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ENG 1001G-023-032: Composition and Language

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English 1001G--Composition & Language
 Fall 2010
 sec 023 12:00-12:50 MWF CH 3140/3210
 sec 032 2:00-2:50 MWF CH3140/3210

Kathy Olsen
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office hours: MWF 9-10 a.m. and 1-2 or by appointment

texts:

The Allyn Bacon Guide to Writing
The Contemporary Reader
The Little, Brown Reader
They Say, I Say

***Please also bring small Post-It notes to class each day.*

COURSE DESCRIPTION

English 1001G is a writing-centered course for which you will also spend, both in and outside of class, quite a bit of time reading material of varying lengths. Reading assignments will come from professional writers, essayists, and journalists; you will also be exposed to student essays found in textbooks as well as work written by your peers in this class. Knowing how to read critically will assist you when it comes to your own writing, both in and in addition to this course.

Your writing will take place both in and outside of class and will include shorter in-class assignments as well as the various stages of work that lead up to finished essays. During the semester we'll focus on learning how to organize, articulate, and develop your thoughts clearly and effectively in expository, expressive, and argumentative prose; we'll also work with online sources: how to find appropriate ones, how to judge quality, how best to use information from them, etc. Additionally, you will write several papers that will involve research and documentation of outside sources. Finally, some in-class writing as well as one research project will be done collaboratively.

There will be quizzes given on the reading material. The frequency of these quizzes can, in part, be controlled by you. If, through discussion, writing assignments, etc., it appears that you are reading and thinking about the assigned material, the number of quizzes will decrease. Slack off on the reading, however, and back come the quizzes....

This section of English 1001G is computer-assisted; some of the reading, writing, and research will be performed on the computers in CH 3210 although of course you'll be working outside of class on assignments too. We will alternate classrooms on a weekly basis: one week in the traditional classroom (3140), followed by one week in the computer lab (3210). Your syllabus tells you where you need to be each day—check it before you come to class!

GRADING:

I. NOTE: To pass English 1001G, you must have a grade of A, B, or C at the end of the semester. Anything below constitutes a mark of "NC" ("no credit") and will result in you having to retake the course.

NOTE: An "NC" is not factored into your semester or cumulative GPA. For example, an "A" would count as a 4.0, a "B" as a 3.0, and so on, but an NC would simply show that you took the class but did not pass/did not receive credit.

II. In my class the final grade will be determined like this:

20% on quizzes, short homework and in-class writing assignments
 10% on class participation

70% on essays (the first week's diagnostic essay is not graded. The first three essays are worth 10% each. The research paper is worth 20%, as is the final argument essay)

III. You will have the option of revising ONE of your first three essays. I will average the grade from the original with the grade on the revision. This new grade will replace the original or first grade. (e.g. if on Essay # 3 you first receive a C, and on the revision you get an A, the final grade for Essay # 3 is a B.)

IV. I use the Guidelines for Evaluating Writing Assignments in EIU's English Dept., a copy of which will be given to you. We will review and discuss these standards before your first graded essay is due, as well as throughout the semester.

V. You **MUST** turn in a research paper in order to be considered for a passing or a failing grade. Please understand that **simply turning in a research paper does not guarantee a passing grade**. Failure to turn in a research paper will automatically result in a grade of NC for the semester.

VI. If you fail to turn in one of the non-research essays and do not have a legitimate excuse, the grade for that assignment will consist of two F's instead of one; I don't think it's fair to give equal grades to someone who at least attempted the assignment but may have had problems, and someone who didn't even bother to make the effort.

VII. Please do not hesitate to ask if you have questions about a grade on an assignment; I do ask, however, that you wait one full day before coming to my office or setting up an appointment for this. This will give you time to fully read and think about the comments I have written throughout the essay that are meant to give you an understanding of an assignment's strengths and/or weaknesses.

ATTENDANCE, PREPARATION, AND LATE WORK

Much of what you will learn from this class will come from daily discussion, collaborative work, lecture, and, as time permits, individualized attention to your writing questions. Therefore, attendance, preparation, and participation are very important. You are expected to be on time to each class, bring the appropriate material (textbook, rough draft, homework, etc.) listed on your syllabus for that day, and be prepared to discuss and question the material for that day. Being physically present but not bringing required material, not participating, routinely coming in late, sleeping, texting, etc. will not help you when it comes to your grade for participation.

If you are unable to attend class due to illness or other legitimate excuse (e.g. a true emergency, unsafe travel condition for commuters—not those walking from the dorms!—or participation in a recognized University-sponsored activity for which I have been notified in advance), **it is your responsibility to contact me about make-up work**. If you are ill or an emergency arises and you have to leave town, you must contact me ASAP so that I am aware of the situation. (This is something you should also do with your other instructors.) If you have been ill, have had to travel for softball, football, etc., I am certainly willing to work with you in terms of class assignments as long as you contact me and show documentation.

If you miss several consecutive classes and I don't hear from you, I have to assume that a) you have fallen off the face of the earth and therefore will receive a failing grade, or b) that you have dropped the class. If you suddenly show up in class or email me after a week (or two, or three weeks) of no contact, in most cases you will not be allowed to make up missed work. It is not realistic to assume that you can miss three, four, five classes in a row with no excused absence and/or contact and still pass the class.

I will accept late work (homework and essays) **only if you have an excused absence**—that is, a legitimate illness or situations such as those mentioned earlier.

Examples of activities that, if they occur too often, may get you dismissed from that day's class include the following: coming in late (especially if you're five or more minutes late); not bringing to required book and/or required work; texting; surfing the net; checking email; doing work for another class; sleeping.

I do give you the option of turning in ONE non-research essay of your choice one class day late. For example, if the essay is due on Monday I will accept it at the start of class on Wednesday but no later. **Other than this one instance, I will not accept late work unless you have an excused absence. Unless prior arrangements have been made, you must be in class to turn in the paper—no having a friend turn it in, no putting it into my mailbox or under my office door.** If your essay is not printed before class, or if you are late to class the day it is due, that essay will be counted as your one "free" late one; after that, late essays will not be accepted unless you have an excused absence.

Quizzes are given at the start of class, so be on time, as these cannot be made up unless you have the excused absence.

Please note that oversleeping and rides going home for the weekend are NOT excused absences!

CELL PHONES & EMAIL/PHONE CONTACT

Make sure cell phones are turned off or put on vibrate while you're in class. No texting, checking messages, etc. during class.

If you need me to return your phone call, please do not leave a long-distance cell phone number. **I cannot make long-distance calls from my office.** Instead, leave me a dorm room number (581-xxxx), an email address, or speak to me during class or office times.

EMAIL: This semester I am on campus three days a week (Mon, Wed, and Fri). If you send me an email Monday night and don't hear back from me on the next day, it's because I wasn't here. I try my best to respond to emails in a timely manner, but sometimes problems may occur.

Occasionally I do not receive emails sent by students, or I may have been away/out of town, or may simply have missed your email. Therefore, if you email me and don't get a timely response please contact me by an alternate method: come by the office, talk to me during class, phone my office and leave a message on my voice mail, etc. If you don't hear back from me, don't assume that I received or read your message.

Please try to use your EIU email account; sometimes student email sent from other accounts (hotmail, yahoo, etc.) is blocked or sent to my spam folder.

CONFERENCES

Twice this semester there will be mandatory individual conferences during which we'll discuss your writing, progress, grade, etc. They will be held near midterm time and during work on the research paper. We will not meet for class on conference days.

NOTE: I encourage you to schedule an appointment or just stop by my office throughout the semester if you have questions or difficulties with an assignment.

I can usually meet at times other than my "official" office hours.

ESSAYS

Papers need to be double-spaced with one-inch margins and a size 10-12 font. Include name, essay number, date, and a creative title. You also will need to include additional material such as peer editing sheets and essay description/purpose page. (These will be discussed in class before you begin your first essay.) **Essays are due at the beginning of class. They must be printed out before you come to class.**

EIU 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'--has the right and 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. Respect for the work of others should encompass all formats, including print, electronic, and oral sources."

We will spend time discussing how to avoid inadvertent plagiarism and how to properly document sources using MLA guidelines.

Please, please be careful when having a friend or relative help you with and/or proofread your paper or other writing assignments. While of course it's helpful to have someone point out problem areas, it can be considered plagiarism if that person (instead of you) is the one who actually makes the changes. Actions such as this take away your "ownership" of the paper, especially when much of the wording is no longer yours. Work on making suggested changes yourself, ask questions during class or my office hours, look in your textbook (e.g. check out the Little, Brown Handbook if you're not sure about a punctuation situation) and/or visit the Writing Center.

FINAL EXAM

Yahoo! There is no final exam in English 1001! We will not meet for class during finals week.

ELECTRONIC WRITING PORTFOLIO

As an EIU graduation requirement, you are required to submit one essay per year to the electronic writing portfolio. The first EWP document (e.g. during your freshman year) must come from a 1000-level class, and it must be a traditional-style essay (e.g. no collaborative work, no creative writing, etc.). If you wish to submit an essay that you have written for my class, you must do so *during the semester that you are enrolled in the course*. **Essays submitted from my class for the EWP must be turned in to the EWP site by 2:00 p.m. Wed. Nov 17 (before you leave for Thanksgiving Break.)** This will allow all of us to be able to focus on final English 1001 assignments/essays, etc. for the last couple of weeks of the semester. You will receive more EWP details during the semester, and/or you can check out the website at www.eiu.edu/~access for further information.

DOCUMENTED DISABILITIES

If you have a documented disability and wish to receive academic accommodations, please let me know about it; you should also contact the Coordinator of the Office of Student Disability Services (581-6583) as soon as possible.

I look forward to working with and getting to know you this semester! Please feel free to make an appointment or just stop by during my office hours if you have any questions.

English 1001

Sec 023 12:00-12:50 MWF CH3140/3210

Sec 032 2:00-2:50 MWF CH3140/3210

Instructor: Kathy Olsen

Fall 2010

PLEASE NOTE: This is a tentative syllabus; changes may be made as needed and will be announced in class. Assignments are due at the start of class time on the date on which they appear on the syllabus. Remember to bring appropriate materials listed for each day—a particular textbook, a rough draft, etc.—and, finally, don't forget that we switch classrooms on a regular basis.

Textbooks for the course:

AB= *The Allyn and Bacon Guide to Writing*
TCR= *The Contemporary Reader*, ed. Goshgarian
LB= *The Little, Brown Handbook*
TSIS= *They Say, I Say*

WEEK ONE—CH 3140

M(8/23) course introduction, policies

W(8/25) in-class diagnostic writing

F(8/27) read AB pp 5-12 (new views, closed to open writing) Remember: bring book to class!

WEEK TWO—CH3210

M(8/30) read AB pp 19-25 (audience, purpose)

W(9/1) read AB pp 49-59 (angle of vision)

F(9/3) read AB pp 89-98 (audience and language). Discuss topic for Essay #1

WEEK THREE—CH3140

M(9/6) LABOR DAY—NO SCHOOL

W(9/8) Read AB pp 69-72 (better details: abstract vs. concrete, sensory). Review grading standards

F(9/10) in-class peer editing. Bring 2 print copies of your rough draft to share.

WEEK FOUR—CH3210

M(9/13) ESSAY # 1 DUE AT START OF CLASS. Read LB pp 50-61 (revising vs proofreading, sample student essays)

W(9/15) Bring TCR to class for discussion of critical reading

F(9/17) TBA

WEEK FIVE—CH3140

M(9/20) Read AB pp 221-225 and 232-233. Also introduce Essay # 2 topic

W(9/22) Fun with punctuation day! Comma splices, colons, and semicolons

F(9/24) In-class work on Essay # 2 draft and/or work on sentence variety (details TBA)

WEEK SIX—CH3210

M(9/27) peer editing of essay # 2 draft. Bring 2 copies of your rough draft to share

W(9/29) Read in TCR "Lunchbox Hegemony" pp 112+. Introduce essay # 3 topic

F(10/1) ESSAY # 2 DUE AT START OF CLASS. Read in TCR "Which One of These Sneakers Is Me?" pp 119+. Continue discussion of essay # 3 topic.

WEEK SEVEN—CH3140

M(10/4) Bring AB to class. Discuss using and citing sources, MLA rules. Sign up for midterm Conferences.

W(10/6) Bring AB to class. More discussion of using and citing sources.

F(10/8) FALL BREAK—NO CLASSES

WEEK EIGHT

M(10/11) CLASS WILL NOT MEET THIS WEEK; INSTEAD, MEET IN MY OFFICE-3055

W(10/12) COLEMAN HALL-FOR MANDATORY MIDTERM CONFERENCES. BRING REQUIRED

F(10/14) MATERIALS WITH YOU. (Requirements will be announced in class.)

NOTE: DUE DATES FOR ESSAY # 3 WILL BE STAGGERED. HERE IS THE SCHEDULE:

* If you had a conference on or between Mon 10/11 and Wed 10/12, your essay is due Monday

Oct. 18 by 1:00 p.m. in my office or mailbox

*If you had a conference on or between Thursday 10/13 and Monday 10/18, your essay is due on

Wed Oct 20 by 1:00 p.m. in my office or mailbox.

*If your conference was Tues 10/19 or Wed 10/20, your essay is due at the start of class on Friday, Oct 22

WEEK NINE—CH3140

M(10/18) NO CLASSES TODAY OR WEDNESDAY. CONFERENCES INSTEAD. SEE WEEK 8

W(10/20) FOR MORE INFO.

F(10/22) Return to class! Read AB pp 573-582. Introduce collaborative research project.

WEEK TEN—CH3210

M(10/25) Do not meet in classroom; instead, meet at South lobby of Booth Library (the doors near the clock tower) for a day in the e-classroom

W(10/27) in-class research, discussion/examples of good, bad sources, notecard discussion

F(10/29) tentative topic proposal due—one per group. Continue documenting & research

WEEK ELEVEN—CH3140

M(11/1) In-class notecard check. Bring research material to work on while notecards are being checked.

W(11/3) same as Monday. Sign up for group research conferences.

F(11/5) OPTIONAL REVISION DUE TODAY. REMEMBER TO TURN IN THE ORIGINAL WITH THE NEW VERSION. For class, in-class work on outlines, main and subtopics.

WEEK TWELVE—CH3210

M(11/8) CLASSES WILL NOT MEET THIS WEEK; INSTEAD, MEET IN 3210 FOR

W(11/10) GROUP RESEARCH CONFERENCES. BRING REQUIRED MATERIALS. (TBA in

F(11/12) class)

WEEK THIRTEEN—CH3140

M(11/15) last day for in-class work, progress check, questions, etc.

W(11/17) Research project and all appropriate materials (sources, etc.) due at start of class today.

Also, bring AB and LB for APA documenting review.

F(11/19) TBA

WEEK FOURTEEN

Thanksgiving break—have a great one!

WEEK FIFTEEN—CH3210

M(11/22) argument. Read TSIS pp 17-27

W(11/24) more argument. Read TSIS pp 51-63. Discuss essay # 5 topic

F(11/26) Read in TCR: "Three Cheers for Reality TV" pp 259+. Also read "Abnormal Interest

In 'Jon and Kate' and Susan" (handout)

WEEK SIXTEEN—CH3140

M(11/29) in-class work and/or peer editing on Essay # 5

W(12/1) Essay # 5 DUE AT START OF CLASS

F(12/3) TBA

NOTE: There is no final exam in English 1001; therefore, we will not meet as a class during finals week.