the ARC, students are responsible for notifying their instructors of those accommodations. This should be done within the first two weeks of classes. Accommodations are not retroactive.

Meeting Basic Needs

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students, 226 Blum Student Union, for a list of resources and support.

The Campus Cupboard is a free resource with pantry and hygiene items, located at 214 Blum Student Union. The pantry is typically open Tuesdays and Thursdays from 2-4 pm and by appointment. You can stop by the Vice President for Student Affairs Office, Blum 228, or contact the Dean of Students, grimes@missouriwestern.edu with questions or concerns. Furthermore, please notify the professor if you are comfortable in doing so. This will enable him/her to provide any resources that he/she may possess.