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ENG 1001G-006: College Composition I

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Eastern Illinois University

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ENGLISH 1001 College Composition I
Critical Reading and Source-Based Writing
Sections 06, 09, & 16
Classroom: CH 3160
FALL 2022

INSTRUCTOR: LEANN AKINS

OFFICE LOCATION:

Coleman Hall 3562

OFFICE HOURS:

Tuesdays and Thursdays @ 10:45am-11:45am and 2:30pm-3:30pm

Wednesdays @ 1-2pm

*and by appointment all other times. Email for appointment. Also, in some circumstances, I may be willing to ZOOM if you email me that request in advance.

EMAIL: lakins@eiu.edu

I will check and respond to e-mail between 8:30 - 9:30am each weekday, M-F.

Of course, you can email me at other times, but when you don't receive an immediate response, you'll understand why. (Example, if you e-mail me at 7pm on Friday, my reply might be sent at 9:20am the following Monday). Don't wait until the last minute to ask questions about work that's due! However, instead of not doing the assignment while you wait for me to respond, you should complete it as best you can while you wait. With that said, if you have a question that is not easily and quickly addressed in an email to me, your FIRST line of communication is to set up an appointment or drop in for a visit during office hours.

Before emailing me or any professors, read Portwood-Stacer's "How to Email your Professor (w/o being annoying AF)" <https://medium.com/@lportwoodstacer/how-to-email-your-professor-without-being-annoying-af-cf64ae0e4087> This is a writing course; therefore, I require professionally written correspondences to me, personally. Consider your audience and use appropriate tone and formality. Write in complete sentences. Proofread. Edit before sending. Under no circumstances should you use voice texting in this course. **If I don't answer an email, go back and check whether you had followed the "tips for interacting" on page 6.** If not, revise the email accordingly and resend.

COURSE DESCRIPTION:

https://catalog.eiu.edu/search_advanced.php?cur_cat_oid=42&search_database=Search&search_db=Search&cpage=1&ecpage=1&ppage=1&spage=1&tpage=1&location=3&filter%5Bkeyword%5D=ENG+1001

OBJECTIVES/OUTCOMES: Upon completion of this course, you should understand:

- the limitations of the 5-paragraph essay
- what it means to read and write analytically
- strategies for assessing the bias and credibility of sources
- the importance of using sources fully and ethically, not "quote hunting"
- ways to synthesize and "converse with" sources
- ways to properly document sources
- the essential roles of revising and editing in producing effective writing

MINIMUM WRITING REQUIREMENT OF ENGLISH 1001G: 1001 is a Writing Centered course whereby the quality of your writing is the principal determinant of the course grade. The minimum writing requirement is 5,000 words of polished, revised prose (5000 words is roughly equivalent to 20 double-spaced pages) to be completed over the course of the semester. Informal, unrevised writings such as invention work, peer critiques, discussion statements, journal writing, self-assessments, rough drafts, and such, are in addition to the 5000-word requirement.

REQUIRED ITEMS:

1. Rosenwasser and Stephen. *Writing Analytically*. 8th ed. - **Obtain Now!**
This book explains ways to think about a topic in depth and presents patterns for organizing and developing the ideas that result from doing so. On the course outline, "WA" refers to this textbook. **Always bring this book to class unless otherwise noted.**
2. Holdstein and Aquilino *Who Says?: The Writer's Research*, 2nd ed. - **Obtain Now!**
This book explains the best practices for assessing sources and incorporating research in the ways required for college level work. On the course outline, "WS?" refers to this textbook.
3. Wysocki and Lynch. *The Little DK Handbook*. 3rd ed. - **Obtain Now!**
***YES, YOU ARE REALLY, SERIOUSLY, NO JOKE, EXPECTED TO STUDY THE MATERIAL ASSIGNED IN THE 3 TEXTBOOKS LISTED ABOVE AND/OR ANY ADDITIONAL READINGS GIVEN TO YOU!! Forgive me for shouting, but it's imperative that you hear me. The reading material is NOT optional! I welcome questions seeking for clarification, but I will not spend time simply reiterating what the textbooks and additional readings that I provide to you say.
4. Laptop for use in and out of the classroom. **Obtain now!** Our section of 1001 does not meet in the ETIC classroom where computers are available; therefore, it is necessary to bring your own laptop.
5. Standard notebook for classroom note taking. **Obtain Now!**
6. Writing Journal (can be folder with loose-leaf, notebook, something simple). **Obtain Now!**
7. Variety of highlighters - **Obtain Now!**
8. D2L Student Orientation – **Obtain Basic and Veteran Badges and submit to D2L DropBox before the end of Week 1**
9. Turnitin for formal writing submissions-- **Review this material before the end of week 1 –**
<https://www.eiu.edu/turnitin/draftcoach.php>

COURSE OVERVIEW: ENG 1001 will help you develop analysis, writing, reading, research and peer editing skills.

You will be required to arrive on time and to be actively present for class each session. "Actively present" means engaging with the lectures and classroom discussions, asking questions, posing answers, taking notes, and positively contributing to academic learning - not only your own learning but also your classmates'. You will NOT sleep in class, stare at the ceiling, or play on your phone and expect to do pass my course. In the course, you will write often, read selections from the texts, participate productively during home group activities, and complete both informal writings and formal essay writings. You will also adequately prepare and participate in conferences with me when scheduled.

While we meet face to face in the standard classroom regularly, I will rely on D2L for a number of things:

- I will include the Syllabus and the current month's Tentative Course Calendar there - found in "OVERVIEW".
- I will maintain the Gradebook there so that you can always have access to your grade.
- I will oftentimes post copies of course materials for your convenience once they've been issued in the classroom. You may find these modules in D2L under "CONTENT".
- I will use DROP BOX for all formal writing submissions and for some informal assignment submissions.
- I will use the NEWS NOTE feature to maintain communication with all of you outside of class session when needed.

Therefore, before you ask me "What did I miss in class?" or "Can you send me X document?" or "What is your policy on X?" please check D2L for that information first. If you still have questions, then contact me.

HOME GROUPS: Early on, you will be placed with a group of 2 or 3 other classmates. If you need to locate your group members online through D2L, go to the Navigation B>Learner Management>GROUP, and you'll see your group number and the names of other members. Throughout the course, when discussions and group activities occur, these classmates will be "your people". They're here to help you stay on track, to help you understand material, to provide feedback on your drafts, and such. Therefore, before you ask me "What did I miss in class?" please check with group members. If they don't seem to know, (tell them to pay more attention) then get in touch with me! If, at any time, you have problems within the group, contact me privately via Panthermail to set up an appointment.

EVALUATION: By the end of the course, you must be writing at a “C” level (or a 70%) and possess the skills competent enough to advance from ENG1001. I will maintain grades on D2L so that you may access those at your convenience. If you ever have a question about your grade, please set up an appointment or come by during office hours. I do NOT discuss grades in the classroom, in the hallway, or in email.

Grades for the course will be derived from:

1. **Mandatory Essays and Final Exam:** * (600 POINTS or 60%) Due by 9pm on designated date below.

- * Essay Unit 1 Observation/Implication/Conclusion Essay: (2.5- 3 pages/100 points/10%) Due Sept. 26
- * Essay Unit 2 Literary Analysis Essay: Plausible Interpretation (3.5 - 4 pages/100 points/10%) Due Oct. 31
- * Essay Unit 3 I-Search Essay (3.5 - 4 pages/150 points/15%) Due Nov. 18
- * Essay Unit 4 Group Project: Applying a Lens, a Researched Film Analysis (6-8 pages/150 points/15%) Due Dec. 9
- * Final Self Reflection (Page length varies/100 points/10%) Due during the appointed Final Exam Period

All mandatory writings will be assessed analytically according to the document “Guidelines for Evaluating Writing Assignments in EIU’s English Department”:

Focus
 Organization
 Development
 Style and Awareness of Audience
 Mechanics (spelling, punctuation, grammar, usage, documentation)
 Process

2. **Journals and Discussions** (200 points 20%) Engaging with, building on and disputing ideas are central to critical thinking and analysis. Practicing this interaction in person or via D2L discussion board will contribute to your success with writing analytically. These points will be derived from online discussion posts, class participation, home group participation, and journal writing.
3. **Peer Review Exercises:** (25 points each X3 = 75 points or 7.5%) When designated on the course outline, home group members will complete a peer review activity for one other member and follow up to discuss the review. Specific directions for these activities will be given later. **If you do not participate and complete the peer review exercise on time, then you receive a 0.**
4. **Self- Assessment Exercises:** (25 points each X3 = 75 points or 7.5%) When designated on the course outline, and during the final stage of revision for an essay, you will go through your polished draft one last time before its formal submission. This activity helps you evaluate the content, structure, and editing items prior to submission. Specific directions for these self-assessment exercises will be given later. **If you do not complete the self-assessment exercises on time, then you receive a 0.**
5. **Conferences:** (25 points each X2 = 50 points or 5%) Four times throughout the course, as designated on your course outline, you will have the opportunity to meet with me in person to discuss the progress of your drafts. There are no scheduled classes for a portion of this time. While Units 1, 2, & 3 are optional, **the final two essays will include mandatory conferences.** To earn the possible conference points for these two, each individual will:
 - Before conference, submit your draft to drop box **8 hours prior** to your scheduled meeting time with a brief explanation (could be just a list) of what you are struggling with and what you think you are succeeding at.
 - During conference, be able to discuss with me anticipated changes and/or revisions made.
 - During conference, take notes on any comments given to you.
 - be an active listener, offering suggestions to group members if applicable.

Conferences (Continued):

****If you do not attend or if you are late for the appointment, you receive NO points and NO feedback from me prior to final submission. In this case, I recommend a session with EIU's Writing Center.**

****If you do attend but do not meet the above criteria, then conference points will be deducted.**

****Due to the large number of students/conferences, I cannot allow conferences to be made up and, likewise, cannot allow conference points to be made up. NO EXCEPTIONS. So, it is important that you sign up for a convenient time and then make every possible effort to participate. There are options for extra credit (see last page of this syllabus).**

6. **Quizzes:** At any time, I can give a "pop quiz". **Quizzes cannot be made up, and your missed points will be deducted from your point total at the end of the semester.**

7. **Extra Credit:** See below

Grading Scale

1000-900 = A

899-800 = B

799-700 = C

699 ↓ = NC

Overall Course Scale

100-90% = A

89-80% = B

79-70% = C

69% and Below = N/C

EXTRA CREDIT (OPTIONAL and ONGOING)

All 3 of these Extra Credit options can be turned into DROPBOX at any time throughout the course, but they **MUST** be submitted **NO LATER THAN THE LAST DAY OF CLASS by 9am. At no time can you request additional extra credit.**

3 OPTIONS: 10 points each

1. **HOME GROUP ADDITIONAL MEETING**

Meet with your groups for a "non-required" meeting. That meeting can cover anything course related. While there, type up the following information and have a group member place it in the Group Drop Box for credit: .

- A. What were the objectives of the meeting? What did you set out to share, learn, do or accomplish?
- B. Summarize the outcomes/accomplishments of the meeting - what DID you learn, share, do or accomplish?
- C. Be sure to write the names of ONLY those who are in attendance on the submitted document

2. **PURDUE OWL**

Visit Purdue Writing Lab online individually. Spend at least one hour studying some aspect of writing. Then add to drop box the following:

- A. What were your objectives for visiting Purdue OWL?
- B. What were the outcomes? What did you learn?

3. **EIU WRITING CENTER**

Have a tutorial with EIU's Writing Center over anything writing related. Once complete, do a write up that provides me with the date, time, and topic of discussion. Also, let me know if it was a valuable session or not and provide your reasoning. Submit to Drop Box.

ATTENDANCE, ABSENCES, LATE WORK AND EXPECTATIONS:

Attendance: Even though I do take roll each class session, I do not have an attendance policy that reduces your overall grade based on absences. However, this is a course based on writing where you will be actively composing and collaborating, so a great deal of time working--during class sessions, on D2L, and on your own--is required. When not engaged on a daily basis in this course, the quality of your work will greatly suffer. As a matter of fact, if I see that you have missed two class sessions or assignments in a row without contacting me as to why, then I will contact you to schedule a conference. I want to keep you on track! If this doesn't work, I may utilize the Early Alert System (see "Expectations #3" below and "RESOURCES" p.8 for more information). At the beginning of each class session, I will **close and lock the door for security purposes. No one will be allowed inside thereafter. Thus, it is important to take care of your food, drink, bathroom and phone needs BEFORE the start of class. Exiting the room is for emergency purposes only or to permanently leave the class session.**

Absences

Please notify me ahead of time if any properly verifiable absences do occur that get in the way of due dates. Properly verifiable absences must be dated and may include:

- Letter from university leadership (coach, professor, advisor, military officer, registrar, etc.)
- Doctor's note describing the nature of the illness and the requirement to miss classwork or deadlines. If this happens, PLEASE CONTACT THE UNIVERSITY REGISTRAR and notify, officially, all of your professors.
- Court documents, police reports, etc. that coincide with adequately preparing for due dates.
- ER visit notification that coincides with adequately preparing for due dates.
- Supervisor note from a volunteer emergency work situation.
- <https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2803&ChapterID=18>
- Other documentation accepted at my discretion.

For more information on EIU's Absence policy: <https://castle.eiu.edu/auditing/043.php>. In the event of an **absence**, it is expected that you will get **any work to me ahead of time**. If an absence is "excused", and formal documentation has been given, you may be permitted to make up assignments at my convenience and discretion.

Late Work

I do not accept late work. Most assignments will be submitted to D2L TURNITIN and will be given a date and time for submission. Drop Boxes close after that specified due date. Furthermore, any in-class work must be submitted on time when I designate such, i.e. classroom discussion questions, in-class writings, pop quizzes, group activities/presentations, etc. If you do not meet a D2L due date or if you are not in class when an informal assignment is collected there, **then you receive 0 on that item.**

Optional Revision: It's always in your best interest to submit all mandatory essays by the due date, for **revision is an option for mandatory essays 1 and 2.**

Optional Extension: You have the opportunity to use one extension on mandatory essays 1, 2, 3 or 4. If an extension is to be granted, first communicate with me about the situation **prior to the due date**. Early communication can be done via email or during office hours. I typically grant an extension of a day or two for the requested late assignment.

Final Exam: Be it a final exam, essay, or presentation, the final **cannot be completed early and cannot be made up.**

Expectations

1. **DO NOT WAIT UNTIL A DEADLINE TO SUBMIT COURSEWORK:** Submit assignments early to allow for any issues that might arise. This bears repeating again: Having "technology issues" is **NOT a valid excuse for late work** unless the D2L server is officially inaccessible to all users, myself included. **You need to have a backup technology plan for issues that may arise on your end.**
2. Failure to complete the mandatory writing assignments (those marked with * in "Evaluation") will result in a grade of N/C for the course regardless of point totals!
3. If I see you struggling in the course (especially if you are not present, are missing due dates, etc.), I will contact you AND/OR I will use the University's Early Alert system, which means your RA (if you live on campus) or someone from the Academic Success Center will try to contact you to offer help. This isn't meant to "get you in trouble," but to help you avoid trouble. See information on page 8 under RESOURCES to learn more about the EAS.
4. PLEASE CHECK D2L and EIU CAMPUS MAIL EVERY DAY especially if you don't receive the pulse notifications. If there are important notifications, I will issue a NEWS NOTE. If D2L is down, I will move the announcements to campus email. It's good to check both daily for other reasons.

5. AT ALL TIMES, PROPER COURSE CONDUCT AND (N)ETIQUETTE WILL BE PRACTICED- BOTH IN THE CLASSROOM AND IN ANY WRITTEN COMMUNICATIONS BETWEEN ME AND OTHER CLASS MEMBERS. Cursing, intimidation, lying, and harassment are behaviors that I do not tolerate in my course. Such behavior will receive immediate course dismissal as well as documentation with the University's Office of Student Accountability and Support. Cordial interaction with one another and with me is a critical element to succeeding in this course; when in place, it contributes to more enjoyable and productive communication.

The following are ***tips for interacting*** online via email, discussion board messages, or synchronous group work activities:

- The person receiving your message is someone like you, who deserves and appreciates courtesy and respect.
 - Be brief. Succinct, thoughtful messages have the greatest effect.
 - Your messages reflect on you personally; take time to make sure that you are proud of their form and content.
 - **Use descriptive subject headings in your emails ALONG WITH YOUR COURSE AND SECTION NUMBER.**
 - Think about your audience and the relevance of your messages.
 - Be careful when you use humor and sarcasm; absent the voice inflections and body language that aid face-to-face communication, electronic messages are easy to misinterpret.
 - When making follow-up comments, summarize the parts of the message to which you are responding.
 - Avoid repeating what has already been said; needless repetition is ineffective communication.
 - Cite appropriate references whenever using someone else's ideas, thoughts, or words.
 - Before emailing me or any professors, read Portwood-Stacer's "How to Email your Professor (w/o being annoying AF)" and follow its guidelines: <https://medium.com/@lportwoodstacer/how-to-email-your-professor-without-being-annoying-af-cf64ae0e4087>
 - If you have a question that is not easily and quickly addressed in an email to me, your FIRST line of communication is to set up an appointment or visit me during office hours.
6. Electronics: Stay off your phones. Period. Please discretely dismiss yourself from the room if you **must** use your phone. If you need to take it out to put your assignment into a calendar or to use it for course related tasks, please ask first. Use personal computers ONLY when course related. **Anyone who is found using personal electronics for anything non-course related or found tampering with classroom equipment/EIU computers in the classroom is subject to course dismissal.**
7. Submit a personal sample writing to EIU's Electronic Writing Portfolio for either 1001G or 1002G (See p7 below)
8. **REVISION:** Items submitted are expected to have been fully revised before submission, for revision is ongoing and is an expectation for any work prior to its submission. With that said, after being graded, I will allow unit essays 1 and 2 to be revised if, and only if, you had met with me during the optional conference times. If you blew off the opportunity to see me prior to a deadline, then you did not earn the right to revise after the deadline.

Time allotted for revision is one week from the day the initial grade has been issued to you. No later! I will not grade revisions unless the original graded document is submitted with it and/or if you had not met with me in conference prior to its original due date. If you make substantial improvements, your grade should improve; however, if you provide a half-hearted revision that doesn't address the issues of substance that I addressed in comments, you're likely not to earn a much higher grade if a higher one at all. Revision work for unit essays 4 and 5 are automatically built into the course and revision is expected before their submissions. After their grades are issued, essays 4 and 5 cannot be revised for a better grade.

I expect sound revision strategies. If you want to understand what I mean by "sound revision strategies", visit: <https://www.eiu.edu/writing/points.php>

NOTE: I expect **deep revision**, not just surface editing. For more information about editing and proofreading: <https://www.eiu.edu/writing/tips.php>

ACADEMIC HONESTY AND PLAGIARISM:

You are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct (<http://www.eiu.edu/judicial/studentconductcode.php>). Violations will be reported to the Office of Student Standards. To honor and protect their own work and that of others, you must give credit to proprietary sources that are used for course work. It is assumed that any information that is not documented is either common knowledge in that field or is your own original work.

Academic Honesty:

- documenting all proprietary information that is received from outside sources, including books, articles, websites, lectures, interviews, television, radio, etc.
- putting quotation marks around the words that were written or spoken by someone other than oneself.
- applying this standard to all assignments (papers, take home exams, presentations, etc.).

Plagiarism:

To present someone else's work or ideas as one's own is plagiarism. You commit plagiarism by:

- copying, word for word, someone else's writing without putting that passage in quotation marks and identifying the source.
- taking someone else's writing, changing some of the words, and not identifying the source;
- taking someone else's ideas or organization of ideas, putting them into his/her own words and not identifying the source;
- having someone else change your writing—a tutor, friend, or relative, for instance—and creating the impression that this is your own work; or
- purchasing or downloading papers or passages from the Web.

The English Department's statement concerning plagiarism is this: 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 Office of Student Standards. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.

Eastern Illinois University is committed to the learning process and academic integrity that is defined in the Student Conduct Code (1.1). To encourage original and authentic written work, any written assignment created in this course may be submitted for review to Turnitin.com and will become a searchable document with the Turnitin-protected and restricted use database. **Each formal essay submitted to drop box will be automatically ran through Turnitin.**

EWP—ELECTRONIC WRITING PORTFOLIO

IMPORTANT FOR GRADUATION: You MAY submit an essay from ENG 1001, a "writing centered" course, for inclusion in a university-required electronic portfolio. **The deadline for submitting the essay to the EWP for this section of 1001 is NO LATER THAN WEDNESDAY OF FINALS WEEK by 9am, although you may submit any time prior to that date.** 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 <https://www.eiu.edu/assess/ewpmain.php>

RESOURCES

INFORMATION FOR STUDENTS WITH DISABILITIES: If you have a documented disability in need of accommodations to fully participate in this class, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by McAfee Rm 1210, or call 217-581-6583 to make an appointment.
<https://www.eiu.edu/disability/>

WRITING CENTER: I encourage you to use EIU's Writing Center. This free service provides one-to-one virtual conferences with writing center consultants who can help you with brainstorming, organizing, developing support, documenting your papers, and working with sentence-level concerns. The Writing Center is open to help any student from any major at any stage of his or her writing process, and its system of one-to-one conferences demonstrates value and respect for individual writers, all of whom can benefit from feedback about their works in progress. To schedule a virtual appointment, visit this link: <https://www.eiu.edu/writing/>

THE STUDENT SUCCESS CENTER: If you are having difficulty achieving your academic goals, I encourage you to contact the Student Success Center <https://www.eiu.edu/success/> for assistance with time management, text taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to McAfee, Room 1301.

EARLY ALERT SYSTEM: EIU maintains an Early Alert System (EAS) to help you know when you are not performing up to academic standards. Alerts may be given for poor attendance, not turning work in on time, or doing poorly on an assignment or test. EAS staff will contact you to help you find resources to help you be a successful student. Resources may include time management, study skills, test-taking, finding tutors, or other resources related to academic issues. I will use the EAS if I believe you could benefit from talking to a success coach about these issues.

RESOURCES FOR STUDENT WELL-BEING: You can find a list of resources here: [https://www.eiu.edu/fdic/Student%20 Well-Being_26-July-2022.pdf](https://www.eiu.edu/fdic/Student%20Well-Being_26-July-2022.pdf).

KEY DATES FOR COURSE ADDS/DROPS

As per the 2022/2023 EIU Academic Calendar: <https://www.eiu.edu/registra/files/2022-2023AcademicCalendar.pdf>

- August 26: Last day to add a class
- Sept. 2: Last day to drop a course with no grade
- September 2: Last day to withdraw from a course with full tuition and fees refund
- September 19: Last day to withdraw from classes with 50% tuition and fees refund
- November 4: Last day to withdraw from a class

If you have questions about these deadlines, contact the Registrar [\(217\) 581-3511](tel:2175813511), [\(217\) 581-3831](tel:2175813831), records@eiu.edu

PRINT OUT THE FOLLOWING TENTATIVE COURSE CALENDAR AND COMPARE IT TO D2L CALENDAR AT ALL TIMES !!!

In the event there is a discrepancy between the two, please err on the side of caution and contact me.
I typically go by *this* printed calendar rather than the D2L calendar.

This calendar is tentative and is subject to change

Note: I give credit to Professors Berry, Taylor, and Vietto for parts of this document.