

Summer 6-15-2018

ENG 1001G-001: College Composition I

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Recommended Citation

Vietto, Angela, "ENG 1001G-001: College Composition I" (2018). *Summer 2018*. 1.
https://thekeep.eiu.edu/english_syllabi_summer2018/1

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Overview and Policies *

College Composition I: Critical Reading and Source-Based Writing

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Office hours: M 12-1, W 3-4, and by
appointment

Broadly speaking, the goal of this course is to continue to empower you as a writer. This course is designed to prepare you for College Composition II, which focuses on responsible, ethical argumentation—and to prepare you for a variety of genres of writing you'll need to do in your other college classes and elsewhere in life: at work and in your life as a citizen and community member.

As the catalog description puts it, “College Composition I focuses on informative, analytical, evaluative, and persuasive writing and introduces students to college-level research. Students will develop sound writing processes, produce cogent writing, strengthen analytical reading skills, and work with sources.”

To be more specific about our goals, here are the official learning objectives. In successfully completing the class, students will demonstrate the ability to:

- Develop effective writing processes for producing documents
- Produce informative, analytical, evaluative, and persuasive prose
- Implement reading processes to evaluate sources
- Adapt written texts to suit the text’s purpose, audience, genre, rhetorical situation, and discourse community
- Recognize how to transfer their writing processes, understanding of rhetorical principles, and genre awareness to other writing situations
- Find appropriate sources through secondary research, including the use of academic databases
- Integrate sources ethically and appropriately using at least one recognized citation style
- Use effective language and delivery skills through speaking opportunities
- Present work in Edited American English

Textbooks from TRS

Bedford Book of Genres

Additional readings will be distributed in D2L and/or in class.

Students with disabilities—If you have a documented disability and wish to receive academic accommodations, please contact the Office of Disability Services (581-6583) as soon as possible.

Two class rooms—We will be using both room 3170 Coleman (a traditional classroom) and room 3120 (a computer lab). On most days, we will start class in 3170 and later move to 3120.

* Complete syllabus with schedule will be distributed by the third day of class.

Policies

Class time is precious, so please don't waste it.—All of our class time, including time in the computer classroom, should be dedicated to learning. Please participate with me in making good use of our class time.

Participation—Your participation in conversation, writing, reading, and other activities will be essential to your learning in this class. As a result, a significant portion of the overall class grade reflects your daily participation.

Attendance—Plan to come to class every day if you wish to do well in the course. Documented excused absences for serious illness or emergency may be unavoidable; in those cases, contact me as soon as possible about making up what you missed (don't wait until you return to class). In the case of unexcused absences, you should (a) check with a classmate about what you missed, (b) check D2L to see what was assigned for the next day, and (c) make sure you turn in work on time, both for the day you missed and the following class meeting.

Lateness—Be on time, please. When you are late, your participation grade for the day will suffer (the later you are, the more it will suffer). If you are late, please do *not* disrupt class with your entrance or expect us to stop or wait for you to catch up with us.

Leaving Early or Leaving During Class—Unless I announce that class will end early, you should expect to be actively engaged in class for the entire class session. If you leave early, your participation grade will suffer. We will typically take a short break in the middle of class; ideally this will be sufficient for bathroom breaks. If you *must* leave the room to use the restroom during class, don't ask permission—leave quietly and return quietly. Long or frequent absences during class will hurt your participation grade. If you have a medical condition that affects your ability to remain in class, provide documentation and discuss the necessary accommodations with me.

Cell Phones, Other Electronics, Other Multitasking—Do not attempt to “multitask” during class with your cell phone, other electronics, or non-electronic distractions. If there's a good reason to have your cell phone out, I'll let you know (or you can suggest it). The same goes for the time we spend in the computer lab: don't spend lab time checking your email or social media, browsing entertainment web sites, etc. Multi-tasking (or simply being off-task) will affect your daily participation grade.

The Electronic Writing Portfolio—Any written project of 750 words or longer written for this class would be suitable for submission to the EWP. Submissions must be made by the last day of finals week at the end of the course. We will discuss EWP procedures during the last week of our class.

The Student Success Center—Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (<http://www.eiu.edu/~success>) for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to 9th Street Hall, Room 1302.

Academic Integrity—Students are expected to maintain principles of academic integrity and conduct as defined in EIU’s Code of Conduct (<http://www.eiu.edu/judicial/studentconductcode.php>). Violations will be reported to the Office of Student Standards. See below for more on plagiarism (and we’ll discuss it further in class as well), and also note that the following is specified as a violation of the academic portion of the Code of Conduct: “Submitting work previously presented in another course unless specifically permitted by the instructor.”

The English Department Statement on Plagiarism—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 own original work” (*Random House Dictionary of the English Language*)—has the right and responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignments of a grade of F for the assigned essay and a grade of F for the course, and to report the incident to the Office of Student Standards. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.

Extensions and Late Work—In general, *if you ask for an extension in person or by phone by 9 p.m. the day before a deadline*, I will grant it (with no grade penalty). When you don’t ask for an extension, late work will be penalized. Of course, at the end of the course I can’t always grant extensions since I must turn in final grades. Moreover, students who have multiple unexcused absences, frequently come to class late, multitask during class, or otherwise demonstrate that they are not giving the class their full effort will lose this privilege. I will warn you if you are in danger of losing access to pre-approved extensions.

Extra Credit Opportunities—I want you to earn the grade you want—and to learn as much as you can. For that reason, I will sometimes offer extra credit opportunities. These are designed for students who are already giving the class their full effort but may need a little bump to earn the grade they want. As a result, the privilege of extra credit may be forfeited by students who are *not* giving class their full effort (see the policies on attendance, lateness, leaving class, and cell phones/multitasking).

Grading and Major Assignments*

Participation (includes attendance, in-class writings and activities, peer review)	15%
Homework/short writings/preliminary drafts and revisions/quizzes	15%
Project 1 (5-6 pages/1250-1500 words**)	10%
Project 2 (5-6 pages/1250-1500 words**)	15%
Project 3 (5-6 pages/1250-1500 words**)	20%
Project 4, Multi-Genre Exploration of a Single Topic (2 or 3 genres, totaling a minimum of 5 pages/1250 words** of finished writing + any desired visual, audio, or multimedia elements)	25%

Final Grading Scale

A	90-100%
B	80-89.99%
C	70-79.99%
NC	60% and below

* Students must complete all Major Projects numbered 1-4 above in order to pass the course.

** List of Works Cited are required but are not counted as part of the minimum word counts for essays.