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# ENG 1001-004: Composition and Language

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Policy Statement and Course Description  
English 1001G, Composition and Language, Section 004  
8:00—9:15 a.m., TR  
Coleman Hall, ETIC 3140 and 3210

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

**Office Hours:** Tuesday and Thursday  
11-12:15, 1:45-2:15  
and by appointment

**Texts:**

Kennedy, et al, *The Bedford Guide for College Writers*, 6<sup>th</sup> ed.  
Kennedy, et al, *The Bedford Reader*, 8<sup>th</sup> ed.  
Fulwiler & Hayakawa, *The Blair Handbook*, 4th ed.

**Course Description:** English 1001G is a *writing-centered*, general education course in the reading and writing of expressive, narrative, expository, critical, analytical, and persuasive essays. Attention is given to effective expression, clear structure, adequate development, the documentation of sources, and process development, including brainstorming, invention, drafting, editing, and revision. Prerequisite: English 1000 or proficiency in basic skills as determined by the English Department, or an ACT of 15 or above.

**Course Objectives:**

- To enable students to write in the closest approximation of standard edited English in which sentences and paragraphs develop a central idea.
- To discuss and implement effective methods of organization, principles of documentation, and writing with a word processor in order to construct essays that are clear, adequately developed, well supported, rhetorically sound, free of ambiguity, and stylistically effective.
- To concentrate on improving skills in drafting, editing, proofreading, and revision.
- To focus on developing skills for reading critically, with special attention to detail for comprehension, evaluation and analysis of source material.

**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. Student participation is best supported by active, responsible reading of all course material.

**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.

**Written Assignments / Drafts and Essays:** In addition to several written exercises, assignments and hand-outs, students will develop, revise, and edit a total of eight essays both in and out of class. Many pages of drafting, writing, and revising will go into each of these polished essays. In order to receive the benefits of peer evaluation and instructor guidance, several “workshops” will be held throughout the semester, and they will primarily take place on days that we are in the ETIC lab (3210). Drafts will be checked and discussed during these times, with student progress assessed and recorded. In addition, peer review sessions will be conducted with some responses collected for credit (as part of the draft or final essay grade.)

**Be sure to bring all drafts on current essays to all class meetings.** As specific assignments are made, drafts will be expected to meet specified criteria, and the instructor will clarify the objectives as the student builds awareness and works through the writing process. For example, you may write an essay, but then be expected to develop an argument supporting your thesis, or further modify or subordinate sentences as you learn to refine these specific techniques and as we cover them in our reading and in class discussion. Occasionally, you will be given a “checklist” to help you manage the writing process and master various writing skills that will ultimately assist you in completing a polished final draft.

**Due Dates:** Unless otherwise noted, 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.

**Note: All final drafts must be submitted to complete this course. Failure to submit an 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.

**Absences/ Missed Work:** Students who are ill must telephone the instructor on the day of their absence, and report Health Service visits upon their 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 poor attendance should set up a conference as soon as possible. Do not wait until the end of the semester to express concern over attendance problems.

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.** 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 and at the instructor’s discretion. If the absence is unexcused (no note, no phone call, or without approval) make-ups are not allowed.

**Late Work:** Essays are expected to be completed in a timely fashion and turned in on the due date. Late papers will be marked down one letter grade for each missed class period.

**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), an “N/C” (No Credit) may be given for the paper. 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.

