

Fall 8-15-2003

ENG 1001G-070: Composition and Language

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GUIDELINES
ENGLISH 1001
Fall 2003

YOUR INSTRUCTOR
Ned Huston (Mr. Lucky)
3744 Coleman Hall
581-6319
Home: 345-2288
E-mail: nshuston@eiu.edu

OFFICE HOURS
3:00-4:20 Monday, Wednesday,
Friday and by appointment
No office hours during holiday
breaks or after December 12



THE CHRONICLE OF HIGHER EDUCATION

"My office door is always open; however, I'm rarely there."

TEXTBOOKS

Here's How to Write Well (Second edition)
The Blair Handbook (Fourth edition)
The Bedford Reader (Eighth edition)
The New American Webster Handy College Dictionary (New Third Edition)

SUPPLIES NEEDED FOR THIS COURSE

A notebook for taking notes at every class meeting
Two 3.5-inch high density diskettes with the student's name, the course number,
and the instructor's name on the diskette's label
A 2-pocket folder to hold journal entries
8 1/2 by 11 inch white paper for writing assignments

WHERE THIS CLASS MEETS

This class meets on alternating weeks in the Writing Lab (3120 Coleman) and a regular classroom (3130 Coleman). The class may also occasionally meet in another classroom in Coleman Hall instead of the Writing Lab. Twice during the semester the class will meet in Booth Library. Check the syllabus to find out where the class will be located on a specific date.

COURSE OBJECTIVES

In English 1001, students are expected to achieve and demonstrate competence in reading and writing at the college level. They should learn how to read texts critically, how to do research, and how to write essays, including research essays.

WRITING ASSIGNMENTS

All written work submitted for credit in this class should include the student's name, a title, and a date. Students will produce more than 5,000 words of written work for this class. This will include a journal of 10 entries, one short report, 4 essays (including a long research paper), and revisions of those essays. Students must finish and turn in all written work to receive credit in this course.

ESSAY ASSIGNMENTS

Essays and reports should be typed or printed, double spaced, on white paper with margins of at least one inch on the sides, bottom, and top. Use a paper clip, rather than staples, to bind the pages. Provide margins of at least 1 inch on sides, bottom and top, and double-space to allow room for grading comments and correction marks.

JOURNAL WRITING

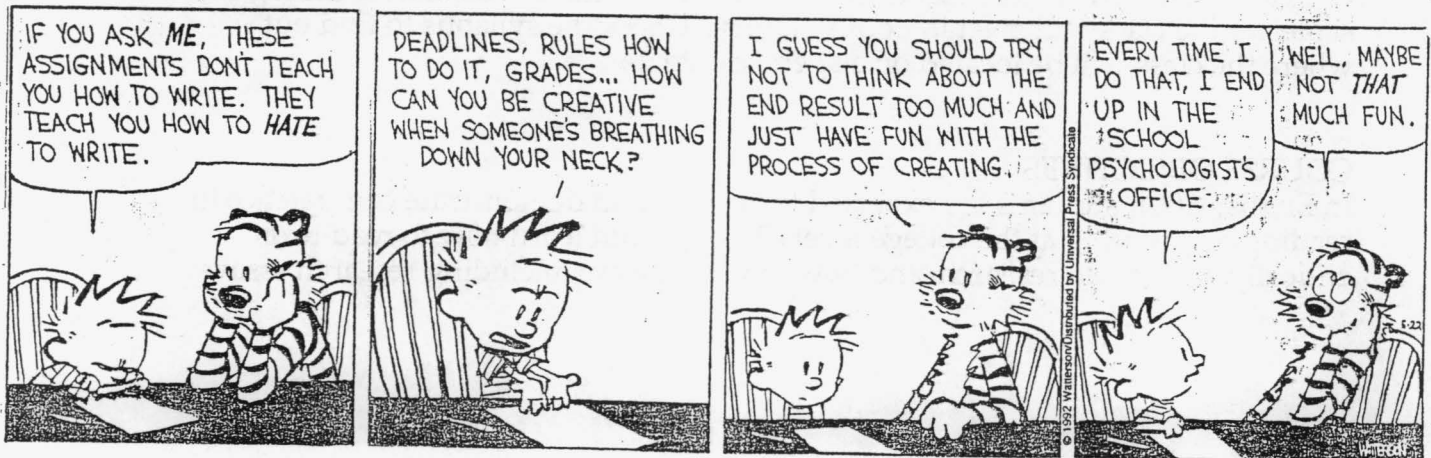
Journal entries should be typed, double-spaced and printed on white paper 8 1/2 by 11 inches with margins of at least one inch on all sides. Staple the pages of your entries together if they are more than one page long. Keep journal entries in the pockets of a two-pocket folder.

READING ASSIGNMENTS

Required reading will be assigned for most class meetings. In addition, some chapters in the textbooks will be covered in class. Students who pay attention should not have to read these chapters – students who miss class will be expected to read them. A midterm test will be given over the reading assignments from the first half of the semester.

Students will be required to bring their textbooks with them to class on dates noted on the Syllabus. Failure to do so may cost the student penalty points as well as a vital reference that class discussion will be centered upon.

CALVIN AND HOBBS/Bill Watterson



ATTENDANCE POLICY

Attendance at class meetings is not required in this section of English 1001. However, attendance at two individual conferences and the library tour are required. Missing them without an excused absence will result in a deduction of penalty points from a student's grade. In addition to losing points, students who miss class may miss vital information required to gain points on tests, exercises or written work.

Students who expect to miss class should make plans to pick up copies of materials distributed in class and to turn in assignments ahead of time -- or have another student turn them in at class.

PARTICIPATION IN CLASS

Failing to pay attention in class not only makes a student's attendance pointless but also can be disruptive for other students. Come to class alert, ready to listen and contribute. Do not converse with other students during class.

Participation in class will often require that a student bring the day's menu, a textbook, an assignment, or a certain handout. Failure to pay attention or to have necessary assigned materials may result in a deduction of penalty points from a student's grade.

COURSE GRADE

Before extra credit points are assigned and penalty points deducted, every student will have the opportunity to earn 1000 points toward their final course grade, to be earned in the following categories:

Essays (100 points each)	300
Research Essay	300
Revisions (20, 20, 25, 35 points)	100
Test, Exam, Peer Review and Exercises	170
Journal (10 points per entry)	100
Report	30
Bonus	

Students who show sustained exceptional improvement in their writing toward the end of the semester or an exceptional contribution to the course may earn bonus points, boosting their total score to no more than 1000 points.

FINAL COURSE GRADE

Each student's final course grade will be determined by the total sum of points earned out of 1000:

900-1000 (or more)	A
800-899	B
700-799	C
under 700	No Credit

LATE WORK POLICY

In order to encourage students to form good habits, the instructor will accept no late work without an excused absence (see Excused Absences). Late work earns a zero. Late work will not be read or corrected. However, to further encourage promptness and good habits, students will be assigned extra credit points for turning work in early (see Turning in Assignments).

Student work will not be considered late if turned before or at the end of the class when it is due. Never attempt to turn in work during class unless it is asked for.

Because late work is accepted only from students with excused absences, students should be aware of the penalties of missing class on certain dates.

Date	Assignment	Points to be Lost
9/17	Essay #1 in class	100
10/6	Peer Review	25
10/8	Research Trip to Library for Essay #3	100
10/20	Midterm Test	100
11/12	Tour of Booth Library	50
10/3-10/8	First Conference	25
11/12-11/17	Second Conference	25

TARDINESS POLICY

Because tardiness is disruptive to classroom activities, please do not attend class if you cannot be on time. Class disruption will result in a deduction of penalty points from a student's grade. Leaving class early can also be disruptive and lead to a deduction. The policy on tardiness will not go into effect until the third week of classes. By then students should have learned their way around campus and Coleman Hall and should have no excuse for being late.

Schedule all appointments and other activities so they do not conflict with class time.

E-MAILING THE INSTRUCTOR

The instructor seldom has time to check e-mail more than once or twice a day. So students can expect up to 24 hours for a reply to a message sent to him.

When turning in a writing assignment through e-mail, put the assignment name and number (such as Journal #1, Essay #3, Revision #4) in the subject line. Submit the written work as an e-mail message or as an attachment. The instructor will not open attachments which are not labeled as assignments. (Always also turn in the printed copy of a written assignment on time).

TURNING IN ASSIGNMENTS

Students should turn in every written assignment TWICE, once in hard copy and once as a computer file.

1. Hand in a typed, printed copy directly to the instructor at the beginning or end of class, or turn it in at his office, or give it to the secretary in the English Department Mail Room (3155 Coleman) between 8 am and 4:45 pm Monday through Friday to place in his mailbox. If there is no secretary in 3155, give the copy to the secretary in the main English office.
2. Hand a Microsoft Word file of the assignment directly to the instructor on a diskette or turn it in to the class folder in the Writing Lab. Or submit the MS Word file to the instructor through e-mail as an attachment or as an rtf (ordinary e-mail) file.

An assignment will be considered late if not submitted on time in both forms.

Assigned work for this class can be turned in 24 hours early for extra credit – up to one class day in advance (no earlier than Wednesday morning for work due Monday, Monday morning for work due Wednesday). Do not turn in writing assignments a week or more early. Instructions and suggestions about a writing assignment will continue to be issued up until the class period before it is due. Journal assignments are meant to provide students with regular practice writing. Doing them far in advance will defeat the benefit of creating and sustaining a regular writing habit

MISSING OR LOST WORK

Students are responsible for keeping a Microsoft Word file copy of all written work submitted for credit in the course and must supply a substitute copy of that work if an assignment is missing or lost.

CONFERENCES

Twice during the semester students will make an appointment to meet with their instructor one on one. Attendance at these two conferences is required. Students may reschedule their conference time (once) by contacting the instructor ahead of time. Students who miss their conference will have penalty points deducted from their grades.

THE WRITING CENTER

If you have writing problems you cannot solve on a particular writing assignment in this class or in another, you might consider a visit to The Writing Center in Room 3110 of Coleman Hall. However, I must caution you, the Writing Center is NOT a Proofreading Service -- it exists to assist students with serious writing problems.

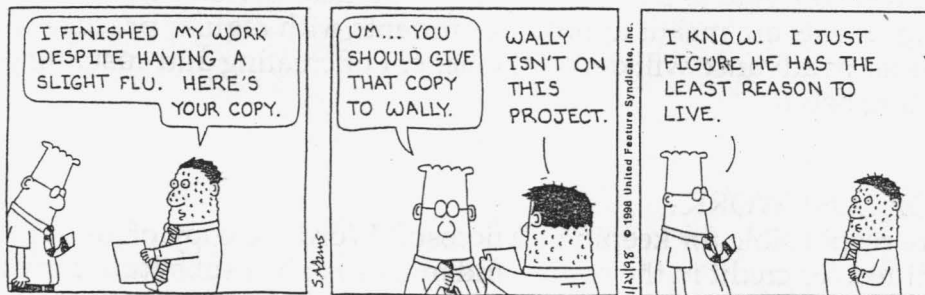
EXCUSED ABSENCES

The university has assigned class meetings top priority. That means nothing else can be considered of greater importance than coming to class, not even the requirements of another class. Only three excuses (backed up by proof) are usually allowed to temporarily take precedence over class meetings:

1. the need to attend the funeral of a close relative
2. hospitalization, highly infectious disease, or debilitating illness requiring constant bed rest
3. required travel to a university-sponsored event as part of a student organization such as marching band

Although other rare emergencies may merit an excused absence, the above three are the only common excuses for a temporary absence. Travel delays or appointments, for example, are not justifications for missing class.

The situations listed above can only excuse temporary absence. A student who misses three weeks or more of class assignments, even due to grief or illness, will be asked to withdraw from the class. Three weeks or more of class work is impossible to catch up on during the brief time remaining in a semester.



IF YOU MISS CLASS

Students are expected to turn in all assigned work on time, despite absence. The class will follow the deadlines set in the syllabus. These deadlines will change only under dire circumstances.

Students are accountable for being cognizant of everything that transpires in class. Students should make arrangements to pick up graded work and handouts promptly. Missing class will be no excuse for missing deadlines or failing to acquire vital information conveyed during class.

Students may occasionally make up a missed class by attending one of the instructor's other classes covering the same lesson. Since classes do not follow the same schedule after the first few weeks, this option may not always be available. Students must check with the instructor before the missed class to arrange such a replacement.

EXAMINATIONS AND EXERCISES

One quiz (the first week) and one test (a midterm covering reading assignments) will be given in this course. There will be no final examination.

Brief exercises will be assigned over some matters covered in reading assignments. Points for exams and exercises will be assigned as follows:

Quiz	10
Test	100
Peer Review	25
Research Checklist	10
Bibliography Checklist	10
Exercises	<u>15</u>
	170

THE END OF THE COURSE

Because there is no final examination, this class is over at the end of the last class meeting. If a student has a question, appeal, request, or other business pertaining to this class, it must be settled by the end of the last class meeting of the semester. Student grades will be turned in at that time, and the instructor will hold no further office hours and schedule no further appointments or consultations with students.

ENGLISH DEPARTMENT'S PLAGIARISM POLICY

"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 the 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."

STUDENTS WITH DISABILITIES

If you have a documented disability and wish to discuss academic accommodations, please contact the Office of Disability Services at 581-6583 (9th Street Hall).

ANY QUESTIONS?

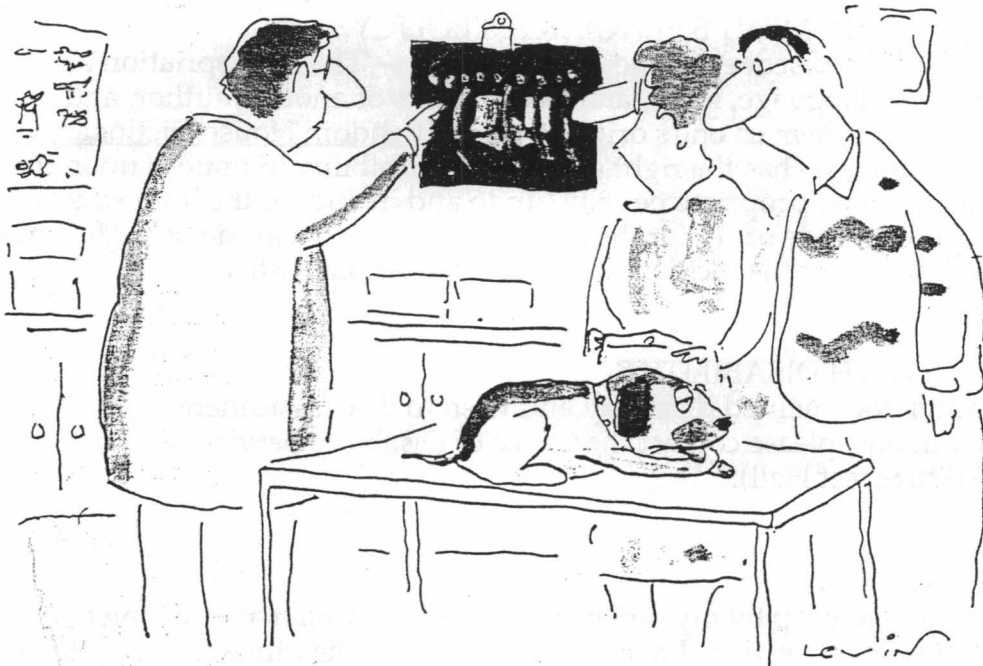
Please feel free to drop by my office in 3744 Coleman Hall at any time to chat or get an answer to a question (I'm most likely to be in the office during my office hours or in the early afternoon on Monday, Wednesday, and Friday).

RULES OF THE WRITING LAB

1. No food or drink in the Writing Lab.
2. Place all book bags or backpacks against the wall. Do not place them on the tabletops or under the tables. Drape coats or wraps over the backs of the chairs. Do not leave them on the tabletops.
3. Bring a 3.5 inch diskette for use in the Writing Lab.
4. After signing onto a computer, close all programs and log on as a different user.
5. Use the class folder for only this course.
6. Use the Writing Lab computer only when directed to for class assignments. Use them for nothing else – no e-mail, games, unassigned web surfing, or class work for other classes.

RULES OF THE COURSE

1. Be prompt. Come to class or conferences on time.
2. Be polite. Turn off cell phones.
3. Be productive. Turn in assignments on time (or early).
4. Be prepared. Keep a backup copy of all written work turned in for credit in the course.



"He appears to have eaten some homework."

HH =Here's How to Write Well

Syllabus

J = Journal

BL = Blair Handbook

English 1001

E = Essay

RE = Bedford Reader

4:30 MWF

R = Revision

Lab = 3120 Coleman Hall

<u>Date</u>	<u>Reading Due</u>	<u>Room</u>	<u>Bring to Class</u>	<u>Topic</u>	<u>Covered in Class</u>	<u>Writing Assignment</u>
8/25		Lab		Intro to the Course	BL 3-9	Journal #1 Survey, Quiz
8/27	Guidelines J Guidelines Syllabus	Lab	Diskette Survey Due Quiz Due Menu 1	The Writing Process Prewriting	BL 26-34	J #1 Due Journal #2
<hr/>						
9/1				LABOR DAY HOLIDAY -- NO CLASS		
9/3	HH 18-29 Prewriting Strategies	3130	HH RE	Writing Habits Personal Writing Informal vs. Formal Writing		J #2 Due Journal #3
9/3		Union 7:00 ATTEND CONVOCATION in the Grand Ballroom				
<hr/>						
9/8	BL 713-714 HH 95-103	3150	BL HH Journal	Editing/Proofreading Apostrophes Revising	BL 623-629	J #3 Due Journal #4
9/10	RE 301-306	Lab	Menu 3 BL, RE	Intros & Conclusions Thesis Statements	BL 95-96	J #4 Due Journal #5
<hr/>						
9/15	BL 404-414 BL 544-545 RE 223-225	3130	BL, Dictionary	Conciseness Spelling Word Choice	BL 656-669	J #5 Due Journal #6
9/17	RE 516-519 HH 13-16	3130	BL, RE Menu 4&5	Explanatory Essays Description/Comparison Italics	BL 684-687	J #6 Due Journal #7
<hr/>						
9/22	RE 486-488 HH 117-119	Lab	Dictionary RE Journal	Outlining & Organization Essay #1 in Class	BL 333-341	J #7 Due Essay #1 Journal #8

<u>Date</u>	<u>Reading Due</u>	<u>Room</u>	<u>Bring to Class</u>	<u>Topic</u>	<u>Covered in Class</u>	<u>Writing Assignment</u>
9/24	RE 437-439	Lab	BL Dictionary Menu 4&5	Sample Essays Revising		J #8 Due Revise E#1
9/29	BL 161-167	3130	BL	Critical Reading Research Papers	BL 17-25 BL 122-124 BL 155-159	R #1 Due Journal #9
10/1	HH 137-147	3130	Menu 6&7 HH	Quotations & Citations Paraphrasing		J #9 Due Essay #2
10/6		Lab	Draft E #2	Peer Review		Draft Due
10/6		3744	Draft E #2	Conferences during class		Draft Due
10/7		3744	Draft E#2	Conferences 12:00-2:00		Draft Due
10/8		3744	Draft E#2	Conferences 1:00-1:50		Draft Due
10/8		Library	RESEARCH TRIP TO BOOTH LIBRARY Study for Test			Report E #2 Due
10/13				NO CLASS for Research & Conferences		
10/15				NO CLASS for Research & Conferences		
10/17				NO CLASS FOR FALL BREAK		
10/20		Lab	RE Dictionary	Test over Reading Sample Essays		Revise E #2 Report Due
10/22	BL 590-592	Lab	Menu 9&10 BL, HH	Research Question Commas & Semicolons	BL 613-616	R #2 Due
10/27	HH 130-136	3130	HH Menu 9&10	Judging Sources Plagiarism		Essay #3
10/29	HH 148-162	3130	Draft E #3 Dictionary	Writing Workshop Research Checklist		Draft Due
11/3	BL 592-601	Lab	BL	Writing a Research Essay Commas	BL 605-611	E #3 Due Checklist Due

<u>Date</u>	<u>Reading Due</u>	<u>Room</u>	<u>Bring to Class</u>	<u>Topic</u>	<u>Covered in Class</u>	<u>Writing Assignment</u>
11/5		Lab	HH, BL Menu 11-13	Sample Essays Bibliography	HH 163-179	Revise E #3
11/10		3130	Menu 11-13 BL	Bibliography	BL 758-793	R #3 Due Essay #4
11/12		Library		BOOTH LIBRARY TOUR	BL 172-193	E #4 Sources
11/17		Lab	Draft E #4 Menu 11-13 BL	Bibliography Exercises Bibliography Checklist	BL 807-837	Sources Due Draft Due
11/18		3744	Draft of E #4	Conferences 12:00-1:45		Draft Due
11/19		Lab	Dictionary BL Draft E #4	Writing Workshop		Draft Due
11/19		3744	Draft E #4	Conferences 12:00-1:45		Draft Due
11/20		3744	Draft E #4	Conferences 12:00-1:45		Draft Due
11/21		3744		Office Hours 3:00-4:20		E #4 Due Checklist Due

11/24
11/26
11/28

CLASSES CANCELLED FOR THANKSGIVING BREAK
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12/1		3130	BL	Sample Essays		Revise E #4
12/3		3130	BL Menu 14-15	Writing Portfolio Essay Exams	BL 866-872	E #4 Due Journal #10
12/8		Lab	Journal Portfolio Form Menu 14-15	Class Survey Evaluations		J #10 Due
12/10		Lab	Menu 14-15	Evaluations/Class Grade		

HAPPY HOLIDAYS!