Summer 6-15-1998

ENG 3001-130: Advanced Composition

Randall Beebe
Eastern Illinois University

Follow this and additional works at: http://thekeep.eiu.edu/english_syllabi_summer1998

Part of the English Language and Literature Commons

Recommended Citation
http://thekeep.eiu.edu/english_syllabi_summer1998/5

This Article is brought to you for free and open access by the 1998 at The Keep. It has been accepted for inclusion in Summer 1998 by an authorized administrator of The Keep. For more information, please contact tabruns@eiu.edu.
English 3001.130: Advanced Composition
Summer 1998

Prof. Randall Beebe
Office: 315F Coleman Hall
e-mail: cfrlb@eiu.edu
Phone: (O) 581-5013
(H) 345-0216

Texts

Course Description and Goals
This course assumes that you already have (or are in the process of acquiring) substantial background knowledge of one or more concentrations in the educational or social sciences. The focus of this course, therefore, will be coordinating that knowledge in the broad principles of effective writing:

- selecting and focusing topics
- accommodating your writing to particular or multiple audiences
- organizing information
- developing a range of styles appropriate to various audiences and rhetorical situations

Requirements
To complete this course satisfactorily (and receive a passing grade), each student must complete the five writing projects (listed below) and submit a portfolio. I will compute your final grade based on the following breakdown:

<table>
<thead>
<tr>
<th>Project</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 - Letter of Inquiry</td>
<td>5%</td>
</tr>
<tr>
<td>#2 - Report on Writing in the Profession</td>
<td>5%</td>
</tr>
<tr>
<td>#3 - Article Summaries</td>
<td>5%</td>
</tr>
<tr>
<td>#4 - Translation</td>
<td>5%</td>
</tr>
<tr>
<td>#5 - Analysis</td>
<td>5%</td>
</tr>
<tr>
<td>Portfolio</td>
<td>50%</td>
</tr>
<tr>
<td>Brief Assignments &amp; Participation</td>
<td>25%</td>
</tr>
</tbody>
</table>

As you can see, each assignment is equivalent in terms of its weight on the final grade. However, as you can also see, the most important single element in your final grade is the
portfolio, which is a compilation of the work you have completed over the course. The portfolio contains the early drafts, the draft you turned in for review, as well as a revised draft of each of the five writing projects. The portfolio also contains a cover sheet that details your writing process and the writing experiences you encountered as you revised each project. More information about the portfolio will be covered in a separate assignment sheet.

Format for Papers
Your final drafts should conform to the following guidelines, unless of course a particular project demands unique or alternative formatting.

- All of your papers must be typed. With the exception of memos and business letters—something we will talk about in class—all of your work should be double-spaced.
- Use at least a "near letter quality" printer for your final copies.
- 1"- to 1.25"-inch margin at top, bottom, and sides.
- You do not need a cover page; instead, type "Beebe Engl. 3001/ Jane Doe" (and the date) on the top right corner of your first page.
- Number your pages, beginning with page 2.
- Paper clip or staple your pages together and do not use a plastic report cover.
- Proofread! It is perfectly acceptable to correct your errors in pen (black ink preferably), but keep this to a minimum.

Course Format and Attendance
The accelerated nature of this course will make demands on all of us. However, I will try to keep the pace manageable and the climate somewhat informal. I'll also try to make the sessions as productive as possible, so that you can actually get some work accomplished during the meeting times. I do ask that you try to be as punctual as possible and that you attend every session. Although I do not have a stated attendance policy, you will find it difficult to “catch up” if you miss too much class. Emergencies occur, however. So if you absolutely must miss one day or part of one day, it’s your responsibility to find out from another class member what we covered and what you need to do.

Usually, the course will alternate from lecture to discussion to group work. There will also be a great deal of peer editing and assessment (reading and commenting on each other’s work), so it is extremely important that you have your work completed on time.
Due Dates of Projects and Assignments

RD = rough draft
FD = final draft

Project 1:  
RD: 6/25
Peer Review & Revision: 6/26
FD: 7/10

Project 2:  
RD: 7/17
Peer Review & Conference with instructor: 7/17 – 7/18
FD: portfolio

Project 3:  
RD: 7/10
Peer Review: 7/10 – 7/11
FD: 7/17

Project 4:  
RD: 7/17
Peer Review & Conference with instructor: 7/17 – 1/18
FD: portfolio

Project 5:  
RD: 7/18
Peer Review & Conference with instructor: 7/18
FD: portfolio

The portfolio is due no later than July 23rd—which means that I must receive it by that date!