ENG 1001C-005: Composition and Language

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ENGLISH 1001C-005: COMPOSITION AND LANGUAGE
FALL 1998
TUESDAYS/THURSDAYS 8:00-9:15 AM
COLEMAN HALL 303

INSTRUCTOR: LEANN SMITH
OFFICE: CH 329
OFFICE HOURS: 1:15-3:00 PM TUES/THURS AND BY APPOINTMENT
MAILBOX: CH 308
OFFICE PHONE: 581-6319
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COURSE DESCRIPTION: This course introduces the reading and writing of expressive, expository and persuasive essays. Attention is given to effective expression, clear structure, adequate development, and documentation of sources. PREREQUISITE: ENG 1000 or proficiency in basic skills as determined by the English Department.

GUIDELINES: All students with an ACT English score of 15 or above (13 on old ACT) are placed in English 1001C. Students with ACT scores below the cut-off—or with no ACT scores on file—are placed in ENG 1000: Fundamentals of English, a basic review of grammar, punctuation, and spelling, which also includes instruction in writing sentences, paragraphs, and brief essays.

OBJECTIVES: This course instructs students in:
• writing expressive, expository, and persuasive papers that reflect a clear command of the writing process.
• writing purposeful, adequately developed sentences and paragraphs with maximum clarity.
• using standard written English in both thought conveyance and syntactic construction.
• developing skills in critical reading, in listening, and in evaluating culturally diverse course materials and in becoming more discerning readers and editors of their own writing.

REQUIRED TEXTS AND MATERIALS: Must be obtained before class on 8-27
Axelrod and Cooper, St. Martin's Guide to Writing, 5th Ed. (includes handbook on CD)
Miller, The Prentice Hall Reader, 5th Ed.
Fulwiler and Hayakawa, The Blair Handbook, 2nd Ed.
A standard college-level dictionary
A notebook for class notes
A folder for ongoing papers/drafts/peer reviews, etc.
A separate folder for use as a final writing portfolio

COURSE REQUIREMENTS OVERVIEW: You will be required to write often both in and out of class, to read selections that may be assigned from the texts, to participate actively in classroom discussion and peer editing exercises, to refer individually to the handbook when necessary, to complete all classroom exercises and essays, and to attend all conferences when scheduled. You are also expected to keep track of all of your work—drafts, peer reviews, instructor comments, etc. Do not throw away anything!! You will submit to me a final writing portfolio which should include the final copies of the essays as well as all accompanying materials.

SPECIFIC REQUIREMENTS INCLUDE:
Essays:
You will be required to write and revise five 3-5 page double-spaced, typewritten evaluated but non-scored essays out-of-class. With each essay, all accompanying materials (including but not limited to planning exercises, previous drafts, peer/group reviews, self assessments and instructor comments) should be included. Additional guidelines for preparing these essays will be given throughout the semester.
Additionally, you will be working on these drafts in class with peer groups gaining suggestions for revision. A draft of each paper is due at the beginning of class on the designated date (see course outline). After extensive work, you will present a draft of each essay to me in conference for which you will receive feedback and possible suggestions for further revision (again, see course outline for conference dates). Essays and their materials will be compiled into a final portfolio that will be submitted to me during final exam week.

Conferences:
Throughout the semester, I will schedule 5 conferences (one per essay) so that you may meet with me and discuss the progress of each essay and any other concerns you may have. You must sign up and attend these conferences. At each conference, you will read me a revised/completed draft of your paper. I will then offer suggestions for revision if needed.

To earn the total possible conference points at each meeting, you MUST do the following:
1. Attend!!
2. Have a completed and polished draft in hand and read it to me.
3. Be able to show me substantial revisions (i.e. how and where you considered peer comments, what changes you have made and why...etc.)
4. Come prepared with questions and concerns about the draft.

**If you do NOT attend, you receive NO points, ONE absence, and NO feedback on your paper.
**If you DO attend but DO NOT MEET THE ABOVE CRITERIA, a substantial number of points will be deducted from that conference.

Due to the large number of students/conferences, I cannot allow conferences to be "made up" and, likewise, cannot allow conference points to me "made up". So, it is important that you sign up for a time that best fits your schedule and then make every possible effort to attend.

Planning exercises, peer reviews, self-assessments, course readings and other assigned activities:
What may seem to you like "busy work" is all part of the writing process. These activities will be done both in and out of class with the purposes of guiding you through the writing and revising processes and aiding you in becoming a better, more conscientious writer and editor. Keep ALL of these materials, for they will be evaluated as part of your final writing portfolio.

Final Writing Portfolio: The portfolio will include the finished essays as well as all accompanying materials including but not limited to the above materials. Your final portfolio will also include a "portfolio essay." The portfolio is a final representation of your writing for 1001C and should be compiled and presented as carefully as possible. Additional guidelines for preparing the portfolios will be given later in the semester.

ATTENDANCE AND LATE POLICY: Since this course involves a great deal of class participation, it is essential that you attend classes and conferences alike. You are expected to attend every meeting and to be on time. Remember, if you are absent you are held responsible for the material covered in your absence. This includes any assignments given or collected. In other words, it is up to you to "get caught up." If tardiness or absences become excessive, your grade will be affected. I will allow 3 absences for whatever reason. Each absence thereafter will result in a full letter grade reduction at the end of the course. Likewise, if you are more than 15 minutes late for class, you will receive an absence.

Example: If you have a B average at the end of the course and 4 absences, you then have dropped to a C for the course.

If you have a B average at the end of the course and 5 absences, you then have dropped to a NC for the course.

**I know that emergencies and unavoidable circumstances do arise, so please contact me as soon as possible so that we may discuss the nature of the absence.
MAKE UPS AND LATE PAPERS: Again, conferences may not be made up. Furthermore, in the event that you do not hand in the final portfolio by its due date, the portfolio grade will be lowered one full letter grade.

EVALUATION: You will complete an in-class diagnostic writing which will NOT be figured into the overall course grade. You will be required to write and revise 5 essays out-of-class that will be compiled into a final writing portfolio. Quizzes may also be given at any time throughout the semester if deemed necessary. Feel free to come to me and discuss your work and/or grade anytime. Failure to complete all 5 essays and the final portfolio will result in a grade of N/C for the course regardless of point totals! Feel free to come to me and discuss your work and/or grade anytime.

A breakdown is as follows:

500 possible points
Conference Drafts: 5 @ 30 points =150 points 30% of course grade
Final portfolio: = 300 points 60% of course grade
Peer evaluation, conference and class preparedness, =50 points 10% of course grade

The course grade will be determined using the following scale:
100-90%=A
89-80%= B
79-70%= C
69% and Below=N/C

Your writing will be assessed analytically according to 5 factors:
Focus Style, Mechanics, Grammar, Spelling and Documentation
Development Process and Audience Consideration
Organization

ENGLISH DEPARTMENT STATEMENT CONCERNING 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 assignment and a grade of N/C for the course, and to report the incident to the Judicial Affairs Office.

INFORMATION FOR STUDENTS WITH DISABILITIES: Students who have a documented disability and wish to receive academic accommodations, please contact the Coordinator of the Office of Disability Services at 581-6583 as soon as possible.