

Fall 8-15-2009

ENG 1000-003: Fundamental English

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ENG 1000 – Fall 2009

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Office Hours
T-TH – 9:30-10:45
2:00-2:30
other times by appointment

Texts

A Writer's Workshop - Brannan
The Little Brown Handbook – Fowler, Aaron, 11th edition

Course Objectives

To improve your ability to develop and organize ideas; use words, sentences and paragraphs effectively; and revise and edit your work.

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.

The Course

Our focus will be on assessing your individual needs. Since we will be doing a great deal of revising and peer editing your participation is vital.

Our goal is to prepare you for the 1001 classroom. In that pursuit, we will do small group work and conferences, all of which requires you to learn from your own revisions and those of your classmates.

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 several paragraphs long and not merely a summary of changes; I want them to be a dialogue concerning the on-going development of your essay.

Attendance

Regular attendance is essential. **If you have more than three unexcused absences, you will not pass the course. Being tardy three times will count as one unexcused absence.** An absence will be excused only with documentation:

- a note from a doctor regarding illness
- a note from a coach or faculty member regarding a university sanctioned event
- a card from a funeral on the date of the absence

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. Call the office or my home. If you know you are going to miss a class, let me know ahead of time. If you are ill, go to Health Service 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 was any missed assignments. Missed assignments can be made up only if you have an excused absence.

Late Work

Essays turned in after scheduled due dates will be marked down one letter grade for every class period they are late. No exceptions.

Grading

ENG 1000 is graded Credit/No Credit. I will be judging you based on participation and satisfactory completion of all assignments by the assigned deadline.

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.