

Spring 1-15-2015

ENG 1001-004: Composition & Language

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Recommended Citation

Dudley, Carol, "ENG 1001-004: Composition & Language" (2015). *Spring 2015*. 4.
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Bring this syllabus to class every day so that you may note any announced changes!

English 1001- Syllabus Spring / 2015

Carol Jean Dudley

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Required Texts:

The Little, Brown Handbook, 11th ed., Fowler and Aaron

From Inquiry to Academic Writing, 2nd ed., Greene and Lindinsky

They Say/I Say, 6th ed., Graff and Birkenstein

Course Description: English 1001G is a writing centered course designed to improve skills in critical thinking and analytical expression. It requires reading and writing of expressive, expository, and persuasive essays. Attention is given to each effective expression, clear structure, adequate development, and source documentation. Prerequisite = English 1000 or proficiency in basic skills as determined by the English department. Students who have ACT scores in English of 14 or below, or who have no test scores on file with University, must pass English 1000 before enrolling in English 1001G. During the semester you will be expected to write and revise in and out of class, to complete assigned readings, to participate in class discussions and groups, and to complete all assignments correctly and on time.

The minimum writing requirement for the course is 5000 words and will include work done both in and out of class. Essays will be evaluated according to "Guidelines for Evaluating Writing Assignments in EIU's English Department".

Required Materials: Since all essays must be typed, students are required to have a flash drive on which to save and backup work. You will also need two highlighters and two folders-- one in which to keep handouts, returned work, etc., and one in the class designated color (green) in which to keep Responses.

Grading policy: Focus will be on writing and revising. Essays will receive written and verbal evaluation for me at all stages of development. Each essay will receive CREDIT for the original version and a GRADE for the revision. *Note: As part of EIU's Core Curriculum, 100/G will be graded B, C, or NC (no credit). An NC is not figured into a student's GPA, but the student who earns a grade of NC must retake the course.*

Each revision must have an 8-10 sentence (minimum) cover letter reflecting:

- 1. the points you were advised to revise***
- 2. suggestions acted upon,***
- 3. reasons for all revisions,***
- 4. process used, and***
- 5. most difficult part of revision.***

I will keep records of your grades, attendance in class and workshops, and completed Response Sheets. Attached to this syllabus is a form for keeping track of student progress. As the instructor, I have the right to decide if a draft is complete and in compliance with the assignment.

Attendance: Regular attendance is essential. You will have two (2) personal days for the semester. If you miss a day, it is your responsibility to contact a classmate to find out what you missed and/or what changes might have been made in our schedule. A missed day does not give you permission to turn work in late. A scheduled University function--i.e. sports or academic club-sponsored event--is not counted as a personal day, but I must be notified about such situations one class day before they occur. Serious or prolonged illness or personal problems will be considered on an individual basis, but you must notify me about the situation. **If you miss more than TWO (2) personal days, you will receive an NC for the course.**

NAME: _____ PHONE: _____ E-MAIL: _____

NAME: _____ PHONE: _____ E-MAIL: _____

If your contacts prove to be unreliable, make new contacts!

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. Any time you use the exact words or paraphrase of another person's work, you must give credit to that person with in text citations that are noted on the Works Cited page that should accompany your essay. Anything listed on the Works Cited page must be used in the paper. Respect for the work of others should encompass all formats, including print, electronic, and oral sources. If you are not sure whether a source needs to be cited in the text and on the Works Cited page, please consult with me. **Plagiarism in any form will absolutely not be tolerated!**

Prerequisites: Any student in a section of 1001G who has not completed 1000 or achieved an ACT score of at least 14 is not eligible to enroll in 1001G may not reregister for 1001.

Electronic Writing Portfolio: Completion of the EWP is a University requirement for graduation. Students must take the initiative Instructions in this process are included in this handout. The deadline will be established for submission.

Writing Center: The Writing Center (WC) is available to you as a free tutorial service; however, it is not a "magic" remedy for all writing problems, and you should not expect to take an essay there to be proofread and corrected before it is submitted for grading. I encourage you to use EIU's Writing Center located at 3110 Coleman Hall. This service provides one-to-one conferences with writing Center consultants who can help you with brainstorming, organizing, developing

supports, and documenting your papers.

The writing center is open to help any student from any major at any stage of his or her writing process, and its system of one-to-one conferences demonstrates the value and respect for individual writers, all of whom can benefit from feedback about their works in progress.

Computer and Cell Phone Policy: In class, you are expected to use the computers that have been provided **only** in a scholarly fashion. In other words, you will open only applications related to class discussions. You are absolutely not allowed to check e-mail, news, or box scores; surf the Web; use chat applications; play games; or otherwise distract yourself and/or others from the business of class. I will, at random times, tell everyone who is using a computer to turn the monitor around so that I may see what you are doing on it. If you have distracting applications and events open on your computer, you will receive one warning; if you persist after the warning, you will no longer be allowed to use a computer in class.

You are likewise expected to use cell phones in a responsible manner; turn them off when you come in to class. If you have an emergency for which you must be available, you should leave your phone out on your desk with the ringer ON. In the event that it rings, you may retrieve it and then leave the room to take the call. Under NO conditions are you allowed to text message, take pictures or video (illegal in class), play games, or use the cell phone in any other manner during class.

Guidelines for Evaluating Writing Assignments in EIU's English

Department Grades: on written work range from A to F. The categories are based on rhetorical principles and assume intellectual responsibility and honesty. Strengths and weaknesses in each area will influence the grade, though individual teachers may emphasize some categories over others and all categories are deeply interrelated. (See attached)

Academic integrity: Students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct (<http://www.eiu.edu/judicial/studentconductcode.php>). 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.

The Student Success Center: Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (www.eiu.edu/~success) for assistance with time management, text 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 Ninth Street Hall, Room 1302.