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ENG 1000-001-002

Anita Beaman  
*Eastern Illinois University*

Brian Langford  
*Eastern Illinois University*

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English 1000: Fundamental English
Course Policy Statement and Syllabus
Spring 1999

Instructors: Anita Beaman and Brian Langford
Office: Coleman Hall, Room 201
Office Phone: 581-6908 Home Phone: 345-9581 (Anita), 348-6454 (Brian)
Office Hours: Monday 1:00-2:30 (Brian), Wednesday 1:00-2:30 (Anita),
and by appointment

Required Texts:
Check these books out from the Textbook Rental Service
• Audrey J. Roth: The Elements of Basic Writing With Readings, Second edition.
• Funk, McMahan, Day: The Simon & Schuster Short Prose Reader.

You will also need a 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.

Please note: Students who accumulate more than five 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: 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 should 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. We may require you to keep a spelling section in your journal. All out-of-class essay assignments should be either typed or legibly and neatly hand-written. In-class essays will be hand-written.

We 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 us for conferences outside of class and to receive extra help in the Writing Center which is located in 301 Coleman Hall.

Grading: English 1000 is graded Credit/No Credit. In order to pass the course, you must earn our recommendation and submit a writing portfolio that earns a pass for the course. Our 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 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. We may need to be flexible and may need to change the order of assignments. 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 this syllabus.)

Week 2
1/18 No classes
1/20 Discuss “What is Intelligence, Anyway?” S&S p. 116
   Journal Entry Assignment due
   Schedule conferences to discuss Diagnostic Essays
1/22 Discuss Roth Chapter 2, pp. 12-21

Week 3
1/25 Discuss Roth Chapter 3, pp. 22-43
1/27 Discuss “An American Childhood” Roth p. 508
   Journal Entry Assignment due
   Writing Assignment #1: Something About Yourself
1/29 Bring prewriting activities for Assignment #1
   Discuss Organizing Ideas and Thesis Statement

Week 4
2/1 Bring Assignment #1 Rough Draft
   Workshop (Combine Sections)
2/3 Workshop with Instructors
2/5 Writing Assignment #1 due
   Discuss Writing Process

Week 5
2/8 Discuss “Just Walk on By” S&S pp. 88-91
   Journal Entry Assignment due
2/10 Assignment #1 Revision due
   Writing Assignment #2: Descriptive narration based on personal recollection.
   In-class prewriting activities and thesis statement.
2/12 No classes - Lincoln’s Birthday

Week 6
2/15 Bring Assignment #2 Rough Draft
   Workshop (Combine Sections)
2/17 Writing Assignment #2 due
Week 7
2/22 Preparing for midterms - writing in class essays
Purchase four exam booklets and bring them to class Wednesday
2/24 Writing Assignment #2 Revision due
Write midterm essay #1 in class
2/26 Revise midterm essay in class

Week 8
3/1 Write midterm essay #2 in class
3/3 Revise midterm essay #2 in class
3/5 Discuss and arrange and submit midterm portfolios
Schedule portfolio conferences
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 you to have some control in selecting a representative sample of your work to be graded.

The final grade for the class will depend entirely upon our 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 you. 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 us certifying the essays to be genuinely your work.
4. A checklist compiled by us 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!