

Fall 8-15-2010

## ENG 1002G-004: Composition and Literature

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**English 1002G.004**  
**Composition and Literature**  
**11:00 a.m.—12:15 p.m., TR**  
**Coleman Hall ETIC 3140 (classroom) and 3210 (lab)**

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

**Office Hours:** Tuesday and Thursday  
 9:30—10:45 a.m., 1:45—2:45 p.m.  
 and by appointment

**Texts:**

*An Introduction to Poetry*, ed. Kennedy  
*Compact Bedford Introduction to Drama*, ed. Jacobus  
*Short Fiction: Classic and Contemporary*, ed. Bohner  
*The Little, Brown Handbook*, ed. Fowler

**Course Objectives** – To improve students' abilities to:

- read and understand literary texts
- discuss and analyze literary texts
- demonstrate a close familiarity with a text
- think creatively and develop ideas
- write expository and persuasive essays that develop a central idea
- implement proper strategies of the entire writing process from prewriting to editing
- write in standard edited English, employing effective methods of organization
- research and implement correct documentation of sources

**Class Participation:** Student participation is best supported by active, responsible reading of all course material. As such, all outside readings must be completed by the start of the class period for which they were assigned. In addition, students will be expected to contribute relevant and insightful questions and comments to class discussions. Students are also expected to conduct themselves in a respectful manner in the classroom. No text messaging will be permitted. Remember to turn your cell phones off. Performance in this category will be factored into final grading by being awarded a point value (see "Grade Distribution" below).

**Written Assignments / Drafts and Essays:** Make sure you KEEP ALL COURSEWORK, especially essays and drafts, until after the semester ends. In addition, be sure to **bring all drafts on current essays to all class meetings, including both electronic and hard copies**. Students will receive several written exercises, assignments and hand-outs, and develop, revise, and edit three (3) critical essays and one (1) research essay with many pages of drafting, writing, and revising toward the development of each essay. In order to receive the benefits of peer evaluation and instructor guidance, several "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 review sessions may be conducted with some responses collected for credit (as part of the draft or final essay grade). Unless otherwise specified, 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.

**Note:** Plagiarism will be carefully addressed, and it will not be tolerated. See English Department Policy (attached).

**Note also:** 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.

**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.

**Class List Serve:** Students must subscribe to our class list serve by following the instructions given in class. Participation requirements are the same as those for class discussion. Each student is expected to be an active participant. Failure to cooperate or participate will result in a deduction of Class Participation points.

**Portfolios:** Unless otherwise specified, essays will be submitted electronically to our class list serv. All submissions will receive two numerical evaluations – one for composition quality and the other for student effort. Your papers will be submitted and returned electronically. It is the student's responsibility to PRINT the evaluated papers and keep them in their class portfolio. Portfolios will be collected twice during the semester, and will receive supplemental submission points. Any missing copies will result in a zero, "0" for that assignment.

**Quizzes:** Reading quizzes will be given throughout the semester. Some will be scheduled, but some will be un-announced, or announced only in the preceding class. Points from quizzes will be averaged, then factored into final grades. Make-up quizzes will not be provided to absent students. Only students with pre-approved absences will be exempt.

**Attendance:** Regular attendance is expected. 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. 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 may 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. Any student with poor attendance should set up a conference as soon as possible. Do not wait until the end of the semester to express concern over attendance problems, since then it will most likely be too late to compensate for missed work.

**Note:** E-mail is not always a reliable source of communication. The server may be down, or I may not be near a terminal to retrieve your message. 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.

**Make-up Work:** 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 and at the instructor's discretion. If the absence is unexcused (no note, no phone call, or without approval) make-ups are not allowed. Generally speaking, no make-ups will be given for missed in-class exercises or quizzes.

**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.

**Grades:** All essay grades will be evaluated using the "Guidelines for Evaluating Writing Assignments in EIU's English Department" (attached) and averaged using the following 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), an "N/C" (No Credit) may be given for the paper. Note also, that no "Ds" or "Fs" will be given for the final course grade. Students averaging points below 70% will receive a grade of N/C 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 in a timely manner and earn a "C" or better.

**Final Exam:** Failure to attend the final examination for any reason other than a documented illness will result in an "F" / "0" on the test. Also, no scheduling modifications will be granted, so please note that the scheduled Final Exam for Fall 2010 English 1002G.04 is:

**Monday, December 13, 2010  
10:15 a.m.—12:15 p.m.**