

Fall 8-15-2008

ENG 1000-002: Fundamental English

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Athey, Leann, "ENG 1000-002: Fundamental English" (2008). *Fall 2008*. 3.
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ENGLISH 1000-002: FUNDAMENTAL ENGLISH

Fall 2008

T/TH 9:30 – 10:45

CH 3120 (LAB) and CH3130 (CLASSROOM)

INSTRUCTOR: LEANN ATHEY**OFFICE HOURS:** T/TH 12:30 – 3:30 pm and by appointment**OFFICE PHONE:** 581-6288**WWW ADDRESS:** <http://www.ux1.eiu.edu/~lathey>**OFFICE:** CH 3033**MAILBOX:** CH 3155**E-MAIL ADDRESS:** lathey@eiu.edu

COURSE DESCRIPTION: According to the EIU Catalog, ENG 1000 is a course in the improvement of fundamental writing abilities. It provides practice and instruction in developing and organizing ideas; in using words, sentences and paragraphs effectively; and in acquiring and strengthening skills for revising and editing prose. It is required of students who do not meet the prerequisites for ENG 1001G.

GUIDELINES: Students with an ACT score below 15 or with no ACT score on file are placed in ENG 1000, Fundamental English, a non-credit writing course that does not count toward graduation and does not count in cumulative grade point averages.

COURSE OBJECTIVES: Students will learn

- ways to develop and enhance their own approaches to the writing process;
- methods of overcoming writer's block;
- skills needed to write a tightly constructed paragraph that has an adequate topic sentence and supporting detail;
- skills needed to write short essays that are carefully edited, focused, organized and developed with specific evidence and details.

Success in this course includes (1) finding your own creative ways to make topics and assignments personally interesting--especially if your first instinct is to label them "boring" or "too hard," (2) believing that you have something worthwhile to say, and (3) expressing it after you've debated/ pondered/ listened/ read/ explored beyond the surface.

REQUIRED TEXTS AND MATERIALS: Must be obtained before next class session.

Brannan A Writer's Workshop: Crafting Paragraphs, Building Essays 2nd ed.

One Standard Notebook/Folder: for class notes

One Accordion Folder OR a series of pocket folders – find some method of keeping formal paragraph and essay materials separated. These materials will be organized and constructed into a midterm and final portfolio.

****Although not a requirement, it is STRONGLY suggested that you purchase a removable drive to transfer documents between the ETIC and your personal computer.**

COURSE OVERVIEW: You will be required to write often both in and out of class, to read selections from the text, to participate actively in classroom discussion and peer group/review exercises, to complete all classroom exercises, and to complete all formal paragraph and essay writings. You are also required to attend all conferences when scheduled. Keep track of **all** of your work—activity writings, pre-writings, paragraph and essay drafts, peer reviews, instructor comments, etc. Do **not** throw away anything!! You will submit to me a midterm and final writing portfolio that should include the final copies of the writings as well as **all** accompanying materials. **In order to "pass" ENG 1000 and enter ENG 1001, you must receive my recommendation as having the skills competent for ENG 1001.**

SPECIFIC ACTIVITIES INCLUDE:

- Readings in course workbook as assigned
- Prewriting and drafting Exercises
- Peer review exercises
- Paragraph writings both in class (non-revisable) and out of class (revisable)
- Essay writings both in class (non-revisable) and out of class (revisable)
- Instructor conferences

See Course Outline and Assignment Sheets for detailed information of the above activities.

ATTENDANCE AND LATE POLICY: Since this course involves a great deal of class participation, it is essential that you attend classes and conferences alike. You are expected to attend every meeting and to be on time. Remember, if you are absent, you are held responsible for the material covered in your absence. This includes any assignments given or collected. In other words, it is up to you to "get caught up." If tardiness or absences become excessive, do not expect to pass ENG1000.

I will allow for any properly verified absence. The university recognizes "properly verified absences due to illness, emergency, or participation in an official University activity." **Bring the appropriate documentation to me beforehand, if possible. If not, then bring documentation to me when you return to class. The end of the semester is NOT the time to bring in documentation. By that point, your absences have already been documented as "unexcused".**

Note: a letter from Health Services saying that you were there is NOT "proper verification" for an illness that requires you to miss class. Proper documentation **MUST** be DATED and may include:

- Letter from university activity director
- Doctor's note describing the nature of the illness and the requirement to miss class/work
- Court documents, police reports, etc. that coincide with class time.
- ER visit notification that coincides with class time
- Other documentation accepted at my discretion.

I will allow 3 "unexcused" absences. After 3, you will be given a NO CREDIT for the course.

**** Please contact me as soon as possible in regards to ANY absence so that we may discuss its nature.**

EVALUATION: Students will submit to me a MIDTERM and a FINAL writing portfolio. The portfolios will include ALL process materials including but not limited to: invention, self assessments, peer reviews, instructor comments, drafts, and final copies of each writing assignment. Therefore, it is important to keep EVERYTHING. DO NOT THROW ANYTHING AWAY! Further directions will be given for each submission. Constant revision throughout the course will strengthen your writing skills. The MIDTERM Portfolio will be assessed and feedback will be given for further revision. The writing that is evidenced in the FINAL writing portfolio will be evaluated by me in order to determine whether your skills meet the requirements of ENG 1001.

All writing will be assessed analytically according to the following 5 categories:

Focus

Development

Organization

Style, Grammar, Mechanics, Spelling and Documentation

Process (evidence of invention, peer editing, revision) and Audience Consideration.

By the end of the course, a student must be writing at a "C" level (or a 70%) and possess the skills competent enough to advance to Eng 1001. If there is an extreme discrepancy between in-class and out of class work, I reserve the right to base a student's grade on in-class work alone.

LATE WORK AND REVISION: All assignments are to be submitted at the BEGINNING of the class period in which they are due. Please see the course outline for said dates. In the event of an absence, it is expected that you will get your work to me ahead of time or send your assignments with a classmate for submission. IF an absence is "excused", you may be permitted to make up assignments at the convenience and discretion of the instructor. **In the event that a student does not hand in the final writing portfolio, s/he will receive a NC for the course.**

Revision is on-going throughout the semester. Items submitted in the Midterm portfolio are expected to be further revised. Items in the Final Portfolio cannot be further revised after submission. In-class writings, too, may not be revised. Revisions will not be graded unless the original graded essay is submitted with it. If you choose to revise, **Deep Revision, not just surface editing, is expected.**

INFORMATION FOR STUDENTS WITH DISABILITIES: If you have a documented disability and wish to receive academic accommodations, please contact the Office of Disability Services at 581-6583 as soon as possible.

WRITING CENTER: The Writing Center offers help with writing and related skills. The experienced staff can help you brainstorm for ideas, develop support for your points, organize your thoughts and polish your writing. You may drop in any time the center is open. This service is free. It is located in CH 3110. Its hours Mondays through Thursdays 9-3 and 6-9. Fridays 9-1. The phone number is 581-5929. WWW address: <http://www.eiu.edu/~writing/>

ACADEMIC HONESTY AND PLAGIARISM: To honor and protect their own work and that of others, all students must give credit to proprietary sources that are used for course work. It is assumed that any information that is not documented is either common knowledge in that field or the original work of that student.

Academic honesty:

- Documenting all proprietary information that is received from outside sources, including books, articles, websites, lectures, interviews, television, radio, etc.
- Putting quotation marks around the words that were written or spoken by someone other than oneself.
- Applying this standard to all assignments (papers, take home exams, presentations, etc.).

Plagiarism:

To present someone else's work or ideas as one's own is plagiarism. A student commits plagiarism by

- copying, word for word, someone else's writing without putting that passage in quotation marks and identifying the source.
- taking someone else's writing, changing some of the words, and not identifying the source;
- taking someone else's ideas or organization of ideas, putting them into his/her own words and not identifying the source;
- having someone else change the student's writing—a tutor, friend, or relative, for instance—and creating the impression that this is the student's own work; or
- purchasing or downloading papers or passages from the Web.

The English Department's statement concerning plagiarism is this: 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 a grade of F for the assignment and a grade of F for the course, and to report the incident to the Judicial Affairs Office. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.

ADDITIONAL INFORMATION:

- ◆ Make sure that you save your work often (use RTF) and in more than one place to prevent loss of material.
- ◆ Whenever you email me, be sure that your subject line has your full name and section number.
- ◆ When you attach a document to an email, be sure that the document itself has full contact information in the upper left hand corner .

Anyone who is found tampering with a computer and its set up or who is found using the computer for anything that is not course-related is subject to course dismissal.

Anyone who is found using any electronic device (cell phone, MP3, Texting device, etc.) during class time will be asked to leave and will receive one unexcused absence for that class period. ALL items should be turned OFF and PUT AWAY during class. I don't want to see them, hear them, or know that they exist!

**LEANN
ATHEY**

**Tentative
Course
Schedule
1000**

**Fall
2008**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
L	AUG 25	26 Introductions Get course materials by 2 nd	27	28 FOR CLASS: Read Ch 1 IN CLASS: Diagnostic Writing	29
C	SEPT 1 NO CLASSES Labor Day	2 IN CLASS: More on Chapter 1	3	4 FOR CLASS: Read Ch 3 Do Activities 3.2, 3.6, 3.11, 3.12	5
L	8	9 IN CLASS: PARAGRAPH #1 (Reflective Paragraph) (in-class NON revisable)	10	11 FOR CLASS: Read Ch 4 (63-72); Read Ch 6 (109-137) Do Activities 6.2, 6.3, 6.4 IN CLASS: Prewriting for Story-Telling Paragraph #2	12
C	15	16 FOR CLASS: Story-telling Paragraph #2 DRAFT DUE IN CLASS: READ ALOUD	17	18 FOR CLASS: Read Ch 7 (141-168); Do Activity 7.3 and 7.4 IN CLASS: Prewriting for Illustrative Paragraph #3	19
L	22	23 FOR CLASS: Illustrative Paragraph #3 DRAFT DUE IN CLASS: READ ALOUD	24	25 FOR CLASS: Read Ch. 12 (274-310) Do Activities 12.1, 12.5, 12.9; Read Ch. 14 (325, 331-333) IN CLASS: Discussion Revise paragraphs as needed	26
C	29	30 FOR CLASS: Read Ch. 8 (173-191) Do Activity 8.2 Read King's "The Ways" (649- 652); and Do questions for analysis. IN CLASS: Prewriting for Classification Essay #1	OCT 1	2 IN CLASS: Discussion of Classification Drafting SIGN UP FOR CONFERENCES	3
L	6	7 FOR CLASS: DRAFT DUE of Classification Essay #1 Read Ch 13 (312-323) IN CLASS: PEER GROUPS	8 CONFERENCES IN MY OFFICE	9 <u>NO CLASS</u> CONFERENCES IN MY OFFICE	10 FALL BREAK
C	13	14 IN CLASS: REVISION/WORK DAY	15 MID TERM Review course syllabus and make appointment to see me if needed.	16 FOR CLASS: MID-TERM PORTFOLIOS DUE @ BEGINNING OF CLASS	17

L	20	21	22	23	24
		FOR CLASS: Read Ch. 5 (77-85) IN CLASS: Prewriting for Place-Based Essay #2		IN CLASS: Discussion and Drafting	
C	27	28	29	30	31
		FOR CLASS: DRAFT DUE of Place-Based Essay #2 IN CLASS: PEER GROUPS		FOR CLASS: Read Informative (Surprising- Reversal) handout IN CLASS: Intro to the Informative (Surprising Reversal) Essay #3	
L	NOV 3	4	5	6	7
		IN CLASS: Discussion and Prewriting Essay #3		IN CLASS: ESSAY #3 (Informative) (in-class NON revisable)	
C	10	11	12	13	14
		FOR CLASS: Read Ch. 9 (195-203) Read Ch. 16 (387-401) Do Activity 16.2, 16.3 IN CLASS: Intro to Effect of the Problem Essay #4		IN CLASS: Prewriting and Discussion	
L	17	18	19	20	21
		IN CLASS: Continue working on Essay #4		FOR CLASS: DRAFT DUE of Effect of the Problem Essay #4 IN CLASS: PEER GROUPS SIGN UP FOR CONFERENCES	
	24 THANKSGIVING RECESS	25	26	27	28
					→
C	DEC 1	2	3	4	5
		<u>NO CLASS</u> CONFERENCES IN MY OFFICE		<u>NO CLASS</u> CONFERENCES IN MY OFFICE	
L	8	9	10	11	12
		IN CLASS: Writing Self Assessment		FOR CLASS: <u>FINAL PORTFOLIOS</u> <u>DUE @ THE</u> <u>BEGINNING OF CLASS</u> SIGN UP FOR FINAL CONFERENCES	

FINAL CONFERENCES (Final Exam Period): Thursday, Dec. 18, 8:00-10:00 am