

Fall 8-15-2015

ENG 1000-002: Fundamentals of College Comp

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ENG 1000G – Fall 2015

Denise Preston
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Office Hours
T-TH – 9:20 – 10:45
3:20 – 4:20
other times by appointment

Texts

Prentice Hall Reference Guide– ninth edition

Course Objectives

Eng. 1000 is an A,B,C, No credit course. Your grade counts toward your GPA but not towards graduation. We are going to strive to build on your strengths as a writer and identify and work any areas of weakness. Since revision is the focus of the course, we will be doing a great deal of self-assessment in combination with instructor and peer input. Our goal is to keep drafting and practicing, eventually building a kind of “muscle memory” for your future writing projects.

Stuff You'll Need

You'll need a thumb drive or compatible disk for your home computer. You also need a pocket folder to hold your revisions, essays, and handouts.

Class Policy

You will work through several stages of writing prior to submitting a final draft. You must complete all stages of the writing process, and I must see an essay in all stages. I will not accept a final essay I have not seen through the first draft and peer-editing stage.

Revision Assessment Letters

A revision assessment letter must accompany every stage of your writing. **Before I will read any draft of an essay, you must include a typed letter discussing the writing of the essay.** For example, a letter accompanying a first draft might discuss areas in which you struggled. The letters are a way for you to communicate things you want me to take a closer look at or concerns you want to address that will aid you in revision. Each revision must have a letter that discusses what you have revised and any aspects of the paper that need further work. To me these letters are a valuable tool in our revision process. **I expect the letters to be at least 250 words long, and they should address the on-going development of your essay.**

All essays must be turned in in order to pass the course. Failure to do all essays will result in a NC.

Attendance

Regular attendance is essential. Due dates are in bold on the syllabus. If you are sick, you need to make arrangements to get your essay to me. Do not email or call the office “after the fact.” Do not email me to ask what we did in class or email to tell me you will be gone. I do not check or respond to student emails. **You may call or text my cell phone my between 9a.m. and 9p.m.** If you know you are going to miss a class, let me know ahead of time. If you are ill, go to Health Services during our class period to obtain an excused absence. If you are absent, it is your responsibility to inquire the next class session if there were any missed assignments. Missed assignments can be made up only if you have an excused absence.

Peer Editing, Revision Workshops and Conferences

We will be doing peer editing for every essay. Missing peer editing will result in one letter grade off your final grade. You need to have a complete first draft in order to participate. There is one scheduled conference this semester. We will go over your essay and assess your grade and set up the next assignment, so obviously these are important dates. Don't skip out of a conference. There won't be time to reschedule. If you do miss the conference, you will miss out on actively participating in the writing process and the assessment of your essay's grade. Be there.

Late Work

Essays turned in after scheduled due dates will be marked down one letter grade for every class period they are late, unless you have a university approved absence.

Late to Class

If you come in late and a quiz is in process, you will not be able to take the quiz. I will not keep starting a quiz over for late arrivals. Usually, I will close the door and reopen it after the quiz is finished. **If you arrive after peer editing has started, you will not be allowed to enter into the paper rotation. Missing peer editing is a letter grade reduction.**

Cell Phones

No cell phones out during class. If I see you texting or looking at your phone, I will deduct 10 points from your final course grade for every warning you receive. If you have an emergency situation that requires you to stay in contact with someone, please tell me at the beginning of class and we will make arrangements that will allow for the least amount of interruption.

Grading

All final drafts will be given a numeral grade.

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| 500 – 450 A | Great Writing Exercise – 20 pts. (2) |
| 449 – 400 B | Descriptive Letter – 75 pts. (3) |
| 399 – 350 C | Comparison Contrast– 100 pts. (4) |
| 349 – NC | Process Essay – 125 pts. (4) |
| | Research Essay – 150 pts. (5) |
| | MLA Quiz – 20 pts. |
| | Vocabulary Exercise – 10 pts. |

Total 500 pts.

This is an A, B, C, NC course. If you do not fulfill the minimum requirements for a C grade, you will receive an NC and will have to retake the course. There is no final in 1000.

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.

Plagiarism

Note: The English department's statement concerning plagiarism.

Any teacher who discovers an act of plagiarism – “The appropriation or imitation of 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 course, and to report the incident to the Judicial Affairs Office.

Course Work

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| Aug. 25 | Course Introduction, Diagnostic Writing, “Words” |
| Aug. 27 | Cubing- Brainstorming |
| Sept. 1 | Thesis statements - Paragraphing |
| Sept. 3 | Grammar and Punctuation Hang-ups |
| Sept. 8-10 | Setting up Descriptive Letter Reading assignment: – “The Sullivan Ballou Letter” |
| Sept. 15-17 | Peer-editing Workshops |
| Sept. 22-24 | Revision Workshops |
| 29 – Oct.1 | Conferences Final Draft of Letter due on your conference day |
| Oct. 6 - 8 | Comparison/Contrast Essay Reading assignment – “Faces of the Sky” handout “Two Views of the River” handout |
| Oct. 13 - 15 | Peer-editing |
| Oct. 20 - 22 | Revision Work – Great Writing Exercise – 20 pts. Vocabulary Assignment – 10 pts. Final draft of Comparison/Contrast Essay due on Oct. 22 |
| Oct. 27- 29 | Setting up Process essay |
| Nov. 1 – 5 | Peer-editing |
| Nov. 10 | Revision work |
| Nov. 12 | Final draft of Process Essay due Setting up Research Essay Readings: sections from pages 331-440 in <i>Prentice Hall Reference Guide</i> |
| Nov. 17 | More set-up and MLA review |

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| Nov. 19 | How to incorporated quoted material – MLA Quiz |
| Nov. 23-27 | Thanksgiving Recess |
| Dec. 1 | Revision work |
| Dec. 3 | Research Essay due - Course Evaluations |
| Dec. 8 | No class |
| Dec. 10 | Papers handed back -- course grades |