

Fall 8-15-2018

# ENG 1000-003: Fundamentals of College Comp

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## ENG 1000G – Fall 2018

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Office Hours  
T&TH – 8:45-9:15  
2:00-4:00  
other times by appt.

### Texts

*Bedford Book of Genres*  
*The Little DK Handbook* – third 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 on 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 flash drive to save your work. You also need two pocket folders to hold your revisions, essays, and handouts. You should bring paper and pen/pencil to class every day.

### 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 stages.**

### Revision Assessment Letters

An assessment letter must accompany your final drafts. **Before I will grade your essay, you must include a typed letter discussing the writing of the essay.** 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 your future essays. To me these letters are a invaluable tool in our revision process. **I expect the letters to be at least 200 words long, and they should address your on-going writing concerns.**

**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. 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.

### Self-Editing, Revision Workshops and Conferences

We will be doing self- editing for every essay. Missing this will result in one letter grade off your final grade. You need to have a complete first draft in order to participate. **If you have an incomplete draft, you will not be allowed to participate and will lose a letter grade. If you arrive after the session has started, you will not be able to participate and will lose a letter grade.** 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. A late essay will be marked down one letter grade for every class session it is late 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.

### Policies in regards to Classroom Etiquette:

Our classroom is a writing community where each student and the instructor is guaranteed a safe and respectful environment. Below are policies that are going to be enforced to ensure that every person in that community feels both safe and respected.

- Late to Class

Arriving late to class is disruptive and disrespectful. **You will lose 3 points off your course grade every time you arrive late to class.** If you have a physical impediment, please alert me prior to arrival. **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 self-editing has started, you will not be allowed to enter into the paper rotation. Missing self- 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.

- Sleeping/Head on Desk

**I will deduct 10 points from your final course grade every time you either sleep or place your head down on your desk.** If you are ill, go to Health Services. If you want to sleep, please stay home and do so.

- Disputes over Class Policies, Grading, or Teaching methods

If you have any problems with any aspect of the course or my teaching of the course, these should be addressed after class, preferably in my office. I will not engage in any such conversations during class time. If you persist, I will notify the Student Standards office.

### Academic Integrity

Students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct (see EIU's website). Violations will be reported to the Office of Student Standards.

## Students with disabilities

If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by Ninth Street Hall, Room 2006, or call 217-581-6583 to make an appointment.

## Student Success Center

Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center 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 the 9<sup>th</sup> Street Hall, Room 1302

## Grading

All final drafts will be given a numeral grade.

|             |                                      |
|-------------|--------------------------------------|
| 500 – 450 A | Great Writing Exercise – 20 pts. (2) |
| 449 – 400 B | Descriptive Essay – 75 pts. (3)      |
| 399 – 350 C | Comparison Contrast– 100 pts. (4)    |
| 349 – NC    | Process – 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.

## 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.** (Bold added by Instructor)

## Course Work

|         |  |
|---------|--|
| Aug. 21 | Course Introduction, Diagnostic Writing, “Words” |
| Aug. 23 | Cubing- Brainstorming                            |
| Aug. 28 | Grammar and Punctuation Hang-ups                 |

|          |  |
|----------|--|
| Aug. 30  | Thesis statements - Paragraphing   |
| Sept. 4  | Sentence structures and their importance in college level writing  |
| 6- 11    | Setting up Descriptive Essay – Tarble visit on 6th<br>Reading assignment: – excerpt from <i>The Confessions of Nat Turner</i>                    |
| Sept. 13 | In class work on essay   |
| Sept. 18 | <b>Self-editing</b>  |
| Sept. 20 | Revision workshop  |
| 25-25    | Conferences<br><b>Final Draft of Descriptive Essay due on your conference day</b>  |
| Oct. 2   | Work on Great Writing Exercise   |
| 4- 9     | Setting up Comparison/Contrast Essay<br>Reading assignment – “Faces of the Sky” handout<br>“Two Views of the Mississippi” handout                |
| Oct. 11  | In class work on essay   |
| Oct. 16  | <b>Self-editing</b>  |
| Oct. 18  | Revision work  |
| 23-25    | Setting up the Process Essay<br><b>Great Writing and Voc. Due on the 23rd</b><br><b>Final draft of Comparison/Contrast Essay due on the 25th</b> |
| 30       | Work on Process Essay  |
| Nov.1    | <b>Self-editing</b>  |
| 6 -8     | Setting up Research Essay - Readings: Bring <i>The Little DK Handbook</i> every day<br><b>Final draft of Process due on the 8<sup>h</sup>.</b>   |
| Nov. 13  | Documentation review   |
| Nov. 15  | <b>Documentation Quiz</b><br>How to incorporate quoted material  |
| 19-23    | Thanksgiving Recess  |
| 27-29    | Writing Workshops  |
| Dec. 4   | <b>Self-editing</b>  |
| Dec. 6   | <b>Research Essay due</b> – Last class day   |