

GUIDELINES FOR DUAL CREDIT EN140: RHETORIC AND CRITICAL THINKING

**Department of English
Southeast Missouri State University
Approved by committee (without appendices) 1 June 2004**

INTRODUCTION

Following Guidelines established by the Missouri Coordinating Board of Higher Education, the Department of English offers a program leading to credit in EN140: Rhetoric and Critical Thinking. This is a three-hour, degree-credit course providing instruction in argumentative and researched writing. (See syllabus and sample course outline, Appendices A and B.)

The following sections establish procedures for student admission, approval of high school faculty, the role of the departmental liaison, and outcomes measures. For further information, contact Dr. Dave Reinheimer, English Department, (573) 651-2624.

STUDENT ADMISSION

Students are admitted to EN140 if they have earned college credit for EN100.

APPROVAL OF HIGH SCHOOL FACULTY

As required by the Coordinating Board, faculty teaching dual credit EN140 "shall typically have a master's degree" in English. In addition, the Department of English requires the following information, documents, and qualifications of those who are applying to teach this course:

1. A *curriculum vitae*, including complete transcripts.
2. A letter of recommendation from the teacher's principal. This letter must include, for example, commentary on the teacher's qualifications to teach the course, the appropriateness of this course to the school's demographics, and other pertinent information. A letter that merely asks the department to consider the candidate will be considered insufficient, and the application will be returned as incomplete.
3. A letter of application from the teacher, discussing, for example, backgrounds in teaching composition, relevant workshops and other training opportunities taken, general philosophy of teaching composition, and the type of students who would enroll in this course and the teacher's expectations of those students.
4. Demonstrated background experiences or training in composition theory and the use of the holistic approach to evaluation gained **either** as a graduate teaching assistant or adjunct in the Department of English at Southeast Missouri State University **or** through the successful completion of EN600: Orientation Seminar.

Background in composition theory and/or holistic scoring gained at another college or university as a graduate teaching assistant or faculty member may be sufficient to meet this criterion. Applicants should provide a thorough synopsis of such experiences in their letters of application.

EN600 is an intensive three semester-hour course designed to train incoming departmental teaching assistants and is held each year during the two weeks prior to the Fall semester. Dual-credit teachers may enroll for regular graduate credit, paying the standard university fees, **or** as an unofficial auditor on a no-cost basis.

NOTE: High school instructors currently approved to teach EN100 will be approved to teach EN140 upon request.

Applications are due in the English Department no later than the end of the 8th week of the semester preceding the semester in which the applicant will first teach the dual-credit course. Late applications may be considered if extremely exigent circumstances apply; the English Department will determine on a case-by-case basis if late applications will be considered.

ROLE OF THE DEPARTMENTAL LIAISON

Liaisons are full-time members of the English Department with experience in teaching composition. Their purpose is to assist the teacher in conducting the class in accordance with the guidelines established by the university bulletin and the departmental syllabus.

The liaison will make a minimum of three visits to the high school site where EN140 is being offered. The first of these meetings should occur prior to the beginning of the semester; the liaison should contact the principal and/or teacher to set up this initial meeting. Traditionally, the orientation held on the Southeast campus before the beginning of classes in the Fall semester counts as this initial meeting. Additional conferences beyond the required three, as agreed upon by the liaison and the high school instructor, may be scheduled.

EVALUATION OF DUAL-CREDIT INSTRUCTORS

Following university policy, all dual-credit sections will be evaluated by the student using the English Department's standard evaluation process. In addition, as with all new adjunct instructors in the English Department, first-semester dual-credit instructors will be evaluated by the liaison using the English Department's standard evaluation process. If either of these evaluations is substandard, the instructor will be placed on probation, and evaluated by another member of the department's Dual Credit Committee, usually the chair. If the probationary evaluation is substandard, the instructor will be removed from the dual-credit faculty.

OUTCOMES MEASURES

Mid-Term Portfolio

Students will also submit a portfolio of in-class writing no later than the end of the eighth week of Southeast's semester. The portfolio will include two pieces of writing: an argumentative essay without sources and a source-based essay (see assignments for Essay 1 and Essay 2 in the appended "Sample Course Outline and Assignments"). For further description of the portfolio and its assessment, see "Mid-Term Portfolio (Instructions for Teachers)" in the appended "Sample Course Outline and Assignments".

The portfolio will be used in a manner similar to the midterm examination in dual-credit EN100 classes: as a means to give students a sense of where they are in their EN140 class and in the evaluation process, prior to the final drop date for the course. In consultation with the liaison, instructors should identify students at risk of not earning college credit, and advise those students to drop the course.

In order to be awarded college credit for EN140, the student must

1. Earn an overall grade of "C" or higher for classroom work;

2. Earn a score of at least "4" on each part of WP002.

WP002: The Written Expression Exit Examination

All students enrolled in dual-credit EN140 must take WP002. The examination is offered on the Saturday morning before the last week of classes of the Southeast semester; two make-up dates are available on the Tuesday and Wednesday of the last week of classes. Students must come to the Southeast campus or one of Southeast's regional campuses to take WP002. The dual-credit WP002 examinations will be scored at the same time (usually the Monday and Tuesday of Southeast's finals week) and in the same fashion as the regular WP002 exams.

Appeals

If a student receives a score below 4 on either or both parts of WP002, the student can appeal the score. In order to appeal the score, the student must write a letter addressed to Dr. Reinheimer arguing that (and why) the exam deserves a higher score than it was originally given and requesting that the exam be scored again. The exam will be evaluated by two readers who did not originally score the exam; in the case of discrepancy, a third reader will score the exam.