

Fall 8-15-2009

ENG 1001G-016-028: Composition and Language

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NAMEGRADE CONTRACTEDENGLISH 1001G—Fall 2009

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Office Hours: MWF – 11:00-11:50
(or by appointment)

Required Texts: Webster's Universal College Dictionary
The Little, Brown Handbook. 11th ed. Longman.
"They Say / I Say". W. W. Norton & Company.
The Contemporary Reader. 9th ed. Pearson / Longman.
The Allyn & Bacon Guide to Writing. 5th ed. Pearson / Longman.

Course Objectives and Prerequisites:

English 1001G is a **writing centered** course in the reading and writing of expressive, expository, and persuasive essays. Attention is given to effective expression, clear structure, adequate development, and source documentation. Prerequisite = English 1000 or proficiency in basic skills as determined by the English Department. Students who have ACT scores 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 1001G. During the semester you will be expected to write and revise in and out of class, to complete readings as assigned, to **participate in class discussions and peer groups**, and **to complete all assignments on time**.

The minimum writing requirement for the course is 5000 words and will include work done both in and out of class. Essays will be evaluated according to "Guidelines for Evaluating Writing Assignments in EIU's English Department (ATTACHED).

Note: As part of EIU's Core Curriculum, 1001G will be graded A, B, C, NC (no credit). A grade of NC is not figured into a student's GPA, but a student who receives a grade of NC must re-take the course.

Required Materials:

Since all essays must be typed, you must have a flash drive on which to save and back up your work. You will also need two highlighters and two folders—one in which to keep handouts, returned work, etc., and one in the class-designated color in which to keep your Journal/Responses.

Grading:

Grades on individual assignments will be assigned according to the following scale:

A = 90-100%

B = 80-89%

C = 65-79%

D = 55-64%

F = 54% and below.

Grades for individual assignments will be determined according to the Guidelines for Evaluating Writing Assignments in EIU's English Department (see attached). Please make yourselves familiar with these guidelines so that you understand what is expected of you in your work. Also, remember that adequate, average work will receive a C, and excellent work will receive an A.

You must turn in all assignments to receive credit for the course.

Assignments:

You must turn in all assignments to receive credit for the course.

Assignments:

Diagnostic	25 points
Essay 1	75 points
Essay 2	100 points
Essay 3	100 points
Research Project	300 points
Miscellaneous points, daily assignments, participation, and attendance	400 points
<hr/>	
Total	1000 points

There is no final exam in English 1001.

Class Policy:

You will contract for the grade you want to receive in this course, and each letter grade has a different set of requirements. Your essays will receive written and verbal evaluation from me at all stages of development, but your tentative letter grade will already have been determined by your signed contract. This contract is designed to identify and set a clear goal for you during the semester. If you do not fulfill the specifications of the letter grade for which you have contracted, you will drop to the grade for which requirements have been fulfilled. Fulfilling requirements for a given grade means that, by the end of the semester, you **Must Be Writing At That Grade Level!!!**

Contract Terms:

For an A, you must:

1. meet course attendance requirements (see attached policy),
2. make sure that all drafts and revisions meet with the specifications of the assignment and conform to the basic writing requirements,
2. revise two out of three essays (grade will be based, in part, on the quality of revision),
3. submit **ALL** Journal/Responses (8),
4. attend one session of each of three writing workshops,
5. complete all requirements of the research project on time and CORRECTLY, and
6. achieve a quality of writing in all final drafts within the A range of "Guidelines for Evaluating Writing Assignments in EIU's English Department."

For a B, you must:

1. do the same as for an A,
2. do the same as for an A,
3. revise one out of three essays (grade will be based, in part, on the quality of revision),
4. submit six (6) Journal/Responses,
5. attend one session in two of the three workshops,
6. complete all requirements of the research project on time and CORRECTLY, and
7. achieve a quality of writing in all final drafts within the B range of "Guidelines for Evaluating Writing Assignments in EIU's English Department."

For a C, you must:

1. do the same as for A and B,
2. do the same as for A and B,
3. revise one out of three essays (grade will be based, in part, on the quality of revision),
4. submit four (4) Journal/Responses,
5. attend one session in one of the three workshops,
6. complete all requirements of the research project on time and CORRECTLY, and
7. achieve a quality of writing in all final drafts within the C range of "Guidelines for Evaluating Writing Assignments in EIU's English Department."

For any contracted grade, each essay revision must have a cover letter that reflects:

- 1.the points that you have been asked to revise,**
- 2.the points you chose to revise and why,**
- 3.the process that you used, and**
- 4.the most difficult part of the revision.**

I will keep records of your revisions, attendance in class, and completed Journal/Responses. Attached to this syllabus, you will find a form for keeping track of your progress—please keep accurate records.

As your instructor, I have the right to decide if a revision is complete and in compliance with the assignment. You may revise a total of one time to fulfill your contract. The first submitted version will be evaluated in Green and the final in Red. If you have contracted for an A but your revisions contain serious errors, I have the right not to accept those revisions as sufficient and subsequently drop you down to the appropriate grade. At such time, we will discuss your options. We will spend considerable time discussing just what a revision is. It may require approaching your topic from an entirely different angle. Throughout the semester, the process will become clearer to you as you move toward your contracted goal. **This is an A, B, C, NC course. If you do not fulfill the minimum requirements for a C contract, you will receive an NC and be required to retake the course.**

Attendance

Regular attendance is essential. You will have four personal days for the semester. If you miss a day, **it is your responsibility to contact a classmate to find out what you missed and/or what changes might have been made in our schedule. A missed day does not give you permission to turn work in late.** A scheduled EIU function – i.e. sports or academic club-sponsored event – is not counted as a personal day, but **I must be notified about such situations one class period before they occur.** Serious or prolonged illness or personal problems will be considered on an individual basis. If

documented, drastic cases of illness or personal emergency absences may be excused. If you miss more than four personal days, you will receive an NC for the course. **Excessive tardiness will NOT be tolerated!**

Name _____ e-mail _____ phone _____

Name _____ e-mail _____ phone _____

Plagiarism

Note: The English department's statement concerning plagiarism:

Any teacher who discovers an act of plagiarism – “The appropriation or imitation of 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 course, and to report the incident to the Judicial Affairs Office.

Special Needs

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. Also, discuss the matter with me; I will be more than willing to work with you. I will

Laptop and Cell Phone Policy

You may use your own computer or the computers that have been provided **only** in a scholarly fashion. In other words, you will open only applications and windows related to class discussions. **You are absolutely not allowed to check e-mail, news, or box scores; surf the Web; use chat applications; play games; or otherwise distract yourself and/or others from the business of class.**

I will, at random times during class discussion, tell everyone who is using a computer to turn the monitors around so that I may see what you were doing on it. If you have distracting applications and events open on your computer, you will receive one warning; if you persist in such activity after the warning, you will no longer be allowed to use a computer in class.

You are likewise expected to use cell phones in a responsible manner; turn them off when you come in to class. If you have an emergency for which you must be available, you should leave your phone out on your desk with the ringer ON. In the event that it rings, you may retrieve it and then leave the room to take the call. **Under NO conditions are you allowed to text message, take pictures or video (illegal in class), play games, or use the cell phone in any other manner during class.**

NAME _____ GRADE CONTRACTED _____
PAPERS

PAPER #1- _____ REVISION _____ NOT REVISED _____
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PAPER #2- _____ REVISION _____ NOT REVISED _____
 green red

PAPER #3- _____ REVISION _____ NOT REVISED _____
 green red

JOURNAL/ RESPONSES

Extra Credit

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____

RESEARCH PROJECT DEADLINES

(#1) _____ (, #2) _____ (#3,4,5) _____ (rough draft,#6) _____ (final paper due, #7) _____

WORKSHOPS

Session #1 _____ Session #2 _____ Session #3 _____

CONTRACT

I, _____ (Print), am contracting for a letter grade of _____ for English

1001, Spring of 2009. I have read the contract requirements and understand them and the syllabus.

Signed, _____

Guidelines for Evaluating Writing Assignments in EIU's English Department

Grades on written work range from A to F. The categories listed below are based on rhetorical principles and assume intellectual responsibility and honesty. Strengths and weaknesses in each area will influence the grade, though individual teachers may emphasize some categories over others and all categories are deeply interrelated.

A

B

C

D

F

Focus	Has clearly stated purpose or main idea/thesis quite thoughtfully and/or originally developed within the guidelines of the assignment	Has clearly stated purpose or main idea/thesis developed with some thoughtfulness and/or originality within the guidelines of the assignment	Has a discernible purpose or main idea/thesis which is not very clearly stated and is developed with limited originality and/or thoughtfulness; may have missed or failed to conform to some element of the assignment's guidelines	Has no apparent purpose or main idea/thesis and/or shows little thoughtfulness and/or originality, may not conform to significant elements of the assignment's guidelines	Has no purpose or main idea/thesis; shows little or no thoughtfulness and/or originality; may not conform to the guidelines of the assignment
Organization	Is logically organized but without overly obvious organizational devices; has unity, coherence, strong transitions; has well-defined introduction, body, conclusion	Is logically organized; has unity, coherence, competent transitions; has well-defined introduction, body, conclusion	Is organized, but not necessarily in the most logical way; has unity & coherence but may make inconsistent use of transitions; has introduction, body, conclusion, one of which may be weak	Is somewhat organized, but is confusing to readers; shows significant problems with coherence, unity, transitions; no or poorly written introduction, body or conclusion	Is not organized; has little or no coherence and unity; poor or no use of transitions; no or poorly written introduction, body or conclusion
Development	Supports purpose or main idea with abundant, fresh details; details are specific and appropriate; uses sources well when sources are called for in the assignment	Supports purpose or main idea with sufficient details; details are fairly specific and appropriate; uses sources adequately	Supports purpose or main idea with details, but some parts of the paper are inadequately/inappropriately developed or vague	Makes an attempt to use details to develop purpose or main idea but is, for the most part, inadequately/inappropriately developed	Does not develop main idea; may use sources inadequately/inappropriately
Style & Awareness of Audience	Word choices show consideration of purpose and audience; shows thoughtfully and imaginatively constructed sentences; incorporates sources well	Word choices are appropriate to purpose and audience; sentences often constructed thoughtfully and imaginatively, incorporates sources adequately	Word choices are mostly appropriate to purpose and audience; sentences aren't particularly thoughtful or imaginatively constructed; sources may sometimes be awkwardly incorporated	Word choices may be inappropriate to purpose or audience; sources incorporated poorly	Word choices are generally poor; sources are incorrectly or very awkwardly incorporated
Mechanics	Has very few grammatical, spelling, and punctuation errors; uses appropriate documentation style correctly when necessary for assignment	Has minor grammatical, punctuation or spelling errors that do not interfere with reading of essay; uses appropriate documentation style correctly	Has some grammatical, punctuation and/or spelling errors that occasionally interfere with reading of essay; uses appropriate documentation style but may have some errors	Has grammatical, punctuation and/or spelling errors that make reading difficult; documentation style may be poorly used	Has grammatical, punctuation and/or spelling errors that make reading very difficult; documentation style poorly used
Process	Shows abundant evidence of careful planning and drafting and attention to peer and teacher comments	Shows evidence of careful planning and drafting and some attention to peer and teacher comments	Shows some evidence of planning and drafting, though some drafts may be less considered, and some attention to peer and teacher feedback	Shows only a little evidence of planning and drafting and attention to peer and teacher feedback	Shows little or no evidence of planning, drafting, or attention to peer and teacher feedback

Electronic Writing Portfolio

what you need to know

What is the purpose of the Electronic Writing Portfolio?

Effective writing is a goal of Eastern's undergraduate program, and the EWP allows the University to assure that its students are effective writers. The EWP gathers authentic artifacts of students' writing to ascertain that Eastern's students are meeting that goal. Completing the EWP is a graduation requirement of all undergraduate students.

What does Eastern consider effective writing?

Competent writing at Eastern displays the following skills: establishing and maintaining focus and appropriate voice; organization that enhances presentation of material/ideas; development of ideas supported by details; use of effective sentence structure, syntax, and diction; and the use of correct mechanics.

What courses are eligible for paper submissions?

Three submissions are required for the portfolio. Submissions may come from any writing-centered or writing-intensive course, or from any other undergraduate course for which you have completed an appropriate writing assignment (see below). Courses designated as writing-intensive or writing-centered are indicated in the catalog, or a list is available at www.eiu.edu/~assess.

Only one submission is allowed from any one course. If you submit from ENG 1001G/1091G, you may not submit from ENG 1002G/1092G. Before you submit from any course, it is a good idea to discuss your plan to submit with your instructor.

What kind of papers may be submitted?

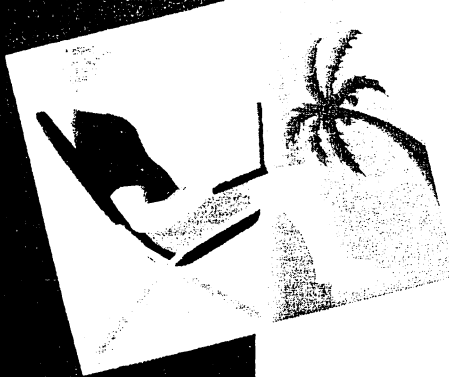
- ♦ The paper must be at least 750 words in length (approximately 3 pages).
- ♦ It must be written in standard English.
- ♦ It must be developed in a manner consistent with the demands of the discipline for which it was written.
- ♦ It must contain a coherent writing sample that connects ideas within and between paragraphs. Therefore, lists, lesson plans, and other such documents may not be submitted.
- ♦ Submissions may not be creative pieces, such as poems, short stories, or plays.

When do I need to submit?

All papers must be submitted the semester a student is enrolled in a course. Students may not submit papers for courses after the semester ends. If you fail to submit a paper from a course from which you planned to submit, you will need to choose a new course for your EWP submission.

You must submit your first two papers by the time you have earned **60 credit hours**. If you do not, a registration hold will be placed on your record at 75 hours.

The third and final submission must be submitted by the time you earn **105 hours**. A registration hold will be placed if this deadline is not met.



**Center for
Academic
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Achievement**

Ninth St. Hall

Room 3001

**tel
217-581-8384**

**fax
217-581-7100**

**[www.eiu.edu/
~assess](http://www.eiu.edu/~assess)**

Electronic Writing Portfolio

www.eiu.edu/~assess

How do I submit to the EWP?

- ◆ Go to <http://www.eiu.edu/~assess>.
- ◆ Click on "student login" under the EWP heading. Instructions are also available here.
- ◆ Enter your EIU login and password. Click "submit." This is the same as your EIU e-mail login and PAWS login. (Please call the Help Desk at 581-help (217-581-4357) if you have trouble with your login.)
- ◆ This should take you to the EWP Student: Main Menu page. Click on "Submit a Writing Sample."
- ◆ Select the course from which you want to submit from the drop-down menu.
- ◆ Click the "Upload Writing Sample" button.
- ◆ Click the "browse" button and go to the file you want to submit and click on the file.

The file must be one of the following types: Microsoft word (.doc), plain text (.txt), rich text (.rtf), or PDF (.pdf). If you have questions about converting a file to one of the formats listed above, please call the Help Desk at 217-581-4357.

- ◆ Click the "open" button. The file location will appear in the "File to Upload" box. Type in a description of the assignment that was given for the paper you are submitting.
- ◆ Click the "validate file" button.
- ◆ Click the "Upload File and Complete Submission" button. You will receive a message that you have successfully submitted a writing sample to the Electronic Writing Portfolio and will be taken back to the main menu.

How will I know the ratings my papers received?

After you have submitted your document, a notice will be sent to your professor to rate your paper. To check your ratings, log in by following the first 4 steps given under the submission instructions. At the main menu, click on "View Ratings" to see your ratings.

How will my ratings be used?

Ratings will be used to determine how well you write. Students whose 3 submissions are primarily "superior" will be given a "writes with distinction" designation.

Students whose first two submissions are "unsatisfactory" and/or "needs improvement" will be required to take a diagnostic test that will determine if further remediation is needed. An average score below 2.0 will determine who is required to test.

Students will be contacted through their **EIU email** account if this test or other requirements are needed.

Do I have to submit if I transfer in to Eastern?

Yes. Transfer students must submit 3 documents to the EWP as part of their graduation requirements. Additional time may be needed for transfer students to submit, so leeway will be granted. Students who transfer into Eastern should consult with their advisors concerning their submission plans. It is recommended to submit at least one paper your first semester at Eastern.

GOOD PRACTICE:

Keep all your coursework electronically until you graduate!

NAME _____ GRADE CONTRACTED _____
PAPERS

PAPER #1- _____ REVISION _____ NOT REVISED _____
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PAPER #2- _____ REVISION _____ NOT REVISED _____
green red

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