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ENG 3001-004-007: Advanced Composition

Marjorie Worthington
Eastern Illinois University

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3001-004
-007

ENGLISH 3001, SECTIONS 004 & 007 – ADVANCED COMPOSITION

Professor: Dr. Marjorie Worthington
Office: Coleman Hall 3015
Phone: 581-5214
Email: mgworthington@eiu.edu
Office Hours: MWF 9:00-11:00a.m., or by appt.

Texts: *Nickel and Dimed*, Barbara Ehrenreich
How to Write for the World of Work, Cunningham, Smith and Pearsall, Eds. (WWW on syllabus)

Course Objectives include (but are not limited to):

- Understanding and practicing several different forms of writing
- Developing an effective writing *process*, including invention, drafting and revising.
- Learning to collect evidence and research related to writing projects
- Developing an effective mode of working with peers on peer review and editing.
- Incorporating substantial revision into the writing process.

Written Assignments: All of your written assignments must be word-processed unless otherwise stated. You should purchase a folder in which to hand in these assignments because each essay assignment will consist of several different parts that will be turned in on the due date. Assignments **must** be submitted, in their entirety, **on the day they are due** unless you have made prior arrangements with me. Written assignments consist of those listed below, as well as several shorter assignments that will arise as the course progresses. Some of these will be done as in-class activities, some as out-of-class assignments. Consistent attendance is necessary, as this course and the assignments connected with it will change and develop according to the direction in which we want the course to go. You must complete all major written assignments (including the final presentation) to pass this course.

Peer Review: Before each of the major essay assignments are due, you will be asked to bring several copies of your rough draft to class. In groups, you will distribute those drafts and read the drafts of your peers, providing suggestions to aid them in the revision process. This kind of collaborative work is extremely helpful, to the essay reader as well as to the writer. However, although I want you to read each other's essays and help each other with them, do not collaborate to the extent that you borrow each other's words, phrases or ideas.

Conferences: At least once during the semester, you will be required to meet briefly with me; these conferences will be held on the days indicated on the syllabus. I will pass around a sign-up for these conferences. In addition, I encourage you to meet with me as often as you like, to discuss ideas, assignments or other work. The hours listed above are times when I will be in my office ready to meet with students. You can also make a special appointment to see me if you are unable to come during office hours.

REQUIREMENTS: YOU MUST COMPLETE ALL WRITTEN ASSIGNMENTS TO PASS THIS COURSE.

Employment Narrative (4-5 pages): This assignment requires you to write a coherent narrative describing a job you once held or now hold.

Employment Research Essay (4-5 pages): For this assignment, you will do some outside research about the job you wrote about for your narrative. What can you find out about your specific company or

workplace? About this type of job in general? What kind of life would this job provide for someone who did it for a living?

Nickel and Dime Research Essay (4-5 pages): Do some outside research about one of the positions held by Barbara Ehrenreich (waitress, maid, Walmart worker) and answer questions similar to those you addressed in your Employment Research Essay. Since Ehrenreich's experience seems highly gendered (in that she held jobs traditionally done by women), you may choose here to focus on a job that is often considered to be more "masculine" (i.e. construction worker, factory worker, miner).

Research Synthesis (8-9 pages): Here you will take the information gleaned in the above three essays—the personal and the general—and synthesize it into a coherent research essay with a thesis statement and an argument sustained throughout.

Memo (1 page or less): The interoffice memo is still a widely used form of business writing.

Persuasive Letter (1 full page): The object here will be to attempt to convince someone to buy something from you, refund your money, or adopt your policy.

Application Letter (1 full page): Every time you apply for a job, you will send a resume and a letter of application which introduces yourself to the prospective employer. This is one of the most difficult forms of writing in the course, for writing honestly and cleverly about oneself is not easy. Included here will be a job ad for a specific job for which you wish to apply and an inventory of the employer's relevant information.

Resume (1 full page): This assignment will consist of your resume and a personal inventory that you will do prior to the resume but which will help you in crafting the resume.

Group Proposal (15-20 pages, including visuals): Much of workplace writing is collaborative. For this assignment, you will work in a small group to make a proposal for improvement of some kind. You will divide the work, yet come together to collate the final report, making sure it is coherent and unified. The report will contain visual aids, such as charts or graphs, to facilitate understanding.

Oral Presentation (15 minutes per group): Each group will present its findings to the class in a manner they see fit. Each member of the group must participate in the oral presentation and the presentation must include visual aids of some kind.

POLICIES:

Attendance: Your consistent attendance and participation are necessary to make this class the vibrant exchange of ideas it should be and I take attendance every day (even if you do not see me doing it). You are permitted no more than three unexcused absences. Each unexcused absence after three will lower your **final** grade by thirty points (3%). Excused absences are accompanied by appropriate legal or medical documentation.

Plagiarism: Plagiarism is defined as appropriating words or ideas that are not your own without giving proper credit. The temptation to plagiarize can be great, particularly in the advent of extensive computer technology and the collaborative nature of our class. However, the consequences of plagiarism are dire and can result in a grade of F for the assignment and even for the course. It will also result in a report to the Judicial Affairs Office.

Grade Breakdown:

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| Employment Narrative | 5% |
| Employment Research Essay | 10% |
| <i>Nickel and Dimed</i> Research Essay | 10% |
| Synthesis Essay | 15% |
| Memo | 5% |
| Persuasive Letter | 10% |
| Application Letter | 10% |
| Resume | 10% |
| Group Proposal | 20% |
| Oral Presentation | 5% |

ENG 3001 READINGS AND ASSIGNMENTS

| | | |
|------|------|---|
| Jan. | 8 M | Introduction |
| | 10 W | READ: Introduction to <i>Nickel and Dimed</i> |
| | 12 F | READ: <i>Nickel and Dimed</i> , Chap 1 |
| | 15 M | No Class, Martin Luther King, Jr.'s Birthday |
| | 17 W | Employment Narrative Peer Review |
| | 19 F | Employment Narrative due |
| | 22 M | READ: <i>Nickel and Dimed</i> , Chap 2, WWW Chap. 21 |
| | 24 W | READ: <i>Nickel and Dimed</i> , Chap 3, Assign Employment Research Essay |
| | 26 F | Conferences |
| | 29 M | Employment Research Essay Peer Review |
| | 31 W | Assign <i>Nickel and Dimed</i> Research Essay, Employment Research Essay due |
| Feb. | 2 F | Conferences |
| | 5 M | READ: <i>Nickel and Dimed</i> , Chap 4 |
| | 7 W | <i>Nickel and Dimed</i> Research Peer Review |
| | 9 F | Conferences |
| | 12 M | <i>30 Days</i> Episode, <i>Nickel and Dimed</i> Research Essay due |
| | 14 W | Discuss Research Synthesis Essay |
| | 16 F | No Class, Lincoln's Birthday |
| | 19 M | WWW Chaps. 1, 5 |
| | 21 W | Research Synthesis Peer Review |
| | 23 F | Research Synthesis due |
| | 26 M | WWW Chaps. 2, 8 |
| | 28 W | Memo Peer Review |
| Mar. | 2 F | WWW Chap. 3 Memo due |
| | 5 M | WWW Chap. 4, 9 |
| | 7 W | Persuasive Letter Peer Review |
| | 9 F | Assign Resume and Cover Letter, Persuasive Letter due |

SPRING BREAK

19 M WWW Chap. 10, Bring in your own job ad
21 W WWW Chap. 13, **Employer inventory due**
23 F WWW Chap. 14, **Employee inventory due**

26 M WWW Chap. 15
28 W Application Letter and Resume Peer Review
30 F Group Proposals Assigned

Apr. 2 M Meet with groups, **Application Letter and Resume due**
4 W WWW Chapter 18, meet with groups
6 F Group Project Research Day

9 M Meet with groups, **Audience Analysis due**
11 W WWW Chaps 19-20,
13 F Group Project Research Day

16 M WWW Chap. 6-7, **Research and Writing Plan due**
18 W WWW Chap. 12, discuss Oral Reports
20 F WWW Chap. 21, discuss documentation issues, **Group Progress Report due via email**

23 M Group Proposal Peer Review, Individual Conferences with Groups
25 W **Oral Reports**
27 F **Oral Reports, Group Proposal due**