

Fall 8-15-2009

ENG 1001G-034: Composition and Language

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Recommended Citation

Valentino, Debra, "ENG 1001G-034: Composition and Language" (2009). *Fall 2009*. 27.
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Eastern Illinois University

Fall 2009

Course Outline
 English 1001G, Composition and Language, Section 034
 12:30—1:45 p.m., TR
 Coleman Hall ETIC 3140 (classroom) and 3210 (lab)

Instructor: Ms. Debra Valentino
Office: CH 3836
Campus Phone: 581-6987
E-mail: davalentino@eiu.edu

Office Hours: Tuesday and Thursday
 11:00—12:15 p.m.
 1:45 — 3:00 p.m.
 M-F by appointment

Texts:

This I Believe, Allison and Gediman
The Contemporary Reader, 9th ed., Goshgarian
Allyn & Bacon Guide to Writing, 5th ed., Ramage
They Say / I Say, 2006, Graff
The Little Brown Handbook, 11th ed., Fowler
Webster's Universal College Dictionary
A Pocket Style Manual, 5th ed., Hacker

Materials:

one spiral bound notebook
 one USB "flash drive"
 one double-pocketed folder
 one file folder

Course Objective: English 1001G is a writing-centered course in the reading and writing of expressive, expository, and persuasive essays. Specific attention is given to effective expression, clear structure, adequate development, and documentation of sources. We will examine these modes and objectives throughout the course.

Class Participation: All outside readings should be completed by the start of the class period for which they were assigned. Since this is a course that depends heavily on student participation, students will be expected to contribute relevant and insightful questions and comments to class discussions. Student performance in this category will be factored into final grades by being awarded a point value (see "Grade Distribution" below).

Classroom Conduct: Students are expected to conduct themselves in a respectful manner at all times. If you need to speak personally to the instructor, please do so after class (or during office hours). Do not be disruptive. Use the restrooms before class begins, and remain seated until dismissed. Before entering the classroom, turn your cell phones and iPods off. Also, the Department asks that you not consume food or beverages in the classrooms.

Homework: A reading and/or writing assignment will be given nearly every class period, and will usually be due the following class period. Our goal will be to spend a minimum of five hours working outside of class per week, as established by the Department of English.

Written Assignments / Drafts and Essays: You will write a total of four essays, initiated by assigned readings, in-class discussion, and writing exercises. These essays will be polished over time through drafting, revision, proofreading, and editing. In order to receive the benefits of peer evaluation and instructor guidance, writing workshops will be held throughout the semester. Drafts will be checked and discussed during these times, with student progress assessed on each of the drafts. In addition, peer editing sessions may be conducted with some responses collected for credit (as part of the draft or final essay grade).

Note: Essay grades will be evaluated using the "Guidelines for Evaluating Writing Assignments in EIU's English Department" (attached).

Note also: You are required to *keep all coursework*, especially essays and drafts, and to bring all work with you to conferences. Also, be sure to bring all drafts on current essays to all class meetings, including both electronic and hard copies. (Failure to do so will result in a deduction of Class Participation points.)

Due Dates: All out-of-class essays will be due at the beginning of the class period on the date specified. In-class essays will be due at the end of the class period, unless otherwise announced by the instructor.

Late Work: Essays are expected to be completed in a timely fashion and turned in on the due date. If no extension has been granted, late papers will be marked down ten points for each missed class period.

Note: All final drafts must be submitted to complete this course. Failure to submit any essay will result in a grade of N/C (No Credit) for the course.

Attendance: Regular attendance is expected. When an absence does occur, it is the absent student's responsibility to get all class information (including schedule/assignment modifications) from another class member. Students should **use the class phone list to consult classmates** regarding missed material and assignments. Once informed, students should then e-mail, visit, or telephone the instructor with specific questions. Failure to comply with this policy will result in lowered Class Participation points.

Absences/Missed Work: Students who are ill must telephone the instructor on the day of their absence. Report Health Service visits and provide documentation upon your return to class. Because we cover a great deal of material each class meeting, multiple absences may adversely affect one's writing, and ultimately one's final grade. **Any student with a prolonged absence for any reason should inform the instructor immediately.** Please do not wait until the end of the semester to express concern over attendance problems, since it will then be too late to compensate for missed work.

Note: E-mail is not always a reliable source of communication. When it comes to attendance, use e-mail only as a *supplemental* means of communication. Also, do not assume that all reported absences are excused. **If you accumulate more than three (3) unexcused absences, your final grade will be lowered one letter grade.**

Make-up Work: No make-ups will be given for missed in-class exercises or quizzes. However, missed essays due to an excused absence may be made up within two weeks of the student's return to class, but only with permission from the instructor. *If the absence is unexcused (no note, no phone call, or without approval) make-ups are not allowed.*

Grade Distribution – Assignments will count for the following points:

Drafts (3)	50 (10/20/20)
Exercises 1-4	40-400 (10-100 pts. each)
In-Class Essay I	50
Essay II	100
Essay III	100
Research Essay IV	200
Class Participation	100

Total points will render Course Grades using the following scale...

Grading Scale:

90—100%	A
80—89%	B
70—79%	C
60—69%	D
below 59%	F

Note: If a student fails to follow instructions, or writes an essay in the wrong mode (e.g., expressive vs. expository, as defined in class), an "N/C" (No Credit) may be given. If you have questions, you are expected to ask for clarification. Upon submission of any given assignment, it is presumed that you understood the instructions, and that your submission represents your best effort.

English 1001G is a required course: No “Ds” or “Fs” will be given as final course grades. Students averaging points below 70% will receive a grade of N/C (“No Credit”) as defined by the core curriculum standards of the Department. In order to receive credit for the course, the student must submit all final drafts, averaging to a grade of “C” or higher.

Plagiarism: Students must familiarize themselves with the English Department's statement on plagiarism. If the student has clearly plagiarized, the instructor reserves the right to award the essay in question a grade of N/C. According to the standards set by the Eastern Illinois University Department of English, the policy for plagiarism is as follows:

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’ (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 the Judicial Affairs Office. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.

~ DO NOT JEOPARDIZE YOUR GRADE WITH AN ACT OF ACADEMIC DISHONESTY ~
IF YOU ARE HAVING DIFFICULTY INTEGRATING YOUR RESEARCH, SET UP A CONFERENCE.

Conferences: Feel free to see me throughout the semester whenever questions or concerns arise. One conference per semester is mandatory. Failure to attend at your scheduled conference time will result in a deduction of ten (10) pts. from your Class Participation score.

Electronic Writing Portfolios (EWP): Students wishing to submit an essay from this course to fulfill the university requirement, must do so by **Thursday, November 19, 2009**. Forms may be downloaded off the internet from the following address: <http://www.eiu.edu/~assess/>. For instructions on how to submit an essay, see the attached document, "To Submit to the Electronic Writing Portfolio," or follow the instructions online.

Writing Center: The writing center is at the end of the northeast corridor on the third floor of Coleman Hall in Room 3110. Students of English 1001G are encouraged to take their writing concerns to this center at any time throughout the semester. This is not a proofreading or editing service, but rather, a place where confusion and uncertainty about composition can be remedied. Also, if you are having particular problems with grammar and the mechanics of writing, this is the place (other than your handbook) to turn to for help.

Hours for Fall 2009 are:

Monday—Thursday	9 a.m. – 3 p.m., and 6 – 9 p.m.
Friday	9 a.m. – 1 p.m.

In addition , you may receive free tutorial help by calling **581-5929**.

The writing center web address is:

<http://www.eiu.edu/~writing/>

Students with Disabilities: Any student who has a documented disability and wishes to receive academic accommodations should contact the Coordinator of the Office of Disability Services (**581-6583**) as soon as possible.

There is No Final Exam in Composition and Language, English 1001G.034