

Spring 1-15-2002

# ENG 1001-008: Composition and Language

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 1:45-3:30 PM  
 6:15-7:00 PM  
 And by appointment

COMPOSITION AND LANGUAGE  
 English 1001-008  
 Course Syllabus  
 Spring 2002

The reading assignments below may be found in *The St. Martin's Guide to Writing, 6<sup>th</sup> Ed.*

DATE	ASSIGNMENTS / DEADLINES	PAGE NUMBERS
January 8 CH3140	Introduction to the Course Chapter 1: Introduction	pp. 1-21
January 10 CH3140	<b>ASSIGNMENT: NARRATIVE ESSAY</b> Chapter 2: "Calling Home" Chapter 14: Narrating Chapter 15: Describing	pp. 42-47 pp. 573-587 pp. 589-600
January 15 CH3210	<b>IN-CLASS WRITING: NARRATIVE ESSAY</b> Chapter 2: Planning and Drafting	pp. 56-59
January 17 CH3210	<b>IN-CLASS WRITING: NARRATIVE ESSAY</b> <b>DUE: NARRATIVE ESSAY (draft)</b>	
January 22 CH3140	<b>PEER EDITING: NARRATIVE ESSAY (draft)</b> Chapter 2: Critical Reading Guide	p. 59-61
January 24 CH3140	<b>ASSIGNMENT: WRITING PROFILES</b> Chapter 4: Writing Profiles/Readings Chapter 4: Basic Features Chapter 20: Field Research	pp. 129-151 pp. 152-153 pp. 641-654
January 29 CH3210	<b>IN-CLASS WRITING: NARRATIVE ESSAY (revision)</b> Chapter 2: Revising Chapter 2: Editing and Proofreading	pp. 61-64 pp. 64-65
January 31 CH3210	<b>DUE: NARRATIVE ESSAY (revision)</b> <b>IN-CLASS EXERCISE: Field Research Plan</b> Chapter 4: Invention and Research Chapter 4: A Writer at Work	pp. 155-162 pp. 172-177
February 5 CH3140	Chapter 21: Library and Internet Research	pp. 655-692

February 7 CH3140	<b>ASSIGNMENT: EXPLAINING A CONCEPT</b> Chapter 5: Explaining a Concept/Readings Chapter 5: Basic Features Chapter 5: Invention and Research	pp.183-213 pp. 214-215 pp. 217-222
February 12 CH3210	<b>DUE:</b> Notes on Field Research <b>IN-CLASS WRITING:</b> PROFILE ESSAY Chapter 13: Cuing the Reader Chapter 4: Planning and Drafting <b>SIGN-UP FOR CONFERENCES</b>	pp. 557-571 pp. 162-166
February 14 CH3210	<b>PEER EDITING</b> <b>DUE:</b> PROFILE ESSAY (draft) Chapter 4: Critical Reading Guide	pp. 166-167
February 19- February 27 CH3721	<b>CLASS SUSPENDED</b> <b>DUE IN CONFERENCE:</b> PROFILE ESSAY (revision) Chapter 4: Revising Chapter 4: Editing and Proofreading Note: The essay will receive a grade in conference.	pp. 168-170 pp. 171-172
February 28 CH3210	<b>IN-CLASS EXERCISE:</b> Paraphrase Chapter 5: Selecting...Information From Sources	pp. 231-232
March 5 CH3140	<b>IN-CLASS EXERCISE:</b> Citing Sources Chapter 22: Using and Acknowledging Sources	pp. 693-717
March 7 CH3140	<b>ASSIGNMENT: ARGUING A POSITION</b> Chapter 6: Arguing a Position/Readings Basic Features Invention and Research	pp. 237-261 pp. 262-263 pp. 265-272
March 19 CH3210	<b>IN-CLASS EXERCISE:</b> Listing Works Cited Chapter 22: An Annotated Research Paper	pp. 727-35
March 21 CH3210	<b>IN-CLASS WRITING:</b> CONCEPT ESSAY Chapter 16: Defining Chapter 17 Classifying Chapter 18: Comparing and Contrasting Chapter 5: Planning and Drafting <b>SIGN-UP FOR CONFERENCES</b>	pp. 601-608 pp. 609-615 pp. 617-622 pp. 222-225
March 26 CH3210	<b>PEER EDITING</b> <b>DUE:</b> CONCEPT ESSAY (draft) Chapter 5: Critical Reading Guide	pp. 225-226
March 28- April 4 CH3721	<b>CLASSES SUSPENDED</b> <b>DUE IN CONFERENCE:</b> CONCEPT ESSAY (revision) Chapter 5: Revising Chapter 5: Editing and Proofreading Note: The essay will receive a grade in conference.	pp. 226-229 pp. 230-231

April 9 CH3140	<b>ASSIGNMENT: WRITING PORTFOLIO</b> Chapter 24: Assembling a Writing Portfolio Chapter 2: Thinking Critically Chapter 4: Thinking Critically Chapter 5: Thinking Critically Chapter 6: Thinking Critically	pp. 759-764 pp. 74-76 pp. 179-181 pp. 231-232 pp. 286-290
April 11 CH3140	<b>IN-CLASS EXERCISE: Argument</b> Chapter 19: Arguing Chapter 6: Planning and Drafting Chapter 6: A Writer at Work	pp. 623-638 pp. 273-276 pp. 283-285
April 16 CH3210	<b>PEER EDITING</b> <b>DUE: ARGUMENT ESSAY (draft)</b> Chapter 6: Critical Reading Guide <b>SIGN-UP FOR CONFERENCES</b>	pp. 276-278
April 18- April 26 CH3721	<b>CLASSES SUSPENDED</b> <b>DUE IN CONFERENCE: ARGUMENT ESSAY (revision)</b> Chapter 6: Revising Chapter 6: Editing and Proofreading Note: The essay will receive a grade in conference.	pp. 278-281 pp. 281-286
April 29 CH3721	<b>DUE BY 4:30 PM: WRITING PORTFOLIOS</b>	

THERE IS NO FINAL EXAMINATION IN ENGLISH 1001C.

### READING ASSIGNMENTS

You will be using the following texts in this course:

Axelrod, Rise B., and Charles R. Cooper. *The St. Martin's Guide to Writing*. 6<sup>th</sup> ed. New York: St. Martin's, 2001.  
 Crump, Eric, and Nick Carbone. *Writing Online: A Student's Guide to the Internet and World Wide Web*. 2<sup>nd</sup> ed. Boston: Houghton Mifflin, 1998.  
 Hacker, Diana. *A Writer's Reference*. 4<sup>th</sup> ed. Boston: Bedford, 1999.  
*Webster's New World Dictionary*.

Reading assignments are taken from *The St. Martin's Guide to Writing*. Use the dictionary, *Writing Online*, and *A Writer's Reference* as references when you need them. Reading should be done by the assigned date, and the relevant book(s) should be brought to class.

## WRITING ASSIGNMENTS

1. Drafts of FOUR ESSAYS for peer editing and review. You will receive full credit for drafts if they are typed and substantially complete.
2. FOUR REVISIONS, typed double-spaced. The narrative essay will be completed in class and handed in to me. The other three I will read and evaluate during individual conferences with you. **The essays will receive a grade at this time.** I may reject work that doesn't fit the assigned length or topic. Revisions are graded according to the criteria given in "Guidelines for Evaluating Writing Assignments in EIU's English Department."
3. A WRITING PORTFOLIO consisting of further revisions of either the narrative or the profile **and** either the concept or the argument essay, a cover statement, and supplementary materials to be specified. Portfolios are graded on the same criteria as revisions and on their completeness and presentation.
4. MISCELLANEOUS WRITING, including various exercises, outlines and/or quizzes. Some of these are assigned on the syllabus, but others may be assigned extemporaneously. My criteria for grading this work will vary. Please ask if you have a question about any grade.

Though I hope you work hard, I can only evaluate results; I cannot measure the effort you put into your writing.

## PEER EDITING

Four class periods will be devoted to peer editing in which writers comment on drafts of one another's essays. The purposes of peer editing are to improve your reading skills and help you develop a constructive, analytical approach to the problems and possibilities of revision in your own writing.

To receive full credit for peer editing, you must bring to class **two copies** of a complete typed draft of your essay and work the entire period reading and commenting on the essays of your classmates. Your written comments will be graded on their completeness.

## CONFERENCES

Classes will be suspended to make time for individual conferences during which I read and evaluate your essay revisions. **The essay will receive a grade at this time.** You will be given a sign-up sheet before each set of conferences. It is your responsibility to show up at the time scheduled, and your essay may receive a late penalty if you miss a conference. If you cannot keep the appointment, call me ahead of time to reschedule.

## MANUSCRIPT REQUIREMENTS

The presentation of written work does affect its grade. Your work should conform to the following rules:

- Work written in class should be neatly handwritten on standard-sized paper. For those working in the ETIC, of course it may be typed on the computer and printed.
- Fold all in-class writing assignments lengthways. On the outside write your name, the course number and section, instructor's name, and date.

- FIRST DRAFTS brought for peer editing should be typed double-spaced on standard-sized paper in blue or black ink. Do this out of consideration for your classmates who will be required to read and comment on your work.
- REVISIONS must be typed double-spaced on standard-sized paper in blue or black ink. Any revision that comes to me not typed will be returned unread. I will consider it late unless a typed copy is submitted the same day.
- On the first page type your name, the course number and section, instructor's name, and date. Don't forget to title your essay.
- Copy should cover only one side of each page and have adequate margins on all four sides. Pages should be numbered.

You are responsible for all errors whether or not you type the manuscript yourself, so proofread carefully. Though corrections in ink are expected, the copy should not be so riddled with scratched-out errors or squeezed-in insertions that it is difficult to read.

If you have not handed in a draft for peer editing, or if the essay has changed drastically between early drafts and the final version, bring previous drafts to conference along with the revision.

### LATE ASSIGNMENTS AND MAKE-UPS

You may be excused from classwork **only** if your absence is authorized by me or another member of the faculty. I may require documentation of illnesses, emergencies, or other excuses for missed work.

I accept late revisions, but there is a penalty unless you have an excused absence. Your grade loses five (5) points if you miss a conference or come unprepared. It loses an additional ten (10) points if you do not bring me a completed revision when the class next meets. Your grade continues to lose points at the rate of ten (10) points for each subsequent class.

I will make every effort to reschedule conferences and may waive or reduce penalties in exceptional circumstances — such as the writer's extended and incapacitating illness — but not because of fraternity or sorority activities, vacation arrangements, sports events, etc.

You may be excused from handing in a first draft or attending peer editing sessions only for similar compelling reasons.

### STUDENTS WITH DISABILITIES

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.

### PLAGIARISM

The English Department has a policy on 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 assigned essay and a grade of F for the course, and to report the incident to the Judicial Affairs Office.

I will impose the severest penalty in a case of deliberate plagiarism.

I routinely check sources before grading an essay. This is NOT an accusation of plagiarism; I just want to make sure you know what you're doing.

## GRADES

Please don't hesitate to ask questions about your grade. I use a numerical scale that corresponds to letter grades as follows:

100 - 90	A
89 - 80	B
79 - 70	C
69 - 60	D
59 - 1	F

Your overall grade for the course is determined as follows:

- The NARRATIVE ESSAY written in class counts for 10% of the final grade.
- The REVISIONS evaluated in conference count for 15% apiece. Total for revisions: 45%.
- The WRITING PORTFOLIO counts for 25%.
- PEER EDITING counts for 10% of your grade. You receive 1% for each first draft completed and brought to editing sessions, and 1.5% for each set of written comments on the essays of your classmates.
- MISCELLANEOUS WRITING counts for the remaining 10%.

**STUDENTS WHOSE OVERALL GRADE AVERAGES D OR F WILL RECEIVE NC (no credit) ON THEIR FINAL GRADE REPORT. THOUGH THEY MUST REPEAT THE COURSE THE NC WILL NOT AFFECT THEIR GRADE-POINT AVERAGE.**