

Fall 8-15-2011

ENG 1000-003: Composition And Language

Leann Athey
Eastern Illinois University

Follow this and additional works at: http://thekeep.eiu.edu/english_syllabi_fall2011



Part of the [English Language and Literature Commons](#)

Recommended Citation

Athey, Leann, "ENG 1000-003: Composition And Language" (2011). *Fall 2011*. 4.
http://thekeep.eiu.edu/english_syllabi_fall2011/4

This Article is brought to you for free and open access by the 2011 at The Keep. It has been accepted for inclusion in Fall 2011 by an authorized administrator of The Keep. For more information, please contact tabruns@eiu.edu.

ENGLISH 1000-003: FUNDAMENTALS OF COLLEGE COMPOSITION
 FALL 2011
 T/TH 5:00 – 6:15
 CH 3130 (CLASSROOM) and CH3120 (LAB)

INSTRUCTOR: LEANN ATHEY
OFFICE HOURS: Tuesdays and Thursdays
 9-9:30 am
 1:30-2pm
 3:15-5pm and by appointment

OFFICE: CH 3033
MAILBOX: CH 3155
E-MAIL ADDRESS: lathey@eiu.edu
OFFICE PHONE: 581-6288

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 of 14 or below or with no ACT score on file are placed in ENG 1000, Fundamentals of College Composition, a writing course that does not count toward graduation but will count in cumulative grade point averages.

COURSE OBJECTIVES: Students will:

- Demonstrate entry-level college writing produced through an individualized and independent process of prewriting, drafting, revising, editing, and proofreading
- Demonstrate effective expository and persuasive writing throughout the semester in thesis-based and non-thesis-based prose
- Demonstrate analytical reading skills to understand and critically evaluate diverse reading materials
- Demonstrate the ability to collaborate and help fellow students in the writing process through workshops/peer review sessions that focus on developing the ideas, support, and details.
- Demonstrate the ability to employ strong evidence, examples, and supporting details
- Compose well developed paragraphs and sentences that are direct, economical, free of ambiguity, and structurally appropriate for the ideas expressed and the audience addressed
- Compose paragraphs that exemplify paragraph unity, demonstrate sentence variety, and effectively use transitions

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. 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.

SPECIFIC ACTIVITIES INCLUDE:

- Readings in course workbook as assigned
- Pop Quizzes if necessary (points missed will be deducted from your overall grade)
- 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
- Midterm and Final Writing Portfolio:

The Midterm Portfolio will include all polished essays written up to midterm. I will collect, review, and give feedback on your writing, but I WILL NOT GRADE these essays. You may continue to revise these after you receive the portfolio back. There are points awarded for the portfolio; however, the points are not awarded based on the quality of the writing, for more revisions will still be made. Points will be awarded:

- If all materials are included
- If revisions are substantial and not missing or carelessly attempted.
- If the portfolio is neat, organized, and thoughtfully compiled.
- If it was submitted during class on the due date.

The Final Portfolio is a final representation of your writing for 1000 and should be compiled and presented as carefully as possible. It will include ALL essays written over the course of the semester. Essay #5 will coincide with the final portfolio, for it will document your growth as a writer and will accompany the portfolio itself. This essay will be written, in part, during class, with limited time to revise.

Additional guidelines for preparing the portfolios will be given later in the semester. If you keep your materials, label items, and remain organized, the portfolio will be compiling itself as you move through the course of the semester.. See Course Outline and Assignment Sheets for detailed information of the above activities. See below for late work/missed work information

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, your grade will be affected.

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. Otherwise, I will NOT accept documentation. 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.

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

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

If you come to class more than 10 minutes late, you have received an unexcused absence.

If tardiness or absences become excessive, do not expect to pass ENG1000

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.

Failure to complete all 3 paragraphs and all 4 essays, the mid-term portfolio and the final portfolio will result in a grade of N/C for the course regardless of point totals! Note: There is no final examination in ENG 1000. If you are curious, nervous, frustrated, overwhelmed, confused, or just plain ticked, I'm the one to talk to FIRST! Come see me to discuss your work, your grade, or any issue with me anytime. A point breakdown is as follows:

Midterm Portfolio		100 points	15 %	585-650 = A
Conference points	2 @ 25 points each	50 points	8 %	520-584 = B
Peer Review Sheets	4 @ 25 points each	100points	15 %	455-519= C
Final Writing Portfolio		400 points	62 %	454 ↓ = NC
COURSE POINT TOTAL:		650 points	100%	

<u>Overall Course Scale:</u>	<u>All writing will be assessed analytically according to the following 5 categories:</u>
100-90%=A	Focus
89-80%= B	Development
79-70%= C	Organization
69% and Below=N/C	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 unless otherwise stated on the assignment sheet. 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.

MIDTERM PORTFOLIO: if it is not handed in during class on its due date, the portfolio grade will be lowered one full letter grade. I will not accept the MIDTERM portfolio if it is more than 3 calendar days late.

FINAL PORTFOLIO: if it is not handed in during class on its due date, the student will receive a NC for the course.

Failure to complete all 3 paragraphs and all 4 essays, the mid-term portfolio and the final portfolio will result in a grade of N/C for the course regardless of point totals!

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 are 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.

Eastern Illinois University is committed to the learning process and academic integrity that is defined in the Student Conduct Code (1.1). To encourage original and authentic written work, any written assignment created in this course may be submitted for review to Turnitin.com and will become a searchable document with the Turnitin-protected and restricted use database.

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.

ALSO NOTE:

- ◆ **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. The only exception is if EVERYONE'S phones vibrate as a result of a university emergency. Then, we'll read these together and respond accordingly.**

**LEANN
ATHEY**

**Tentative
Course
Schedule
1000**

**FALL
2011**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
C	AUG 22	23 IN CLASS: Course Introduction and Diagnostic Writing Get ALL course materials by 25 th	24	25 FOR CLASS: Read Ch 1	26
L	29	30 IN CLASS: More on Chapter 1	31	SEPT 1 FOR CLASS: Read Ch 3 Do Activities 3.2, 3.6, 3.11, 3.12	2
C	5 NO CLASSES Labor Day	6 IN CLASS: PARAGRAPH #1 (Reflective Paragraph) (in-class NON revisable)	7	8 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	9
L	12	13 FOR CLASS: Story-telling Paragraph #2 DRAFT DUE IN CLASS: PEER GROUPS	14	15 FOR CLASS: Read Ch 7 (141-168); Do Activity 7.3 and 7.4 IN CLASS: Prewriting for Illustrative Paragraph #3	16
C	19	20 IN CLASS: PARAGRAPH #3: Illustrative paragraph (in class revisable)	21	22 IN CLASS: Revise Illustrative paragraphs	23
L	26	27 FOR CLASS: Read Ch. 12 (274-310) Do Activities 12.1, 12.5, 12.9; Read Ch. 14 (325, 331-333)	28	29 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 SIGN UP FOR CONFERENCES	30
C	OCT 3	4 FOR CLASS: DRAFT DUE of Classification Essay #1 Read Ch 13 (312-323) IN CLASS: PEER GROUPS	5	6 NO CLASS CONFERENCES IN MY OFFICE	7
L	10 CONFERENCES IN MY OFFICE	11 NO CLASS CONFERENCES IN MY OFFICE	12 MID TERM Review course syllabus and make appointment to see me if needed	13 IN CLASS: REVISION/WORK DAY	14 No Classes Fall Break

C	17	18	19	20	21
		FOR CLASS: MID-TERM PORTFOLIOS DUE @ BEGINNING OF CLASS		FOR CLASS: Read Ch. 5 (77-85) IN CLASS: Prewriting for Place-Based Essay #2	
L	24	25	26	27	28
		IN CLASS: Discussion and Drafting		FOR CLASS: DRAFT DUE of Place-Based Essay #2 IN CLASS: PEER GROUPS	
C	31	NOV 1	2	3	4
				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 #3	
L	7	8	9	10	11
		IN CLASS: Prewriting and Discussion		IN CLASS: Continue working on Essay #3	
C	14	15	16	17	18
		IN CLASS: Continue working on Essay #3		FOR CLASS: DRAFT DUE of Effect of the Problem Essay #3 IN CLASS: PEER GROUPS SIGN UP FOR CONFERENCES	
	21	22	23	24	25
	← THANKSGIVING RECESS →				
L	28	29	30	DEC 1	2
		<u>NO CLASS CONFERENCES IN MY OFFICE</u>		<u>NO CLASS CONFERENCES IN MY OFFICE</u>	
C	5	6	7	8	9
		IN CLASS: Essay # 4 (in-class NON-revisable)		FOR CLASS: <u>FINAL PORTFOLIOS DUE @ THE BEGINNING OF CLASS</u> SIGN UP FOR FINAL CONFERENCES	

FINAL CONFERENCES (Final Exam Period): IN MY OFFICE
Tuesday, Dec. 13, 5:15- 6:15 p.m.