

Fall 8-15-2007

ENG 1001G-004-043: Composition and Language

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Policy Statement and Course Description
English 1001G, Composition and Language, Section 043
2:00—3:15 p.m., TR
Coleman Hall ETIC 3210 (lab) and 3140 (classroom)

Instructor: Debra Valentino
Office: CH 3836
Campus Phone: 581-6987
E-mail: davalentino@eiu.edu

Office Hours: Tuesday and Thursday
11 a.m. -- 2 p.m.
after class, and by appointment

Texts:

A Hope in the Unseen, Ron Suskind
The Norton Reader, Pederson, 11th ed.
Writing Analytically, Rosenwasser and Stephen, 4th ed.
The Blair Handbook, Fulwiler and Hayakawa, 4th ed.
Online! A Reference Guide to Using Internet Sources, Harnack, 3rd ed.

Class Participation: All outside readings must be completed by the start of the class period for which they were assigned. Since this is a course that depends heavily on student participation, students will be expected to contribute relevant and insightful questions and comments to class discussions. In addition, students are expected to conduct themselves in a respectful manner in the classroom. Student performance in this category will be factored into final grade by being awarded a point value (see "Grade Distribution" below).

Homework: A reading and/or writing assignment will be given nearly every class period, and will usually be due the following class period. Our goal will be to spend a minimum of five hours working outside of class per week, as established by the Department of English. If a student exhibits evidence of failing to complete assigned readings, Class Participation points will be deducted. Such points will be fairly assessed by the instructor in the class period for which the reading has been assigned.

Written Assignments / Drafts and Essays: You will write a total of four essays that will be polished over time through writing exercises, extensive drafting, and revision. In order to receive the benefits of peer evaluation and instructor guidance, several "workshops" will be held throughout the semester. Drafts will be checked and discussed during these times, with student progress assessed on each of the drafts. In addition, peer editing sessions may be conducted with some responses collected for credit (as part of the draft or final essay grade).

You are required to KEEP ALL COURSEWORK, especially essays and drafts, and to bring all work with you to conferences.

Note: Be sure to bring all drafts on current essays to all class meetings, including both electronic and hard copies. (Failure to do so will result in a deduction of Class Participation points.)

Due Dates: All out-of-class essays will be due at the beginning of the class period on the date specified. In-class essays will be due at the end of the class period, unless otherwise announced by the instructor.

Late Work: Essays are expected to be completed in a timely fashion and turned in on the due date. If no extension has been granted, late papers will be marked down ten points for each missed class period.

Note: All final drafts must be submitted to complete this course. Failure to submit any essay will result in a grade of N/C (No Credit) for the course.

Attendance: Regular attendance is expected. When an absence does occur, it is the absent student's responsibility to get all class information (including schedule/assignment modifications) from another class member. Students should **use the class phone list to consult classmates** regarding missed material and assignments. Once informed, students may then e-mail, visit, or telephone the instructor with specific questions. Failure to comply with this policy will result in lowered Class Participation points.

Absences/ Missed Work: Students who are ill must telephone the instructor on the day of their absence. Report Health Service visits and provide documentation of them upon your return to class. Because we cover a great deal of material each class meeting, multiple absences may adversely affect one's writing, and ultimately one's final grade. **Any student with a prolonged absence for any reason should inform the instructor immediately.** Please do not wait until the end of the semester to express concern over attendance problems, since then it will be too late to compensate for missed work.

Note: E-mail is not always a reliable source of communication. The server may be down, or I may not be near a terminal to retrieve your message. When it comes to attendance, use e-mail only as a *supplemental means of communication*. Also, do not assume that all reported absences are excused.

Make-up Work: No make-ups will be given for missed in-class exercises or quizzes. However, missed essays due to an excused absence may be made up within two weeks of the student's return to class, but only with permission from the instructor. *If the absence is unexcused (no note, no phone call, or without approval) make-ups are not allowed.*

Grades: All essay grades will be evaluated using the "Guidelines for Evaluating Writing Assignments in EIU's English Department" (attached) and averaged using the following scale:

90—100	A
80—89	B
70—79	C
60—69	D
below 59	F

Note: If a student fails to follow instructions, or writes an essay in the wrong mode (e.g., expressive vs. expository, as defined in class), an "N/C" (No Credit) may be given for the paper because this is a course that seeks to train students to write university level discourse, which is more polished and more formal than the kind of conversational, expressive prose most freshman are accustomed to writing.

Note also, that no "Ds" or "Fs" will be given for the final course grade. Students averaging points below 70% will receive a grade of N/C as defined by the core curriculum standards of the Department. In order to receive credit for the course, the student must submit all final drafts in a timely manner and earn a "C" or better.

Grade Distribution – Assignments will count for the following points:

Drafts (3)	50 (10/20/20)
In-Class Essay I	50
Essay II	100
Essay III	100
Research Essay IV	200
Class Participation	100
Total Points	600 points

Plagiarism: Students must familiarize themselves with the English Department’s statement on plagiarism. If the student has clearly plagiarized, the instructor reserves the right to award the essay in question a grade of N/C. According to the standards set by the Eastern Illinois University Department of English, the policy for plagiarism is as follows: “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’ (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.”

~ DO NOT JEOPARDIZE YOUR GRADE WITH AN ACT OF ACADEMIC DISHONESTY ~
IF YOU ARE HAVING DIFFICULTY INTEGRATING YOUR RESEARCH, SET UP A CONFERENCE.

Conferences: Feel free to see me throughout the semester whenever questions or concerns arise. One conference per semester is mandatory. Failure to attend at your scheduled conference time will result in a deduction of ten (10) pts. from your Class Participation score.

Electronic Writing Portfolios (EWP): As outlined in the undergraduate catalog, the university requires that all students submit writing samples from writing-intensive courses such as this one. If you did not submit an essay from English 1001G, you will need to submit an essay from this course to fulfill the requirement for graduation from Eastern Illinois University. In order to receive approval from this instructor for this semester's coursework, students must submit their selections **no later than Thursday, November 15, 2007**. Forms may be downloaded off the internet from the following address: <http://www.eiu.edu/~assess/>. For instructions on how to submit an essay, see the attached document, "To Submit to the Electronic Writing Portfolio," or follow the instructions online.

Writing Center: The writing center is at the end of the northeast corridor on the third floor of Coleman Hall in Room 3110. Students of English 1002G are encouraged to take their writing concerns to this center at any time throughout the semester. This is not a proofreading or editing service, but rather, a place where confusion and uncertainty about composition can be remedied. Also, if you are having particular problems with grammar and the mechanics of writing, this is the place (other than your handbook) to turn to for help.

Hours for Fall 2007 are:

	Monday—Thursday,	9 a.m. – 3 p.m., and 6 – 9 p.m.
	Friday,	9 a.m. – 1 p.m.

In addition , you may receive free tutorial help by calling **581-5929**.

The writing center web address is:

<http://www.eiu.edu/~writing/>

Students with Disabilities: Any student who has a documented disability and wishes to receive academic accommodations should contact the Coordinator of the Office of Disability Services (**581-6583**) as soon as possible.

There is No Final Exam in Composition and Language, English 1001G.043

ENGLISH 1001G- 004 and 043: COMPOSITION AND LANGUAGE

Fall 2007

INSTRUCTOR: LEANN ATHEY

OFFICE HOURS: T/TH 10:45am-12:30 pm;
4:30-5:00 pm and by appointment

OFFICE PHONE: 581-6288

WWW ADDRESS: <http://www.ux1.eiu.edu/~lathey>

OFFICE: CH 3033

MAILBOX: CH 3155

E-MAIL ADDRESS: lathey@eiu.edu

SPECIFIC COURSE ACTIVITIES FOR THE REMAINDER OF 1001 INCLUDE:

Topic Selection/Summary: As part of your research paper, I will collect your research topic and a brief (1-2 paragraph) summary of what you hope to accomplish in your paper. More information will be given on this as part of the paper assignment.

Conference: I will schedule conferences Dec 3, 4, and 5 to discuss the progress of your draft. Note: there is no scheduled class for that Tuesday. You **must** sign up and attend conference. Please bring with you the following in order to receive your points:

1. Have produced a complete draft that exemplifies substantial revisions
2. Be able to discuss with me the revisions made thus far and any anticipated changes
3. Take notes on my comments
4. Have prepared a list of questions and concerns about the draft.

****If you do NOT attend, you receive NO points.**

****If you DO attend but DO NOT MEET THE ABOVE CRITERIA, conference points will be deducted.**

Conferences cannot be "made up"; likewise, conference points cannot be "made up". Therefore, it is important that you sign up for a time that best fits your schedule and make every possible effort to attend.

Peer review: You will be doing two different types of peer activities: an in-class writing workshop and an out-of-class written peer review. The first is an exercise that we will do together in groups. Directions will be given. The second is a detailed written critique that you will do for a peer. I will receive a photocopy of the review (the second activity) that you do for your peer so that you may receive points for having completed it. Further directions for these activities will be given later. If a peer review is not submitted to me on time, the reviewer will suffer a reduction of points.

Research Essay: See the assignment sheet for detailed information. If the essay is not submitted to me at the beginning of class on the 6th, it will not be accepted.

COURSE EVALUATION:

Topic Selection and Summary	20 points
Conference points	50 points
Peer Review Sheet	30 points
Research Paper	200 points

POINT TOTAL: 300 points

<u>Overall Course Scale:</u>	<u>The Writing that I assess from will be assessed analytically according to the following 5 categories:</u>
100-90%=A	Focus
89-80%= B	Development
79-70%= C	Organization
69% and Below=N/C	Style, Grammar, Mechanics, Spelling and Documentation
	Process (evidence of invention, peer editing, revision etc.) and Audience Consideration

The grade that you have been given by Ms. Valentino will account for 60% of your overall course grade. The point totals from the above activities will account for 40% of your overall course grade.

ENGLISH DEPARTMENT 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 immediate assignment of a grade of F for the assignment 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.

IMPORTANT FOR GRADUATION: In order to meet graduation requirements, all EIU students will be submitting essays for inclusion in a university-required electronic portfolio. ENG 1001 and ENG 1002 are both "writing centered" courses and one essay from either course **MUST** be submitted to this university portfolio. See me or your academic advisor if you have questions. Submission forms, as well as other information about the Electronic Writing Portfolio, are available at <http://www.eiu.edu/~assess>

****If you decide to submit the research paper, please include a form when you hand it in. Then, make arrangements during finals week to pick up your form.**

ADDITIONAL INFORMATION:

- ◆ Make sure that you save your work often (use RTF) and in more than one place to prevent loss of material.
- ◆ Save documents with last name, unit number, and draft number. Example: athey1:1 (last name, unit 1, draft one) -- athey1:2 (last name, unit 1, draft 2) -- athey 2:final (last name, unit 2, final draft) and so on.
- ◆ If the occasion arises that you need to email me, please be sure that your subject line has your full name and section number.
- ◆ If you attach a document to an email, be sure that the document itself has full contact information in the upper left hand corner (see Blair Handbook for proper page formatting).

Anyone who is found tampering with a computer and its set up or who is found using the computer for anything that is not course-related is subject to course dismissal.

Anyone who is found using any electronic device (cell phone, MP3, Texting device, etc.) during class time will be asked to leave and will receive one unexcused absence for that class period. ALL items should be turned OFF and PUT AWAY during class. I don't want to see them, hear them, or know that they exist!

**LEANN
ATHEY**

**Tentative
Course
Schedule
1001**

Fall 2007

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	NOV 5	6	7	8	9
				Intros and such	
	12	13	14	15	16
		Assign Research Paper Utilize computers and Research!!		Lecture MLA / APA basics Submit to me your topic for research with a brief account of what you hope to cover in the paper. BRING BLAIR HANDBOOK TO CLASS	
	19	20	21	22	23
	THANKSGIVING RECESS <u>BE RESEARCHING And Begin drafting.</u>				→
	26	27	28	29	30
		Lecture: Quote Integration and Plagiarism; Information on Peer editing Workshop Sign up for conferences with me. BE DRAFTING!		Group Workshop Research Paper Homework: Complete peer edit sheet and give to peer ASAP. Make a copy for me due the 6 th	
	DEC 3	4	5	6	7
	Conferences in my office	NO CLASS: conferences in my office	Conferences in my office	Class Resumes <u>Submit Peer Review Sheet and Research Paper. Due at the beginning of class.</u>	