Fall 8-15-2000

ENG 1000-001

Jennette McClain
Eastern Illinois University

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English
Course Policy Statement and Syllabus
Fall 2000

Instructor: Jennette McClain, Graduate Assistant

Office: C H 2 0 1

Office Hours:

Required Texts


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
- Completion of all reading and writing assignments on time
- Completion of midterm and final portfolio

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 or death in the family. 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 comprises 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.
Save 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. 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 seek tutoring in the Writing Center, which is located in 301 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 completion of all reading and writing assignments, including exercises, and on satisfactory class participation. You cannot register for English 1001G 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.
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!
English 1000, McClain

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. 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 the course description.)

A Tentative Schedule for the Semester

(Reading assignments, from Clouse's Progressions unless otherwise noted, are expected to be read before class on the day they are listed)

Week 1
Monday, Aug. 21 - introductions, diagnostic essay
Wednesday, Aug. 23 - diagnostic essay
Friday, Aug. 25 - introduce Writing #1 (The Writing Process); keeping a journal

Week 2
Monday, Aug.28 - Pre-writing activities/Generating Ideas (pp. 2-17)
Wednesday, Aug. 30 - Planning Your Essay (pp. 20-22)
Friday, Sept. 1 - Short Prose Reader, "Learning to Write" (pp.24-26), journal entry

Week 3
Monday, Sept. 4 - no class!
Wednesday, Sept. 6 - Complete Draft of Writing #1 Due, in-class activities w/ draft, peer reviews
Friday, Sept. 8 - Revising vs. Editing (pp. 25-36)

Week 4
Monday, Sept. 11 - Final Draft of Writing #1 Due, begin Writing #2 (Audience)
Wednesday, Sept. 13 - The Paragraph (pp. 51-56)
Friday, Sept. 15 - Short Prose Reader, "Jackie's Debut" (pp. 40-42), journal entry

Week 5
Monday, Sept. 18 - Short Prose Reader, Narration and Description (pp. 28-32), peer review
Wednesday, Sept. 20 - Sample student essay for discussion and review
Friday, Sept. 22 - Revision of Writing #1 Due, Developing Paragraphs (pp. 59-75), in-class activities with student papers-in-progress
Week 6
Monday, Sept. 25 - Complete Draft of Writing #2 Due, in-class activity w/draft, peer reviews
Wednesday, Sept. 27 - Begin discussing midterm portfolio, Active Reading (pp.453-460)
Friday, Sept. 29 - Short Prose Reader, "A Guard's First Night..." (pp. 48-50), journal entry

Week 7 Individual Conferences this Week to Discuss Midterm Portfolio
Monday, Oct. 2 - Final Draft of Writing #2 Due, preparation for Midterm In-class Essays
Wednesday, Oct 4 - Begin In-class essays
Friday, Oct. 6 - In-class essays

Week 8 Individual Conferences this Week to Discuss Midterm Portfolio
Monday, Oct. 9 - In-class essays, Revision of Writing #2 Due
Wednesday, Oct. 11 - In-class essays
Friday, Oct. 13 - Midterm Portfolios Due, begin Writing #3 (Using Detail)

Week 9 Individual Conferences - feedback on Midterm Portfolios
Monday, Oct 16 - Writing an Essay (pp. 149-160), in-class activity
Wednesday, Oct. 18 - Short Prose Reader, Compare and Contrast (pp.169-173)
Friday, Oct. 20 - no class!

Week 10
Monday, Oct. 23 - Complete Draft of Writing #3 Due, in-class activity w/draft, peer reviews
Wednesday, Oct. 25 - Chapter 7, Effective Sentences, selected reading and exercises
Friday, Oct. 27 - Short Prose Reader, "Neat People vs. Sloppy People" (pp.182-184), journal entry

Week 11
Monday, Oct. 30 - Short Prose Reader, Example and Illustration (pp.64-69)
Wednesday, Nov. 1 - Persuasive Writing (pp. 140-147)
Friday, Nov. 3 - Final Draft of Writing #3 Due, Begin Writing #4 (Argument/Persuasion)

Week 12
Monday, Nov. 6 - Revision of Writing #3 Due, Short Prose Reader, Persuasive Writing (pp. 277-279), in-class activity
Wednesday, Nov. 8 - example of persuasive essay, discussion and review
Friday, Nov. 10 - Complete Draft of Writing #4 Due, in-class activity w/draft, peer reviews

Week 13
Monday, Nov. 13 - in-class activity w/drafts in progress
Wednesday, Nov. 15 - Short Prose Reader, "Why Prisons Don't Work" (pp. 282-284), journal entry
Friday, Nov. 17 - Final Draft of Writing #4 Due

THANKSGIVING BREAK!
**Week 14** Individual Conferences this Week to Discuss Final Portfolio
Monday, Nov. 27 – Revision of Writing #1 Due, begin in-class essays
Wednesday, Nov. 29 – In-class essays
Friday, Dec. 1 – In-class essays

**Week 15** Individual Conferences this Week to Discuss Final Portfolio
Monday, Dec. 4 – In-class essays
Wednesday, Dec. 6 – Turn in Final Portfolio, Thursday at the latest, selected reading
Friday, Dec. 8 – last day of class, discussion, conclusion

We will schedule conferences during Finals Week for Feedback on Final Portfolios.