

Fall 8-15-2011

ENG 1001G-016: Composition And Language

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Eastern Illinois University

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GUIDELINES
ENGLISH 1001
Fall 2011

1. CONTACT INFORMATION

YOUR INSTRUCTOR

Ned Huston (Mr. Lucky)
Office: 3762 Coleman Hall
Phone: 581-6319
Home: 345-2288
E-mail: nshuston@eiu.edu
Mailbox: 3155 Coleman Hall
English Department Office: 3135 Coleman Hall

OFFICE HOURS:

11:00-12:50 Monday,
Wednesday & Friday
and by appointment

No office hours during
holidays or vacations or
after Dec. 9

CLASSES FOR FALL 2011:

English 1001 Composition and Language	016	10:00-10:50 MWF in 2120 Coleman
English 1001 Composition and Language	036	1:00-1:50 MWF in 3290 Coleman
English 1002 Composition and Literature	012	3:00-3:15 MW in 3609 Coleman

Students who have an ACT score in English of 14 or below, or who have no test scores on file with the university, must pass English 1000 before enrolling in English 1001.

E-MAIL

Students should check their e-mail between classes for news about assignments, conferences, grades, and other matters. E-mail the instructor with any questions. Most inquiries will be answered promptly, but some may take up to 24 hours. The instructor checks his e-mail infrequently on nights and weekends.

STUDENTS WITH DISABILITIES

If you have a documented disability and wish to discuss academic accommodations, please contact the Office of Disability Services at 581-6583 (9th Street Hall)

2. TEXTBOOKS AND SUPPLIES

TEXTBOOKS Make sure textbook rental gives you the right books!
The Allyn & Bacon Guide to Writing (5th Ed.) by Ramage, Bean, & Johnson
The Little Brown Handbook (Eleventh edition) by Fowler and Aaron
They Say, I Say by Graff and Birkenstein
The Norton Reader (shorter 12th edition) by Peterson and Brereton
A Hardback Dictionary

SUPPLIES NEEDED FOR THIS COURSE

a notebook to keep notes in and to keep a journal in
2 or more pens with blue or black ink to use to write in the journal, plus a third pen with a different color of ink
2 (or more) 2-pocket folders to hold class handouts and writings.
Bring both pens and notebook to every class. Bring books as assigned.

3. ATTENDANCE POLICY

ATTENDING CLASS

Class attendance is required in English 1001. Do not come late to class.

The scheduled research visits to the library are also required. Students who miss Library Visits without an excused absence will fail the research essay.

Students should meet with the instructor immediately after returning to class after an absence to set up dates for making up assignments missed due to an excused absence.

EXCUSED ABSENCES

To earn an excused absence for illness (or another acceptable reason), a student must contact the instructor by phone or e-mail or in person prior to the absence.

Do not come to class sick and infect other students. Stay in bed, recuperate, and ask for an excused absence.

Students who are ill (or recovering in bed) should keep up with their assigned work unless they are incapable of doing so. They should have a friend or another student deliver and pick up their assignments so they don't fall behind.

Acceptable reasons for excused absences include: infectious illness, illness requiring bed rest, hospitalization, the necessity of attending a funeral of a close relative, leaving town as a member of a student organization to an EIU-sponsored event, or answering a summons to appear in court

Class comes first. All other activities must be scheduled around class, not during class. Thus, the following are not acceptable excuses for missing class: forgetting or oversleeping, attending a fraternity or sorority event, attending a review session for another class, a family vacation or get-together, a doctor's or dentist's appointment, an appointment with an advisor, counselor, or resident assistant, a minor non-infectious illness, missing a bus, a train, or a flight, travel delays or car problems, a "ride" leaving early, weather delays lasting less than 24 hours.

Make plans to be on campus at least 24 hours before class time to avoid missing class because of travel delays. Arrange rides and tickets to ensure your departure time is after, not before class or conferences.

PENALTIES FOR ABSENCE AND TARDINESS

Students who miss class without an excused absence will not be allowed to make up missed points. Tardy students will be counted absent and may be excluded from class.

Attendance at conferences is required, and students who miss a conference without an excused absence will lose 10 points for each essay conference missed and 5 points for each revision conference missed.

10 ABSENCE LIMIT

To get credit in this class, you must attend. **Students who miss more than 10 classes for ANY reason will not receive credit in the course.**

4. COURSE OBJECTIVES

COURSE OBJECTIVES

In English 1001, students are expected to achieve and demonstrate competence in reading and writing and doing analysis and research at the college level. They should learn how to read texts critically, how to conduct research, and how to write essays, including research essays.

BROADER OBJECTIVES

This course is intended to teach you how to think, how to achieve, and how to be a better student. You should develop skills of critical thinking while also remaining open minded and tolerant of cultural diversity. Skills taught should help you become a success in intellectual and other endeavors even outside of college

5. WRITING REQUIREMENTS

FORMAT FOR WRITTEN WORK

For all written work:

- Use margins of at least one inch on top, bottom, and sides.
- Use black ink for printed work, black or blue ink for handwritten work.
- For typed work, use 8 1/2 by 11 inch white paper.

For Essays:

- Write on one side of the paper only.
- Paper clip, don't staple, your essays.
- Double space. If you are hand-writing, skip every other line.
- If writing by hand, you may use pages torn out of the journal, but trim the left edge so it is even.

For Journal Entries:

See Journal Guidelines at the end of this handout.

THE WRITING CENTER

If you struggle with writing in this class or in another, I encourage you to visit The Writing Center in 3110 Coleman Hall for help. To schedule an appointment, drop by or call 581-5929. The Writing Center is open Mon. through Thurs. 9am-3pm, 6pm-9pm and on Friday from 9am to 1pm. The Writing Center seeks to help any student from any major at any stage of his or her writing process. This free service provides one-to-one conferences with writing center consultants who value and respect their writing clients.

ENGLISH DEPARTMENT'S PLAGIARISM POLICY

"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 the 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. Respect for the work of others should encompass all formats, including print, electronic, and oral sources."

6. CONFERENCE REQUIREMENTS

After you have turned in your essay for grading, the instructor will go over it with you one-on-one in a 15 minute conference (30 minutes for the research essay). These conferences will usually be scheduled out of class. Scheduling for these conferences will take place during the first or second week of classes so students can plan their future schedules around these conference times.

Essays will be due before the conferencing period begins so the instructor can look over the essays before the conferences.

Conferences can be rescheduled until the date the essay is due if there are any open times, or conferences can be rescheduled if the student can arrange to switch times with another student. Conferences cannot be rescheduled at the last minute except in cases of an excused absence.

7. REVISION REQUIREMENTS

After a student has received feedback about an essay, he or she will be required to do a revision of that essay, correcting errors and incorporating as many improvements as possible to the content as well as the writing. A seven minute conference will be scheduled during class time (or out of class) for the instructor to go over the revision with the student.

Revisions will be due at the onset of the revision conferencing period (and not at the conference), so the instructor can look over them ahead of time.

Revisions receive a separate grade that counts nearly one half as much as the original essay. Revisions are graded on a stricter scale than essays. Thus, a revision may receive a lower grade than the original essay if few improvements have been made or if new errors have been introduced.

Errors unmarked in an essay still count off on a revision. Students should strive to improve the essay as a whole, not just correct the errors that are marked.

Revisions must be turned in with the original graded essay so the instructor can compare the two and give full credit for improvements.

8. CLASS WORK REQUIREMENTS

TAKING NOTES OVER LECTURES AND READINGS

Students are urged to read assignments TWICE to aid them in analyzing readings.

Comprehension and retention of lectures and assigned readings is required. Students will be graded on their understanding and memory of course content. To aid in remembering, students are required to take notes over lectures and type class notes in complete sentences.

With an excused absence, a student can make up missed notes by borrowing notes from another student and hand writing them, giving credit to the original note taker.

9. DEADLINES AND LATE WORK

LATE WORK POLICY

No late work will be accepted. Early work gets extra credit.

Because handwritten work will be accepted for writing assignments in English 1001, excuses involving computers will not be accepted for late work. If you intend to use a computer for your written assignments, plan ahead for such problems as hard-drive failure, disk failure, printer failure, power failure, computer malfunction, printer malfunction, data loss, files not opening, etc. Know where you can find another workable computer to use if yours quits. Give yourself enough lead time before the due date to switch computers and reformat your work, if necessary. Back up all of your computer files. Save and print out copies of your drafts regularly.

MISSING OR LOST WORK

Students are responsible for keeping a copy of all written work submitted for credit in the course and must supply a substitute copy of that work if an assignment is missing or lost.

EXTRA CREDIT

In order to encourage early work instead of late work, the instructor offers students extra credit for submitting tests and writing assignments before the deadline (at least a day ahead but no more than one class period ahead).

Early work may be turned in to the instructor himself, may be left at his office, or may be turned in to his mailbox in room 3155 Coleman hall between 8 am and 4:30 pm Monday through Friday.

Extra Credit Points for Early Submission

Essays	4 points
Revisions	3 points
Journal Entries	1 point
Short Essay	2 points
Tests	1 point

10. FINAL COURSE GRADE

Before extra credit points are assigned and penalty points deducted, every student will have the opportunity to earn 1000 points toward their final course grade, to be determined according to the following scale:

900-1000 points (or more)	A
800-899 points	B
700-799 points	C
699 points or less	No Credit

These points can be earned in the following categories:

Journal Entries (10 points each x 5)	50
Analysis Essay (100 points each x 2)	200
Revision of Analysis Essay (50 points each x 2)	100
Short Essay (40 points each x 1)	40
Peer Reviews (10 points each x 2)	20
Exercises (5 points each x 4)	20
Tests (10 points each x 2)	20
Participations and Lecture Notes (5 points each x 26)	130
Research Paper	250
Question Sheets (10 points each x 3)	30
Quizzes (5 points each x 3)	15
Revision of Research Paper	<u>125</u>
	1000

Students may also earn deserved points through extra credit or may lose 5 or 10 points by missing class or conferences or up to 100 points by disrupting class. Students who show sustained exceptional improvement in their writing toward the end of the semester or make an exceptional contribution to the course may earn bonus points toward their final grade.

11. THE END OF THE COURSE

THE END OF THE SEMESTER

No late work will be accepted after the last day of class (Dec. 9). Incompletes are not given in English 1001. If a student has a question, appeal, request, or other business pertaining to this class, it must be settled before the end of classes. Student grades will be turned in at that time, and the instructor will schedule no further appointments or consultations with students afterwards. Any student having read this far in the Guidelines may earn 5 points extra credit by e-mailing the instructor before our next class and writing "extra credit" in the subject line.

FINAL EXAMINATION

There is no Final Examination.

12. GUIDELINES FOR JOURNAL ENTRIES

Like any other skill, writing becomes better with practice. In order to give you practice at writing and prepare you for the essay assignments, you are assigned to write 6 journal entries and 14 progress reports this semester. They are graded on effort as outlined below:

1. Journal entries must be written and turned in on time. They can be turned in a class or a day early for one or two points of extra credit.
2. Journal entries must be over 100 words in length (unless specified otherwise) – one half page long (if handwritten) and just under one half page long (or more) if typed and double-spaced in a normal font.
3. Journal entries must be devoted to a single assigned topic. That topic should be developed as much as possible in the length assigned. The writing must be divided into paragraphs of appropriate length.
4. Each journal entry should be typed or written in ink and must be given a heading (in the upper left corner of the page) comprised of the student's name, the date, and the number of the assignment (e.g. "Journal #1").
5. Each journal entry should be given a title centered at the top of the page. The title should describe the content of the entry ("Analysis of 'College Pressures'"), not the assignment number ("Assignment Number Two").
6. Topics for Journal entries will be distributed at the beginning of the semester. Excellence of content and correct format are the main criteria for the grade. For journal entries correctness of writing does not count. For typed work, use the format for written work set down in the Guidelines, section 5 and detailed in #3 and #4 above.
7. The audience for your writing is the Eastern Illinois University community. This audience is composed of intelligent, educated adults of diverse ages and backgrounds.
8. Journal entries should be written in the writer's own natural voice. They should be the work of the Journal writer alone. Outside sources of information should be credited.
9. Journal entries must be printed out and submitted in hard copy. DO NOT submit written assignments through e-mail.

LBH = Little Brown Handbook
 NOR = Norton Reader
 TSI = They Say, I Say
 A&B = Allyn & Bacon Guide
 DIC = Hardback Dictionary

Syllabus
 English 1001
 10:00 MWF
 Fall 2011

A = Activity
 D = Discussion
 L = Lecture
 E = Essay
 J = Journal
 R = Revision

Bring to		Reading for	Writing	Other
Date	Class	Topic	Next Class	Assignment
8/22		D0 Remembering L0 How to Succeed D1 Success A1 Course Online	Guidelines	Schedule Take-Home Test #1 Questionnaire Success Chart
8/24		A2 Student Survey D2 Student Success D3 Questionnaire Results		Schedule Due Student Survey Due Questionnaire Due
8/26		A3 Movie in Class: <i>A Touch of Greatness</i>	TSI 39-47	Journal #1 Take-Home Test #1 Due Success Chart Due Question Sheet #1 Prewriting #1
8/29		Quiz #1 Movie D4 Movie Quiz #2 Quotations L17 Quotations A4 Quotation Exercise	NOR 245-251	Journal #2 J #1 Due Question Sheet #1 Due Question Sheet #2
8/31		L1 Intro to Course L2 Genres L3 Analysis	A&B 41-43	J #2 Due Journal #3 Prewriting #1 Due
9/2	NOR	Quiz #3 College Pressures L6 Introductions Quiz #4 Thesis D5 College Pressures	TSI 51-71 Tension (Handout)	J #3 Due Journal #4 Question Sheet #2 Due
9/5		CLASS DISMISSED FOR LABOR DAY HOLIDAY		

Bring to Date	Class	Topic	Reading for Next Class	Writing Assignment	Other Assignment
9/7 W		L4 Peer Review A5 Thesis Exercise A6 Conference Signup D6 Essay #1 Topic (J #4)		Draft of E #1 J #4 Due	Thesis Exercise
9/9 F	DIC	A7 Peer Review #1		Draft #1 Due Essay #1	Thesis Exercise Due
9/12 M		L7 Conclusions L8 Verb Tense A8 Tense Exercise L5 Correction Marks A9 Role Play Exercise	Quick Writing Guide Essay Grading Guide		Verb Tense Exercise
9/14 W		<i>Powerpoint Lectures:</i> L10 Titles L11 Paragraphs L15 Fallacies	A&B 395-397 (Handout)	E #1 Due	4 Conferences in class Tense Exercise Due 8 Conferences outside of class
9/16 F		<i>Powerpoint Lectures:</i> L10 Titles L11 Paragraphs L15 Fallacies	NOR 251-259	Journal #5	4 Conferences in class 7 Conferences outside of class Question Sheet #3
9/19 M		L9 Revision A10 Narrowing Subject A11 Sample Essay	LBH 66	Revise E #1	Prewriting #2
9/21 W		<i>Powerpoint Lectures:</i> L12 Jointing Sentences L13 Basic Punctuation L14 Nouns & Pronouns	Joining Sentences (Handout)	R #1 Due	8 R Conferences in class
9/23 F		<i>Powerpoint Lectures:</i> L12 Joining Sentences L13 Basic Punctuation L14 Nouns & Pronouns			8 R Conferences in class 7 R Conferences outside of

Bring to Date	Class	Topic	Reading for Next Class	Writing Assignment	Other Assignment
9/26 M	NOR	A12 Narrowing Topic Quiz #5 Waste of Time D7 Waste of Time A13 Research Questions D8 Group Essay		J #5 Due Draft of E #2	Prewriting #2 Due Research Question Question Sheet #3 Due
9/28 W		L26 EWP D9 Essay Drafts L21 Being Concise		Draft E#2 Due Revise Draft E#2	
9/30 F	DIC	D10 Final Draft A14 Research Questions		Revised Draft E#2 Due Essay #2	Research Question Due
10/3 M		L18 Paraphrase L22 Vague References A15 Conference Signup	LBH 611-622	E #2 Due	3 Group Conferences outside of class
10/5 W		CLASS DISMISSED FOR CONFERENCES		Revise E #2	4 Group Conferences in class
10/7 F	DIC	A16 Book Search A17 Internet Search L23 Word Choice			Book Search Internet Search Take-Home Test #2
10/10 M	LBH	L28 Research Paper L20 Bibliography	LBH 653-654 A&B 643-651	R #2 Due	Book Search Due Internet Search Due 12 R Conferences outside of class
10/12 W	LBH	L19 Citations L24 Plagiarism L16 Library Research	LBH 644-651 Plagiarism (Handout)	Essay #3	3 R Conferences outside of class
10/14 F		CLASS DISMISSED FOR FALL BREAK			
10/17 M	<i>Panther Card</i>	A18 RESEARCH VISIT TO THE LIBRARY	Research Sources		Article List Test #2 Due

<u>Date</u>	<u>Class</u>	<u>Topic</u>	<u>Reading for Next Class</u>	<u>Writing Assignment</u>	<u>Other Assignment</u>
10/19	LBH	A19 Source Check W Sources A20 Draft Inspection		E #3 Due	Article List Due
10/21	Panther F Card	A21 RESEARCH VISIT TO THE LIBRARY	Research Sources	Draft of Essay #4	
10/24	M	CLASS DISMISSED FOR CONFERENCES			8 R Conferences in class
10/26	LBH	A22 Source Check W Sources A23 Bibliography Workshop A24 Research Exercise A25 Test #2			Research Exercise
10/28	LBH F	A26 Draft Workshop		Draft 4 Due Revise Draft E #4	Research Exercise Due
10/31	DIC M LBH	A27 Peer Review #2		Revised Draft E #4 Due Essay #4	
11/2	W	A28 Research Jeopardy			
11/4	Sources F	CLASS DISMISSED FOR CONFERENCES		E #4 Due	2 Conferences in class 5 Conferences outside of class
11/7	Sources M	CLASS DISMISSED FOR CONFERENCES			2 Conferences in class 3 Conferences outside of class
11/9	Sources W	CLASS DISMISSED FOR CONFERENCES			2 Conferences in class 4 Conferences outside of class
11/11	Sources F	CLASS DISMISSED FOR CONFERENCES		Revise E #4	2 Conferences in class 3 Conferences outside of class

<u>Date</u>	<u>Class</u>	<u>Bring to Topic</u>	<u>Reading for Next Class</u>	<u>Writing Assignment</u>	<u>Other Assignment</u>
11/14		A29 Sample Essay			
M		L27 Dangling Modifiers			
11/16		CLASS DISMISSED		R #4 Due	4 R Conferences in class
W		FOR CONFERENCES			
11/18		CLASS DISMISSED			4 R Conferences in class
F		FOR CONFERENCES			3 R Conferences outside of class
11/21	M	CLASSES CANCELLED FOR THANKSGIVING BREAK			
11/23	W	CLASSES CANCELLED FOR THANKSGIVING BREAK			
11/25	F	CLASSES CANCELLED FOR THANKSGIVING BREAK			
11/28	M	A30 Course Survey			
		L25 Essay Exams			
		A31 English 1002			
		A32 Course Evaluation			
11/30		CLASS DISMISSED			4 R Conferences in class
W		FOR CONFERENCES			4 R Conferences outside of class
12/2		A33 Punctuation			
F		Football			
12/5		D11 Student X			
M		D12 Student A			
12/7		CLASS DISMISSED			4 R Conferences in class
W		FOR CONFERENCES			
12/9		CLASS DISMISSED UNLESS			
F		NEEDED FOR MAKEUP			
		Last Day of Class:		NO FINAL EXAMINATION	
		All Remaining Excused		NO MORE OFFICE HOURS	
		Late Work Must be		ENJOY YOUR HOLIDAYS!	
		Turned in by This Date			