Spring 8-15-2013

ENG 1000-002: Fundamentals of College Composition

Daiva Markelis
Eastern Illinois University

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ENGLISH 1000, FALL 2013
Fundamentals of College Composition
T/TH 12:30 to 1:45
Coleman Hall 3120 and 3130
Dr. Daiva Markelis/348-9230/dmmarkelis@eiu.edu
Office: Coleman Hall 3375
Office Hours: M 3:00 to 4:00, T/R 11:00 to 12:30, W 5:30 to 7:00
and by appointment

Purpose of the Course
Students will gain practice and instruction in developing and organizing ideas; in using words, sentences and paragraphs effectively; and in acquiring and strengthening skills for revising and editing prose.

Books and Materials
Language Awareness by Escholz/Rosa/Clarke
A Pocket Style Manual by Hacker/Sommers
A notebook for in-class writing
A folder for handouts and assignments

Requirements
1. Read the assigned material by the assigned date. Participate in class discussions.
2. Submit a portfolio for midterm evaluation.
3. Write and revise five essays on various topics.
4. Complete several shorter in-class writing assignments.
5. Take occasional reading and grammar quizzes.
6. Submit a portfolio of work at the end of the semester.

Grade Breakdown
In order to pass the class, you will need to have shown me that you are ready for the kind of writing that English 1001 demands. You will need to have submitted ALL five essays.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>Essay #1</td>
<td>100</td>
<td>A</td>
</tr>
<tr>
<td>Essay #2</td>
<td>100</td>
<td>B</td>
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<tr>
<td>Essay #3</td>
<td>100</td>
<td>C</td>
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<tr>
<td>Essay #4</td>
<td>100</td>
<td>D</td>
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<tr>
<td>Essay #5</td>
<td>100</td>
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<tr>
<td>Midterm Portfolio</td>
<td>100</td>
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<td>Final Portfolio</td>
<td>100</td>
<td></td>
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<tr>
<td>In-class writing/</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>sentence combining</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance/participation</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>including reading quizzes</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td>1000</td>
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</tbody>
</table>
This class is credit/no credit. However, I will grade all assignments following the traditional A to E scale. Your need a grade of C or higher to pass.

Absences
Excused absences are granted only for illness documented with a doctor’s note and approved university outings, NOT for matters of personal convenience such as out-of-town trips, oversleeping, finishing papers for other classes, etc. Documentation is required for all excused absences. Merely calling or emailing to say you will miss class is NOT acceptable verification. I reserve the right to determine what is/is not an excused absence.

Attendance is closely linked to your participation grade. If you’re not in class, you can’t take the reading quizzes or get credit for in-class writing assignments. No make-up quizzes or writing assignments if you’ve missed class.

Computer Labs
Class will meet in the computer lab—3120—every other week, beginning with the first week. The other weeks we’ll meet in Room 3130. If you look at the schedule, you will see that Lab weeks/Room weeks are clearly marked.

Using the Writing Center
I encourage you to use the EIU Writing Center located at 3110 Coleman Hall. This free resource provides one-to-one conferences with writing consultants who can help you with brainstorming, organizing, developing support, documenting, and revising your papers.

The Writing Center is open to work with any student from any major at any stage of his or her writing process, and its system of one-to-one conferences demonstrates value and respect for individual writers, all of whom can benefit from feedback about their works in progress. The center is not a proofreading or editing or remedial service, however. It is a place where you can learn how to become a more thoughtful, independent, and rhetorically effective writer.

To schedule an appointment, you can drop by the center (3110 Coleman Hall) or you can call 581-5929. The writing center is open Monday through Thursday, 9 a.m. to 3 p.m., and 6 p.m. to 9 p.m. On Friday hours of operation are 9 a.m. to 1 p.m. Consulting sessions last anywhere from 10 to 45 minutes.

Conferences
I will have frequent one on one conferences with each of you. These will be held in my office unless otherwise noted.

NOTE: I may make minor changes to this syllabus in order to suit the needs of the class. Changes will always be announced in advance.

ALSO: There is no midterm or final exam in English 1000
CLASS SCHEDULE

WEEK ONE: LAB
Tuesday, 08/20
Course Introduction/In-class writing
*Homework:* Finish working on literacy essay (1-2 pages)

Thursday, 08/22
*Literacy essay due* (1-2 pages) (20 points)
In-class writing: name exercise (10 points)
*Homework:* come to class Tuesday with your bucket list (typed)

WEEK TWO: Room 3130
Tuesday, 08/27
Discussion of list
Writing Center orientation
Introduction to Essay #1
*Homework:* Begin working on Essay #1

Thursday, 08/29
Scavenger hunt (10 points)

WEEK THREE: LAB
Tuesday, 09/03
Draft of Essay #1 due in class
Sentence combining
*Homework:* Revise draft of Essay #1 for Thursday

Thursday, 09/05
*Essay #1 due*
In-class writing: a book or movie that made you change the way you think about the world (10 points)
*Homework:* for Tuesday read the following essays:
1) *Coming to an Awareness of Language* (page 67)
2) *On Being 17, Bright, and Unable to Read* (77)
3) *Writing to Change the World* (82)
*ALSO:* Bring literacy narrative we wrote the first day to class on Tuesday

WEEK FOUR: ROOM 3130
Tuesday, 09/10
Short quiz on the three readings
Discussion of the three readings
Introduction to Essay #2
*Homework:* Begin working on Essay #2
*Bring handbook on Thursday*

Thursday, 09/12
Sentence combining
Incorporating quotes
*Homework:* Bring draft of Essay #2 to class on Tuesday
WEEK FIVE: LAB
Tuesday, 09/17
Draft of Essay #2
Homework: Revise Essay #2

Thursday, 09/19
Essay #2 due
Sentence combining
In-class writing: worst thing you’ve been called (10 points)

WEEK SIX: ROOM 3130
Tuesday, 09/24
Conferences
Homework for Thursday: Read the following:
1) The Meaning of a Word (336)
2) “Queer” Evolution (477)
3) Spread the Word to End the Word (545)

Thursday, 09/26
Short quiz on the three readings
Discussion of readings
Introduction to Essay #3
Homework: reflective memo

WEEK SEVEN: LAB
Tuesday, 10/01
Proofreading and editing reflective memo (10 points)
In-class interviews

Thursday, 10/03
Midterm portfolio due
In-class writing (10 points)
Homework: Bring draft of Essay #3 on Tuesday

WEEK EIGHT: ROOM 3130
Tuesday, 10/08
Rough draft of Essay #3 due
Grammar mini-lesson

Thursday, 10/10
Conferences
Homework for Tuesday: Revise Essay #3

WEEK NINE: LAB
Tuesday, 10/15
Essay #3 due
In-class writing (10 points)

Thursday, 10/17
In-class writing (10 points)
Homework for Thursday: Read the following:
1) We Are Free to Be You, Me, Stupid, and Dead (501)
2) Pornography, Obscenity, and the Case for Censorship (505)
3) Letter to the Editor of the Charleston Gazette (514)
WEEK TEN: ROOM 3130
Tuesday, 10/22
Short quiz on the three readings
Discussion of readings
Introduction to Essay #4
*Homework: Begin working on Essay #4*

Thursday, 10/24
Meet in library for research

WEEK ELEVEN: LAB
Tuesday, 10/29
Workshop: Using MLA Documentation

Thursday, 10/31
In-class writing: Scary stories (10 points)
*Homework for Tuesday: Bring Draft of Essay #4*

WEEK TWELVE: ROOM 3130
Tuesday, 11/05
Draft of Essay #4 due

Thursday, 11/07
*Essay #4 due*
In-class writing (10 points)

WEEK THIRTEEN: LAB
Tuesday, 11/12
In-class writing
*Homework: Reading to be assigned*

Thursday, 11/14
In-class writing (10 points)
Discussion of reading
*Homework: Bring Draft of Essay #5*

WEEK FOURTEEN: ROOM 3130
Tuesday, 11/19
Draft of Essay #5 due
*Homework: Revise Essay #5*

Thursday, 11/21
*Essay #5 due*
In-class writing (10 points)

WEEK FIFTEEN: LAB

Tuesday, 12/05
In-class writing (20 points)
Work on statement for portfolio

Thursday, 12/07
*Portfolios due*
COURSE POLICIES FOR ENGLISH 1000

CLASSROOM ETIQUETTE (R-E-S-P-E-C-T: Find out what it means to me.)

My Name:
Call me Doctor Markelis or Professor Markelis. If you call me Mrs. Markelis I will get very sad because my mother was Mrs. Markelis, and she died seven years ago.

Class Disruption:
I find people who nap or sleep in class to be disrespectful. If you are tired, feel free to get up and do some stretches. If we are not in the computer lab, bring coffee or soda if you like. People who interrupt one another are also disrespectful. If you are rude, I will ask you to leave class.

Cell Phones:
Turn your cell phones OFF and PUT THEM AWAY once you are in class. NO EXCEPTIONS. If you have to use the bathroom, leave your cell phone on my desk. I know this sounds strict, but I’ve had students who—believe it or not—leave my wonderful class to chat and/or text!!! (In general, you should not be leaving class to use the bathroom, get a drink of water, etc. Meet your physical needs before you come to class.)

Computer Use in Class:
We will be using computers to write and look up information. Facebook does not meet the criteria for information. Neither do Twitter, Pinterest, eBay, your daily horoscope, etc.

Email Policy: We are not pals, buddies, bestys, homeys, etc.
I welcome emails if you have questions or concerns about your work in this class. However, I expect you to write emails in a professional manner—not like you are texting a close friend. Emailing in a professional manner will help you with other professors and also give you practice in effective communication.

If you want to send me an email, follow the guidelines below. Emails should:
- Have a clear and concise subject line that provides gist of the email, such “Absent This Friday” or “Question about Revision” or “Availability for a Meeting?”
- Begin with a formal address, such as “Dr. Markelis:” or “Dear Dr. Markelis:”
- Use paragraph breaks for reading ease and strong organization
- Edit and proofread effectively so as not to cause confusion
- Refrain from using abbreviations or “text-prose”
- Close with a short statement followed by a comma and your name, such as “Thanks for your time,” or “Sincerely,” or “Have a good weekend,”

If an email does not follow these guidelines, I will simply reply with this message: “Please resend this email once it’s been revised to fit the standards of a professional email.”

Coming Late/Leaving Early:
Just don’t do it.
ACADEMIC RULES

Plagiarism: No One Likes a Cheater
I adhere strictly to the English Department policy on plagiarism:
Any teacher who discovers an act of plagiarism has the right and the responsibility to
impose upon the guilty student an appropriate penalty, up to and including a grade of F for
the assigned essay and a grade of F for the course, and to report the incident to the Judicial
Affairs Office. Plagiarism is defined as “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.) Be especially careful regarding online
sources. ANYTHING taken from the internet and used in a paper must be cited.

Due Dates for Essays:
Essays must be turned in to me at the beginning of class. Emailed essays are not acceptable.
If you cannot finish an essay by the due date, please send me an email (see
Email Policy above) explaining why the essay will be late and when you plan to turn it in.

Formatting of Essays:
All assignments must be typed and double-spaced. No extra spaces in between paragraphs.
Please use New York Times pt. 12 as your font. No ink other than black. At the top left
corner of the first page, type your name, the assignment name or number, and the date you
are submitting the assignment to me. The title of your paper should follow MLA formatting:
Do NOT bold, underline, or put your title in italics. So, the top of your paper should look
something like this:

Betty Smith
Assignment #2
September 10, 2013

My Early Reading and Writing History

Opportunities for Revision
You may revise any of the essays, but you must turn in your revision within a week of the
day I pass essays back. I will not grade revisions unless the original graded document is
submitted with it.