ENG 1001-004: Composition and Language

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Policy Statement and Course Description
English 1001G, Composition and Language, Section 004
8:00—9:15 a.m., TR
Coleman Hall, ETIC 3140 and 3210

Instructor: Debra Valentino
Office: CH 3836
Campus Phone: 581-6987
E-mail: cfdav@eiu.edu

Office Hours: Tuesday and Thursday
11-12:15, 1:45-2:15 and by appointment

Texts:


Course Description: English 1001G is a writing-centered, general education course in the reading and writing of expressive, narrative, expository, critical, analytical, and persuasive essays. Attention is given to effective expression, clear structure, adequate development, the documentation of sources, and process development, including brainstorming, invention, drafting, editing, and revision. Prerequisite: English 1000 or proficiency in basic skills as determined by the English Department, or an ACT of 15 or above.

Course Objectives:

- To enable students to write in the closest approximation of standard edited English in which sentences and paragraphs develop a central idea.

- To discuss and implement effective methods of organization, principles of documentation, and writing with a word processor in order to construct essays that are clear, adequately developed, well supported, rhetorically sound, free of ambiguity, and stylistically effective.

- To concentrate on improving skills in drafting, editing, proofreading, and revision.

- To focus on developing skills for reading critically, with special attention to detail for comprehension, evaluation and analysis of source material.

Class Participation: All outside readings must be completed by the start of the class period for which they were assigned. Since this is a course that depends heavily on student participation, students will be expected to contribute relevant and insightful questions and comments to class discussions. Student participation is best supported by active, responsible reading of all course material.

Homework: A reading and/or writing assignment will be given nearly every class period, and will usually be due the following class period. Our goal will be to spend a minimum of five hours working outside of class per week, as established by the Department of English.

Written Assignments / Drafts and Essays: In addition to several written exercises, assignments and hand-outs, students will develop, revise, and edit a total of eight essays both in and out of class. Many pages of drafting, writing, and revising will go into each of these polished essays. In order to receive the benefits of peer evaluation and instructor guidance, several "workshops" will be held throughout the semester, and they will primarily take place on days that we are in the ETIC lab (3210). Drafts will be checked and discussed during these times, with student progress assessed and recorded. In addition, peer review sessions will be conducted with some responses collected for credit (as part of the draft or final essay grade.)
Be sure to bring all drafts on current essays to all class meetings. As specific assignments are made, drafts will be expected to meet specified criteria, and the instructor will clarify the objectives as the student builds awareness and works through the writing process. For example, you may write an essay, but then be expected to develop an argument supporting your thesis, or further modify or subordinate sentences as you learn to refine these specific techniques and as we cover them in our reading and in class discussion. Occasionally, you will be given a “checklist” to help you manage the writing process and master various writing skills that will ultimately assist you in completing a polished final draft.

Due Dates: Unless otherwise noted, all out-of-class essays will be due at the beginning of the class period on the date specified. In-class essays will be due at the end of the class period.

Note: All final drafts must be submitted to complete this course. Failure to submit an essay will result in a grade of N/C (No Credit) for the course.

Attendance: Regular attendance is expected. When an absence does occur, it is the absent student’s responsibility to get all class information (including schedule/assignment modifications) from another class member. Students should use the class phone list to consult classmates regarding missed material and assignments. Once informed, students may then e-mail, visit, or telephone the instructor with specific questions.

Absences / Missed Work: Students who are ill must telephone the instructor on the day of their absence, and report Health Service visits upon their return to class. Because we cover a great deal of material each class meeting, multiple absences may adversely affect one’s writing, and ultimately one’s final grade. Any student with poor attendance should set up a conference as soon as possible. Do not wait until the end of the semester to express concern over attendance problems.

Note: E-mail is not always a reliable source of communication. The server may be down, or I may not be near a terminal to retrieve your message. When it comes to attendance, use e-mail only as a supplemental means of communication. Also, do not assume that all reported absences are excused.

Make-up Work: No make-ups will be given for missed in-class exercises or quizzes. Missed essays due to an excused absence may be made up within two weeks of the student’s return to class, but only with permission and at the instructor’s discretion. If the absence is unexcused (no note, no phone call, or without approval) make-ups are not allowed.

Late Work: Essays are expected to be completed in a timely fashion and turned in on the due date. Late papers will be marked down one letter grade for each missed class period.

Grades: All essay grades will be evaluated using the “Guidelines for Evaluating Writing Assignments in EIU’s English Department” (attached) and averaged using the following scale:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90—100%</td>
<td>A</td>
</tr>
<tr>
<td>80—89%</td>
<td>B</td>
</tr>
<tr>
<td>70—79%</td>
<td>C</td>
</tr>
<tr>
<td>60—69%</td>
<td>D</td>
</tr>
<tr>
<td>below 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

Note: If a student fails to follow instructions, or writes an essay in the wrong mode (e.g., expressive vs. expository), an “N/C” (No Credit) may be given for the paper. Note also, that no “Ds” or “Fs” will be given for the final course grade. Students averaging points below 70% will receive a grade of N/C as defined by the core curriculum standards of the Department. In order to receive credit for the course, the student must submit all final drafts in a timely manner and earn a “C” or better.
Grade Distribution: Assignments will count for the following:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Each</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay Drafts (4)</td>
<td>50 pts. each</td>
<td>450—500 == A</td>
</tr>
<tr>
<td>Final Drafts (4)</td>
<td>50 pts. each</td>
<td>400—449 == B</td>
</tr>
<tr>
<td>Class Participation</td>
<td>50 pts.</td>
<td>350—399 == C</td>
</tr>
<tr>
<td>Miscellaneous – (Exercises, Quizzes, Peer and Group Work, etc.)</td>
<td>50 pts.</td>
<td>300—349 == D</td>
</tr>
</tbody>
</table>

Course Total: 500 pts.

Plagiarism: Students must familiarize themselves with the English Department’s statement on plagiarism. If the student has clearly plagiarized, the instructor reserves the right to award the essay in question a grade of N/C. According to the standards set by the Eastern Illinois University Department of English, the policy for plagiarism is as follows: “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" (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 course, and to report the incident to the Judicial Affairs Office.”

~ DO NOT JEOPARDIZE YOUR GRADE WITH AN ACT OF ACADEMIC DISHONESTY! ~

IF YOU ARE HAVING DIFFICULTY INTEGRATING YOUR RESEARCH, SET UP A CONFERENCE.

Conferences: One conference per semester is mandatory. Feel free to see me throughout the semester as questions or concerns arise.

Electronic Writing Portfolios (EWP): All students are required to submit writing samples from writing-centered courses such as this one. In order to receive approval from this instructor for this semester’s coursework, students must submit their selections no later than Thursday, November 17th, 2005. Forms may be downloaded off the internet from the following address: http://www.eiu.edu/~assess/. For instructions on how to submit an essay, see the attached document, “To Submit to the Electronic Writing Portfolio.” Also included is the rubric for evaluation (see attachment.) For instructor approval, students must present both the original, graded copy along with its revision and the appropriate EWP form.

Writing Center: The writing center is at the end of the northeast corridor on the third floor of Coleman Hall in Room 3110. Students of Comp 1001G are encouraged to take their writing concerns to this center at any time throughout the semester. This is not a proofreading or editing service, but rather, a place where confusion and uncertainty can be remedied. Also, if you are having particular problems with grammar and the mechanics of writing, this is the place (other than your handbook) to turn to for help.

Hours for Fall 2005 are: Monday—Thursday 9 a.m. – 3 p.m., and 6 – 9 p.m.
Thursday 9 a.m. – 1 p.m.

In addition, you may receive free tutorial help by calling 581-5929.

The writing center web address is: http://www.eiu.edu/~writing/

Students with Disabilities: Any student who has a documented disability and wishes to receive academic accommodations should contact the Coordinator of the Office of Disability Services (581-6583) as soon as possible.

Note: No Final Exam will be given in English 1001G