

Fall 8-15-2011

# ENG 1001G-023-031-046: Composition And Language

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1001G-023

Kuo -031

Daily Schedule

-046

**Syllabus, English 1001G**

Fall Semester, 2011

**Michael Kuo**

mfkuo@eiu.edu

Office: McAfee 1125, 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 writing course designed to improve skills in critical thinking and analytical expression.

**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 and dictionary you received from the Textbook Library.

**Attendance**

Attendance is required. You can skip class three times 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. 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.

**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 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.

**Plagiarism**

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 have a documented disability and wish to receive academic accommodations, please notify me and contact the Coordinator of the Office of Disability Services (581-6583) as soon as possible.

**E-Mail**

You are welcome to send me e-mail; my address is [mfkuo@eiu.edu](mailto:mfkuo@eiu.edu). 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. 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).

2 Posts to the Bad Writing Center: 5 points

Blog: 20 points

Research Paper 1: 20 points

Research Paper 2: 25 points

Research Paper 3: 30 points

The details of these assignments will be posted online and discussed in class.

**Grading of Written Material**

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.*

Note that "Mechanics" (grammar, spelling, punctuation, usage--that stuff we all hate) is one of the grading categories. I do not teach mechanics in class, since doing so would not be appropriate for college-level studies. However, in recent years many of my students have arrived in my classes unprepared when it comes to mechanics. If you are such a student I encourage you to study online and to seek help from the Writing Center. Additionally, I encourage you to let your high school know (politely) that you did not arrive at Eastern prepared to succeed in writing.