Spring 1-15-2003

ENG 1001G-004: Composition and Language

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English 1001G—Composition & Language
Spring 2003
sec 004 TTh CH3140/3210
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office hours: MWF 10-11 and TTh 8:30-9:30 &10:45-11:15 or by appointment

texts:
The Blair Handbook, 3rd ed
Re-Reading America, 5th ed
The St. Martin’s Guide to Writing, 6th ed
Merriam Webster Collegiate Dictionary
Online! A Reference guide to Using Internet Sources

COURSE DESCRIPTION
English 1001G is a writing-intensive class in which you will write as well as read expressive, expository, and argumentative essays of varying length. The reading and writing will take place both in and outside of class. During the semester we’ll focus on learning how to organize, articulate, and develop your thoughts clearly and effectively. You will write at least one paper that will involve use and documentation of outside sources, and you’ll also do some collaborative writing.

There will be quizzes given on the reading material. The frequency of these quizzes can, in part, be controlled by you. If, through discussion, writing assignments, etc., it appears that you are reading and thinking about the assigned material, the number of quizzes will decrease. Slack off on the reading, however, and back come the quizzes....

COMPUTER INFO
This particular section of English 1001G is computer-assisted; some of the reading and much of the writing will be performed on the Gateway computers in CH 3210. During the first week of class you will need to get a formatted 3 1/2" IBM-compatible high-density (HD) disk, upon which you will copy, store information, and write essays. You should also have at least one or two more of these disks to use to back up your work.

We will alternate classrooms on a weekly basis. One week we’ll meet in the traditional classroom (CH3140); the next week we’ll be in the ETIC/computer lab(CH 3210). I tried to set it up so that we will be in the computer lab on the days when you are scheduled to work on rough drafts, do peer editing, etc. Your syllabus tells you where you need to be each day—check it before you come to class!
This semester we will learn "basic" computer information such as how to save or copy assignments and papers, how to convert files, etc. We will also explore the wonders of the Internet as a research tool. **It is important to note, however, that this is, first and foremost, an English course.** The computer technology will be an important asset to the course, certainly, but our primary focus will be based on strengthening your writing.

Please be aware that we may encounter occasional unavoidable technology-related problems and as a result may have to make sudden changes in the day's plan or in the syllabus. A few words about computer etiquette: please show respect and do not turn on/work on the computer unless I have said that the class could do so. Do not rush ahead of everyone; and, most emphatically, pornography, game-playing, surfing the Net, catching up on your e-mail, etc. will absolutely not be tolerated while class is in session.

**GRADING:**

I. **NOTE:** To pass English 1001G, you must have a grade of A, B, or C at the end of the semester. Anything below constitutes a mark of "NC" ("no credit") and will result in you having to retake the course.

   **NOTE:** An "NC" is not factored into your semester or cumulative GPA. For example, an "A" would count as a 4.0, a "B" as a 3.0, and so on, but an NC would simply show that you took the class but did not pass/did not receive credit.

II. In my class the final grade will be determined like this:

   - 20% on quizzes, short homework and in-class writing assignments
   - 10% on class participation
   - 70% on essays (the first week's diagnostic essay is not graded. The first three essays are worth 10% each. The research paper is worth 20%, as is the final argument essay)

III. You will have the option of revising ONE of your first three essays. I will average the grade from the original with the grade on the revision. This new grade will replace the original or first grade. (e.g. if on Essay # 3 you first receive a C, and on the revision you get an A, the final grade for Essay # 3 is a B.)

IV. I use the Guidelines for Evaluating Writing Assignments in EIU's English Dept., a copy of which will be given to you. We will review and discuss these standards before your first graded essay is due, as well as throughout the semester.

V. You MUST turn in a research paper in order to be considered for a passing or a failing grade. Please understand that **simply turning in a research paper**
does not guarantee a passing grade. Failure to turn in a research paper will automatically result in a grade of NC for the semester.

VI. If you fail to turn in one of the non-research essays and do not have a legitimate excuse, the grade for that assignment will consist of two F's instead of one; I don't think it's fair to give equal grades to someone who at least attempted the assignment but may have had problems, and someone who didn't even bother to make the effort.

**ATTENDANCE AND LATE WORK**

Attendance and participation are very important; this is not strictly a lecture class. I expect you to be prepared to discuss and question the material covered in class and in your writing and reading. If you are unable to attend class due to illness or other legitimate excuse (e.g. a true emergency, unsafe travel condition for commuters—not those walking from the dorms!—or participation in a recognized University-sponsored activity for which I have been notified in advance), **it is your responsibility to contact me about make-up work.** If you miss several consecutive classes and I don't hear from you, I have to assume that a) you have fallen off the face of the earth and therefore will receive a failing grade, or b) that you have dropped the class. It is not realistic to assume that you can miss three, four, five classes in a row with no excused absence and/or contact and still pass the class. **I will accept late work** (homework and essays) **only if you have an excused absence**—that is, a legitimate illness or situation such as the aforementioned.

Repeated failure to bring appropriate material (e.g. correct textbook, essay draft, etc.) and/or habitual tardiness will get you dismissed from that day's class.

I do give you the option of turning in ONE non-research essay of your choice one class day late. For example, if the essay is due on Tuesday I will accept it at the start of class on Thursday but no later. (Unless prior arrangements have been made, you must be in class to turn in the paper—no sliding it into my mailbox or office. **Other than this one instance, I will not accept late work unless you have an excused absence.** Quizzes are given at the start of class, so be on time, as these cannot be made up unless you have the excused absence. Please note that oversleeping and rides going home for the weekend are NOT excused absences!

**CONFERENCES**

Twice this semester there will be mandatory individual conferences during which we'll discuss your writing, progress, grade, etc. They will be held near midterm time and during work on the research paper. We will not meet for class on conference days.
NOTE: I encourage you to schedule an appointment or just stop by my office throughout the semester if you have questions or difficulties with an assignment. You may phone me at home --at a reasonable hour!--if you can't reach me at the office. I truly enjoy getting to know my students.

**ESSAYS**

Essays are to be done on computer. Final versions must be printed out. Papers need to be double-spaced with one-inch margins. Include name, essay number, date, and a creative title. You will need to include a separate audience analysis page. **Essays are due at the beginning of class. They must be printed out before you come to class.**

**EIU POLICY ON PLAGIARISM**

"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'--has the right and responsibility to impose upon the guilty student 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."

**FINAL EXAM**

Yahoo! There is no final exam in 1001C! We will not meet for class during finals week.

**ELECTRONIC WRITING PORTFOLIO**

As an EIU graduation requirement, you are required to submit one essay per year to the electronic writing portfolio. The first EWP document (e.g. during your freshman year) must come from a 1000-level class that's classified as writing-intensive (e.g. English 1001). If you wish to submit an essay that you have written for my class, you must do so during the semester that you are enrolled in the course. You must also discuss it with me, obtain my signature on the appropriate documents, etc. before Thanksgiving break. **I will not be able to discuss EWP material during the last two weeks of the semester, as well as during finals week.** You will receive an EWP pamphlet during the semester, and/or you can check out the website at [www.eiu.edu/~access](http://www.eiu.edu/~access) for further information.

**WRITING CENTER**

Occasionally I may refer you to the Writing Center, located on the third floor of Coleman Hall. The trained English graduate assistants are there to help you--free of charge (who ever said that nothing in life is free?)--with grammar, punctuation, and essay problems. **THEY ARE NOT PROOFREADERS.**

**DOCUMENTED DISABILITIES**

If you have a documented disability and wish to receive academic accommodations, please let me know about it; you should also contact the Coordinator of the Office of Student Disability Services (581-6583) as soon as possible.
COURSE SYLLABUS

Please Note: Assignments are to be completed by the date on which they appear on the syllabus. This is a tentative syllabus; changes may be made as needed throughout the semester. Bring book(s) or other reading assignments to class if requested or if a reading assignment is due that day. Please follow similar policy re. computer disk. Remember that we alternate classrooms weekly.

WEEK ONE—CH3140
T(1/14) course introduction, policies
Th(1/16) in-class diagnostic writing

WEEK TWO—CH3210
T(1/21) invention, audience. Read Blair Handbook pp 49-67
Th(1/23) class presentations of audience examples

WEEK THREE—CH3140
T(1/28) thesis and paragraphs; read Blair pp 364-375
Th(1/30) description; read St. Martin's Guide pp 589-600

WEEK FOUR—CH3210
T(2/4) bring St. Martin’s Guide to class. Discuss essay # 1 topic
Th(2/6) in-class work on essay # 1 draft. Bring disk to class

WEEK FIVE—CH3140
T(2/11) peer editing of essay # 1 draft. Bring 2 copies of draft to class. Also discuss repetition and parallel structure
Th(2/13) ESSAY # 1 DUE. Profiles. Read SMG pp 129-134; 151-159. Also Read “True Worker” (handed out in class)

WEEK SIX—CH3210
T(2/18) read SMG pp 146-149; turn in profile proposal
Th(2/20) comma splices, colons and semi-colons. Conference sign-up

WEEK SEVEN
T(2/25) NO CLASSES THIS WEEK. INSTEAD, MEET IN MY OFFICE
Th(2/27)(CH3055) FOR MANDATORY MIDTERM CONFERENCES. BRING OUTLINE AND AT LEAST ONE PAGE OF PROFILE DRAFT.
WEEK EIGHT—CH 3210
T(3/4) ESSAY # 2 DUE. Read and discuss “The Rhetoric of Advertising” (this was handed out in class). Causal analysis. Discuss Essay # 3 topic
Th(3/6) continue causal analysis. Read “Webvan” (handed out in class). Bring in Advertisement for essay # 3.

WEEK NINE
T(3/11-3/13) SPRING BREAK!!!!

WEEK TEN—CH3140
T(3/18) peer editing of essay # 3 draft. Bring 2 copies of draft to class.
Th(3/20) ESSAY # 3 DUE. Research project introduction. Read Blair pp 220-233

WEEK ELEVEN—CH3210
T(3/25) in-class online research and group work. ** Turn in topic proposal by the end of today’s class
Th(3/27) Discuss documenting. Bring Blair to class

WEEK TWELVE—CH3140
T(4/1) read and discuss War and Peace (April fools!) more documenting. Bring Blair to class
Th(4/3) OPTIONAL REVISION DUE TODAY. In-class Works Cited exercise. Student examples of “good” and “bad” online sources

WEEK THIRTEEN—CH3210
T(4/8) in-class work day and progress check. Group conference signup.
Th(4/10) NO CLASS TODAY. GROUP CONFERENCES IN MY OFFICE. BRING REQUESTED MATERIALS

WEEK FOURTEEN—3140
T(4/15) NO CLASS TODAY. CONFERENCES IN MY OFFICE
Th(4/17) Class resumes. RESEARCH PAPER DUE. Begin argument. Read SMG pp 237-239; 267-274. **LAST DAY TO TURN IN EWP FROM THIS CLASS

WEEK FIFTEEN—CH3210
Th(4/24) fallacies. Read Blair pp 118-120. In-class work on essay # 5 draft

WEEK SIXTEEN—CH3140
T(4/29) ESSAY # 5 DUE.
Th(5/1) LAST CLASS DAY.

NOTE: There is no final exam in English 1001!