

Fall 8-15-2010

## ENG 1001G-004: Composition and Language

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### Recommended Citation

Valentino, Debra, "ENG 1001G-004: Composition and Language" (2010). *Fall 2010*. 9.  
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**English 1001G.004**  
**Composition and Language**  
**8:00—9:15 a.m., TR**  
**Coleman Hall ETIC – 3140 (classroom) and 3210 (lab)**

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

**Office Hours:** Tuesday and Thursday  
9:30—10:45 a.m., 1:45—2:45  
and by appointment

**Texts:**

*Allyn and Bacon Guide to Writing*, ed. John Ramage  
*The Contemporary Reader*, ed. Gary Goshgarian  
*The Little, Brown Reader*, ed. H. Ramsey Fowler  
*They Say / I Say: The Moves That Matter in Academic Writing*, ed. Gerald Graff

**Assignments:** Detailed instructions for all exercises will be provided in class with supplemental information readily available in each course text. Please be aware that submission of any assignment suggests that (a) you believe you have understood the assignment, and (b) you have completed all tasks as outlined to the best of your ability. Remember that it is incumbent upon the student to ask questions in class and/or seek help in conference if anything seems unclear.

**Portfolios:** Final drafts are expected to be sent electronically. Once I have evaluated your paper, I will return it to you electronically with my assessment. At that point, you should PRINT your essay, and place it in your writing portfolio (which will be collected at midterm and at the end of the course). You are required to manage this portfolio on your own, and to KEEP ALL COURSEWORK until you receive your final course grade. At the time of submission, any missing evaluations will result in a zero "0" (or, deducted points) toward portfolio completion.

**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 must 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 one full letter grade.

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

**Conferences:** All students are responsible for scheduling at least one appointment with the instructor in the first half of the semester. Please be certain to bring all coursework/writing with you to conferences (both electronic and hard copies). *Failure to manage these tasks will result in a deduction of Class Participation points.*

**Attendance:** Regular attendance is expected. 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. 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 upon your return to class. 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, since then it will most likely 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.

**Grading:** All essays will be generated from a series of drafts. Some drafts will be collected for points. The assessment of each essay will be thoroughly explained with all objectives clearly outlined in class. In addition to **draft points** (10), students will receive points for the quality of **composition** of each essay (10). Students may also be assessed for **following assignment parameters / meeting objectives** (10) as well as a separate assessment of points for one's applied **effort** on that particular assignment (10).

**Grade Distribution** – Assignments will count for the following points:

Drafts (3)	10 (30)
In-Class Essay I	10
Essay II	10/10/10/10
Essay III	10/10/10/10
Research Essay IV	20/20/10/10
Class Participation	100

**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.

**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 18, 2010**. 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.

**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.04