ENG 1001G-003: Composition and Language

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English 1001, Composition and Language
Fall, 2000

Instructor: Dr. Timothy Engles
Office: 315D
Phone: 581-6316 (office) 345-7166 (home--please don’t call after 10 p.m.)
Office hours: 1:15-2:15, MWF
E-mail address: cftde@eiu.edu

Required Texts:  
2. The Blair Handbook (second edition)
3. Webster’s New World Edition (third edition)

Other:  
- Notebook and folder for class materials
- Email account
- Computer disc

COURSE POLICIES AND PROCEDURES
(read the following sections carefully; they constitute our contract, and I will request your written agreement to them)

Course Objectives: This course has three main purposes--to continue the enhancement of your writing skills as developed in high school, to introduce you to the demands of writing at the university level, and to bring your writing up to the university level. We will focus on the enhancement of writing skills by examining the relationships between reading, writing, speaking, listening, and critical thinking. Upon completion of this course, the successful, hardworking student will have gained skill in prewriting, writing, revision, editing, and proofreading strategies, and in conducting and correctly documenting library research.

Classroom Environment: In class, I expect all of you to participate in discussions (class participation will be figured into your final grade). The best way to demonstrate that you are active, engaged, and interested is by contributing regularly to class discussions, and by paying close, respectful attention to what everyone else has to say. If you have questions, no matter how simple or complicated, go ahead and ask--chances are that other people have the same question. I do not plan to lecture in this class; I want us to contribute together to a positive, challenging, interesting learning environment. Finally, please do not chew gum, eat food or read outside materials during class, activities which are too distracting to others--drinking beverages is okay. If you wear a cap to class, please wear it backwards so I can see your eyes.
Regarding Writing: This is primarily a writing class, but you will do most of your writing outside of class. We will devote some of our class periods to various aspects of writing, and I will respond to your essays with extensive written commentary and suggestions for improvement. One of your most important tools for improvement will be the marginal comments and corrections I make on your writing; if you wish to see your writing improve and your grade go up as the semester progresses, you must pay close attention to these written comments as you write subsequent essays.

Stay organized by keeping all of your essays together in a folder for future reference. Essays must be also submitted in a folder; this folder will become your writing portfolio for this course. When each paper is turned in, it MUST be accompanied by all notes and drafts written towards it, with the final copy of the essay on top of this material. I will use these materials to gauge and offer comments on your writing process. I WILL NOT GRADE an essay that is not accompanied by material that clearly demonstrates several earlier stages leading up to the final draft, so be sure to save all such materials (if you do most or all of your writing on a computer, print out occasional drafts to include with your final copy). Essays unaccompanied by materials that clearly demonstrate several stages of development toward the final copy will receive an automatic ZERO. When turning in each subsequent paper in your folder, again include all drafts and notes for it, but include only the final copy and grading sheet for earlier papers.

Something else to keep in mind: This semester the university will begin an Electronic Writing Portfolio, which will include samples of a student’s writing over the course of that student’s university experience. Students will be responsible for electronically adding essays to their portfolios, with their instructors’ assistance. Incoming freshman will be required to submit four essays to their portfolios. One piece will come from each academic level, according to the number of hours the student has completed: 0-29 hours, 30-59 hours, 60-89 hours, and 90-graduation. The essay you submit for the first segment may or may not be an essay written for this course.

Regarding Reading: Since one skill you will be developing in this class is the art of textual analysis, you must give the readings more than a quick skimming over. Instead of wolfing them down right before class, set aside enough time to read carefully—take notes and/or an outline of the reading, and decide for yourself, before coming to class, what each author is trying to describe and bring to light. Also, to ensure that your final grade reflects your reading effort, I will give frequent "pop" quizzes at the beginning of class on required readings.

Missed quizzes and late papers: Because the answers to unannounced quizzes tend to arise during class discussion, and because one purpose of the quizzes is to encourage punctual class attendance, these quizzes will not be announced and they cannot be made up (even if you come to class late). Again, these quizzes are one way to award those who attend class regularly and on time. On the other hand, I recognize that students must miss class at times and therefore might miss a quiz through no fault of their own, so at the end of the semester I will drop your lowest quiz grade when calculating your grades. Essays are due at the beginning of class on the due date whether the student is in class or not.
Late papers will be penalized one letter grade for each day they are late (including those handed in late on the due date). You may turn in essays before the due date if you know you must miss class that day.

ATTENDANCE POLICY: I will take attendance, and I expect you to attend class every day, on time, and prepared to discuss the material listed for that day on the “daily schedule.” More than four missed classes will lower your class participation grade to an F. Missing class frequently will also harm your grade on the reading quizzes. Regarding tardiness: this is a small class, so late arrivals are disruptive—if for some bizarre reason you wish to get on my bad side, you can easily do so by developing the habit of arriving late for class. If you will not be able to arrive for this class on time because of other commitments, drop it and take another section. Finally, you are responsible for all assignments, whether you attend class or not. Get the telephone number of one or two other students in class so you can find out about missed assignments before you come to class.

Email Activity: Enrollment in this class requires an e-mail account, and you must check it frequently, preferably every day, for messages pertaining to the course. Email is the quickest, easiest way to reach me if I am not in my office; I welcome any and all questions and comments. Getting an email account is crucial for this course—if you do not send me an email message at the above address by Friday, August 25 at 3:00 p.m. to confirm that you have established an account, I will assume that you have chosen against fully participating in the course, and I will therefore drop you. In your message, describe yourself in whatever way you choose, and also write a statement to the effect that you have read and agree with these course policies and procedures.

The Writing Center: Free, excellent, one-on-one help is available at our Writing Center. The highly qualified tutors are there to help you with organization, essay development, grammar, punctuation, and other problem areas. THEY ARE NOT PROOFREADERS. I will send some of you there for help with specific problem areas, but I recommend that all of you go on your own.

Academic Honesty: I expect you to act with integrity in and out of class, and so does the Eastern Illinois University. It is your responsibility to understand fully what plagiarism is and how to avoid it; note carefully the English Department’s official policy statement on plagiarism (of course, the part regarding an “F” does not apply to this course):

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.
**Grading:** Your final course grade will be either A, B, C, or NC (no credit). Students must at least be writing at a C level by the end of the course to pass. While a grade of NC is not figured into a student’s GPA, a student who receives a grade of NC must take the course again. The final grade will be determined in the following way:

- 0% Essay 1 (in-class diagnostic–instructor’s comments only)
- 10% Essay 2
- 20% Essay 3
- 20% Essay 4
- 30% Essay 5 (research essay)
- 20% Participation/quizzes/attendance

**For students with disabilities:** If you have a disability and wish to receive academic accommodations, let me know; also, if you haven’t contacted the Coordinator of Disability Services (581-6583), do so as soon as possible.

**Confirmation:** Again, once you have thoroughly read this document ("Course Policies and Procedures"), send me an e-mail message that describes yourself and confirms your understanding of and agreement with the policies stated in this course description. Send this message as soon as possible; the deadline is Friday, August 25, at 3:00 p.m. Send it to me at

cftde@eiu.edu

If you do not send me this message, I will assume that you do not want to remain in this course.
ENGLISH 1001: DAILY SCHEDULE

Note: This schedule may change; any changes will be announced in advance. Reading and writing assignments are to be completed by the dates on which they appear on the syllabus. BE SURE to bring the appropriate book or books to class if a reading assignment is listed for that day.

SMGW: St. Martin's Guide to Writing
BLAIR: Blair Handbook
CNNCTNS: Connections

M AUG 21 Introduction to the course, including writing expectations and grading practices and standards
Send an email message to Dr. Engles at cftde@eiu.edu describing yourself in whatever ways you like and confirming that you have read and agree to our "course policies and procedures" (Due by Friday, August 25, 3:00 p.m.)

W AUG 23 In-class diagnostic writing
Bring to class your completed voting sheet for reading choices from Connections

F AUG 25 CNNCTNS: “Critical Reading and Thinking: An Approach to Crossing Cultures,” 3-14

M AUG 28 SMGW: Chapter 14, “Narrating,” 481-90

W AUG 30 CNNCTNS:

F SEP 1 CNNCTNS:
LAST DAY TO DROP A COURSE WITH NO GRADE

M SEP 4 NO CLASS (Labor Day Observance)

Discuss paper topics

F SEP 8 SMGW: Chapter 15, “Describing,” 491-502

M SEP 11 Peer review workshop: you MUST bring a complete rough draft of your narrative essay to class for others in class to critique; penalty if you don’t: minus ten points on your essay’s final grade


F SEP 15 Essay Two Due (submit in your folder all earlier notes and drafts of your
essay, with your final copy on top; include underneath these materials the FINAL COPY ONLY of Essay One)

M SEP 18  BLAIR: Chapter 10, "Explaining Things," 106-21

W SEP 20  CNNCTNS:

F SEP 22  CNNCTNS:

M SEP 25  CNNCTNS:

W SEP 27  Discussion of paper topics

F SEP 29  Peer review workshop: you MUST bring a complete rough draft of your narrative essay to class for others in class to critique; penalty if you don’t: minus ten points on your essay’s final grade

M OCT 2  Writing Workshop–BLAIR: Chapter 24, "Paragraphs," 360-73

W OCT 4  Writing workshop–BLAIR: Chapter 44, "Commas," 634-57

F OCT 6  No class; extended office hours (TBA) available to discuss your paper’s progress; if you choose to visit Dr. Engles in his office (Coleman 315D), have SPECIFIC questions to ask regarding your essay

M OCT 9  Essay Three Due (submit in your folder all earlier notes and drafts of your essay, with your final copy on top; include underneath these materials the FINAL COPIES ONLY of Essays One and Two)


F OCT 13  CNNCTNS:

M OCT 16  CNNCTNS:

W OCT 18  CNNCTNS:

F OCT 20  NO CLASS (Fall Break)

M OCT 23  Discussion of paper topics


F OCT 27  Peer review workshop: you MUST bring a complete rough draft of your narrative essay to class for others in class to critique; penalty if you don’t: minus ten points on your essay’s final grade
M OCT 30  Writing workshop–Blair, Chapter 26, “Sentence Structure,” 390-410

W NOV 1  Writing workshop–Blair, Chapter 29, “Conciseness and Directness,” 444-56

F NOV 3  No class; extended office hours (TBA) available to discuss your paper’s progress; if you choose to visit Dr. Engles in his office (Coleman 315D), have SPECIFIC questions to ask regarding your essay

M NOV 6  Essay Four Due (submit in your folder all earlier notes and drafts of your essay, with your final copy on top; include underneath these materials the FINAL COPIES ONLY of your earlier essays)

W NOV 8  CNNCTNS:

F NOV 10  CNNCTNS:

M NOV 13  CNNCTNS:

W NOV 15  BLAIR: Chapter 14, “Research Essays,” 178-96

F NOV 17  BLAIR: Chapter 15, “Library Research,” 197-224

Library tour–**don’t come to our regular classroom**; we will meet in front of the library (Northeast door of McAfee–all other doors are locked)

NOVEMBER 20-24  THANKSGIVING RECESS

M NOV 27  BLAIR: Chapter 17, “Using Sources,” 233-48

W NOV 29, F DEC 1, M DEC 4  NO CLASS–required individual conferences on research essays in Dr. Engles’ office; have specific questions to ask about your essay

W DEC 6  BLAIR: Chapter 18, “Documenting Sources,” 249-78

F DEC 8  Essay Five Due (submit in your folder all earlier notes and drafts of your essay, with your final copy on top; include underneath these materials the FINAL COPIES ONLY of your earlier essays)

Tearful, heartfelt farewells

M DEC 10-14  Finals week (no final exam in this class–good luck on your other exams!)