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ENG 1001G-004-019-038: Composition and Language

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ENGLISH 1001G  
Course Information, Fall 2003

Instructor: Elise Hempel  
Office: 3744 Coleman; phone: 581-6319  
Office hours: MWF 9-9:50 and 2:00-2:20, and by appointment  
e-mail: cfeah@eiu.edu

COURSE SUMMARY

English 1001G (Composition and Language) is a “writing-centered” course in which we’ll explore the qualities of effective writing. Since revision is essential to all good writing, we’ll focus on the process of writing, taking essays from preliminary ideas to more-developed drafts. The course will include both reading and written assignments, discussion and peer evaluation, and individual conferences to guide you through the completion of four essays. Grammar and punctuation will be reviewed as the need arises.

Note: Students who have an ACT score in English of 14 or below, or who have no test scores on file with the university, must pass English 1000 before enrolling in English 1001G.

TEXTS AND MATERIALS

The Bedford Reader, 8th Edition, Kennedy/Kennedy/Aaron  
The Bedford Guide for College Writers, Kennedy/Kennedy/Holladay  
Webster’s New World Dictionary

Notebook(s) for in-class writing, ideas and notes (bring to each class)  
Computer disks for saving your printed work  
Folder for keeping all drafts of your work

COURSE REQUIREMENTS

Students will write three papers, computer-generated and double-spaced. Papers will have due dates for first and second drafts, with paper #3 including an additional third draft. Students will also complete exercises and reading assignments, participate in the evaluation of peer writing, and attend individual conferences during the writing process.
ATTENDANCE AND EFFORT

Regular attendance is essential, and I reserve the right to drop your final grade a letter, or give you a NC for the course, should absences become excessive. Coming to class on time, paying attention, and being generally “engaged” in the class will also be heavily considered in determining your grade, no matter what your final point score. If you need to be absent from class because of school sports, please let me know early in the semester and provide documentation.

CONFERENCES

This class will incorporate individual conferences in my office, during which we’ll discuss the first draft of your papers. Although I’m not specifically assigning points for coming to the conference, attendance is essential, as this is when your first draft will be due. Failure to attend the conference will mean 0 points for your first draft, as well as little to go on for accomplishing your second draft. Please come to conferences prepared with two copies of your draft, as well as questions and concerns. Should you need to reschedule, please do so before your conference.

GRADING

Points will be assigned as follows for work completed and turned in on time:

- Papers: #1 and #2 (20 points total each) -- first draft (5 pts.); second draft* (10 points) plus self-commentary (5 pts.); #3 (30 points total) -- first draft (5 pts.); second draft* (10 pts.); third draft* (10 pts.) plus self-commentary (5 pts.)

- Exercises: 2 points each, for a total of 10 points

- Reading responses: 2 points each, for a total of 10 points

- Peer evaluations: 5 points each, for a total of 10 points

Therefore, your final course grade (assuming you have met attendance and effort requirements) will be based on a 100-point scale:

90 – 100 = A; 80 to 89 = B; 70 to 79 = C; 69 and below = NC (no credit)

* Second and third drafts must be substantially and appropriately revised to receive points. If you make no effort to revise, or if your revision does not reflect advised changes, you will receive 0 points for your draft. If you are unsure of the revisions you need to make, I will be happy to give you additional help, but you must contact me before the draft is due.
LATE WORK

I do not accept late work. Points will only be assigned for work that is turned in on or before the date it is due. However, if you have an excused, unavoidable absence due to illness or emergency (you must provide documentation), I will allow you to make up the work you’ve missed.

PLAGIARISM

Your work is expected to be your own, and I’ll question any writing that does not seem to be “in your own voice.” The English Department’s statement 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” (Random House Dictionary of the English Language) – has the right and the responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignment of 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. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.

SPECIAL NEEDS

If you have a documented disability and wish to receive academic accommodations, please contact the Office of Disability Services (581-6583) as soon as possible.

WRITING CENTER

The Writing Center, at 301 Coleman Hall, is there to help you with all aspects of your writing. Occasionally, I may refer you to the Writing Center if you are having trouble with a particular essay or you need additional help with grammar, punctuation, etc. But feel free to stop by the center on your own.

ELECTRONIC WRITING PORTFOLIO

All students must submit a document from 1001G or 1002G as part of their Electronic Writing Portfolio, a university requirement for graduation. Although the submission is your responsibility, I’ll make suggestions for any essay you write in this class that qualifies for inclusion in your EWP. The website for EWP information and submission form is www.eiu.edu/~assess.

(See reverse for schedule)
TENTATIVE SCHEDULE

Week 1: Introduction and diagnostic writing
Week 2: Description: exercise, readings, discussion (NO CLASS MON. 9/1)
Week 3: Class evaluation of first drafts; peer evaluation; conference sign-up
Week 4: Begin CONFERENCES; first draft of paper #1 due in conference
Week 5: Continue CONFERENCES
Week 6: Second draft of paper #1 due with self-commentary; exposition: readings, discussion
Week 7: Peer evaluation; conference sign-up (NO CLASS FRI. 10/17)
Week 8: Begin CONFERENCES; first draft of paper #2 due in conference
Week 9: Continue CONFERENCES
Week 10: Second draft of paper #2 due; grammar review: exercises
Week 11: Begin field research paper; conference sign-up
Week 12: Begin CONFERENCES; first draft of paper #3 due in conference
Week 13: Continue CONFERENCES
Week 14: THANKSGIVING RECESS
Week 15: Second draft of paper #3 due; copyediting
Week 16: Third draft of paper #3 due with self-commentary

THERE IS NO FINAL EXAM FOR 1001G