

Fall 8-15-2009

ENG 1000-004: Fundamental English

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ENGLISH 1000 COURSE GUIDELINES AND POLICIES, FALL 2009

Instructor: Tammy Veach

Office: CH 3055; Office Phone 581-6295

Email: tveach@eiu.edu

Office Hours: 8:30 - 9:00 MW, 12 - 1 MWF, and by appt.

Texts: Brannon, *A Writer's Workshop*, 2nd Ed.

Fowler and Aaron, *The Little, Brown Handbook*

COURSE DESCRIPTION & OBJECTIVES: Fundamental English is a course designed to give you 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.

SPECIAL INFORMATION ABOUT ENG 1000: Students are generally placed in ENG 1000 because they scored 14 or below on the English section of the ACT or if they have no ACT score on file with EIU. Please see me immediately if you believe you have been placed in ENG 1000 by mistake (e.g., you scored 15 or higher on the ENG section of the ACT).

ATTENDANCE, MAKE-UP WORK, AND LATE WORK:

- If you are absent, it is your responsibility to find out what you missed and if changes were made to our tentative syllabus. Your regular attendance is important -- due to the interactive nature of this course, much of what we do simply cannot be replicated, even if your absence is excused.
- Excused absences are granted only for **serious and verifiable** reasons (such as illness documented with a doctor's note), NOT for matters of convenience (e.g. travel arrangements, sleeping in, etc.), **nor for unverified illnesses or emergencies**. Just calling or emailing to say you won't be in class is **NOT** acceptable verification of your absence.
- Attendance is recorded daily; unexcused absences will substantially hurt your grade, especially as follows:
 1. In-class work (quizzes, writing exercises, etc.) can be made up only if your absence is excused
 2. Late work is graded down one letter grade for each day it's late, unless due to an excused absence
 3. Part of your final grade is based upon daily activities, including peer evaluation, conferences, contributions to class discussion, and other activities that can be completed only if you're here.
- Absences on assignment due dates, test dates, or conference dates will require strong verification before make-up privileges will be granted or before late penalties will be waived.
- If your absence is excused, late/ make-up work must be completed promptly. If you were absent on the day an assignment was due, you must turn it in the day you return to avoid penalty. In general you will have as much time for make-up work as you were absent (e.g. if you miss 1 class, make-up work is due 1 class after you return).
- If participating in an official EIU activity, work you'll miss must be completed in advance. Remind me (not just a list of dates in a letter), allowing yourself enough time to complete assignments before you leave.
- In the event of a catastrophic situation that causes you to miss class for an extended period (such as a serious illness or a death or family emergency that causes you to return home), contact the office of the Vice President for Student Affairs at 581-3221, who will notify me (and your other instructors) and assist in the verification process.
- **No assignments will be accepted more than one week after the due date; a zero will be recorded.**

CLASSROOM ETIQUETTE: Demonstrating courtesy to others is important in this class; please listen while another person is talking, save conversations with classmates for before or after class, do your homework at home, put your cell phone on vibrate, refrain from texting or emailing in class, stay awake and alert (no iPods, headphones, etc.), respectfully handle points of view that differ from your own, etc. Problems in this area will adversely affect your daily grade. If you repeatedly violate these principles or cause a distraction to me or your classmates, you will be asked to leave.

INFORMATION FOR STUDENTS WITH DISABILITIES: Contact the Coordinator of the Office of Disability Services (581-6583) as early in the term as possible if you have a documented disability and wish to receive academic accommodations. Please let me know as well, as early in the semester as possible.

GRADING: ENG 1000 is graded on a credit/ no credit basis for the semester; however, I will include letter grades for individual assignments to help you track your progress. Each graded activity will be assigned a certain number of points, and I will use a 90-80-70% scale to calculate a letter grade. English department standards will be used to

determine grades on all written work, guidelines that evaluate not only the quality and development of your ideas, but also your style, organization, grammatical proficiency, etc. I anticipate assigning a total of 1,000 points for the semester, but I reserve the right to make changes (such as adding or deleting essays, quizzes or other assignments) that may affect the semester point total. **You must earn 70% (tentatively 700 points) to receive credit for this class.**

TENTATIVE REQUIREMENTS AND THEIR POINT TOTALS:

- **Major Essays, 650 points** -- You are required to submit all work on your essays, from beginning to end -- notes, brainstorming, rough drafts (save/print a copy of each rough draft before new revisions), and final draft:
 - Essay 1, Narrative, minimum length of 750 words, worth 100 points, mandatory conferences outside of class
 - Essay 2, Compare/Contrast, minimum length of 1,000 words, worth 150 points; in-class, group conferences
 - Essay 3, Persuasion, minimum length of 1,000 words, worth 150 points; mandatory conferences outside of

class

Essay 4, Revision of your choice of essays 1 - 3, worth 250 points

- **Smaller Writing Assignments, 150 points**

Revision Journal, 100 points (details and requirements forthcoming)

Paragraph Assignments, 50 points

- **Additional Activities, 200 points:**

Grammar and Usage Test, 50 points

Peer Evaluation, 50 points (details and requirements forthcoming)

Conferences, 50 points (details and requirements forthcoming)

Participation and Attendance, 50 points: Your participation in this class on a day-to-day basis is crucial -- you must show up and you must participate in class activities -- BOTH factors will weigh heavily in determining your daily grade. Participation means more than just showing up but sitting silently.

Other

factors affecting your participation grade include completing all assignments; contributing to class discussion; having a positive attitude; being punctual, prepared for, and attentive during class and conferences; and treating your classmates and teacher with respect.

EMAIL, VOICE MAIL, LONG-DISTANCE NUMBERS: While I don't give out my home phone number, I do encourage you to contact me. If emailing, please include your name in the subject heading or sign your message so I'll know who you are! I will respond to your message as soon as I receive it, so if I haven't replied within 24 hours, re-send because I probably didn't receive it (exception: weekends -- I'm not always available). You may also call me at my office number. If I'm not in, leave a voice-mail message INCLUDING YOUR PHONE NUMBER; I'll get back to you ASAP. Please note: I can only return your call if you leave a local number (581, 345 or 348 prefixes); my department is charged for calls placed to cell phones and long-distance numbers, so please leave a local number for call-backs -- or email me instead.

CONFERENCES, FEEDBACK ON ROUGH DRAFTS, ETC.: We will have mandatory conferences on Essays 1 and 4 to discuss your rough drafts (class will be cancelled for face-to-face meetings with each of you), and I encourage you to come by my office any time you have questions. If my office hours don't fit your schedule, we will arrange a conference at a mutually-convenient time or you may email me your rough draft, with some conditions: I expect you to be an active participant in this process. I WILL NOT read/comment on essays unless you include SPECIFIC questions. Also, don't expect me to be your personal editor; I will use conferences -- face-to-face or electronic -- to answer questions and to address major issues in your work rather than cleaning up your grammar, typos, etc. Finally, do not wait until the last minute to ask for my advice, whether in person or via email. I cannot guarantee that I will be able to respond if you're contacting me just a few days before your essay is due. Consider the Writing Center as another option.

IF CLASS IS CANCELLED: There will be a note on the classroom door with information. Be sure to read it carefully and to check for TODAY'S date, my name, and our section (notes aren't always taken down promptly, and it is also possible for one of my classes to be cancelled but an earlier/later class to be in session). Read the entire note to see if it includes special information, such as changes to assignments or due dates. As soon as possible but well before our next class, check your EIU email account for a message from me with complete details and instructions.

COMPUTER ETIQUETTE AND SPECIAL INFO FOR ETIC SECTIONS (those meeting in rooms 3120, 3130, 3140, or

3210): To maximize English classes' access to the computer lab, we'll alternate weeks between the lab and a regular classroom (paired as either 3120/3130 or 3210/3140) -- consult your syllabus for each week's room assignment. The technology will enhance our class, making it easier for us to write and revise our work, to share our writing, to locate information using the Internet, etc., but our emphasis will be placed upon writing and analyzing the assigned literature, assisted by technology when appropriate, rather than focusing on computer skills. Note that the computers and printers in the ETIC are to be used only for your work in this class and only when I've instructed you to do so. You will be asked to leave if you use the computer or printer at unauthorized times, for purposes other than our work in this class (email, Internet surfing, doing assignments for other classes, etc.), or for offensive purposes (visiting racist, sexist, or pornographic sites, etc.). Because of the English department's limited budget, you may not use the printers except to print in-class writing; please use your own printer for formal essay assignments, Internet research, etc.

ENGLISH DEPARTMENT'S POLICY ON PLAGIARISM:

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 assignments of a grade of F for the assigned essay 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.

MORE ON PLAGIARISM, ACADEMIC DISHONESTY, AND SEEKING APPROPRIATE HELP WITH YOUR WRITING:

Plagiarism means taking the words or ideas of another person and passing them off as your own. To avoid it, take special care when using outside sources (including Internet sites): if you incorporate such material into your work, you must follow MLA documentation guidelines to cite in parentheses each author and page number after any sentences that include this material (and include a Works Cited page with complete bibliographic information). If you use both ideas and wording from a source, it's not enough just to cite author and page number; you must also use quotation marks around sentences, phrases, or even key terms taken verbatim from this source. Failure to cite AND also use quotation marks around "borrowed" language is plagiarism. If you have any questions about incorporating or citing material from sources, please see me -- *before* the assignment is due.

Even if you're not using outside sources, you must still make sure that all of the work is your own and that it has been developed for this class. If you have problems with your writing, you need to develop the skills necessary to overcome those problems, and I'm here to help you do that, but it won't happen magically or effortlessly or overnight. However, even though it takes hard work and is often a slow process, it's a far better choice than cheating. Please do not attempt to submit work that you've written for another class. If you have a previous assignment that you would like to modify for this class, you must get specific permission from me and must be willing to make significant changes to the work -- no recycled papers from high school or other college courses!!!

Acceptable help with your writing: These are the only sources of outside help that I will allow my students to utilize: consulting with me; working with your peer evaluation group, who are instructed to respond to your work following specific guidelines and restrictions explained in class; seeking tutoring from the ENG department graduate assistants in the Writing Center (Coleman Hall 3110), who will help you with your writing, but without doing the work for you (tutoring, not proofreading).

Unacceptable help with your writing: It is unacceptable to take any of these obvious shortcuts -- having someone mark your mistakes or edit or polish your work for you; having anyone else write, rewrite, or correct any portion of your essay; taking anyone else's ideas and/or words and/or efforts and passing them off as your own; submitting an essay in which any portion has come from anyone else's essay (including fraternity and sorority files) or from an Internet site, term paper company, or any other "cheater" source, or submitting without permission an essay you wrote for another class. Remember: I enforce my department's plagiarism policy to the fullest and impose similar penalties for all incidents involving academic dishonesty.

Please note that the F gained through plagiarism or academic dishonesty has a disastrous impact on your grade point average, but an NC gained honestly has no harmful effects upon your GPA. And by working hard, you might find yourself raising your skill level, and thus your grade, to the C level -- or even higher! -- the honest way!

I wish each of you the best of luck this semester -- and am happy to point out that only the few of you who refuse to do the necessary work for this class will be affected by most of these policies. For the rest of you -- together we will work hard, but I hope we'll also have fun along the way. I hope not only to challenge you this semester, but also to encourage you, to inspire you, and to delight in your success. Welcome to my class, and I hope you'll soon feel that it is OUR class. I'm looking forward to a great semester with you!

Tentative Syllabus, ENG 1000 - 004, Fundamental English, Fall 2009, Veach
10:00 - 10:50 MWF, CH 3120/3130

Reminders:

- Reading assignments listed are to be completed BEFORE coming to class that day; bring that book to class.
- Since this is a tentative syllabus, changes may be made as needed.
- We alternate between the lab (room 3120) and the classroom (3130) on a weekly basis.
- Textbooks are abbreviated on this syllabus. WW = *A Writer's Workshop*; LBH = *The Little Brown Handbook*

Week 1 -- Coleman Hall (CH) room 3120

- M (8/24) Distribute syllabus and course policies; diagnostic essay
 W (8/26) Discuss syllabus and policies; get acquainted
 F (8/28) Overview of the writing process: WW Chapter 1, pp. 2 - 19

Week 2 -- CH 3130

- M (8/31) Parts of the essay discussed; audience discussed; in-class audience activity
 W (9/2) Paragraphing: LBH, pp. 72-103
 F (9/4) Descriptive writing: WW Chapter 5, pp. 77 - 107; descriptive paragraph assigned

Week 3 -- CH 3129

- M (9/7) Labor Day -- NO CLASS!!
 W (9/9) Descriptive paragraph due! In class activity -- verb choice (handout -- "A Lot of Got"); action paragraph assignment given
 F (9/11) Observe actions on campus to find subject for action paragraph; no regular class

Week 4, CH 3130

- M (9/14) Action paragraph due! Narrative assignment given: WW, Chapter 6, pp. 108 - 139; Read Maya Angelou's "Graduation" (handout)
 W (9/16) Sample student narrative: "Home Invasion" -- versions 1, 2, and 3 (handout)
 F (9/18) Grammar review -- bring Little Brown handbook to class

Week 5, CH 3120

- M (9/21) No Class; meet with partner for grammar review for test
 W (9/23) Grammar test; in-class work on narrative essay ; conference sign-up sheet
 F (9/25) Peer review of narrative essay -- bring 2 copies of your rough draft to class

Week 6, CH 3130

- M (9/28) No Class -- conferences in my office over narrative essay
 W (9/30) " "
 F (10/2) " "

Week 7, CH 3120

- M (10/5) **Narrative Essay Due!!!** Essay #2 (Comparison/Contrast) Assigned. Read "Neat People Vs. Sloppy People" (handout) and WW Chapter 11, 246 - 272.
 W (10/7) Revision Journal assigned -- read LBH 50 - 72; Writing workshop on narrative essay
 F (10/9) No Class -- Fall Break!!!

Week 8, 3130

- M (10/12) **Revision Journal # 1 Due!** Sentence combining and variety: LBH 388 - 414
 W (10/14) Improving Intro/Concl methods: LBH 103 - 110 and WW Chapter 12, pp. 274 - 311
 F (10/16) Word Choice: WW Chapter 19, pp. 482 - 512

Week 9, CH 3120

- M (10/19) Peer review of Essay # 2 -- bring 2 copies of your rough draft to class
- W (10/21) In-class conferences on Essay #2 -- groups 1 and 2; groups 3 and 4 -- in-class work on your essays
- F (10/23) In class conferences on Essay # 2 -- groups 3 and 4; groups 1 and 2 -- in-class work on your essays

Week 10, CH 3130

- M (10/26) **Essay # 2 Due!!!!** Essay # 3 assigned and explained. Read WW Chapter 9, pp. 195 - 219 and LBH Chapters 9 and 10, pp. 176 - 215
- W (10/28) Sample persuasive essay distributed and discussed in class
- F (10/30) Writing workshop on Essay # 2; Revision Journal # 2 assigned

Week 11, CH 3120

- M (11/2) Providing evidence to support your views, including outside sources; overview of MLA documentation: bring *Little Brown Handbook* to class
- W (11/4) Bring handbook to class -- more on MLA documentation; logical fallacies discussed. **Revision journal assignment # 2 is due!**
- F (11/6) Rebutting opposing views; in-class debate; sign-up for conferences

Week 12, CH 3130

- M (11/9) Peer review of Essay # 3-- bring 2 copies of your essay to class
- W (11/11) NO CLASS -- mandatory conferences over rough draft of Essay # 3
- F (11/13) NO CLASS -- conferences continue

Week 13, CH 3120

- M (11/16) NO CLASS -- conferences continue
- W (11/18) NO CLASS -- final day of conferences
- F (11/20) **Essay # 3 is due!!!**

Week 14 -- Thanksgiving Break -- No Classes!!**Week 15, CH 3130**

- M (11/30) Writing workshop over Essay # 3; Essay # 4 (revision) assigned and explained -- Review LBH pp. 50 - 72
- W (12/2) Revision strategies and activities
- F (12/4) Read JFK Inaugural Address (handout); discuss the qualities of exceptional writing; Revision journal # 3 is due!

Week 16, CH 3120

- M (12/7) In-class work on Essay # 4
- W (12/9) Peer review of Essay # 4 -- bring 2 copies of your draft to class
- F (12/11) Last day of class; **Essay # 4 is due!!**

Week 17 -- Finals Week -- NO FINAL EXAM IN ENG 1000!!!