

Spring 1-15-2002

ENG 1001-005: Composition and Language

Janelle Carey
Eastern Illinois University

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English 1001G--Spring 2002
Syllabus

1001-005

Instructor: Janelle Carey
Office: Coleman Hall 3860 (3151)
Office hours: 9:30--11:00 Tues. & Thurs.
 12:30-- 2:00 Tues. & Thurs.
 Other times by appointment
Phone: 581-6297 (office)
 345-2994 (home)
E-mail address: cfkjc@eiu.edu

Texts for the course: The St. Martin's Guide to Writing, 6th ed., Axelrod and Cooper
Rereading America, Colombo, Cullen, and Lisle
The Blair Handbook, 3rd ed., Fulwiler and Hayakawa

Class Policies and Procedures

Attendance: Please be clear about this from the beginning: you must attend class on a **regular** basis if you expect to earn a passing grade for this course. It is impossible to duplicate class discussions and activities for students who are absent. Since students come to a greater understanding of course materials through these class discussions and activities, those who frequently miss class find themselves at a serious disadvantage when writing papers, taking exams, or completing class assignments, and such frequent absences almost always manifest their effect on the final course grade.

Missed assignments and exams: Missed assignments and exams may be made up for credit only with a verified excused absence. If you are ill but do not go to Health Services, you must phone me **before class** during my office hours **on the day of the absence** to verify an excused absence for that day's class session. Arrangements for making up missed work must be made with me the class period immediately following the absence. If you have a university recognized anticipated absence (academic or athletic activity), please note that you are to submit any work that is due on that date before the anticipated absence. If you need to speak to me about assignments or missed class work, please see me during my office hours.

Late papers: You have ample time for each essay assignment; however, for those of you who have a tendency to procrastinate, please note that essays which are turned in late will lose one letter grade for each class meeting that they are overdue.

Submitting essays: All essays should be submitted according to proper MLA format, which may be found in *The Blair Handbook*, pg. 293. You will need a pocket folder in which to submit your essays for evaluation. The essay which you select for the greater number of points should be placed on the right side of the folder along with all phases of the writing process--final polished manuscript on top; planning, rough draft(s), peer and/or instructor comments and revisions--in that order--following. On the left side of the folder, you should place the paper you wish to be evaluated for the fewer number of points. This paper, too, must include--in the following order--planning, rough draft(s), peer and/or instructor comments, and a preliminary revision. **Papers submitted without all phases of the process will be considered incomplete and will thus lose at least one letter grade, depending on how many stages of the process are missing.** That means that even though you have

your drafts on disk, you must make paper copies of all drafts to be included in your submission folder. On the date that they are due, folders should be in the proper order and ready for submission at the beginning of the class period--no last minute printing in class. **Please note that a missed conference constitutes a missing stage of the process.**

Course requirement: Please be aware that you must complete and submit all essays (no matter how late they may be) in order to pass the class. Failure to submit all essays will result in an "NC" (no credit) for the course.

Grading

During this semester you will write numerous essays along with several short writing assignments and exercises designed to help build skills and develop style. Grades will be assigned on a point system as indicated by the following chart.

Point values for the course:

Illustration essay-----0 points (sample for diagnostic purposes)

Essay which explains a concept

Comparison/contrast essay

--For the first folder submission, students will choose one of the above two essays to be evaluated for 100 points; the remaining essay will be evaluated for 50 points.

Argumentation essay

Analysis essay

--For the second folder submission, students will choose one of the above two essays to be evaluated for 150 points; the remaining essay will be evaluated for 75 points.

Bulletin Board postings will be worth 50 points total; in addition, we will have several skills-building exercises along with an end-of-semester quiz on these concepts worth 75 points total.

The total number of points possible for the course is 500. Grades will be assigned according to the following grading scale:

450--500 = A

400--449 = B

350--399 = C

349 & below = NC

On official transcripts and grade reports, any grade below 350 points will be recorded as "NC" (no credit). Any student receiving "NC" for the course must retake English 1001G before enrolling in English 1002G.

Please keep all returned papers, exercises, and any other graded assignments in a pocket folder so that you will have a ready record of your progress in the course. You can figure your grade in the course at any time during the semester by dividing the number of points you have accumulated by the number of points possible up to that time.

The best news for you--and for me--is that there is neither a mid-term nor a final exam in this class. Good luck; hope you enjoy the semester.

Course Objectives for English 1001G

These are the guidelines set forth by the English department's Composition Committee:

Students should receive instruction which will enable them to develop

- expository and argumentative papers in which paragraphs, sentences, and words develop **one** controlling idea. These papers should have a beginning, middle, and end. At least one of them should reflect the principles of documentation.
- paragraphs that are discrete, purposeful units within the paper. Where appropriate, paragraphs should be developed by means of examples, details, and illustrations.
- sentence patterns that are direct, economical, free of ambiguity, and structurally appropriate for the ideas expressed.
- standard written English that exemplifies principles of preciseness and of suitability to the purpose of the paper.

Course [REDACTED] Visitors

Enrollment Reminders

Students who have ACT scores in English of 15 or below (13 on the old version of the test) or who have no test scores on file with the university must pass English 1000 before enrolling in English 1001G.

and

Successful completion of English 1001G or its equivalent is a prerequisite for enrollment in English 1002G.

Plagiarism Policy

Please note the English department's statement concerning 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 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."

I shall adhere to this policy throughout the semester.

Writing Center

Help is available through the Writing Center in Coleman Hall, room 301. Students who may need help with a particular writing problem or problems are urged to stop by the center for individual attention. The Writing Center, is NOT a proofreading service, however. Do not take an unmarked paper in and expect someone to find all of your errors before you hand in the paper. If you are having difficulty getting started on a particular assignment or if you know you are weak in a particular area, by all means, stop by the center for help. I may, in fact, refer you to the Writing Center if I detect consistent serious errors or weaknesses in your writing. Don't be afraid to ask for help, and do it before it is too late to salvage your grade. Check the notice on the Writing Center door to find operating hours for the current semester.

Students with Disabilities

Please note the following information from the Office of Disability Services: "If you have a documented disability and wish to receive academic accommodations, please contact the Coordinator of the Office of Disability Services (581-6583) as soon as possible."

Course [REDACTED] Visitors

Policies and Procedures for the ETIC (English Technology- Integrated Classroom)

We will alternate our class time--from week to week-- between the computer lab and the classroom. The lab is equipped with Gateway computers which use a version of Microsoft Word 7.0. If you have access to a personal computer which uses a version newer than Microsoft word 7.0 or if you use a program other than Microsoft Word, **you must remember to save your work in Rich Text format in order to be able to work effectively between computers.** For saving your work, you will need at least three pre-formatted IBM-compatible high density diskettes (1.44MB). It is imperative that you always make back-up copies of your work(not just a file copy on the same disk but a copy on at least one separate disk). **Diskettes should be clearly labeled with your name and appropriate course information.**

The ETIC lends itself well to self-directed work, so frequently during your class periods there you will have time to work on rough drafts, class assignments, final drafts, or other course projects. Note that a few rules do apply. First, there are to be absolutely no drinks or food in the lab. In addition, you are expected to work on course assignments, and unless all of your assigned work has been completed and submitted, you may not use the computers for reading e-mail or browsing the Internet. In short, you must stay on task; failure to do so will result in dismissal from the class. In the event that we need to use class time in the ETIC for instructional purposes, I also expect you to be attentive to lectures or class discussions. In other words, no working on the computers when attention should be directed to the person or persons talking--a simple matter of courtesy, I think.

I'm sure that many of you have more experience with computer use than I do, so I welcome your comments and suggestions. For those of you who are relatively new to computer use, relax and don't be afraid to ask questions. Remember that this class is first and foremost a composition course; the computers are here to serve our needs, not to overshadow our purpose. I hope you enjoy the semester and come away with a sense of confidence in your writing skills.

Course **00008** Visitors

Electronic Writing Portfolio

All students must submit a document from 1001G or 1002G as part of the requirements for their Electronic Writing Portfolio. This is a **University requirement**. You do not need to submit more than one essay from these courses; if you submitted a paper from 1001G, you do not need to submit another from 1002G. For information and submission forms, go to <casa2000@www.eiu.edu>

This semester's deadline for submission of an essay from this course is Thursday, April 18.

Course [REDACTED] Visitors

English 1001G—Spring 2002
Course Outline

Tues., Jan. 8 [L]—Introduction to the course

Thurs., Jan. 10 [L]—Work with WebCT; in-class diagnostic essay

Explaining a Concept

Tues., Jan. 15 [C]—Readings from The St. Martin's Guide to Writing:

"The New Terrorism," pgs. 201-04

"Cannibalism: It Still Exists," pgs. 207-10

(Be ready to discuss these essays for Tuesday, Jan. 15 class session)

Discussion of planning process, thesis statements, & assignment of first essay topics, found on pages 206 and 212 of St. Martin's Guide

Thurs., Jan. 17 [C]—Writing effective introductory and concluding paragraphs;
complete planning process

Tues., Jan. 22 [L]—Drop completed rough draft in desktop folder; peer evaluation session
Bring 4 print copies of your essay to class to share with group

Thurs., Jan. 24 [L]—Revision work period

Tues., Jan. 29 [C]—Making writing more concrete; assignment of topic for first
Bulletin Board postings (Read chapter 3, pgs. 70-101 in The
St. Martin's Guide to Writing.)

Comparing and Contrasting

Thurs., Jan. 31 [C]—Readings found on WebCT under Course Contents
"Two Views of the River"
Untitled student poem
"Faces of the Sky"
(Be prepared to discuss these essays on 1/31/02.)

Begin discussion of comparison/contrast--purpose and organization

Tues., Feb. 5 [L]—Planning/drafting work period

Thurs., Feb. 7 [L]—Drafting work period

Tues., Feb. 12 [C]—Conferences; initial responses to first Bulletin
Board assignment due by the end of the day

Thurs., Feb. 14 [C]—Conferences

Tues., Feb. 19 [L]—Peer evaluation session; last day to post responses for first Bulletin

Board assignment**Arguing a Position**

- Thurs., Feb. 21 [L]-----Submit folders at the beginning of the class period; **be sure to check Guidelines for Folder Submission in your syllabus.**
 Begin discussion of effective argumentation (purpose and organization)
 Readings: "Eastern Should Keep the Text Rental System" (WebCT)
 Other essays for consideration (all from St. Martin's Guide)
 "Sticks and Stones and Sports Team Names," pg. 242
 "Adventures in Equality," pg. 249
 "Children Should Play, Not Compete," pg. 255
 "Why Shouldn't Society Treat Substance Abusers?" pg. 246

Tues., Feb. 26 [C]-----Documentation of sources

Thurs., Feb. 28 [C]-----Varying sentence structure and length

Tues., Mar. 5 [L]-----Drafting work period

Thurs., Mar. 7[L]-----Work period

Tues., Mar. 19 [C]-----Peer evaluation session; **bring 4 print copies of your essay to class**

Analyzing a subject

- Thurs., Mar. 21 [C]-----Begin discussion of analysis--purpose and organization
 Readings: Individual selections based on choice of topic
 Assignment of topic for second Bulletin Board
 postings (Read Chapter 2, pgs. 25-47 in The St. Martin's Guide to Writing)

Tues., Mar. 26 [L]-----Writing work period

Thurs., Mar. 28 [L]-----Writing work period

Tues., Apr. 2 [C]-----Conferences

Thurs., Apr. 4[C]-----Conferences; initial postings for 2nd Bulletin Board assignment due

Tues., Apr. 9 [L]-----Revision session

Thurs., Apr. 11 [L]-----Submit folders by the end of the class period

Tues., Apr. 16 [C]-----Sentence combining exercises

Thurs., Apr. 18 [C]-----Review of sentence sense/usage concepts; last day to post responses to 2nd Bulletin Board assignment

Tues., Apr. 23 [L]———Quiz on sentence sense/usage concepts

Thurs., Apr. 25—————Last class day; hand back all graded work