

Fall 8-15-2005

ENG 3001-009: Advanced Composition

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Syllabus for English 3001: Advanced Composition, Fall 2005, Section 009

Required Texts and Materials

Bartholomae and Petrosky, *Ways of Reading: An Anthology for Writers*, 6th ed.
Fulwiler, *The College Writer's Reference*, 3rd ed.

Additional readings and handouts to be provided by the professor

E-mail account

Data storage: the lab requires USB "thumb" drives (also known as "jump" or "flash" drives) for data storage. Please consider buying one.

Course Description

This advanced course covers a range of academic and professional writing, and requires the development of skills in the following areas:

- interpretation and critical thinking
- review of critical literature in a discipline
- collaboration and peer review
- oral and visual communication
- résumé and letter writing
- portfolio construction

During the semester, you will be expected to:

- constructively criticize peers' thinking and writing
- use peer responses to improve your own thinking and writing
- read challenging texts
- carefully research a problem or issue in your discipline
- produce polished written and oral work for academic and professional audiences
- show initiative, and be thorough and precise in your work

Writing Centered Course

You should consider submitting an essay written for this class to the Electronic Writing Portfolio or EWP. Please visit the following web address for information on the submission process: <www.eiu.edu/~assess/electronic_writing_portfolio1.htm>. The course deadline for EWP submissions is Wednesday, Dec 7, 2005.

Brief Descriptions of Assignments

Explaining a Specialized Subject: you will review an article or book chapter, explaining key concepts to an educated but non-expert audience.

Group Analysis/Presentation: in a group of three or four, you will analyze a visual image (or set of images) chosen by the group.

Review Essay: you will write a critical overview of journal articles or book chapters dealing with a specific problem, issue, or concept.

Job Letter and Résumé: you will find an available internship, research assistantship, or other advertised position in your field (preferably, one that somewhat matches your qualifications). Then, you will write a letter of application and résumé that could actually be sent as part of an application for the position. The position may be located through a personal contact; a career center or job information service; or a newspaper, library, or on-line source.

Portfolio: you will revise selected work from the course and construct a portfolio or professional website. You will need the files for all your papers to put together the portfolio—so keep them!

Peer Reviews: on several occasions, you will respond to your peers' papers; your peer reviews should be honest and descriptive, explaining in detail your reading experiences.

Daily Assignments

You will do reading responses, process writing, document and site searches, group work, and

various other daily assignments. If discussion lags, quizzes or additional in- and out-of-class writing may be assigned as part of the daily assignment grade.

Policies

Attendance: 4 unexcused absences = forfeiture of your entire participation grade for the semester (10% of final grade)

If you miss class, you are responsible for finding out what happened and asking me for any missed handouts. Absences will be excused only in the case of a documented illness or emergency, or of documented participation in an official university activity. For your absence to be excused, you must provide me with a legible photocopy of your documentation for my records. Such documentation must be provided prior to the absence or upon your return to class. Please do not come to class late. Three instances of tardiness may count as an absence.

Late work: Daily assignments and peer reviews will not be accepted late. Failure to submit the first draft of a paper on the draft due date will result in a reduction of the final grade for that paper by one letter. Major assignments turned in after the final due date will incur a penalty of one letter grade per day late. Only in the case of a properly documented absence will a major assignment be accepted late without penalty. All major assignments are due at the start of class on the due date.

Grading Scale: 100 to 90 = A, 89.9 to 80 = B, 79.9 to 70 = C, 69.9 to 60 = D, 59.9 and below F

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| Grading Percentages: | Explaining a Specialized Subject | 15% |
| | Group Analysis/Presentation | 10% |
| | Review Essay | 20% |
| | Job letter and résumé | 15% |
| | Average of Peer Reviews | 5% |
| | Daily Assignments | 5% |
| | Participation | 10% |
| | Portfolio | 20% |

Assessment: For each of the assignments listed above (excluding Peer Reviews, Daily Assignments, and Participation), I will provide a formal assignment sheet. Your grade for a given assignment will be determined by how well your work fulfills the requirements outlined in the assignment sheet. You will receive worksheets to guide you through peer reviews, and written or verbal descriptions of daily assignments. Your participation grade will be based on your attendance, the regularity and quality of your contributions to class discussion, and your level of engagement during group work and class activities.

Academic dishonesty: According to the *MLA Style Manual*, the word "plagiarism" has its origin in the Latin term for "kidnapper": plagiarists kidnap other writers' sentences, phrases, or ideas and present them as their own. The *Random House Dictionary* defines "plagiarism" as "The appropriation or imitation of the language, ideas, and/or thoughts of another author, and representation of them as one's original work." Plagiarism often results from faulty documentation or careless note taking. *Always place quoted materials in quotation marks, and always cite quoted and/or paraphrased sources, even in rough drafts of papers or presentations.* Respect for the intellectual work of others should encompass all formats, including print, electronic, and oral sources. Inexcusable acts of plagiarism include downloading or buying a paper from the internet; copying and pasting phrases or passages from electronic sources into your paper without citing them; submitting a paper written by another student as your own; borrowing the language and content of a website verbatim and using it as an "original" presentation; and so on. The penalty for academic dishonesty is failure in the course. All instances of academic dishonesty will be reported to the Office of Judicial Affairs.

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

Provisional Schedule

Note: Each reading should be completed *before* class on the day it is listed. The *College Writer's Reference* will be used principally on peer review and writing workshop days.

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| <u>Week One</u> | Meet in CH 3130 |
| M Aug 22 | Introduction to the course |
| W Aug 24 | "Ways of Reading" (<i>Ways of Reading</i> 1-14, hereafter abbreviated <i>WR</i>) Analytical reading exercise; writing diagnostic |
| <u>Week Two</u> | Meet in CH 3120 |
| M Aug 29 | Explaining a Specialized Subject (assignment) Introduction to the writing lab |
| W Aug 31 | Reading Workshop Baldwin, "Notes of a Native Son" (<i>WR</i> 52) Begin searching for a source |
| <u>Week Three</u> | (CH 3130) |
| M Sept 5 | Labor Day; no class |
| W Sept 7 | Reading Workshop Freire, "The 'Banking' Concept of Education" (<i>WR</i> 259) Writing Workshop (grammar basics, avoiding plagiarism, documenting sources) |
| <u>Week Four</u> | (CH 3120) |
| M Sept 12 | Due: source for Explaining a Specialized Subject Workshop using source; bring <i>College Writer's Reference</i> |
| W Sept 14 | First draft due: Explaining a Specialized Subject; peer review |
| <u>Week Five</u> | (CH 3130) |
| M Sept 19 | Conferences |
| W Sept 21 | Conferences |
| <u>Week Six</u> | (CH 3120) |
| M Sept 26 | Final draft due: Explaining a Specialized Subject Group Analysis and Presentation, assignment; form groups Excerpt from Berger, "Ways of Seeing" (<i>WR</i> 105-7) Analysis exercise (magazine advertisements) |
| W Sept 28 | Reading Workshop Bordo, "Hunger as Ideology" (<i>WR</i> 139) Search for an image or set of images |
| <u>Week Seven</u> | (CH 3130) |
| M Oct 3 | Due: bring an image or set of images to discuss with the rest of your group; select image(s); begin constructing presentation; assign duties |
| W Oct 5 | Workshop: assess research, continue constructing presentation, including visual aid, finish and practice presentation, test equipment |
| <u>Week Eight</u> | (CH 3120) |
| M Oct 10 | Due: Group Analysis/Presentation |
| W Oct 12 | Due: Group Analysis/Presentation |

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| <u>Week Nine</u> | (CH 3130) |
| M Oct 17 | Mid-term process writing Review Essay, assignment Reading Workshop (rereading and comparing arguments) Reread Freire, "The 'Banking' Concept of Education" (WR 259) |
| W Oct 19 | Reading Workshop (constructing a grid) Rich, "When We Dead Awaken" (WR 627) Writing Workshop (transitions) |
| <u>Week Ten</u> | (CH 3120) |
| M Oct 24 | Search for sources via internet Collect sources from library |
| W Oct 26 | Due: three possible sources for the review Exercise using sources Begin drafting paper |
| <u>Week Eleven</u> | (CH 3130) |
| M Oct 31 | First draft due: Review Essay; peer review |
| W Nov 2 | Conferences |
| <u>Week Twelve</u> | (CH 3120) |
| M Nov 7 | Final draft due: Review Essay Résumé and Job Letter, assignment Résumé writing Résumés (Fulwiler 432-36) Begin to draft résumé |
| W Nov 9 | Writing a letter of application Business letters (Fulwiler 429) Due: job ad Begin to draft job letter |
| <u>Week Thirteen</u> | (CH 3130) |
| M Nov 14 | Hiring committee exercise First draft due: résumé and job letter; peer review |
| W Nov 16 | Final draft due: résumé and job letter |
| <u>Fall Recess</u> | |
| Nov 21, 23, 25 | No classes |
| <u>Week Fourteen</u> | (CH 3120) |
| M Nov 28 | Designing a portfolio |
| W Nov 30 | Writing Workshop |
| <u>Week Fifteen</u> | (CH 3130) |
| M Dec 5 | Conferences |
| W Dec 7 | Due: Portfolio; deadline for EWP submissions |