

Fall 8-15-2005

ENG 1001-002-021-045: Composition and Language

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Recommended Citation

Page, Lynanne, "ENG 1001-002-021-045: Composition and Language" (2005). *Fall 2005*. 6.
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1001-002

-021

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English 1001G

Composition and Language

Course Outline and Syllabus

Bring this syllabus and course schedule to every class so that you may make note of any changes which I announce.

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Required Texts:

Fulwiler, Toby and Alan R. Hayakawa. The Blair Handbook.

LaGuardia, Dolores and Hans P. Guth. American Voices: Culture and Community.

McMahan, Elizabeth and Robert Funk. Here's How to Write Well.

Course Description:

English 1001G. Composition and Language is a writing centered course in the reading and writing of expressive, expository, and persuasive texts. Attention is given to effective expression, clear structure, adequate development, and documentation of sources. Prerequisite: English 1000 or proficiency in basic skills as determined by the English Department. Students who have ACT scores of 14 or below, or who have no test scores on file with the University, must pass English 1000 before enrolling in English 1001.

Course Objectives:

Upon completing English 1001, students should be able to:

- Write informative and persuasive essays clearly and concisely in standard written English;
- Build a cohesive argument and identify arguments in texts;
- Utilize the various forms of argument and avoid logical fallacies;
- Revise essays for clarity, cohesion and style;
- Assist fellow students in their writing and revision;
- Think critically about information in their own environments;
- Select and narrow a topic, write about it using outside sources, and document those sources accurately in MLA style.

Grading:

Grades on individual assignments will be assigned according to the following scale:

A	90-100%
B	80-90%
C	70-80%
D	60-70%
F	59% and below

Grades for individual assignments will be determined according to the Guidelines for evaluating Writing assignments in EIU's English Department (attached). Be sure to read these guidelines fully – they will help you to understand what is expected of your work. Keep in mind that adequate, average work will receive a C, and excellent work will receive an A.

The possible final grades for English 1001G are A, B, C, NC and INC. In other words, you cannot pass this course with D-level work. If your grade for the course is less than a C, you will receive an NC for the course and you must then retake the entire course to receive credit. Please remember that your grade for an essay will be determined not just by your final draft, but also by your revision work.

In addition, **you must turn in all assignments** to receive credit for the course. If you fail to turn in one of your assignments, you will receive an NC for the course.

Assignments will be accepted for full credit only at the beginning of class on the day on which they are due (unless in the case of an excused absence – see Attendance Policy below). Late assignments will lose one letter grade for each day they are late. **Never leave anything at or in my office** – there is too much danger that it will be misplaced. Put late assignments in my mailbox in the English Department office.

To calculate your grade at any point during the semester, simply divide the number of points you have earned by the total possible points on the assignments which we have completed. There is no final exam in English 1001.

Essays

Essay 1	120	
Essay 2	200	
Essay 3	200	
Essay 4	400	
Article Responses (4)	80	(20 pts. each)
	<hr/>	
Total	1000	

Responses

A response is an explanation of your personal reaction to an article. In your response, you will explain whether you agree with the author, and why or why not. Each response must be typed and must be at least one page in length.

Daily Assignments

A small number of points for daily assignments may be designated later in the semester.

Keys to Writing Successful Essays:

- Read your prompt carefully **before** you begin.
- After you read your prompt, allow some time (ideally, at least one day) for your ideas to incubate. Think about what you'd like to write while you walk, eat or perform menial tasks.

- Use the prewriting exercise of your choice (see Ch. 1 of *Here's How to Write Well*).
- Write simply and clearly.
- Provide clear organization in your essay, but do not restrict yourself to five-paragraph format.
- When using a direct quote from an outside source, introduce the quote thoroughly, providing the author's name and credentials, and the source title.
- Before your first revision, apply the Revision Checklist on p. 101 of *Here's How to Write Well*.
- Allow time after drafting (ideally, at least overnight) before revising or proofreading.
- Ask someone you trust to proofread your essay, referring to the checklists on p. 102 of *Here's How to Write Well*; then proofread for yourself, using these checklists.
- **If you have any questions, ask them in class or conference.**

Submitting Essays for a Grade:

All essays will follow MLA guidelines. See p. 785 of your Blair Handbook for a sample essay in MLA format. No works cited page is required unless outside sources are used.

Your essays must be submitted in a folder. You may need more than one folder this semester for submitting essays.

When submitting an essay for peer review or conference, you must bring four copies of your essay.

When submitting an essay for a grade, be sure to include all of your drafts. Points will be deducted from your essay grade for missing drafts.

Submit your essay folder in the following manner:

- On the left side of the folder, your cover letter, followed by your final draft
- On the right side of the folder, your previous drafts in reverse chronological order (newest first), with peer and/or instructor comments stapled to it.

Attendance Policy:

Attendance is mandatory. Final course grades may be lowered by one letter grad for each *unexcused* absence over three. Absences may be excused for illness, religious holidays, personal emergencies, and some university events. **You must notify me in advance of absence for reasons other than illness or emergency; if you are ill, you must email me before class in order to be excused. Do not call my office to notify me of your absence.** Absences will be excused at my discretion.

You may make up an assignment **only** if you were absent on the day the assignment was due, and **only** if the absence is excused. If you will be absent for a reason other than illness or emergency, you must submit your assignment **before** your absence.

When you have missed class for any reason, you are responsible for asking a classmate what transpired during class. On the slots below, write the names and telephone numbers of three of your classmates whom you may contact when you miss class:

1. Name: _____
Phone Number: _____
2. Name: _____
Phone Number: _____
3. Name: _____
Phone Number: _____

Students with Disabilities:

Students who have a documented disability and wish to receive academic accommodations should contact the Office of Disability Services (581-6583).

Conferences:

Some mandatory conferences have been scheduled during the semester. A mandatory conference counts toward your absence record as a regular class day and will also be counted toward your grade for the paper that it addresses. If you are unable to attend your scheduled conference, you must let me know immediately and provide a valid excuse, just as you would for a regular class session.

I recommend that you invest in some sort of daily planner. It will become your best friend and help you avoid unnecessarily irritating your instructors this semester by missing appointments and deadlines. In other words, your life will be much, much easier if you use a daily planner of some sort. It need not be expensive or bulky – an inexpensive pocket calendar or your dormitory planner will do.

However, your success in this course may also depend on your willingness to schedule voluntary conferences at any point during the semester at which you need help or would like to review your progress in the course. Come to my office during office hours whenever you need assistance or counsel, and keep careful records of your grades. You will not “bother” me by coming to see me – I expect to see you from time to time, and I look forward to it. No issue is too large or too small to be discussed during office hours, and as I come to know you better, I will be better able to help you make this course a valuable learning experience.

If you are not available during my office hours, I will be more than happy to schedule an appointment for you at another time.

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” – 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 theirs should encompass all formats, including print, electronic, and oral sources. The University also uses TURNITIN to detect instances of plagiarism.

Electronic Writing Portfolio (EWP):

All EIU students are required to submit one of their essays from *either* English 1001 *or* English 1002 to their Electronic Writing Portfolios. If you have not submitted an essay from English 1001, you should submit one of the three essays which you will complete this semester. To submit an essay for the EWP:

1. Go to my website (listed on page one of this syllabus) and click on “Electronic Writing Portfolio” near the bottom of the page.
2. At the EWP website, click “Submission Form.” Read the instructions and then complete the form online.
3. Print, sign and date your form.
4. When you turn in your essay to me for a grade, place your EWP form in front of your final draft. If you decide to submit an essay after it has been graded and returned to you, bring your graded draft and your completed form to me during my office hours.

Tentative Course Schedule

Note: Reading assignments are to be completed by the date on which they are listed.

Aug. 22 Syllabus/course intro	24 Diagnostic due	26 Ch. 1 <i>Here's How to Write Well</i>
29 Ch. 2 <i>Here's How to Write Well</i>	31 Ch. 4 <i>Here's How to Write Well</i>	Sept. 2 Ch. 2 <i>Blair Handbook</i> and Article 1 (handout) Response to Article 1 due
5 University Holiday – Class Cancelled	7 Article 2 (handout) Response to Article 2 due	9 Article 3 (handouts) Response to Article 3 or 4 due
12 Conferences – Essay 1 draft 2 due Class Cancelled	14 Conferences – Essay 1 draft 2 due Class Cancelled	16 Conferences – Essay 1 draft 2 due Class Cancelled
19 pp. 41-45 <i>Here's How to Write Well</i> and Ch. 63 and 64 <i>Blair Handbook</i> Essay 1 final draft due	21 Article 4 (handouts) Response to Article 5 or 6	23 Ch. 5 <i>Here's How to Write Well</i>
26 Essay 2 draft 1 due	28	30 Essay 2 draft 2 due
Oct. 3 Essay 2 draft 3 due	5 Ch. 6 & 7 <i>Here's How to Write Well</i> Essay 2 draft 3 due	7 University Holiday – Class Cancelled
10 Fallacy contest	12 MIDTERM	14

<p>17</p> <p>Conference – Essay 2 draft 4 due</p> <p>Class cancelled</p>	<p>19</p> <p>Conference – Essay 2 draft 4 due</p> <p>Class cancelled</p>	<p>21</p> <p>Conference – Essay 2 draft 4 due</p> <p>Class cancelled</p>
<p>24</p> <p>Essay 2 final draft due</p> <p>Class meets at south entrance of library</p>	<p>26</p> <p>Class meets at south entrance of library</p>	<p>28</p>
<p>31</p> <p>Class meets at south entrance of library</p>	<p>Nov. 2</p>	<p>4</p>
<p>7</p> <p>works cited page due</p>	<p>9</p>	<p>11</p> <p>Essay 3 final draft due</p>
<p>14</p> <p>Ch. 9 <i>Here's How to Write Well</i></p>	<p>16</p>	<p>18</p> <p>Essay 4 draft 1 due</p>
<p>21</p> <p>University Holiday – Class Cancelled</p>	<p>23</p> <p>University Holiday – Class Cancelled</p>	<p>25</p> <p>University Holiday – Class Cancelled</p>
<p>28</p> <p>Conferences – Essay 4 draft 2 due</p> <p>Class cancelled</p>	<p>30</p> <p>Conferences – Essay 4 draft 2 due</p> <p>Class cancelled</p>	<p>Dec. 2</p> <p>Conferences – Essay 4 draft 2 due</p> <p>Class cancelled</p>
<p>5</p> <p>Essay 4 due for bonus points</p>	<p>7</p>	<p>9</p> <p>Essay 4 final draft due</p>