

Fall 8-15-2005

ENG 1001-056-063: Composition and Language

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1001-056
-063

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1:45-3:30 P.M.
6:15-7:15 P.M.
and by appointment

COMPOSITION AND LANGUAGE
English 1001-056 and 1001-063
Course Syllabus
Fall 2005

DATE	ASSIGNMENTS/ DEADLINES
August 23 3140 CH	Introduction to the Course IN-CLASS WRITING: Diagnostic Essay
August 25 3140 CH	ESSAY ASSIGNMENT: Describing a Scene Reading Exercise Read: "Description," <i>Bedford Reader</i> , pp. 127-133 "Reading Processes," <i>Bedford Guide</i> , pp. 15-30. "At Home in America," handout "Footprints," <i>Bedford Guide</i> , pp. 54-56
August 30 3210 CH	IN-CLASS WRITING: Rough Draft of Description Essay Sign Up for Conferences
September 1- September 8 CH 3721	CLASSES SUSPENDED DUE IN CONFERENCE: First Draft of your Description Essay
September 13 3210 CH	Peer Editing of the Description Essays DUE IN CLASS: Second Draft of your Description Essay
September 15 3210 CH	Research Exercise Read: "Finding Sources," <i>Bedford Guide</i> , pp. 546-563 "Evaluating Sources," <i>Bedford Guide</i> , pp. 570-577 Paraphrase Exercise Read: "Incorporating Source Material," <i>Bedford Guide</i> , pp. 588-592 "Avoiding Plagiarism," <i>Bedford Guide</i> , pp. 592-595 DUE IN CLASS: Revision of your Description Essay
September 20 3140 CH	ESSAY ASSIGNMENT: Explaining Attitudes and Customs Reading Exercise Read: "The Disney Girl," handout "Kids in the Mall," <i>Bedford Guide</i> , pp. 101-105 "Invisible Women," <i>Bedford Guide</i> , pp. 105-108 Invention Exercise
September 22 3140 CH	Citation Exercise Read: "Documenting Sources," <i>Bedford Guide</i> , pp. 598-600 "A Sample Research Paper," <i>Bedford Guide</i> , pp. 601-614 Organization Exercise Read: "Strategies for Planning," <i>Bedford Guide</i> , pp. 271-284 Sign Up for Conferences

September 27- October 4 CH 3721	CLASSES SUSPENDED DUE IN CONFERENCE: First Draft of your Explanation Essay
October 6 3140 CH	ESSAY ASSIGNMENT: Arguing a Position Reading Exercise Read: "Why I Stopped... Vegetarian," <i>Bedford Reader</i> , pp. 551-555 "Too Much Pressure," <i>Bedford Reader</i> , pp. 557-562 "Affirmative Action ... Racism," <i>Bedford Guide</i> , pp. 121-124 "Surrogacy: A Gift, Not a Sale," handout
October 11 3210 CH	Peer Editing of the Explanation Essays DUE IN CLASS: Second Draft of your Explanation Essay
October 13 3210 CH	Paragraph Exercise Read: "Strategies for Drafting," <i>Bedford Guide</i> , pp. 285-299 "Strategies for Developing," <i>Bedford Guide</i> , pp. 300-318
October 18 3140 CH	Argument Exercise Read: "Reasoning," <i>Bedford Reader</i> , pp. 503-509 "Recognizing Logical Fallacies," <i>Bedford Guide</i> , pp. 134-136 DUE IN CLASS: Revision of your Explanation Essay Sign Up for Conferences
October 20- October 27 3721 CH	CLASSES SUSPENDED DUE IN CONFERENCE: First Draft of your Argument Essay
November 1 3140 CH	Peer Editing of the Argument Essays DUE IN CLASS: Second Draft of your Argument Essay
November 3 3140 CH	ESSAY ASSIGNMENT: Criticizing a Film Film: To Be Announced Read: "Strategies ... Representations," <i>Bedford Guide</i> , pp. 358-374 DUE IN CLASS: Revision of your Argument Essay
November 8- November 10 3210 CH	Film: To Be Announced Sign Up for Conferences
November 15- November 17 CH 3721	CLASSES SUSPENDED DUE IN CONFERENCE: First Draft of your Critical Essay
November 29 3210 CH	Peer Editing of the Critical Essays DUE IN CLASS: Second Draft of your Critical Essay
December 1 3210 CH	ASSIGNMENT: Writing Portfolio DUE IN CLASS: Revision of your Critical Essay
December 6- December 8 3140 CH	Writing Lab
December 12 CH3721	DUE BY 4:30 P.M.: Writing Portfolios

December 1
CH 3140 ASSIGNMENT: Writing Portfolio
DUE IN CLASS: Revision of your Critical Essay

December 6
CH 3210 Writing Lab

December 8
CH 3210 Writing Lab

December 12
CH3721 DUE BY 4:30 P.M.: Writing Portfolios

THERE IS NO FINAL EXAMINATION IN ENGLISH 1001.

READING ASSIGNMENTS

You will be using the following texts in this course:

- Crump, Eric, and Nick Carbone. *Writing Online: A Student's Guide to the Internet and World Wide Web*. 2nd ed. Boston: Houghton Mifflin, 1998.
- Fulwiler, Toby, and Alan A. Hayakawa. *The Blair Handbook*. 4th ed. Upper Saddle River, NJ: Prentice Hall, 2003.
- Kennedy, X.J., Dorothy M. Kennedy, and Sylvia A. Holladay. *The Bedford Guide for College Writers*. 6th ed. Boston: Bedford, 2002.
- Kennedy, X.J., Dorothy M. Kennedy, and Jane E. Aaron. *The Bedford Reader*. 8th ed. Boston: Bedford, 2000.
- Webster's New World Dictionary*.

Reading assignments are taken from *The Bedford Guide for College Writers* and *The Bedford Reader*. Use the other texts as references when needed. Reading should be done by the assigned date, and the relevant book(s) should be brought to class. If you come to class without a book, it is not my responsibility to find a copy for you.

WRITING ASSIGNMENTS

- Drafts of FOUR ESSAYS for discussion in conference with me. You will receive full credit for the drafts if they are typed, substantially complete, and presented to me in our scheduled conference.
- Drafts of FOUR ESSAYS for peer editing and review. You will receive full credit for the drafts if they are typed, substantially complete, and circulated for peer editing.
- FOUR REVISIONS, typed double-spaced. I may reject work that doesn't fit the assigned length or topic. Revisions are graded according to the criteria given in "Guidelines for Evaluating Writing Assignments in EIU's English Department."

- A WRITING PORTFOLIO consisting of the following: (1) further revisions of one essay that required research and documentation; (2) one essay that may not have required research; (3) a cover statement; (4) supplementary materials to be specified. Portfolios are graded by the same criteria as revisions and on their completeness and presentation.
- MISCELLANEOUS WORK, including various exercises, outlines and/or quizzes. Some of these are assigned on the syllabus, but others may be assigned extemporaneously. My criteria for grading this work will vary. Please ask if you have a question about any grade.

Though I hope you work hard, I can only evaluate results; I cannot measure the effort you put into your writing.

PEER EDITING

Four class periods will be devoted to peer editing in which writers comment on drafts of one another's essays. The purposes of peer editing are to improve your reading skills and help you develop a constructive, analytical approach to the problems and possibilities of revision in your own writing.

To receive full credit for peer editing, you must bring to class a complete typed draft of your essay and work the entire period reading and commenting on the essays of your classmates. Your written comments will be graded on their completeness.

CONFERENCES

Classes will be suspended to make time for individual conferences focusing on strategies for completing and/or improving each major essay. You receive full credit for your conference draft if it is typed double-spaced and near completion. There is sign-up in class for each set of conferences. It is your responsibility to arrive promptly at the time for which you signed up. Given the number of my students and limits to my time, I cannot always reschedule missed conferences. Therefore, if you cannot keep the appointment, call or e-mail me ahead of time to reschedule.

MANUSCRIPT REQUIREMENTS

The presentation of written work does affect its grade. Your work should conform to the following rules:

IN-CLASS WRITING should be neatly handwritten on standard-sized lined paper. When in the computer lab, of course, it should be typed and printed out.

DRAFTS brought for conferences and peer editing should be typed double-spaced on standard-sized paper in black ink. Typing is required to receive full credit for the draft, but do it out of consideration for me and your classmates who will be reading and commenting on your work.

REVISIONS must be typed double-spaced on standard-sized paper in black ink. Any revision that comes to me not typed will be returned unread. I will consider it late unless a typed copy is submitted the same day. On the first page type your name, the course number and section, the instructor's name, and the date. Conference and peer-editing drafts and peer critiques of the essay should accompany the revision. If the assignment entailed research, copies of all sources not in the course texts should also be included. **Place the work in a letter-sized folder with your name and course section written on the tab.**

Don't forget to title your REVISIONS.

Copy should have adequate margins on all four sides. Pages should be numbered.

Fold all in-class assignments lengthways so that your name, the course number and section, the instructor's name, and date appear on the outside.

The WRITING PORTFOLIO should conform to the guidelines specified on the assignment sheet.

You are responsible for all errors whether or not you type the manuscript yourself, so proofread carefully. Though corrections in ink are expected, the copy should not be so riddled with scratched-out errors or squeezed-in insertions that it is difficult to read.

LATE ASSIGNMENTS AND MAKE-UPS

You may be excused from class work **only** if I or another member of the faculty authorizes your absence. I may require documentation of illnesses, emergencies, or other excuses for missed work.

I accept late revisions, but there is a penalty unless you have an excused absence. Your grade loses five (5) points for every class day the essay is late. That's 10 points (or one letter grade) per week. Late make-ups for peer editing are not possible although peer editing may be done outside class in special circumstances with my prior permission. Miscellaneous exercises receive half credit if handed in late.

I will make every effort to reschedule conferences and may waive or reduce penalties in exceptional circumstances — such as the writer's extended and incapacitating illness — but not because of fraternity or sorority activities, vacation arrangements, sports events, etc. You may be excused from handing in a first draft or attending peer-editing sessions only for similar compelling reasons.

STUDENTS WITH DISABILITIES

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

PLAGIARISM

The English Department has a 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 assignment 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.

I will impose the severest penalty in a case of deliberate plagiarism.

I routinely check sources before grading an essay. This is NOT an accusation of plagiarism; I just want to make sure you know what you're doing.

GRADES

Please don't hesitate to ask questions about your grade. I use a numerical scale that corresponds to letter grades as follows:

100 - 90	A
89 - 80	B
79 - 70	C
69 - 60	D
59 - 1	F

Your overall grade for the course is determined as follows:

- The revision of the DESCRIPTION ESSAY counts for 10% of the final grade.
- Revisions of EXPLANATION, ARGUMENT, and CRITICAL ESSAYS count for 15% apiece. Total for these revisions: 45%.
- The WRITING PORTFOLIO counts for 20%.
- Each CONFERENCE DRAFT counts for 0.5% of the final grade, 2% altogether.
- Each PEER EDITING DRAFT counts for 1% of the final grade, 4% altogether.
- The written comments from PEER EDITING SESSIONS count for 2.25% for each session, a total of 9% of your final grade.
- MISCELLANEOUS WORK counts for the remaining 10%.

STUDENTS WHOSE OVERALL GRADE AVERAGES D OR F WILL RECEIVE NC (no credit) ON THEIR FINAL GRADE REPORT. THOUGH THEY MUST REPEAT THE COURSE THE NC WILL NOT AFFECT THEIR GRADE-POINT AVERAGE.