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ENG 1000-002: Fundamental English

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English 1000: Fundamental English
Course Policy Statement and Syllabus
Spring 2002

Instructor: Tara Coburn    Phone: 8111    Email: Tummy13@yahoo.com
Office: Writing Center (CH 3110, 5929) or Graduate Student Office (CH 2110)
Office Hours: by appointment

Required Texts

  [Please do not remove any pages from *Choices*. Textbook will be checked by instructor at the end of the semester]

You'll also need an 8 1/2" x 11" spiral-bound notebook for use as a journal in this class.

Goals
To help improve your writing through practice and instruction in developing and organizing ideas; in using words, sentences, and paragraphs effectively; and in acquiring and perfecting skills for revising and editing your prose.

Course requirements
Attendance at and participation in all class meetings; no pattern of tardiness; completion of all reading and writing assignments on time, including full participation in group activities.

Please note: Students who accumulate more than four unexcused absences during the semester should not expect to pass English 1000. (Excused absences are those involving illness, death in the family, and officially approved university activity. When an absence is excused, students may be permitted to make up assignments at the convenience of the instructor.)

Assignments
In addition to several in-class writing assignments, you will complete four out-of-class essays, each of which includes pre-writing activities and a series of rough drafts. You will complete two of these essays by mid-term and the other two during the second half of the semester.

Your writing journal (notebook) will be used for both in-class and out-of-class writing. Some of your journal writing will be assigned; some will be writing that responds to the reading for the class. You are responsible for saving all written assignments and essays. You will be using this
material for assembling portfolios of your work to submit for mid-term and for final evaluation. I may require you to keep a spelling section in your journal. All out-of-class essay assignments should be typed. In-class essays will be hand-written.

I may assign additional exercises based on your specific needs. ALL assignments are important and must be completed without outside help, unless discussed with instructor. If you complete the assignments in the planned sequence, you will be much more likely to succeed in this course.

Conferences
You are encouraged to see me for conferences outside of class and to receive extra help in the Writing Center. I may require you to meet with me in conference and to seek tutoring in the Writing Center, which is located in 3110 Coleman Hall (581-5929).

Grading
English 1000 is graded Credit/No Credit. In order to pass the course, you must earn my recommendation and submit a writing portfolio that earns a pass for the course (see the attached sheet on the portfolio). My recommendation will be based primarily on satisfactory and on-time completion of all reading and writing assignments, including exercises, and on satisfactory class participation. You cannot register for English 1001C until you pass English 1000.

Information for Students with Disabilities
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.
Course Syllabus

In order to accommodate the needs of the class, the following schedule of discussion, reading, and writing assignments is tentative. You will be notified of any changes in class. Because writing is a process, topics will often be introduced and then reviewed later in the semester. All assignments—readings, essays, revisions, exercises, and so on—are course requirements and must be completed fully and on time. Remember, you should save all written assignments and essays. You will be using this material for assembling two portfolios of your writing. One small portfolio will be submitted at mid-term for the purpose of checking your progress. You will submit a second, larger portfolio for final evaluation of your performance in the course. (See the Portfolio Guidelines attached to this syllabus.)

Monday 1/7
   Course Introduction
   Diagnostic Essay #1

Wednesday 1/9
   Diagnostic Essay #2

Friday 1/11
   Before class: Read Chapter 1 in Choices
   Discussion of syllabus
   Discussion of writing journal
   Student introductions

Monday 1/14
   Before class: Read pgs. 93-108 in Choices
   Read pgs. 28-33 of Short Prose Reader
   Read Royko essay in Short Prose Reader, p. 40
   Discuss essays
   Hand out assignment for Writing #1

Wednesday 1/16
   Before class: Read 29-34 in Choices
   Bring of list of ideas for Writing #1 in journal
   Idea generation exercises (99-101 in Choices)
   Decide on topic for Writing #1

Friday 1/18
   Before class: Read 34-36 in Choices
   Do activity #1 on page 35 in journal
   Bring a thesis statement
   Work on thesis statements and developing prewriting/outlines/plans for essay
Monday 1/21
   No class, Martin Luther King Jr. Birthday

Wednesday 1/23
   Before class: Bring a rough draft of Writing #1
   Read 115-123 in Choices
   Large scale revision (organization, paragraphs, development)
   Peer editing (Choices p. 132)
   Schedule conferences to discuss drafts

Friday 1/25
   Before class: Bring draft of Writing #1 with revisions made
   Peer editing

Monday 1/28
   Before class: Bring final draft of Writing #1 (including all prewriting)
   In class discussion of essay from Short Prose Reader (Haley p. 326)

Wednesday 1/30
   Before class: Read Choices 102-115
   Do exercises 10 and 12 (p. 111 and 113) in journal
   Brainstorm ideas about important period in your life

Friday 2/1
   Before class: do activity 8 (page 106) concentrating on one period of your life in journal
   Decide on topics for Writing #2
English 1000
Portfolio Policy

Your performance in the course will be evaluated, in part, by the Composition Committee, who will review your final writing portfolio. The portfolio method has been chosen in order to enable students to have some control in selecting a representative sample of their work to be graded.

The final grade for the class will depend entirely upon my recommendation and the Composition Committee's evaluation of your final portfolio. As an indication of your progress, the midterm portfolio may significantly affect the emphasis and direction of the latter half of the course. It is, therefore, in your best interest to write and revise carefully and to select your finest work for your portfolios.

MIDTERM: The midterm portfolio will contain one revised out-of-class essay with a copy of the topic, and one of the two in-class midterm essays, each to be chosen by the student. The midterm portfolio will be used solely as an indication of your progress, and will have no bearing on the final grade.

FINAL: The final portfolio will contain two revised out-of-class essays with copies of the topics, and one of the two final exam essays. Again, you will choose what to include. One of the two out-of-class essays may be the essay included in the midterm portfolio, provided that the essay has been revised since midterm.

BOTH MIDTERM AND FINAL PORTFOLIOS must contain the following:

1. A personal statement explaining why you selected these essays as representative of your work.
2. Drafts of the portfolio essays. This includes drafts of the chosen in-class essays.
3. A statement written by me certifying the essays to be genuinely the work of the student.
4. A checklist compiled by me showing a) your completion of all coursework, and b) the number of times assignments have been revised.

NOTE: Be sure to make and retain copies of all work that you submit in your portfolios!