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ENG 1001G-017: College Composition I

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Eastern Illinois University

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ENGLISH 1001-G, COLLEGE COMPOSITION I: CRITICAL READING & SOURCE-BASED WRITING, FALL 2019

Instructor: Tammy Veach

Office: CH 3020

Email: tveach@eiu.edu

Office Hours: 2:00 – 3:00 MW, & by appt.*

Texts: Braziller & Kleinfeld, *The Bedford Book of Genres, 1st Edition*

Kirszner & Mandell, *The Blair Reader, 9th Edition*

Bullock, Brody & Weinberg, *The Little Seagull Handbook, 3rd Ed.*

*I'm usually available immediately after class as well, though I don't have "official" office hours then.

COURSE DESCRIPTION: College Composition I focuses on informative, analytical, evaluative, and persuasive writing and introduces students to college-level research. Students will develop sound writing processes, produce cogent writing, strengthen analytical reading skills, and work with sources. It is a 3-semester-hour, writing centered course in which students will produce a minimum of 5,000 words of polished prose over the course of the semester.

PLACEMENT GUIDELINES: Passing grade in English 1000 or direct placement into ENG 1001. Students having EITHER a minimum high school GPA of 3.00 or a minimum ACT -English score of 18/SAT -Writing score of 430 will be placed in ENG 1001. Students who have BOTH a high school GPA below 3.00 AND a 17 or below on ACT -English (420 or below SAT -Writing) will be placed in ENG 1000.

LEARNING OBJECTIVES— Students will demonstrate the ability to:

- Develop effective writing processes for producing documents
- Produce informative, analytical, evaluative, and persuasive prose
- Implement reading processes to evaluate sources
- Adapt written texts to suit the text's purpose, audience, genre, rhetorical situation, and discourse community
- Recognize how to transfer their writing processes, understanding of rhetorical principles, and genre awareness to other writing situations
- Find appropriate sources through secondary research, including the use of academic databases
- Integrate sources ethically and appropriately using at least one recognized citation style
- Use effective language and delivery skills through speaking opportunities
- Present work in Edited American English

SPECIAL INFORMATION ABOUT THE EWP: As a graduation requirement, you must submit 3 essays to be included in your Electronic Writing Portfolio; you may choose to submit an essay from this class to help fulfill that obligation. Please go to www.eiu.edu/~assess/ewpmain.php for complete information.

INFORMATION FOR 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 to make an appointment.

RESOURCES FOR STUDENTS:

- The Student Success Center—Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (<http://www.eiu.edu/~success>) 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.
- The Writing Center—Located at 3110 Coleman Hall, this free service provides one-to-one conferences with consultants who can help you with brainstorming, organizing, developing support, documenting your papers, and working with sentence-level concerns. It is open to help any student from any major at any stage of his or her writing process, and its system of one-to-one conferences demonstrates value and respect for individual writers, all of whom can benefit from feedback about their works in progress.

- The Early Alert System – I will utilize this system if you appear to be struggling in class, and you haven't responded to my email or face-to-face offers of help (especially if you've missed several assignments or classes). This means your RA (for those living on campus) or someone from the Academic Success Center will try to contact you to offer help. This system isn't designed to "get you in trouble," but to help you avoid trouble.

CLASS HANDOUTS/INFO -- CHECK PANTHER MAIL DAILY: Please check your EIU Panther mail account for information and class handouts/materials. You will need to print, read, and analyze materials before class; hard copies of handouts will not be provided. If class is ever canceled you will be notified by a note on the classroom door; it may have special instructions, so please be sure to read it yourself rather than relying on a classmate's message. If possible, I will also notify you via Panther mail with further information and instructions.

ATTENDANCE, MAKE-UP WORK, AND LATE WORK:

- If you are absent, it is your responsibility to find out what you missed and if changes were made to our tentative syllabus while you were gone. Your regular attendance is important -- due to the interactive nature of this course, much of what we do simply cannot be replicated, even if your absence is excused.
- Excused absences are granted only for **serious and verifiable** reasons, NOT for matters of personal convenience, **nor for illnesses or emergencies for which you have failed to provide verification.** You must initiate the process of documenting your absence as excusable; merely emailing to say you will miss class is **NOT** acceptable verification of the legitimacy of your absence (though it's important in helping you stay on track). **I reserve the right to determine what is/is not an excused absence.**
- **Documentation of all excused absences must be presented within one week of your return to class, or the absence will be counted as unexcused.**
- Examples of excused absences include illness documented with a note from Health Services or a doctor; death in the family for which you have provided a copy of the obituary; car trouble (for commuters only) for which you have provided a copy of the towing or repair bill, etc. Examples of unexcused absences include oversleeping, having an appointment with your advisor (should not be scheduled during class time), needing to study for a test or work on a project for another class, missing because your ride home is leaving early, participating in Rush activities, etc.
- If your absence is excused, late/make-up work must be completed promptly. If you were absent on the day an assignment was due, to avoid penalty you must turn it in the day you return. In general you will have as much time for make-up work as you were absent (e.g. if you miss 1 class, make-up work is due 1 class after you return).
- If participating in an official EIU activity, work you'll miss must be completed **in advance.** Remind me of your upcoming absence (not just a list of dates in a letter), allowing yourself enough time to complete assignments.
- I will allow each of you 2 personal days this semester to use at your discretion without penalty, with the following exceptions: **THESE PERSONAL DAYS MAY NOT BE USED ON ESSAY OR PRESENTATION DUE DATES.**
- Attendance is recorded daily, unexcused absences will substantially hurt your grade, especially as follows:
 1. In-class work (quizzes, writing exercises, etc.) can be made up only if your absence is excused
 2. Late work is graded down one letter grade for each day it's late, unless due to an excused absence
 3. 10 % of your final grade is based upon daily activities: contributing to class discussion; a presentation; in-class writing activities; peer review; conferences; other activities that can be completed only if you're here.
 4. If you miss class more than those 2 personal days and do not have an excusable reason for which you have provided documentation, you will earn a 0/100 for your daily grade (10% of your grade).
- **No assignments will be accepted more than one week after the due date; a zero will be recorded.**

CLASSROOM ETIQUETTE: Demonstrating courtesy to others is important in this class. Please listen while another person is speaking; respectfully handle views that differ from your own; put your cell phone away, on vibrate, and refrain from all cell phone use during class; stay alert (no earbuds, no sleeping). Classroom etiquette includes arriving prepared and on time. Rare lateness of a minute or two is not an issue, but being frequently late or several minutes late is, and I will assign penalties, such as counting your tardiness as an unexcused absence or refusing to admit you into class that day if you are a frequent or blatant violator. (Note: if you're late 10 minutes or more, this will be counted as an absence; late less than 10 minutes 3 times, this will count as an absence.) Problems in any of these areas may result in your dismissal from class that day and will adversely affect your daily grade.

GRADING: English department standards will be used to determine grades on all written work, rather stringent guidelines that evaluate not only the quality and development of your ideas, but also your style, organization, grammatical proficiency, etc. While you will be graded on a variety of activities, the quality of your writing will largely determine your grade in this class. In calculating your semester grade, I will use a 90-80-70% scale. I anticipate assigning a total of 1,000 points, thus 900 - 1,000 for an A, 800-899 for a B, 700- 799 for a C, but I reserve the right to make changes (such as adding essays, quizzes or other assignments) that may affect the semester point total, though I will still grade on a 90-80-70% scale. For a variety of reasons (including the fact that you will have the opportunity to earn extra credit through a service learning project/essay), I do not round off grades; for example, 799 points or 79.9% still equals a C. English 1001-G is graded on an A, B, C, and NC (no credit) basis, **so you must earn 70% (tentatively 700 points) to pass this class. NOTE: IN ORDER TO PASS THIS CLASS, YOU MUST TURN IN ALL MAJOR WRITING ASSIGNMENTS WITHIN 1 WEEK OF THE DUE DATE; FAILURE TO DO SO RESULTS IN AN AUTOMATIC GRADE OF NC (NO CREDIT) FOR THE SEMESTER.**

TENTATIVE REQUIREMENTS AND THEIR POINT TOTALS:

- **Essays, 850 points** -- You are required to submit all work on your essays, from beginning to end -- notes, brainstorming, rough drafts (save/print a copy of each rough draft before new revisions), and final draft:
 - Essay 1, **INFORMATIVE/REVISION**, 750-1,250 words (3 – 5 pages), 100 points
 - Essay 2, **TEXTUAL ANALYSIS (POETRY)**, 1,000-1,500 words (4 – 6 pages), 150 points
 - Essay 3, **VISUAL ANALYSIS**, 1,000 – 1,500 words (4 – 6 pages), mandatory peer review, 150 points
 - Essay 4, **PERSUASION**, 1,250 – 2,000 words (5 – 8 pages), research/sources required, 200 points
 - Essay 5, **COLLABORATIVE RESEARCH** 2,500 – 4,000 words (10 – 16 pages), 250 points, (100 group, 150 individual); mandatory conferences.Service Learning/Extra Credit Essay, up to 30 points – see separate handout for full details
- **Presentation, 50 points** – group presentation in conjunction with your collaborative research assignment, sharing the final results of your group's research
- **Daily Activities – participation in class discussions, preparation for conferences, completing peer evaluation activities, in-class writing, and other in-class activities-- 100 points:** Your participation in this class on a day-to-day basis is crucial -- you must show up and you must participate in class activities-- BOTH factors will weigh heavily in determining your daily grade. Participation means more than just showing up but sitting silently or dozing off. Other factors affecting your participation grade include completing all assignments; completing in-class writing or grammar exercises; contributing to class discussion; having a positive attitude; being punctual, prepared for, and attentive during class and conferences; and treating your classmates and teacher with respect. Please also read information under "attendance" regarding the effects of unexcused absences upon your daily grade.

RETURN OF ESSAYS/ TEACHER COMMENTS: You will receive detailed comments from me on all major writing assignments --not only to explain the grade you received but to help you improve as a writer. Be sure to read the comments and to discuss them with me if you have any questions. Because of the length of time I devote to reading and commenting upon your essays, expect them to be returned no sooner than 1 week after I receive them, longer for essays incorporating outside sources.

CONFERENCES, FEEDBACK ON ROUGH DRAFTS, ETC.: We will have mandatory conferences on Essay 4 to discuss your rough drafts, but please come by my office any time you have questions. If my office hours don't fit your schedule, we will strive to arrange a conference at a mutually-convenient time. I use conferences to answer questions and to address global issues in your work rather than to proofread your work or to clean up your grammatical errors, typos, etc., so be prepared to be your own editor. Finally, please do not wait until the last minute to ask for my advice. I may not be able to respond if you're contacting me just a few days before your essay is due; I will answer as many questions as possible on a first-come, first-served basis but may not be able to respond to all questions or conference requests due to time constraints. Please consider the Writing Center in Coleman Hall 3110 as another option.

CONTACTING ME: I encourage you to approach me anytime you have questions about class – via Panther mail (tveach@eiu.edu) rather than through D2L) or face-to-face during/after class or during my office hours. If emailing, please include your name and follow professional protocol – to be discussed in class. I will respond to your message as soon as possible after I receive it – if you have not heard from me within 24 hours of sending it, please send again (except on weekends, when I do not always check my messages as frequently). I do not have a phone in my office, so emailing me is the easiest way to reach me if you are not able to speak with me during class or office hours.

COMPUTER ETIQUETTE AND SPECIAL INFO FOR ETIC SECTIONS (those meeting in rooms 3120, 3130, 3140, or 3210): Our class will meet in room 3210, a computer lab, this semester. The technology available will enhance our class, making it easier for us to write and revise our work, to share our writing, to locate information online, etc., but our emphasis will be placed upon writing and analyzing the assigned material, assisted by technology when appropriate, rather than focusing on computer skills. Note that the computers and printers in the ETIC are to be used ONLY for your work in this class (not, for example, to print out an assignment for another class) and only when I've instructed you to do so. There will be a significant number of days this semester when we will not be using the computers at all.

A QUICK NOTE ON RESEARCH: In order to pass this class, you must write essays in which you incorporate material from outside sources (Essays # 3 and #4). We will review research methods and MLA parenthetical documentation, but that won't be enough if research writing is new to you, so see me IMMEDIATELY if 1) you've never written a research paper, 2) you've never used MLA documentation, or 3) you've had problems on previous research assignments (particularly with weak sources, documentation, or plagiarism) -- you'll need to allow time for extra assistance from me outside of class in order for you to successfully complete these assignments, so please let me know ahead of time so I can set aside some extra time to help you. As with your other assignments, the Writing Center consultants are another source of assistance if you are struggling with the research component of class.

ACADEMIC INTEGRITY: Students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct (<http://www.eiu.edu/judicial/studentconductcode.php>). Violations will be reported to the Office of Student Standards.

ENGLISH DEPARTMENT'S 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' (*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 assignments of a grade of F for the assigned essay and a grade of F for the course, and to report the incident to Student Standards. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.

MORE ON PLAGIARISM, ACADEMIC INTEGRITY, AND SEEKING APPROPRIATE HELP WITH YOUR WRITING:

Plagiarism means taking the words or ideas of another person and passing them off as your own. To avoid it, take special care when using outside sources (including Internet sites): if you incorporate such material into your work, you must follow MLA documentation guidelines to cite each author and page number in parentheses after any sentences that include this material (and include a Works Cited page with complete bibliographic information). If you use both ideas and wording from a source, it's not enough just to cite author and page number parenthetically; you must also use quotation marks around sentences, phrases, or even key terms taken verbatim from this source. If you have any questions about incorporating or citing material from sources, please see me. I am happy to help you better understand the importance of this issue and to master the protocol involved with citing source materials.

Even when you're not using outside sources, though, you must still make sure that all of the work you turn in is your own and that it has been written this semester for this class. If you have problems with your writing, you need to develop the skills necessary to overcome those problems, and I'm here to help you do that, but it won't happen magically or effortlessly or overnight. As overwhelming as this may sound, the rewards are well worth your effort. I am more than

willing to meet you halfway if you are willing to try! Even if you've always hated English, I'm here to help make this a less-dreaded subject. In addition, please do not attempt to submit work that you've written for another class. If you have a previous or concurrent assignment that you would like to modify for this class, you must get specific permission from me and must be willing to make significant changes to the work -- no recycled papers from high school or other college courses!!!

Acceptable help with your writing: consulting with me; working with members of your peer evaluation group, who are instructed to respond to your work following specific guidelines explained in class; seeking tutoring from the ENG department graduate assistants in the Writing Center (Coleman Hall 3110), who will help you with your writing, but without doing the work for you (consulting, not proofreading). While it is certainly helpful to seek the feedback of others when you write, please don't ask your family, friends, the English major on your floor, or anyone else, to "fix" your paper for you. Feedback is useful, but having someone else do the work for you impedes your development as a writer and violates EIU's academic integrity standards.

Unacceptable help with your writing: You must turn in your own work. It is unacceptable to take any of these obvious shortcuts: having someone write or rewrite all or a portion of your essay, having someone else identify and correct your grammatical mistakes for you; taking anyone else's ideas and/or words and/or efforts and passing them off as your own; submitting an essay in which any portion has come from anyone else's essay (including fraternity and sorority files) or from an Internet site, term paper company, or any other "cheater" source, or submitting without permission an essay you wrote for another class, past or present.. Remember: I enforce my department's plagiarism policy to the fullest and impose similar penalties for all incidents involving academic integrity violations.

Please note that the F gained through plagiarism or academic dishonesty has a disastrous impact on your grade point average, but an NC gained honestly has no harmful effects upon your GPA. And by working hard, you might find yourself raising your skill level, and thus your grade, to the C level -- or even higher!-- the honest way!

I wish each of you the best of luck this semester -- and am happy to point out that only the few of you who refuse to do the necessary work for this class will be affected by most of these policies. For the rest of you -- together we will work hard, but I hope we'll also have fun along the way. I hope not only to challenge you this semester, but also to encourage you, to inspire you, and to delight in your success. Welcome to my class, and I hope you'll soon feel that it is OUR class. I'm looking forward to a great semester with you!

ENG 1001, Veach – Fall 2019 Tentative Schedule
Sections 017 (3:00–4:15 p.m. MW) in CH 3210
Office 3020 Coleman Hall; Office Hours 2:00– 3:00 pm and by appt.

Reminders:

- Reading assignments must be completed BEFORE coming to class on the date listed; bring book(s) to class on assignment days.
- Since this is a tentative schedule, expect changes as needs arise.
- Abbreviations of textbooks used: BBG (*The Bedford Book of Genres*), BR (*The Blair Reader*), LSH (*The Little Seagull Handbook*), H (handout sent via Panthermail)

Week 1

M 8/19 Introduction to Course and Policies; standards for evaluating writing assignments at EIU
W 8/21 Essay 1, Informative (about yourself) written entirely in class. **Essay 1 due by end of class. BRING FLASH DRIVE TO CLASS TO SAVE YOUR ESSAY FOR UPCOMING GRADED REVISION**

Week 2

M 8/26 Review of good writing: Bring LSH to class and check email for other materials
W 8/28 Discuss Essay 1 in-class drafts; revision strategies: Bring LSH to class/ check email for other materials

Week 3

M 9/2 Labor Day – No Class
W 9/4 **REVISION OF ESSAY 1 DUE AT START OF CLASS!** Begin critical reading/poetry unit. Read BR 3-11 and "Tips for Understanding/Analyzing Poetry" (H). Also read the poem "Those Winter Sundays" (BR 36-37) to discuss in class.

Week 4

M 9/9 Read "Snapping Beans" and "Junior Year Abroad" (both H – check your email)
W 9/11 Read "Dulce Et Decorum Est," "The Panther," and "Execution" (all H – check email)

Week 5

M 9/16 "Still I Rise" (H – check email) and "Heritage" (BR 34-35)
W 9/18 In-class work on Essay 2 – bring draft and flash drive to class

Week 6

M 9/23 **Essay #2 Due.** Essay #3 (visual analysis) assigned and explained. Begin viewing *The Lion King*
W 9/25 Finish and discuss *The Lion King* as it pertains to Essay 3 assignment.

Week 7

M 9/30 Heroes and Villains (BBG 695-737, especially the pictures); discuss sample essay (H)
W 10/2 In-class work on Essay 3

Week 8

M 10/7 Peer review – bring a printed, hard copy of your latest draft to class
W 10/9 **Essay #3 Due.** Essay 4 (Persuasion) assigned. Background on Persuasive writing (BBG 177-187) and a review of documenting outside sources (LSH 119-169)

Week 9

M 10/14 Practice at Persuasion activity
W 10/16 Research Day– Meet at Booth Library

Week 10

M 10/21 Sample persuasive essays: "Is College Worth It? Clearly, New Data Say" (BR 102-105) and "Plan B: Skip College" (BR 106-109)

W 10/23 Writing workshop – bring LSH to class and check email for handouts

Week 11

M 10/28 **Essay #4 (Persuasion) Due!** Group research paper assigned, groups chosen. BBG 259-302; LSH 90-92

W 10/30 **Group topic and division of labor due.** Evaluating & Choosing Sources, BBG 303 – 364 and LSH 92-105

Week 12

M 11/4 **Preliminary List of Sources/ Source Evaluations Due.** Integrating sources: Quoting, paraphrasing, and avoiding plagiarism. BBG 366-392; LSH 105-118

W 11/6 **Plagiarism Quiz.** Discuss sample research paper (H – check email). **Final progress check before Conferences**

Week 13

M 11/11 Mandatory group conferences, groups 1 – 3; all other groups, work on research assignment

W 11/13 Mandatory group conferences, groups 4 – 6; all other groups, work on research assignment

Week 14

M 11/18 In-class work on group papers and/or presentations.

W 11/20 **Essay 5 (Group research assignment) due at start of class.** In-class work on presentation.

Week 15 (M 11/25, W 11/27) – Thanksgiving Recess, NO CLASS**Week 16**

M 12/2 **Group Presentations Due, Groups 1 - 3**

W 12/4 **Group Presentations Due, Groups 4 - 6**

Week 17

R 12/12 2:45 p.m. Final Exam Session – **In-class writing (TBA)**; presentation grades distributed