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ENG 1001G-020: Composition And Language

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**Engl 1001 G-020 "Composition and Literature"
Fall Semester 2011**

Instructor: Professor Dagni Bredesen

**Office Hours: M 1.45-2.45pm, Tu: 9.30-10.30am or by appointment
Offices: Coleman Hall 3556 • Phone: 217-581-6294
Booth Library Basement Rm 1116 • Phone: 217-581-7051***

TEXTS:

Faigley, Lester. *Writing: A Guide for College and Beyond*
(2010)

Goshgarian, Gary. *A Contemporary Reader* (2008)

Graff, Gerald and Cathy Birkenstein. *They Say/I say: The
Moves that Matter in Academic Writing.*

Hacker, Diane. *A Pocket Style Manual* (5th edition)

COURSE OBJECTIVES: The goal of English 1001 is simple: to help prepare you for the kind of writing expected of university students (regardless of major) with an eye toward understanding how professionals in all fields of communicate with each other.

To that end we will be working on increasing your skills in

- Generating ideas, revising, and editing.
- Using the "building blocks" of successful writing: summary, analysis, synthesis, use of sources and argument.
- Adapting your writing to the needs of different audiences, purposes and situations.
- Working collaboratively with others and offering useful reader responses.
- Improving your ability to read and analyze expressive, expository and persuasive writing AND to demonstrate your critical reading abilities in your discussion and written work.

This class is discussion-driven, meaning your participation grade includes contributing to the class discussion. This class will tend not to focus on grammar, but we will discover resources and at times touch upon issues like sentence structure, noun/verb agreement, etc in the course of discovering ways to make our writing clearer and more concise. The English Department's Writing Center (on the 3rd floor of Coleman Hall) is part of a National Grammar Hotline that you may call at 217-581-5929 or make an appointment to discuss your grammar concerns.

People improve their writing skills by writing, so in this class, you will write A LOT. Sometimes writing will receive points just for being completed. At other times, we will revise a piece several times before it receives a grade. In addition to individual writing, we will have many class discussions, group activities and peer reviews.

PAPERS: You will write **five** formal essays over the course of the semester, for each I will hand out an assignment sheet indicating due dates and expectations. While I will likely set some guidelines for each project, in most cases I will allow you a great deal of flexibility in both the topics you choose and the manner in which you explore the topic. More on this later.

SUBMITTING ASSIGNMENTS: Unless otherwise indicated, all assignments are due on the date specified on the assignment sheet, which you will receive for each major writing project. Papers turned in after the due date will be penalized 5% for each **calendar** day they are late—unless you have made prior arrangements with me. I will not accept work that is more than one week late.

CONFERENCES: If you are having any problems with a paper or reading assignment, I encourage you to come by and see me during my office hours or make an appointment for a more convenient time. As you know, I am wearing two hats this semester so am often in the Faculty Development Office in Booth Library rm 1116. Please contact the Fac Dev office administrator, Ms Wanda Kay Robinson at 581-7051 if you wish to make an appointment.

In addition to office hours, I will ask to meet with you twice in a formal conference to discuss your writing.

COURSE POLICIES:

ATTENDANCE: This is not a lecture course. The writing projects extend from our discussion and substantial class time is devoted to your writing. Therefore, you need to be in class each class meeting. You have three absences to use as and when you like. I will not be measuring excused versus unexcused absences.

Beginning with the fourth absence your grade will be reduced 3.5% per absence, which means that **Eight absences will resulting a failing grade in the course.**

Even if you miss a class, you are responsible for any assignments that are due that day.

PLEASE NOTE: According to the *Secretary's Commission on Achieving Necessary Skills* published by the Department of Labor, the number one reason employers cite for firing young, post-collegiate employees is absence and tardiness. Contrary to popular belief, getting out of bed and to work on time is not easier after graduation so plan to use this course (and hopefully your other courses as well) to practice the professional skill of prompt attendance.

CLASSROOM ETIQUETTE: You are welcome to bring your notebook computer to class. However I ask that you observe the common rules of etiquette and decorum when you use it. In brief, you may use it to take notes or complete an in-class writing activity. You may not use it for anything not directly related to class work. Please also put your cell phones on mute or turn off and put in your satchels. Out of respect for the class and the integrity of class activities, no text messaging is allowed during class.

ACADEMIC HONESTY AND PLAGIARISM:

All written work (papers, exams, tests, quizzes) must be prepared independently; all sources and background material (print, electronic, or other) must be digested and acknowledged. Make sure you understand the meaning of plagiarism and the policy of the English Department:

*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 assignment of the grade of **F** for the writing in which plagiarism occurs and a grade of **F** for the course, as well as to report the incident to the university's Judicial Affairs Office. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.*

Since the university is a place of ideas, discussion and reflection, it views plagiarism—the taking of others' ideas as one's own—very harshly.

The most common types of plagiarism include:

- 1) Inserting whole paragraphs or papers into an essay.
- 2) Inserting a direct quote into a paper without including quotation marks and a citation.
- 3) Changing words in sentence/paragraph without including a citation saying where the ideas came from.

To avoid plagiarizing unintentionally, ask if and how you should identify your source. Just be sure to ask before turning in an assignment.

When you plagiarize, you cheat the person whose ideas and words you have stolen. When you ask your classmates and me to read plagiarized work, you cheat us of the time we spend providing feedback and of the opportunity to work with you authentically as a writer. Most importantly, you cheat yourself of the opportunity to receive feedback before you revise.

The penalty for plagiarizing is swift and severe. You will receive an immediate F for the course and notice will be given to the Office of Judicial Affairs.

RESPONSIBLE USE OF ELECTRONIC MEDIA: Please keep in mind that electronic media materials must be documented as conscientiously and accurately as any other material. Be aware also that it is necessary to ascertain the authority, reliability, accuracy of all materials and that it may be particularly difficult to do so in the case of electronic media. Be sure to evaluate and clearly identify any source of information, analysis, or opinion; process material from electronic sources as critically and creatively as you do print sources. Check with the Writing Center for up-to-date documentation conventions. **DOWNLOADING IS NOT RESEARCH.**

ELECTRONIC WRITING PORTFOLIO: This course is a writing-centered course and, as such, your papers satisfy the requirements for the Electronic Writing Portfolio. EWP guidelines insist that you complete your submission prior to the last day of class. Talk to me if you have any questions about this or consult the EWP website <http://www.eiu.edu/assess/ewpmain.php>

STUDENTS WITH DOCUMENTED DISABILITIES: If you have a documented disability and wish to receive academic accommodation, please note that arrangements must be made through the Office of Disability Services; you should, therefore, contact the Coordinator of the Office of Disability Services (581-6583) as soon as possible.