Spring 1-15-1997

ENG 0995-001

Susan

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Required Texts:
Burgmeier, *Lexis. Academic Vocabulary Study*
Horner, *Hodges Harbrace College Handbook*
Mlynarczyk, *In Our Own Words*

Course requirements:
A. Attendance. I take roll at every meeting and am strict about attendance. If you are ill or have to take care of an emergency, please call me and let me know why you can't be in class. If you have more than two unexcused absences, your grade will suffer!

B. Papers. You'll do plenty of both in-class and out-of-class writing. You'll do one research paper towards the end of the semester. You will also do a great deal of revising and rewriting. When you turn in a second (or third) draft of an essay, make sure you attach the previous draft(s) to the final one. Please keep all of your essays in one folder.

C. Lab. You'll meet with Mr. Chris Enstrom, my teaching assistant, at least once a week to do further work on improving your writing and conversational skills. You need to fulfill the assignments given to you for "lab work."

Grading policy: Since this course is a C/NC one, I can give you credit for the course only if you receive at least a grade of "C" for the whole course. Papers will count as 60% of your grade; research paper 10%; lab work 30%.

Conferences:
Please stop by my office to discuss any problem or question related to the course. You can also make an appointment if my regular office hours are inconvenient for you.

Other policies:
1. The English Department's policy on plagiarism states that "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 responsibility to impose upon the guilty students an appropriate penalty, up to and including immediate assignment of a grade of F for the course, and to report the incident to the Judicial Affairs Office."
2. 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.

Class meetings:

1/14 Introduction, diagnostic testing

1/21 *Lexis*, Chapter 1
15-20 min. in-class writing

1/23: *In Our Own Words*, Chap. I and Chapter 11 (Revising)
15-20 min. in-class writing

1/28: *Lexis*, Chapter 2
In-class writing

1/30: *Own Words*, Chap. 3 and Chapter 11 (Revising)
In-class writing

2/4: *Lexis*, Chapter 4
In-class writing

2/6 *Own Words*: "Learning How to Cook" and "Exodus" in Chapter 4 (Experiences) and Chapter 12 (Editing)
In-class writing

In-class writing

2/13: *Own Words*: "An Unforgettable Man" and "Rosita" in Chapter 5 (People) and Chapter 12 (Editing)
In-class writing

2/18: *Lexis*, Chapter 6

2/20: No class (I have to be at a conference.)

2/25: *Own Words*: "Waiting Room" and "New Horizon of Beauty" in Chapter 6 (Places)
In-class writing

2/27: *Lexis*, Chapter 7
In-class writing
3/4: Writing Business Letters (application for a job)  
Bring the Harbrace Handbook  
In-class writing

3/6: Writing Business Letters (letter of complaint), memos, resumes  
Bring the Harbrace Handbook  
In-class writing

3/11: Writing Book Reports  
Writing summaries  
Bring Mosaic (pp. 229-232) and In Our Own Words

3/13: Writing summaries (continued)  
Bring In our Own Words

SPRING BREAK

3/25: The Expository Essay  
Sample essays will be provided

3/27: The Expository Essay (continued)

4/1: The Argumentative Essay  
Sample essays will be provided  
Bring the Harbrace Handbook

4/3: The Argumentative Essay (continued)

4/8: The Research paper (We'll devote the rest of the month to activities relevant to the research paper.)  
Bring the Harbrace Handbook, Chapter 34

4/10: The Research paper (continued)  
Bring the Handbook  
Taking notes and summarizing them

4/15: Taking notes and summarizing them

4/17 and 4/22: Incorporating notes in your paper

4/24 and 4/29: Documentation

5/1: In-class writing