

Fall 8-15-2014

# ENG 1001G-016\_026\_033: Composition and Language

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## **Syllabus: English 1001G, Composition and Language, Fall 2014 (3 credits)**

**Michael Kuo**

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Office: Coleman 3860, with conferencing in the Library Reference Room

Office Hours: 10:00-11:00 TR and 3:15-4:30 TR, or by apptmt.

### **Catalog Description of Course**

"A course in the reading and writing of expressive, expository, and persuasive essays. Attention is given to effective expression, clear structure, adequate development, and documentation of sources."

### **Learning Objectives**

The University asks that "[i]n successfully completing English 1001G, students will 1) write expository and persuasive papers throughout the semester (a minimum of 5,000 words) in which paragraphs, sentences, and words develop a central idea . . . 2) write purposeful, adequately developed paragraphs and sentences that are direct, economical, free of ambiguity, and structurally appropriate for the ideas expressed and for the audience to whom they are directed . . . 3) develop skills in critical reading and listening for understanding and evaluating culturally diverse course materials and for becoming more discerning readers . . . 4) develop research skills, including effective use of source materials and principles of documentation . . . 5) develop skills in revising their own writing by participating in peer review workshops and by revising one of their essays for possible inclusion in their electronic writing portfolio." This language comes from the official Approved Course Proposal for English 1001G, from 2001.

### **Career- and Major-Related Writing, Research**

All the writing you do for this course will be related to your intended career, and all the writing will involve extensive academic research.

### **Books & Materials**

The handbook you received from the Textbook Library.

### **Classroom, Library, and Online Components**

About half of our classes will be met in the classroom or in the library. In addition to these meetings, you will be expected to spend a substantial amount of time conferencing through e-mail with me about your papers. We will talk about each of your papers from the idea stage to outlines and drafts, and I will expect you to be diligent about this conferencing (which will account for about half of the "face time" we will have together).

Classroom and library meetings, along with assigned readings, will be announced on the daily schedule at least one week in advance.

### **Attendance and Online Participation**

Because of the substantial online component in the course, the attendance policy is strict. You can skip **only two** classes this semester without affecting your grade. After that, your grade for the course will be lowered by one grade for each time you're absent.

Classes missed for personal emergencies and health issues will not count in your "skip total" if you provide me with documentation. To qualify, a personal emergency must involve the death or hospitalization of someone close to you--like, a family member, girl/boyfriend, or best friend--and I will need proof of the unfortunate event (a newspaper clipping or other reliable account). It really sucks that I have to write this stuff, but I hope you agree that it's better to make it clear now than to try figuring it out during the course of the semester. Health reasons for missing class must be documented with a healthcare professional's written opinion that you could not make class.

I will pass out an attendance sheet at the beginning of each class that we meet in the classroom. It is your responsibility to sign your name on the list. If you show up late and forget to ask for the sheet at the end of class, or you space out somehow, you will be counted absent.

As for documenting your online participation: I expect your online conferencing with me to be substantial and diligent--and that if I feel you're not meeting my participation requirements I will let you know, either individually or through a general announcement made in class, giving you at least one chance to rectify the situation before your grade is affected. I may assign absences if I feel you are not participating enough.

### **Cell Phones, Texting**

Please turn your cell phone off for class, or turn the ringer off. I will be fairly tolerant if you forget once or twice; this happens to all of us--but you may not answer your phone or place a call during class. Texting, however, will not be tolerated. If you disrupt class by texting, I will ask you to leave immediately. If it happens a second time, I will consider your texting an ongoing disruption of class and, pursuant to Eastern's policies (see Policy 157.1), remove you from the course permanently and give you an F.

If you have a potential emergency that might require notification (for example, someone close to you is in the hospital and you are waiting on news--but not, for example, having a fight with your boyfriend or girlfriend) you must notify me before class, sit near the door, leave the ringer off and, if you receive the awaited text or call, leave class quietly to take your call and return only for the next class.

### **Late Work**

I will not accept late work, unless we have made a previous arrangement.

### **Academic Integrity**

Students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct. Violations will be reported to the Office of Student Standards.

I won't tolerate cheating or plagiarism. Here is what Eastern's Office of Student Standards advises me to do if you cheat or plagiarize: "The value that we place on education should be reflected in our response to academic misconduct. In the absence of mitigating factors we recommend that an F for the course should be the minimum appropriate response for deliberate violations. Giving a failing grade solely on the test or assignment may in actuality be no worse than the student might have gotten had there been no effort to raise the grade through dishonesty. Consider, too, the unlikelihood that you caught this student the first time he or she chose to cheat on an educational assignment."

### **Students with Disabilities**

If you are a student with 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 Ninth Street Hall, Room 2006, or call 217-581-6583.

## **E-Mail**

You are welcome to send me e-mail; in fact, most of your online participation in the course will be through e-mail. My address is [mfkuo@eiu.edu](mailto:mfkuo@eiu.edu). For our class, please use your Eastern e-mail account. Please put your full name (if it is not displayed by your e-mail program) and a specific, appropriate subject phrase in the message's subject line. I do not guarantee I will read your e-mail otherwise. It would be smart to keep a copy of every e-mail you send me. Unless I have announced otherwise in class, you should expect a response from me within two to three school days. I will not respond to any e-mail that is not courteous--and I include salutations, closings, electronic signatures, and diligence with writing mechanics in my notion of courtesy.

## **Grading**

Your grade for the course will be based on the 100 points below. You must turn in all the assignments to get credit for the course. 90 to 100 total points will receive an A, 80 to 89 will receive a B, 70 to 79 will receive a C, and 0 to 69 will receive an NC (No Credit). The details of the writing assignments will be posted online and discussed in class.

Anonymous Peer Review: 10 points  
Research Paper 1: 25 points  
Research Paper 2: 30 points  
Research Paper 3: 30 points  
Career Diversity Presentation: 5 points

## **Grading of Research Papers**

I will follow the grading standards suggested by Eastern's English Department. I will use the "Process" category to gauge your performance in meeting various deadlines and assignments related to each paper. *A grade of C, D, or F in any individual category will conquer the grade for the paper.*

## **Final Exam**

There is no final exam in this class. Your grade is comprised only of the items listed above, under "Grading."

## **"What's My Grade in This Class?"**

You can calculate your grade for the course at any point by comparing your grades to the totals and information above, under "Grading." The question "How am I doing so far?" is easily answered by dividing the total number of points you have received in the course (to date) into the total number of points possible (to date), and using the 90-80-70 scale mentioned above. The question "Is it still mathematically possible for me to pass this class?" can be easily answered by adding the total number of points you have received (to date) to the total number of points you could possibly receive (if you got perfect scores) in the remainder of the class--then dividing this total sum into 100 and using the 90-80-70 scale; if the result is less than 70, the answer is "no." The question "What will I get in this class?" is very different, however, as is "Can I still pass this class?" These questions require that you *estimate* what you will get on future assignments. I sincerely hope you do well on future assignments--but, for obvious reasons, I do not want to help you make these calculations, and I urge you to be realistic with your estimations.

## **Student Success Center**

Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center for assistance with time management, test 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 9th Street Hall, Room 1302.