

Fall 8-15-2011

ENG 1001G-007-039: Composition And Language

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10016-007
-039

ENGLISH 1001-G COURSE GUIDELINES AND POLICIES, FALL 2011

Instructor: Tammy Veach
Office: CH 3055
Office Phone 581-6295
Email: tfveach@eiu.edu
Office Hrs: 8:30 – 9 MW, 10–11 MWF, 9:15 –10 T & by appt.

Texts: Allyn and Bacon, *Guide to Writing, 5th Brief Edition*
Goshgarian, *The Contemporary Reader*.
Graff & Birkenstein, *They Say, I Say: Moves that Matter
in Academic Writing*
Fowler & Aaron, *The Little, Brown Handbook*

COURSE DESCRIPTION & OBJECTIVES: *What to say when we write and the way to say it* will be our main concerns as we explore the power and the many purposes of written language. Over the course of the semester, you will build skills in critical thinking and in organizing, drafting, revising, and editing essays. This course is designed to help you develop a critical eye, independent thoughts, and an individual voice for your writing as you compose a variety of essays.

SPECIAL INFORMATION ABOUT ENG 1001-G AND ABOUT THE EWP: Students enrolled in 1001-G must have scored at least a 15 on the English section of the ACT. See me immediately if you scored a 14 or below or if you have no ACT score on file with EIU. As a graduation requirement, you must submit 3 essays to be included in your Electronic Writing Portfolio; you may choose to submit an essay from this class to help fulfill that obligation. Please go to www.eiu.edu/~assess/ewpmain.php for complete information regarding the EWP.

ASSIGNMENTS, ATTENDANCE, MAKE-UP WORK, AND LATE WORK:

- Please check your EIU email account regularly for pertinent information. All class handouts will be sent to you via email attachment, which you will need to print/read/analyze before class. (Hard copies will not be available in class.)
- If you are absent, it is your responsibility to find out what you missed and if changes were made to our tentative syllabus while you were gone. Your regular attendance is important -- due to the interactive nature of this course, much of what we do simply cannot be replicated, even if your absence is excused.
- Excused absences are granted only for **serious and verifiable** reasons (such as illness documented with a doctor's note), NOT for matters of convenience or for appointments that should be scheduled during your free time (e.g. travel arrangements, oversleeping, appointments with your advisor or tutor, etc.), **nor for illnesses or emergencies for which you have failed to provide verification**. You must initiate process of documenting your absence as excusable; merely calling or emailing to say you will miss class is **NOT** acceptable verification of the legitimacy of your absence. I **reserve the right to determine what is/is not an excused absence and will follow university policies in doing so**.
- Attendance is recorded daily; unexcused absences will substantially hurt your grade, especially as follows:
 1. In-class work (quizzes, writing exercises, etc.) can be made up only if your absence is excused
 2. Late work is graded down one letter grade for each day it's late, unless due to an excused absence
 3. Part of your final grade is based upon daily activities: contributions to class discussions, daily grammar or writing, a presentation, peer evaluation, conferences, and other activities that can be completed only if you're here.
- Absences on assignment due dates, test dates, or conference dates will require strong verification before make-up privileges will be granted or before late penalties will be waived.
- If your absence is excused, late/ make-up work must be completed promptly. If you were absent on the day an assignment was due, you must turn it in the day you return to avoid penalty. In general you will have as much time for make-up work as you were absent (e.g. if you miss 1 class, make-up work is due 1 class after you return).
- If participating in an official EIU activity, work you'll miss must be completed in advance. Remind me (not just a list of dates in a letter), allowing yourself enough time to complete assignments before you leave.
- In the event of a catastrophic situation that causes you to miss class for an extended period (such as a serious illness or a death or family emergency that causes you to return home), contact the office of the Vice President for Student Affairs at 581-3221, who will notify me (and your other instructors) and assist in the verification process.
- **No assignments will be accepted more than one week after the due date; a zero will be recorded.**

CLASSROOM ETIQUETTE: Demonstrating courtesy to others is important in this class. Please listen while another person is speaking, put your cell phone on vibrate, refrain from all texting/emailing in class, stay awake and alert (no iPods, head phones, etc.), and respectfully handle points of view that differ from your own. Problems in these areas may result in your dismissal from class that day and will adversely affect your daily grade. Class etiquette includes arriving prepared and on time. Rare lateness of a minute or two is not an issue, but being frequently late or several minutes late is, and I will assign penalties including non-admittance to class and/or counting it as an unexcused absence for frequent or blatant violators.

INFORMATION FOR STUDENTS WITH DISABILITIES: Contact the Coordinator of the Office of Disability Services (581-6583) as early in the term as possible if you have a documented disability and wish to receive academic accommodations. Please let me know as well, as early in the semester as possible.

GRADING: English department standards will be used to determine grades on all written work, rather stringent guidelines that evaluate not only the quality and development of your ideas, but also your style, organization, grammatical proficiency, etc. While you will be graded on a variety of activities, the quality of your writing will largely determine your grade in this class. In calculating your semester grade, I will use a 90-80-70% scale. I anticipate assigning a total of 1,000 points, thus 900 - 1,000 for an A, 800-899 for a B, 700 - 799 for a C, but I reserve the right to make changes (such as adding or deleting essays, quizzes or other assignments) that may affect the semester point total, though I will still grade on a 90-80-70% scale. For a variety of reasons (including the fact that you will have the opportunity to earn extra credit through a service learning project and essay), I do not round off grades; for example, 799 points or 79.9% still equals a C. English 1001-G is graded on an A, B, C, and NC (no credit) basis, **so you must earn 70% (tentatively 700 points) to pass this class.**

TENTATIVE REQUIREMENTS AND THEIR POINT TOTALS:

- **Essays, 850 points** -- You are required to submit all work on your essays, from beginning to end -- notes, brainstorming, rough drafts (save/print a copy of each rough draft before new revisions), and final draft:
 - Essay 1, Narrative, minimum length of 750 words, mandatory conferences, worth 100 points
 - Essay 2, Analysis of movie viewed in class; minimum length of 1,000 words, worth 150 points. Service learning option worth up to 50 points extra credit also connected to this assignment.
 - Essay 3, Persuasion, minimum length of 1,000 words, worth 150 points
 - Essay 4, Collaborative Research, 2,500 - 3,000 words, worth 200 points; mandatory conferences and brief group presentation worth 50 points required
 - Essay 5, Revision of your choice of essays 1, 2, or 3, worth 200 points (150 for the essay itself; 50 for the changes made); EWP submission encouraged
- **Peer Evaluation and Conference Preparation, 50 points** -- You will be given specific instructions on what to include in your responses to classmates' essays (which must be emailed to both the classmate and me) and what things to bring with you to both of the mandatory conferences we'll have this semester.
- **Daily Activities -- participation in class discussions, in-class writing, and other in-class activities-- 100 points:** Your participation in this class on a day-to-day basis is crucial -- you must show up and you must participate in class activities -- BOTH factors will weigh heavily in determining your daily grade. Participation means more than just showing up but sitting silently. Other factors affecting your participation grade include completing all assignments; finishing daily writing or grammar exercises; contributing to class discussion; having a positive attitude; being punctual, prepared for, and attentive during class and conferences; and treating your classmates and teacher with respect.

RETURN OF ESSAYS/ TEACHER COMMENTS: You will receive detailed comments from me on all major writing assignments -- not only to explain the grade you received but to help you improve as a writer. Be sure to read the comments and to discuss them with me if you have any questions. Because of the length of time I devote to reading and commenting upon your essays, expect them to be returned no sooner than 1 week after I receive them.

EMAIL, VOICE MAIL, LONG-DISTANCE NUMBERS: I encourage you to contact me when you have questions about class. If emailing, please include your name in the subject heading or sign your message! I will respond to your message as soon as I receive it, so if I haven't replied within 24 hours, re-send because I probably didn't receive it (exception: weekends). You may also call me at my office number. If I'm not in, leave a voice-mail message INCLUDING YOUR PHONE NUMBER; I'll get back to you ASAP, though I'll caution you that I don't always pick up voice mail when I'm off campus (email is preferred). Please note: I can only return your call if you leave a local number (581, 345 or 348 prefixes); my department is charged for calls placed to cell phones and long-distance numbers and we do not have the budget to make such calls, so please leave a local number for call-backs -- or email me, talk to me before or after class, or drop by my office during office hours instead.

CONFERENCES, FEEDBACK ON ROUGH DRAFTS, ETC.: CONFERENCES, FEEDBACK ON ROUGH DRAFTS, ETC.:

We will have mandatory conferences on Essays 1 and 4 to discuss your rough drafts (class will be cancelled for face-to-face meetings with each of you), and I encourage you to come by my office any time you have questions. If my office hours don't fit your schedule, we will strive to arrange a conference at a mutually-convenient time. I will use conferences to answer questions and to address global issues in your work rather than to clean up your grammar, typos, etc., so be prepared to be your own editor. Finally, please do not wait until the last minute to ask for my advice. I cannot guarantee that I will be able to respond if you're contacting me just a few days before your essay is due; I will answer as many questions as possible on a first-come, first-served basis but may not be able to respond to all questions or conference requests due to time constraints. Consider the Writing Center as another option.

COMPUTER ETIQUETTE AND SPECIAL INFO FOR ETIC SECTIONS (those meeting in rooms 3120, 3130, 3140, or 3210): To maximize English classes' access to the computer lab, we'll alternate weeks between the lab and a regular classroom (paired as either 3210/3140 or 3120/3130) -- consult your syllabus for each week's room assignment. The technology will enhance our class, making it easier for us to write and revise our work, to share our writing, to locate information using the Internet, etc., but our emphasis will be placed upon writing and analyzing the assigned literature, assisted by technology when appropriate, rather than focusing on computer skills. Note that the computers and printers in the ETIC are to be used only for your work in this class and only when I've instructed you to do so. If you use a computer or printer at unauthorized times, for purposes other than our work in this class (email, Internet surfing, doing assignments for other classes, etc.), or for offensive purposes (visiting racist, sexist, or pornographic sites, etc.), you will be asked to leave. Because of the English department's limited budget, you may not use the printers except to print in-class writing; please use your own printer for formal essay assignments, Internet research, etc.

A QUICK NOTE ON RESEARCH: In order to pass this class, you must write an essay in which you incorporate material from outside sources (Essay #4). We will review research methods and MLA parenthetical documentation, but that won't be enough if research writing is new to you, so see me IMMEDIATELY if 1) you've never written a research paper, 2) you've never used MLA documentation, or 3) you've had problems on previous research assignments (particularly with weak sources, documentation, or plagiarism) -- you'll need to allow time for extra conferences and instruction outside of class for this assignment, so please let me know ahead of time so I can make extra time for you.

ENGLISH DEPARTMENT'S 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 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.

MORE ON PLAGIARISM, ACADEMIC DISHONESTY, AND SEEKING APPROPRIATE HELP WITH YOUR WRITING:

Plagiarism means taking the words or ideas of another person and passing them off as your own. To avoid it, take special care when using outside sources (including Internet sites): if you incorporate such material into your work, you must follow MLA documentation guidelines to cite in parentheses each author and page number after any sentences that include this material (and include a Works Cited page with complete bibliographic information). If you use both ideas and wording from a source, it's not enough just to cite author and page number; you must also use quotation marks around sentences, phrases, or even key terms taken verbatim from this source. Failure to cite AND use quotation marks around "borrowed" language is plagiarism. If you have any questions about incorporating or citing material from sources, please see me.

Even if you're not using outside sources, you must still make sure that all of the work is your own and that it has been developed for this class. If you have problems with your writing, you need to develop the skills necessary to overcome those problems, and I'm here to help you do that, but it won't happen magically or effortlessly or overnight. However, even though it takes hard work and is often a slow process, it's a far better choice than cheating. In addition, please do not attempt to submit work that you've written for another class. If you have a previous or concurrent assignment that you would like to modify for this class, you must get specific permission from me and must be willing to make significant changes to the work - no recycled papers from high school or other college courses!!!

Acceptable help with your writing: consulting with me; working with members of your peer evaluation group, who are instructed to respond to your work following specific guidelines and restrictions explained in class; seeking tutoring from the ENG department graduate assistants in the Writing Center (Coleman Hall 3110), who will help you with your writing, but without doing the work for you (tutoring, not proofreading). While it is helpful to seek the feedback of others when you write, please don't ask your family, friends, the English major on your floor, or anyone else, to "fix" your paper for you – see below. If you are using a tutor other than at the Writing Center, please have him/her email me with a time we can meet to discuss these guidelines so this person doesn't end up causing you to inadvertently commit an act of academic dishonesty.

Unacceptable help with your writing: You must turn in your own work. It is unacceptable to take any of these obvious shortcuts: having someone edit or polish your assignment for you; having anyone else write or rewrite all or a portion of your essay, having someone else identify and correct your grammatical mistakes for you; taking anyone else's ideas and/or words and/or efforts and passing them off as your own; submitting an essay in which any portion has come from anyone else's essay (including fraternity and sorority files) or from an Internet site, term paper company, or any other "cheater" source, or submitting without permission an essay you wrote for another class, past or present.. Remember: I enforce my department's plagiarism policy to the fullest and impose similar penalties for all incidents involving academic dishonesty.

Please note that the F gained through plagiarism or academic dishonesty has a disastrous impact on your grade point average, but an NC gained honestly has no harmful effects upon your GPA. And by working hard, you might find yourself raising your skill level, and thus your grade, to the C level -- or even higher! -- the honest way!

I wish each of you the best of luck this semester -- and am happy to point out that only the few of you who refuse to do the necessary work for this class will be affected by most of these policies. For the rest of you -- together we will work hard, but I hope we'll also have fun along the way. I hope not only to challenge you this semester, but also to encourage you, to inspire you, and to delight in your success. Welcome to my class, and I hope you'll soon feel that it is OUR class. I'm looking forward to a great semester with you!

ENG 1001-G, Veach -- Fall 2011 Tentative Syllabus
Sections 007 (9 – 9:50 MWF) and 039 (2:00 - 2:50 MWF), CH 3120/3230
Office 3055 Coleman Hall, Office Hrs: 8:30 – 9 MW, 10 – 11 MWF, 9:15 – 10 T, and by appt.

Reminders:

- We alternate between a computer lab (3120) and a regular classroom (3130) on a weekly basis -- see below.
- Bring *The Little, Brown Handbook* (LBH) to class EVERY DAY!! We will frequently utilize remaining time near the end of class for impromptu work with grammar and style using this textbook.
- Reading assignments are to be completed BEFORE coming to class on the date listed; bring book to class
- Since this is a tentative syllabus, expect changes as needs arise.
- Abbreviations of texts used: A & B = *The Allyn and Bacon Guide to Writing*; CR = *The Contemporary Reader*; TSIS = *They Say, I Say*; LBH = *The Little, Brown Handbook*; H = handout

Week 1, Coleman Hall (CH) Room 3120

- M (8/22) Introduction to course and policies; get acquainted
W (8/24) Service Learning Extra Credit assignment explained; in-class writing sample
F (8/26) How do you know if it's good writing? (A & B pp. 5 – 26); bring in something you believe is well-written.

Week 2, CH 3130

- M (8/29) Writing process: read/discuss A & B pp. 28 – 48; in-class writing activity (audience)
W (8/31) Share audience assignment in class; writing vividly (A & B pp. 89 – 108); Narrative Essay assigned.
F (9/2) Sample narrative essays: Read CR "A's for Everyone!" pp. 417 – 23 and "Home Invasion" (H).

Week 3, CH 3120 (W) and my office (3055) for Conferences on Friday

- M (9/5) LABOR DAY; NO CLASS
W (9/7) Further discussion of narrative writing: A & B 150 – 174 and in-class work on your essays – bring 2 copies of your rough draft to class!
F (9/9) NO CLASS -- Conferences over Essay # 1; bring rough draft and reviews from your peers

Week 4, CH 3055 (my office) for Conferences

- M (9/12) NO CLASS -- conferences continue
W (9/14) " "
F (9/16) NO CLASS – Final day of Conferences!!

Week 5, CH 3120

- M (9/19) Style and Grammar – read A & B pp. 67-75 and check email for handouts
W (9/21) **Narrative Essay is DUE!!!!** Analysis Essay assigned. Rhetorical Reading (A & B pp. 114 – 117) and Strong Response Writing (A & B pp. 121 – 127).
F (9/23) Read "Male Bashing on TV" (CR pp. 342-47) and "The Men We Carry in Our Minds" (CR pp. 349-352). Stereotypes in popular culture log assigned.

Week 6, CH 3130

- M (9/26) "Inequality, Race, and Remedy" (CR pp. 485-490), "People Like Us" (CR pp. 491-96), and "Homeward Bound" (CR 396-404).
W (9/28) Stereotypes Log Due. Read A & B Chapter 13, Analyzing and Synthesizing Ideas (pp. 346 – 76).
F (9/30) Narrative essays returned (tentative). Begin watching *Pay It Forward*

Week 7, CH 3120

- M (10/3) *Pay It Forward*, continued
W (10/5) Finish *Pay It Forward*; discuss connections to analysis assignment.
F (10/7) In-class work on analysis assignment; bring rough draft to work on and any questions you have

Week 8, CH 3130

- M (10/10) **Essay 2 (analysis) Due!!!!** Persuasive Essay assigned; Read A & B 377 - 422
W (10/12) Persuasive writing – campus issues
F (10/14) **Fall Break!! No Class!!**

Week 9, CH 3120

- M (10/17) Taking a stand. Read LBH pp. 176 - 215
W (10/19) Considering/refuting the opposition. Read A & B 389 - 92
F (10/21) Peer evaluation of persuasive essays; bring 2 copies of your draft to class

Week 10, CH 3130

- M (10/24) **Essay 3 (persuasion) due!** Essay # 4 (Collaborative Research) assigned and groups chosen.
Background on research writing (choosing and narrowing a topic, searching for and evaluating sources.
Review LBH pp. 548 – 60
W (10/26) Using sources, gathering information, taking notes: LBH pp. 604 – 625 and A & B 573 – 610.
Group topic due
F (10/28) In-class work on the research paper – bring sources, notes, etc. to class. **List of preliminary sources and written source evaluations due!**

Week 11, CH 3120

- M (10/31) Quoting, paraphrasing, and avoiding plagiarism: LBH pp. 626 – 635, A & B 624 – 41 and H (ck. email)
W (11/2) Plagiarism quiz. Writing workshop over persuasive essay. **Group's written plan/division of labor due.**
F (11/4) Sample research paper discussed (print copy from email). **Note card/ progress check**

Week 12, CH 3130

- M (11/7) Progress check and in-class work day– bring all work to class (notes, sources, outlines, thesis, etc.).
Revision Essay assignment available for those who want a head-start.
W (11/9) No Class -- group conferences on research paper – held in room 3130
F (11/11) " " -- conferences continue in room 3130. See me during office hours if you have questions!

Week 13, CH 3120 -- No class all week as conferences continue – held in room 3120

- M (11/14) and W (11/16) – Conferences; See me during office hours if you have questions!
F (11/18) Available in my office 8:30 - 11 to answer your remaining questions.

Week 14 -- Thanksgiving break; no class

Week 15, CH 3130

- M (11/28) In-class work on research paper or presentation; Essay 5 (revision) formally assigned
W (11/30) **Essay # 4 (Research) and all supporting materials due at start of class; no late papers accepted.** In-class work on presentation or essay 5
F (12/2) **Research presentations given in class TODAY!! No make-ups!**

Week 16, CH 3120

- M (12/5) In-class work on revision assignment. **Last Chance to Turn In Extra Credit/ Service Learning Essay!**
W (12/7) Optional class – come to class if you need help with your revision assignment
F (12/9) Last class day; **Essay # 5 (revision) due by end of class (9:50)!**

Week 17 -- Finals Week -- No final exam in ENG 1001-G! Good luck on your finals in other classes!