

Spring 1-15-2008

ENG 1001G-003: Composition and language

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Eastern Illinois University

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GUIDELINES
ENGLISH 1001
Spring 2008

1. CONTACT INFORMATION

YOUR INSTRUCTOR

Ned Huston (Mr. Lucky)
Office: 3762 Coleman Hall
Phone: 581-6319
Home: 345-2288
E-mail: nshuston@eiu.edu
Mailbox: 3155 Coleman Hall
English Department Office: 3135 Coleman Hall

OFFICE HOURS:

11:00-11:50, 1:00-2:50 Monday
and Wednesday and by
appointment
No office hours during
holiday vacations or after
April 23

CLASSES FOR SPRING 2008:

English 1001 Composition	003	10:00-10:50 MWF	in 3691 Coleman
English 1002 Composition & Literature	030	12:00-12:50 MWF	in 3170 Coleman
English 1002 Composition & Literature	042	2:00-2:50 MWF	in 3691 Coleman

E-MAIL

Students should check their e-mail between classes for news about assignments, conferences, grades, and other matters. Expect a delay of up to 24 hours for a reply to messages sent to the instructor.

E-mail on campus sometimes arrives hours or even days after it is sent, and the instructor checks his e-mail infrequently on Tuesdays, Thursdays, and weekends.

2. TEXTBOOKS AND SUPPLIES

TEXTBOOKS

Make sure textbook rental gives you the right books!

Writing Analytically by Rosenwasser and Stephen (Fourth edition)

The Blair Handbook (Sixth edition)

The Norton Reader (11th edition)

A Hardback Dictionary

SUPPLIES NEEDED FOR THIS COURSE

a notebook to keep notes in

2 or more pens with blue or black ink to use to write in the journal, plus a third pen with a different color of ink

Two (or more) 2-pocket folders to hold class handouts and writings.

Bring both pens and notebook to every class. Bring books as assigned.

STUDENTS WITH DISABILITIES

If you have a documented disability and wish to discuss academic accommodations, please contact the Office of Disability Services at 581-6583 (9th Street Hall)

3. ATTENDANCE POLICY

ATTENDING CLASS

Class attendance is required in English 1001. Do not come late to class.

The scheduled research visits to the library are also required. Students who miss Library Visits without an excused absence may fail the research essay.

Students should meet with the instructor immediately after returning to class after an absence to set up dates for making up assignments missed due to an excused absence.

EXCUSED ABSENCES

To earn an excused absence for illness (or another acceptable reason), a student must contact the instructor by phone or e-mail or in person prior to the absence.

Do not come to class sick and infect other students. Stay in bed, recuperate, and ask for an excused absence.

Students who are ill (or recovering in bed) should keep up with their assigned work unless they are incapable of doing so. They should have a friend or another student deliver and pick up their assignments so they don't fall behind.

Acceptable reasons for excused absences include: infectious illness, illness requiring bed rest, hospitalization, the necessity of attending a funeral of a close relative, leaving town as a member of a student organization to an EIU-sponsored event, or answering a summons to appear in court

Class comes first. All other activities must be scheduled around class, not during class. Thus, the following are not acceptable excuses for missing class: forgetting or oversleeping, attending a fraternity or sorority event, attending a review session for another class, a family vacation or get-together, a doctor's or dentist's appointment, an appointment with an advisor, counselor, or resident assistant, a minor non-infectious illness, missing a bus, a train, or a flight, travel delays or car problems, a "ride" leaving early, weather delays lasting less than 24 hours.

Make plans to be on campus at least 24 hours before class time to avoid missing class because of travel delays. Arrange rides and tickets to ensure your departure time is after, not before class or conferences.

PENALTIES FOR ABSENCE AND TARDINESS

Students who miss class without an excused absence will not be allowed to make up missed points.

Attendance at conferences is required, and students who miss a conference without an excused absence will lose 10 points for each essay conference missed and 5 points for each revision conference missed.

10 ABSENCE LIMIT

To get credit in this class, you must attend. **Students who miss more than 10 classes for ANY reason will not receive credit in the course.**

4. COURSE OBJECTIVES

COURSE OBJECTIVES

In English 1001, students are expected to achieve and demonstrate competence in reading and writing and doing analysis and research at the college level. They should learn how to read texts critically, how to conduct research, and how to write essays, including research essays

BROADER OBJECTIVES

This course is intended to teach you how to think, how to achieve, and how to be a better student. You should develop skills of critical thinking while also remaining open minded and tolerant of cultural diversity. Skills taught should help you become a success in intellectual and other endeavors even after college

5. WRITING REQUIREMENTS

FORMAT FOR WRITTEN WORK

For all written work:

- Use margins of at least one inch on top, bottom, and sides.
- Use black ink for printed work, black or blue ink for handwritten work.
- For typed work, use 8 1/2 by 11 inch white paper.

For Essays:

- Write on one side of the paper only.
- Paper clip, don't staple, your essays.
- Double space. If you are hand-writing, skip every other line.
- If writing by hand, you may use pages torn out of the journal, but trim the left edge so it is even.

For Journal Entries:

See Journal Guidelines at the end of this handout.

THE WRITING CENTER

If a student struggles with writing in this class or in another, he/she is encouraged to call or visit The Writing Center in Room 3110 Coleman Hall for help. However, remember, the Writing Center is NOT a Proofreading Service -- it exists to assist students who need improvement in their writing.

ENGLISH DEPARTMENT'S PLAGIARISM POLICY

"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 the immediate assignment 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."

6. CONFERENCE REQUIREMENTS

After you have turned in your essay for grading, the instructor will go over it with you one-on-one in a 15 minute conference (30 minutes for the research essay). These conferences will usually be scheduled out of class. Scheduling for these conferences will take place during the first or second week of classes so students can plan their future schedules around these conference times.

Essays will be due before the conferencing period begins so the instructor can look over the essays before the conferences.

Conferences can be rescheduled until the date the essay is due if there are any open times, or conferences can be rescheduled if the student can arrange to switch times with another student. Conferences cannot be rescheduled at the last minute except in cases of an excused absence.

Beetle Bailey



7. REVISION REQUIREMENTS

After a student has received feedback about an essay, he or she will be required to do a revision of that essay, correcting errors and incorporating as many improvements as possible to the content as well as the writing. A seven minute conference will be scheduled during class time (or out of class) for the instructor to go over the revision with the student.

Revisions will be due at the onset of the revision conferencing period (and not at the conference), so the instructor can look over them ahead of time.

Revisions receive a separate grade that counts nearly one half as much as the original essay. Revisions are graded on a stricter scale than essays. Thus, a revision may receive a lower grade than the original essay if few improvements have been made or if new errors have been introduced.

Errors unmarked in an essay still count off on a revision. Students should strive to improve the essay as a whole, not just correct the errors that are marked.

Revisions must be turned in with the original graded essay so the instructor can compare the two and give full credit for improvements.

8. CLASS WORK REQUIREMENTS

TAKING NOTES OVER LECTURES AND READINGS

Comprehension and retention of lectures and assigned readings is required. Students will be graded on their understanding and memory of course content. To aid in remembering, students are strongly urged to take notes over lectures and rephrase the readings in their own words. **In order to aid in analyzing their reading, students are urged to read assignments TWICE.**

9. DEADLINES AND LATE WORK

LATE WORK POLICY

No late work will be accepted. Early work gets extra credit.

Because handwritten work will be accepted for writing assignments in English 1001, excuses involving computers will not be accepted for late work. If you intend to use a computer for your written assignments, plan ahead for such problems as hard-drive failure, disk failure, printer failure, power failure, computer malfunction, printer malfunction, data loss, files not opening, etc. Know where you can find another workable computer to use if yours quits. Give yourself enough lead time before the due date to switch computers and reformat your work, if necessary. Back up all of your computer files. Save and print out copies of your drafts regularly.

MISSING OR LOST WORK

Students are responsible for keeping a copy of all written work submitted for credit in the course and must supply a substitute copy of that work if an assignment is missing or lost.

EXTRA CREDIT

In order to encourage early work instead of late work, the instructor offers students extra credit for submitting tests and writing assignments before the deadline (at least a day ahead but no more than one class period ahead). Work due on Mondays will be counted early if turned in before 9 am.

Early work may be turned in to the instructor himself, may be left at his office, or may be turned in to his mailbox in room 3155 Coleman hall between 8 am and 4:30 pm Monday through Friday.

Extra Credit Points for Early Submission

Essays	4 points
Revisions	3 points
Journal Entries	2 points
Tests	1 point

Students may also earn extra credit points by volunteering to make a report to the class or by engaging in special class projects, as available.



"Is the homework fresh?"

10. FINAL COURSE GRADE

Before extra credit points are assigned and penalty points deducted, every student will have the opportunity to earn 1000 points toward their final course grade, to be determined according to the following scale:

900-1000 points (or more)	A
800-899 points	B
700-799 points	C
699 points or less	No Credit

These points can be earned in the following categories:

Essays (100 points each x 2)	200
Revisions (50 points each x 2)	100
Journal Entries (15 points each x 4, 30 x 1)	90
Peer Reviews (15 points each x 3)	45
Exercises (5 points each x 3)	15
Tests (10 points each x 2)	20
Lecture Notes (5 points each x 28)	130
Research Paper	300
Revision of Research Paper	<u>100</u>
	1000

Students may also earn deserved points through extra credit or may lose 5 or 10 points by missing class or conferences or up to 100 points by disrupting class. Students who show sustained exceptional improvement in their writing toward the end of the semester or make an exceptional contribution to the course may earn bonus points toward their final grade.

11. THE END OF THE COURSE

THE END OF THE SEMESTER

No late work will be accepted after the last day of class (April 23). Incompletes are not given in English 1001. If a student has a question, appeal, request, or other business pertaining to this class, it must be settled before the end of classes. Student grades will be turned in at that time, and the instructor will schedule no further appointments or consultations with students afterwards. Any student having read this far in the Guidelines may earn 5 points extra credit by e-mailing the instructor before our next class and writing "extra credit" in the subject line.

FINAL EXAMINATION

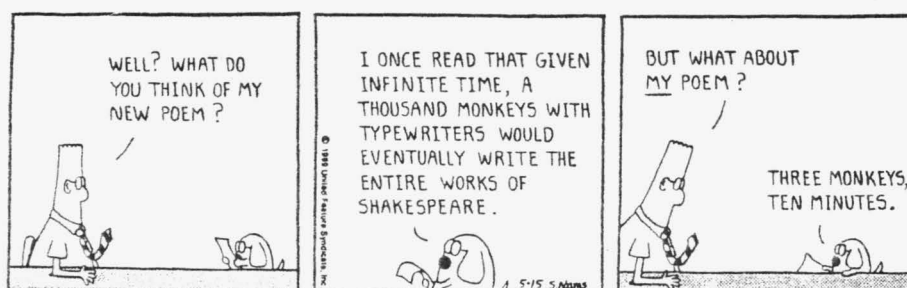
There is no Final Examination.



12. JOURNAL GUIDELINES

Like any other skill, writing becomes better with practice. In order to give you ample practice at writing and prepare you for the essay assignments, you are assigned to write 5 journal entries this semester. These journal assignments will be graded on content and format. Correctness of writing will not count.

1. Journal entries must be written and turned in on time. Entries can be turned in a day or more early for two points of extra credit.
2. Journal entries must be over 300 words in length – over one page long (if handwritten) and one page long (or more) if typed and double-spaced in a normal font.
3. Journal entries must be devoted to a single assigned topic. That topic should be developed as much as possible in the length assigned. The writing must be divided into paragraphs of appropriate length.
4. Each Journal entry should be typed or written in ink and must be given a heading (in the upper left corner of the page) comprised of the student's name, the date, and the number of the assignment (e.g. "Journal #1").
5. Each Journal entry should be given a title centered at the top of the page. The title should describe the content of the essay ("Analysis of 'College Pressures'"), not the assignment number ("Assignment Number Two").
6. Topics for Journal entries will be distributed when each entry is assigned. Excellence of content is the main criterion for the journal grade, but format also counts. For typed work, use the format for written work set down in the Guidelines, section 5 and detailed in #3 and #4 above.
7. The audience for the Journal is the Eastern Illinois University community. This audience is composed of intelligent, educated adults of diverse ages and backgrounds from around the world. They all know English and are acquainted with the college community, American culture, and Charleston, Illinois. Many of them have specialized knowledge, but they do not all have the same specialized knowledge.
8. Journal entries should be written in the writer's own natural voice. They should be the work of the Journal writer alone. Any outside sources of information should be credited.



A = Activity
 BH = Blair Handbook
 D = Discussion
 DI = Dictionary
 E = Essay

Syllabus
 English 1001
 10:00 MWF
 Spring 2008

J = Journal Entry
 L = Lecture
 NR = Norton Reader
 R = Revision
 WA = Writing Analytically

<u>Date</u>	<u>Bring to Class</u>	<u>Topic</u>	<u>Reading for Next Class</u>	<u>Writing Assignment</u>	<u>Other Assignment</u>
1/7		L 0 How to Be a Super Student			
1/9		A 1 Student Survey			
1/11		D 1 Why Take Notes? L 1 Intro to Course	WA 17-23 Guidelines		Schedule Take-Home Test #1 Outline Prewriting #0
1/14		L 2 Genres L 3 Analysis D 2 What is Analysis?	WA 12, 42-43 WA 24-25, 29-31 Lucky Handout		Schedule Due Test #1 Due Outline Due Prewriting #0 Due
1/16	WA BH	L 27 Notice & Focus L 9 Revision	WA 143-147 NR 442-448 BH 506-507		Prewriting #1
1/18	WA	A 2 Prewriting #1 L 28 The Method	WA 44-51	Journal #1	Prewriting #1 Due Prewriting #2
1/21	CLASS DISMISSED FOR MARTIN LUTHER KING JR. HOLIDAY				
1/23	WA	A 3 Prewriting #2 D 3 Weak Thinking D 4 School Board Exercise	WA 26-39	J #1 Due Journal #2	Prewriting #2 Due
1/25	WA	L 4 Peer Review L 5 Correction Marks A 4 Thesis Exercise		J #2 Due	E #1 Prewriting Thesis Exercise Due
1/28		L 6 Introductions L 7 Conclusions L 8 Verb Tense		Draft E #1	E #1 Prewriting Due

<u>Date</u>	<u>Bring to Class</u>	<u>Topic</u>	<u>Reading for Next Class</u>	<u>Writing Assignment</u>	<u>Other Assignment</u>
1/30	DI	A 5 Peer Review #1		Draft 1 Due Essay #1	Peer Review #1 Due
2/1		<i>Powerpoint Lectures:</i> L 10 Titles L 11 Paragraphs L 15 Fallacies	NR 429-436 NR 529-533 BH 161-163	E #1 Due	4 E Conferences during Class Outline Prewriting #3 7 E Conferences outside Class
2/4		<i>Powerpoint Lectures:</i> L 10 Paragraphs L 11 Titles L 15 Fallacies			4 E Conferences during class 8 E Conferences outside class
2/6	WA	A 6 Moves 3, 4 A 7 Prewriting #3	WA 57-61	Journal #3 Revise E #1	Prewriting #3 Due Outline Due Prewriting #4
2/8	WA	A 8 Prewriting #4 D 5 Making a Thesis Evolve	WA 82-88 WA 197-207	J #3 Due Journal #4	Prewriting #4 Due Research Question
2/11		A 9 Narrowing Topic L 21 Being Concise L 22 Vague References	WA 164-167	R #1 Due	
2/13		CLASS DISMISSED FOR CONFERENCES		J #4 Due	Prewriting for E #2 8 R Conferences during class
2/15		CLASSES DISMISSED FOR LINCOLN'S BIRTHDAY			
2/18		CLASS DISMISSED FOR CONFERENCES			8 R Conferences during class 4 R Conferences outside class
2/20		<i>Powerpoint Lectures:</i> L 12 Joining Sentences L 13 Basic Punctuation L 14 Pronoun Use	Joining Handout	Draft E #2	E #2 Prewriting Due 3 R Conferences outside class

<u>Date</u>	<u>Bring to Class</u>	<u>Topic</u>	<u>Reading for Next Class</u>	<u>Writing Assignment</u>	<u>Other Assignment</u>
2/22	DI	A 10 Peer Review #2		Draft 2 Due Essay #2	Peer Review 2 Due
<hr/> 2/25		<i>Powerpoint Lectures:</i> L 18 Research Papers L 19 Citations L 20 Bibliography		E #2 Due	4 E Conferences during class Take-Home Test #2
2/27		<i>Powerpoint Lectures:</i> L 18 Research Papers L 19 Citations L 20 Bibliography			4 E Conferences during class 4 E Conferences outside class
2/29		CLASS DISMISSED FOR CONFERENCES	WA 296-308	Revise E #2	4 E Conferences during class 7 E Conferences outside class
<hr/> 3/3		CLASS DISMISSED FOR CONFERENCES		R #2 Due	8 R Conferences during class 15 R Conferences outside class
3/5		CLASS DISMISSED FOR CONFERENCES			
3/7		CLASS DISMISSED FOR CONFERENCES			
<hr/> 3/10		CLASS DISMISSED FOR SPRING BREAK			
3/12		CLASS DISMISSED FOR SPRING BREAK			
3/14		CLASS DISMISSED FOR SPRING BREAK			
<hr/> 3/17		L 16 Library Research L 17 Quotations and Paraphrase A 11 Research Questions	WA 257-265		Research Question Due Test #2 Due
3/19	Panther Card	RESEARCH VISIT TO BOOTH LIBRARY	Research Sources	E #3, Part 1	

<u>Date</u>	<u>Bring to Class</u>	<u>Topic</u>	<u>Reading for Next Class</u>	<u>Writing Assignment</u>	<u>Other Assignment</u>
3/21	BH DI	A 12 Examples of Research Papers L 23 Word Choice	BH 384-410	Journal #5	
3/24	WA BH Research Sources	A 13 Research Exercises D 6 Incorporating Sources	WA 296-305		Exercises Due
3/26	<i>Panther Card</i>	RESEARCH VISIT TO BOOTH LIBRARY	Research Sources	E #3-1 Due	
3/28		A 14 Draft Feedback A 15 Conference Signup		J #5 Due	
3/31		L 24 Plagiarism L 25 Essay Exams	Plagiarism Handout		
4/2	BH Research Sources	A 16 Bibliography Workshop L 26 EWP	EWP Handout	Draft E #3	Print EWP Form
4/4	DI Research Sources	A 17 Peer Review #3		Draft 3 Due Essay #3	Peer Review 3 Due EWP Form Due
4/7	Research Sources	CLASS DISMISSED FOR CONFERENCES			2 E Conferences during class 4 E Conferences outside class
4/9	Research Sources	CLASS DISMISSED FOR CONFERENCES			2 E Conferences during class 3 E Conferences outside class
4/11	Research Sources	CLASS DISMISSED FOR CONFERENCES			2 E Conferences during class 4 E Conferences outside class

<u>Date</u>	<u>Bring to Class</u>	<u>Topic</u>	<u>Reading for Next Class</u>	<u>Writing Assignment</u>	<u>Other Assignment</u>
4/14	Research Sources	CLASS DISMISSED FOR CONFERENCES			2 E Conferences during class 4 E Conferences outside class
4/16		A 18 Course Survey A 19 Course Evaluation		Revise E #3	
4/18		CLASS DISMISSED FOR CONFERENCES		R #3 Due	4 R Conferences during class 5 R Conferences outside class
4/21		CLASS DISMISSED FOR CONFERENCES			4 R Conferences during class 7 R Conferences outside class
4/23		D 7 Story of Student X D 8 Story of Student A			3 R Conferences outside class
		NO FINAL EXAMINATION			

