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ENG 1001G-603: College Composition I

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Eastern Illinois University

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Syllabus: English 1001G, College Composition I, Fall 2020 (3 credits)

Michael Kuo

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Office: N/A (online course)

Virtual Office Hours: 10:00 am–12:00 pm Monday through Friday, or by appointment

Catalog Description of Course

"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."

For the purposes of the Electronic Writing Portfolio, English 1001G is a "writing centered" course.

Learning Objectives

The University asks that in English 1001G, "[s]tudents will demonstrate the ability to: [d]evelop effective writing processes for producing documents; [p]roduce informative, analytical, evaluative, and persuasive prose; [i]mplement reading processes to evaluate sources; [a]dapt written texts to suit the text's purpose, audience, genre, rhetorical situation, and discourse community; [r]ecognize how to transfer their writing processes, understanding of rhetorical principles, and genre awareness to other writing situations; [f]ind appropriate sources through secondary research, including the use of academic databases; [i]ntegrate sources ethically and appropriately using at least one recognized citation style; [u]se effective language and delivery skills through speaking opportunities; [p]resent work in Edited American English."

Textbooks

You will probably receive a writing handbook from the Textbook Library; feel free to use it as a reference for writing if you wish. I will not assign any readings or activities from the book.

Technology

This is an online class. We will not meet in person, neither as a class nor one on one. However we *will* meet virtually as a class, though not necessarily "synchronously," at the same time. And you and I may meet synchronously, virtually, one on one, if we need to conference and written exchanges prove inadequate. Additionally my office hours will be held virtually with Collaborate (see D2L for details and instructions).

You will need a laptop or desktop computer and regular access to a good Internet connection (sufficient for streaming video and running a conferencing app like Zoom or Skype). Your computer will need to have a functioning microphone and camera.

You will need Microsoft Word (or a word processing app that will save files as Word files), an Internet browser (Chrome, Safari, Internet Explorer, etc.), and an app that will let you read pdf files. Eastern provides its students with Word and other apps; visit the PantherTech Software Downloads page to get started.

You will use Desire to Learn (D2L) and your EIU email account extensively for this class; for help acquiring, setting up, and using these services—as well as other services we may use in this class—please see or contact [PantherTech Support](#).

You will need to know how to use Microsoft Word, EIU Panther Mail, and an Internet browser. You may also need to be able to download and install software.

Late Work

I will not accept late work, unless we have made a previous arrangement.

Academic Integrity

Students are expected to maintain principles of academic integrity and conduct as defined in EIU's [Code of Conduct](#). Violations will be reported to the [Office of Student Standards](#).

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 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.

Email

You will be using email a lot for this class! My address is mfkuo@eiu.edu. For our class, please use your Eastern email account. Please put your full name (if it is not displayed by your email program) and a specific, appropriate subject phrase in the message's subject line. I do not guarantee I will read your email otherwise. If your email involves a question or requires a reply, you should expect me to answer within *two school days* (not including weekends)—unless I have announced otherwise (for example, when all of my students will be sending me emails on the same day as part of an assignment). It would be smart to keep a copy of every email you send me.

Since it is part of my job to teach you how to write effectively in a professional environment, I will not respond to any email that is not courteous—and I include greetings, closings, electronic signatures (just typing your full name is sufficient), and diligence with writing mechanics in my notion of courtesy. Module 2, "Writing in Professional Environments," will help you learn how to send professional emails.

Many of you are not used to using email regularly. You will need to do so for this class. I expect you to check your email at least once a day (excluding Saturdays and Sundays); I may give you important information with 24 hours' notice.

Whenever you use someone else's ideas or words, be sure to cite them appropriately—even in an email!

Online Conduct

In your online interactions with me and with other students in the class, please be courteous and respectful. Proofread your discussion board texts before posting them. When commenting on someone else's post, please be careful with humor and sarcasm, since tone of voice cues and body language will be missing. When you are posting a response or follow-up, please briefly summarize the part of the post you are responding to. *Focus on helping and making suggestions rather than evaluating and judging.* Whenever you use someone else's ideas or words, be sure to cite them appropriately. See also "Grading of Participation," below.

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). The details of the assignments will be posted here, posted on D2L, and emailed to you.

- APA formatting assignment (Module 3): 5 points
- Paper 1, experiential (Module 4): 20 points
- Evaluating Internet sources assignment (Module 5): 5 points
- Quoting, paraphrasing, citing assignment (Module 6): 10 points
- Paper 2, Internet research (Module 7): 20 points
- Academic, peer-reviewed sources assignment (Module 8): 5 points
- Paper 3, academic research (Module 9): 25 points
- Participation: 10 points

Grading of Module Assignments

To get full credit for each module assignment, you should complete each assignment fully and competently. I may subtract points if your work is not thorough, or if your work does not demonstrate that you have met the learning objectives for the module.

Grading of Participation

In modules 1, 4, 6, and 9 you will be asked to make discussion board posts about yourself and your work, and to provide feedback to other students. Instructions and word-length requirements will be provided each time. To get full credit for participation you should be diligent and thorough with these posts. I may subtract points otherwise. See also "Online Conduct," above; if you are unable to follow the conduct guidelines I may subtract points from your participation grade.

Grading of Papers

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.*

Since I teach three sections each semester, I have 60–70 papers to grade whenever an assignment is turned in. I hope to grade your papers within two weeks from the date you turn them in—but I am not always able to meet this goal, and it sometimes takes me three weeks.

"What's My Grade in This Class?"

You can calculate your grade for the course at any point by comparing your grades to the totals and information above, under "Grading." The question "How am I doing so far?" is easily answered by dividing the total number of points you have received in the course (to date) into the total number of points possible (to date), and using the 90-80-70 scale mentioned above. The question "Is it still mathematically possible for me to pass this class?" can be easily answered by adding the total number of points you have received (to date) to the total number of points you could possibly receive (if you got perfect scores) in the remainder of the class—then dividing this total sum into 100 and using the 90-80-70 scale; if the result is less than 70, the answer is "no." The question "What will I get in this class?" is very different, however, as is "Can I still pass this class?" These questions require that you *estimate* what you will get on future assignments. I sincerely hope you do well on future assignments—but, for obvious reasons, I do not want to help you make these calculations, and I urge you to be realistic with your estimations.

Final Exam

There is no final exam in this class. Your grade is comprised only of the items listed above, under "Grading."

Student Success Center

Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center 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.

Note to Parents and Guardians

I am sorry, but professional ethics and the laws of Illinois prohibit me from discussing your child's performance in my class with you.