Spring 1-15-2012

ENG 1000-001

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Eastern Illinois University

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Course Guidelines
English 1000 Fundamental English

Instructor: Mr. Brown  Office: McAfee 1125
Phone: 581-7011  Email: jlbrown8@eiu.edu
Office Hrs: M/W/F 1-3 pm & by appointment

Required Texts:
Text distributed via email or WebCT that needs to be printed
They Say I Say: The Moves That Matter in Academic Writing, Graff and Birkenstein

Course Description:
A course in the improvement of fundamental writing abilities. Practice and instruction in
developing and organizing ideas; in using words, sentences, and paragraphs effectively; and in
acquiring and strengthening skills of revising and editing prose. Credit/No Credit.

Materials
Writing instruments, paper, notebook, a good college dictionary, a computer, a printer able to
print chapters of the textbook, and other appropriate supplies

Student Learning Objectives and Expected Performance Outcomes

- Demonstrate college-level writing produced through an individualized process of
  prewriting, drafting, revising, editing, and proofreading
- Grow as independent writers and thinkers
- Recognize multiple perspectives while discovering and developing one’s own
  perspective
- Develop analytical reading skills to understand and critically evaluate diverse reading
  materials
- Show the ability to collaborate and help fellow students in the writing process through
  workshops/peer review sessions that focus on developing the ideas, support, and details
- Develop research skills by showing the effective use of source materials and the
  principles of documentation
- Be able to annotate, paraphrase, summarize, quote, and synthesize written material
  accurately and ethically
- Appreciate the precise meaning of words and how they are the center of writing and
  communicating
- Understand what a dictionary and thesaurus offer and the social influence of dialects
- Discriminate among levels of diction (informal, middle, formal) and appropriate usage of
  such word choices
- Understand the differences between general, specific, and concrete details and be able
  to employ them appropriately in written discourse
- Be able to employ strong evidence, examples, and supporting details
- Write well developed paragraphs and sentences that are direct, economical, free of
  ambiguity, and structurally appropriate for the ideas expressed and the audience
  addressed
- Craft paragraphs that exemplify paragraph unity
- Use effective transitions to create cohesion within and between paragraphs
- Write documents that have sentence variety—varied lengths and types of sentences
- Write clear, precise, concise, expository prose in Edited American English
Attendance Policy:
Regular attendance, punctuality, preparation, and participation are expected of all students. The only acceptable reasons for missing class are: 1) illness; 2) death in the family; 3) religious holiday; 4) officially organized, documented university event. In order to deal with unforeseen emergencies, you are allowed to miss up to four class meetings without excuse for Tuesday/Thursday or Monday/Wednesday schedule and up to six class meetings for M/W/F schedule. Any additional absences will, however, be penalized at a rate of one letter grade per class meeting; any student who is absent for more than three classes beyond the allowed absences will Fail the course. Do not ask if class will be dismissed early. The answer is no.

Academic Honesty
All written work (papers, exams, tests, quizzes) must be original and independent. Do not resort to prefabricated papers and research materials found on the net. Please make sure that you understand the meaning of plagiarism and the policy of the English Department: Any teacher who discovers an act of plagiarism—“the appropriation or imitation of the language, ideas, and/or thoughts of another author and representation of them as one's original work” (Random House Dictionary of the English Language)—has the right and the responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignment of the grade of F for the course, as well as to report the incident to the university’s Judicial Affairs Office. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.

Late Work and Assignments
I accept late assignments ONLY in the case of excused absences (work for other absences may be submitted in advance if pre-approved). While I don’t accept late work, I will grant extensions under certain circumstances. You must speak with me in advance of the due date to receive an extension – that means, don’t come to class on the due date and expect to be given more time. Extensions are handled on a case-by-case basis, so I urge you to speak with me a.s.a.p. if you realize you may not have an assignment finished on time. Otherwise, late assignments receive no credit. This includes instances of computer, CD, jump drive, and/or printer problems. Make a back-up copy of all coursework and leave yourself plenty of time before class to print assignments.

Assignments are to have been completed by class time on the date for which they appear on the syllabus. The book(s) in which the day's assignments are contained should be brought to class. Students are responsible for all material covered in class and all announcements or assignments made in class as well as for all assignments on the syllabus. Work turned in late with clearance will be penalized, usually at the rate of 10% per day, including weekends. Any lateness may delay the grading and return of the paper. Keep a hard and electronic copy of every paper you hand in and never throw away any work from class.

Exams and Quizzes: There will be no opportunities to make up a missed exam or quiz other than in cases of documented excused absences; (signing in at Health Service does not constitute documentation of a medical emergency). Unannounced quizzes on assigned material may be given at any time.

Papers must be typed (double-spaced) and printed in black on 8.5 x 11 paper. Margins should be one inch on all sides. Each paper must include student’s name, the title of the paper, and course number. Papers must be stapled with the pages in the correct order. Page numbers must be used on all papers. Only papers that are neat and in correct form can be accepted.
Documentation: Use the current MLA system to cite both primary and secondary sources used in your papers. The system is fully explained and illustrated in *The Little Brown Handbook* and other current handbooks. Inform yourself about documentation conventions for electronic media information and materials. All such materials must be documented and citation forms are illustrated in recent handbooks; go to the Writing Center for assistance. Electronic-media materials must be evaluated for quality at least as scrupulously as print materials. Please remember that you must absorb and process all materials: downloading is not research.

**General Course Policies**

*Turn off cell phones, iPods, and any other electronic devises before class begins.* I reserve the right to ask you to leave for the day if your cell phone disrupts class. Anyone found text messaging or tweeting during class will be asked to leave, counted absent, and receive a zero for that day's assignment. You will not need a laptop for class and are not allowed to open one in class. Do not check email while in a computer class. If you are caught you will be asked to leave and you will receive an absence.

*Take advantage of my open door policy.* If you're having difficulty with any aspect of the course, please come see me as soon as the problem arises. In addition to my office hours, I'm happy to make appointments with you at other times if needed. Don't suffer in silence; talk to me, and we'll see if we can work out a solution.

**Required Conferences:**

At a few strategic points in the semester, I will cancel class in order to hold conferences with you and your classmates on particular writing projects. You are required to attend your chosen conference time; the course attendance policy applies to conference days.

**Students with Documented Disabilities**

If you have a documented disability and wish to receive academic accommodation, please note that arrangements must be made through the Office of Disability Services; you should, therefore, contact the Coordinator of the Office of Disability Services (581-6583) as soon as possible.

**Composition of the Overall Grade:** You are expected to complete the following coursework.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>% of Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement Analysis Paper</td>
<td>20</td>
</tr>
<tr>
<td>Literacy Narrative Paper</td>
<td>20</td>
</tr>
<tr>
<td>Final Research Paragraphs</td>
<td>20</td>
</tr>
<tr>
<td>Writers Notebook</td>
<td>10</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10</td>
</tr>
<tr>
<td>Re-Rewrites For All Papers/Paragraphs</td>
<td>10</td>
</tr>
<tr>
<td>Reflective Essay Final Exam</td>
<td>10</td>
</tr>
</tbody>
</table>

Grading Scale for Formal Documents:

- 100-92% = A
- 91-90 = A-
- 89-88 = B+
- 87-82 = B
- 81-80 = B-
- 79-78 = C+
- 77-72 = C
- 71-70 = C-
- 69-60 = D
- 59 and below = F

Overall Grading Scale:

- Pass = C (70%) or better
- Fail = D (69%) and below
DAILY SCHEDULE
English 1000

Instructor: Mr. Brown
Office: Coleman Hall 3840
Phone: 581-6301
Email: jlbrown8@eiu.edu
Office Hours: M/W/F 1-3 p.m. and by appointment

The following is subject to deletion and expansion based on our progress. Reading assignments will be personalized to each student.

Week One
MON/ Jan. 9 - Discuss Course Guidelines 2) Class Introductions 3) Discuss Diagnostic Essay
WED/ Jan. 11 - Diagnostic Essay Due
FRI/ Jan. 13 - Mandatory Conference

Week Two
MON/ Jan. 16 - NO CLASS
WED/ Jan. 18 - Illustration/Example Paper
FRI/ Jan. 20 - Mandatory Conference

Week Three
MON/ Jan. 23 - Illustration/Example Paper Rewrites Due
WED/ Jan. 25 - Paragraphs, Topic Sentence, Claim, Evidence, and Analysis.
FRI/ Jan. 27 - Mandatory Conference

Week Four
MON/ Jan. 30 - Mandatory Conference
WED/ Feb. 1 - Description Paper Due
FRI/ Feb. 3 - Mandatory Conference

Week Five
MON/ Feb. 6 - Mandatory Conference
WED/ Feb. 8 - Description Paper Rewrites
FRI/ Feb. 10 - Mandatory Conference

Week Six
MON/ Feb. 13 - Mandatory Conference
WED/ Feb. 15 - Process Paper Due
FRI/ Feb. 17 - NO CLASS - Lincoln's Birthday Observed

Week Seven
MON/ Feb. 20 - Mandatory Conferences
WED/ Feb. 22 - Process Paper Rewrites Due
FRI/ Feb. 24 - Mandatory Conferences

Week Eight
MON/ Feb. 27 - Mandatory Conferences
WED/ Feb. 29 - Definition Paper Due
FRI/ March 2 - Mandatory Conferences

Week Nine
MON/ March 5 - Mandatory Conferences

Mr. Brown/Eng 1000 1
WED/ March 7 - Definition Paper Rewrites
FRI/ March 9 - Mandatory Conferences

**Week Ten**

SPRING BREAK MARCH 12-16

**Week Eleven**

MON/ March 19 - Mandatory Conferences
WED/ March 21 - Classification Paper Due
FRI/ March 23 - Mandatory Conferences

**Week Twelve**

MON/ March 26 - Mandatory Conferences
WED/ March 28 - Classification Paper Rewrites
FRI/ March 30 - Mandatory Conferences

**Week Thirteen**

MON/ April 2 - Mandatory Conferences
WED/ April 4 - Incorporation Research Paper Due
FRI/ April 6 - Mandatory Conferences

**Week Fourteen**

MON/ April 9 - Mandatory Conferences
WED/ April 11 - Incorporation Research Paper Rewrites
FRI/ April 13 - Mandatory Conferences

**Week Fifteen**

MON/ April 16 - Mandatory Conferences
WED/ April 18 - Incorporation Research Paper Rewrites
FRI/ April 20 - Mandatory Conferences

**Week Sixteen**

MON/ April 23 - Mandatory Conferences
WED/ April 25 - Grade Calculations and review
FRI/ April 27 - Reflective Essay Due

NO FINAL EXAMS