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ENG 1001G-007-030-066: Composition and Language

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ENGLISH 1001-G, COURSE GUIDELINES AND POLICIES

English 1001-G, Fall 2008
Instructor: Tammy Veach
Office: Coleman Hall 3055
Office Phone: 581-6295  E-mail: tfveach@eiu.edu
Office Hours: 10 – 11 MWF, 6 – 6:30 TR and by appt.

Texts: Peterson and Berretton, *The Norton Reader*
Rosenwasser and Stephen, *Writing Analytically*
Fulwiler and Hayakawa, *The Blair Handbook*
Hamack Online!: *A Ref. Guide to Using Internet Sources*
Webster’s *Universal Collegiate Dictionary*

COURSE DESCRIPTION AND OBJECTIVES: *What* to say when we write and the *way* to say it will be our main concerns as we explore the power and the many purposes of written language. Over the course of the semester, we will build skills in critical reading and in organizing, drafting, revising, and editing essays. This course is designed to help you develop a critical eye, independent thoughts, and an individual voice for your writing as you compose a variety of essays.

SPECIAL INFO ABOUT ENG 1001-G & THE EWP: Students enrolled in ENG 1001-G must have scored at least 15 on the English section of the ACT. See me immediately if you scored a 14 or below or if you have no ACT score on file with EIU. As a graduation requirement, all students must submit a revised essay from a 1000-level writing-intensive or writing-centered course to be included in their Electronic Writing Portfolios; since ENG 1001-G is a writing-centered course, you may submit an essay from our class to fulfill your 1000-level EWP requirement. See syllabus for deadline.

ATTENDANCE, MAKE-UP WORK, AND LATE WORK:

- If you are absent, it is your responsibility to find out what you missed and if changes were made to our tentative syllabus. Your regular attendance is important – due to the interactive nature of this course, much of what we do simply can’t be replicated, even if you have an excused absence.
- Excused absences are granted only for *serious and verifiable* reasons (such as illness documented with a doctor’s note), NOT for matters of personal convenience (e.g. travel arrangements, oversleeping, appointments with your advisor, etc.), nor for unverified illnesses or emergencies. You must initiate the verification process.
- Attendance is recorded daily, and *unexcused absences will substantially hurt your grade*, especially as follows:
  1. In-class work (quizzes, writing exercises, etc.) can be made up only if your absence is excused
  2. Late work is graded down one letter grade for each day it’s late, unless due to an excused absence.
  3. Part of your final grade is based upon daily activities: a presentation, peer evaluation, contributions to discussion, and other activities that can be completed only if you’re here.
- Absences on assignment due dates, test dates, or conference dates will require strong verification before make-up privileges will be granted or before late penalties will be waived.
- If your absence is excused, late work or make-up work must be completed in a timely fashion. If you were absent when an assignment was due, you must turn it in when you return to class unless other arrangements have been made with me. In general, you will have as much time for make-up work as you were absent – for example, if you missed one class, make-up work must be completed within one class session of your return.
- If participating in an *Official* University function work *you’ll miss must be completed in advance*. Remind me (not just a list of dates at the start of the semester), allowing yourself time to complete assignments before you leave.
- In the event of a catastrophic situation that causes you to miss class for an extended period (such as a serious illness or a family emergency that causes you to return home) contact the office of the Vice President for Student Affairs at 581-3221, who will notify me and assist in the verification process.
- No assignments will be accepted more than one week after the due date; a zero will be recorded.

INFORMATION FOR STUDENTS WITH DISABILITIES: Contact the Coordinator of the Office of Disability Services (581-6583) as early in the term as possible if you have a documented disability and wish to receive academic accommodations. Please let me know as well, as early in the semester as possible.

CLASSROOM ETIQUETTE: Demonstrating courtesy to others is important in this class; please listen while another person is talking, save private conversations for before or after class, do your homework at home, turn off your cell phone, stay awake and alert in class (no iPods, headphones or earbuds, etc., please), respectfully handle points of view that differ from your own, and so forth. Problems in this area will adversely affect your daily participation grade. If you repeatedly violate these principles or cause a distraction to me or your classmates, you will be asked to leave.
GRADING: English department standards will be used to determine grades on all written work, rather stringent guidelines that evaluate not only the quality and development of your ideas, but also your style, organization, grammatical proficiency, etc. While you will be graded on a variety of activities, the quality of your writing will largely determine your grade in this class. In calculating your semester grade, I will use a 90-80-70 scale. I anticipate assigning a total of 1,000 points, thus 900-1,000 for an A, 800 – 899 for a B, and 700 – 799 for a C, but I reserve the right to make changes (such as adding or deleting essays, quizzes, or other assignments) that may affect the semester point total, though I will still grade on a 90-80-70 scale. For a variety of reasons (including the fact that you will have the opportunity to earn extra credit through a service learning project and accompanying essay), I do not round off grades; for example, 799 points or 79.9% still equals a C. English 1001-G is graded on an A, B, C, and NC (no credit) basis, so you must earn 70% (tentatively 700 points) to pass this class.

TENTATIVE REQUIREMENTS AND THEIR POINT TOTALS:
- Essays, 800 points – You’re required to submit all work on your essays, from beginning to end – notes, brainstorming, rough drafts (save/print a copy of each rough draft, before new revisions), and final draft
  - Essay 1, Narrative, minimum of 750 words, 100 points; conferences required
  - Essay 2, Definition/Classification, minimum of 750 words, 100 points
  - Essay 3, Persuasion/ Response to movie, minimum of 750 words, 100 points
  - Essay 4, Collaborative Research, 2,000 – 2,500 words, 300 points; conferences and brief group presentation required (presentation will count under “daily activities”)
  - Essay 5, Revision of your choice of essays 1, 2, and 3, 200 points; submission to EWP encouraged
- Revision Journal, 50 points – You’ll be given specific instructions on what to include in your journal after each essay is returned to you; assignments will be based on your individual needs and may differ from others in class
- Test on Grammar, Mechanics, and Usage, 50 points
- Daily Activities – participation, in-class writing, conferences, peer evaluation responses and research presentation— 100 points: Your participation in this class on a day-to-day basis is crucial—you must show up and you must participate in class activities – BOTH factors will weigh heavily in determining your daily grade. Participation means more than just showing up but sitting silently. Other factors affecting your participation grade include completing all assignments; having a positive attitude; being punctual, prepared for, and attentive during class and conferences; and treating your classmates and teacher with respect.

RETURN OF ESSAYS/ TEACHER COMMENTS: You will receive detailed comments from me on all major writing assignments, not only to explain the grade you received but to help you improve as a writer. Be sure to read the comments and to discuss them with me if you have any questions. Because of the length of time I devote to reading and commenting upon your essays, expect them to be returned no sooner than 1 week after I receive them.

CONFERENCES, FEEDBACK ON ROUGH DRAFTS, ETC.: We’ll have mandatory conferences on Essays 1 and 4 so that I may offer suggestions about your work (class will be cancelled to accommodate face-to-face meetings with each of you), and I encourage you to come by my office any time you have questions. If my office hours don’t fit your schedule, we can arrange a conference at a mutually-convenient time or you may email me your rough draft and the questions you have. I expect you to be an active participant in this process. I WILL NOT read/ comment on essays unless you ask SPECIFIC questions (not “What do you think?” or “Any suggestions?”). Do not expect me to serve as your personal editor; I will use conferences – face-to-face or electronic – to answer your questions and to point out global issues in your work rather than cleaning up your grammatical errors, misspellings, typos, etc. Please don’t waste my time; I expect you to have completed your rough drafts by conference time. If you don’t, I may not be able to respond due to time constraints. The Writing Center is another option.

IF CLASS IS CANCELLED: There will be a note on the classroom door with information – be sure to read it carefully and to check for TODAY’S date, my name, and OUR class (notes aren’t always taken down promptly, and it is also possible for one of my classes to be cancelled, but an earlier/later class or one meeting the next day to be in session). Read the entire note to see if it includes special information, such as changes to assignments or due dates. As soon as possible but well before our next class, check your EIU email account for a message from me with complete information and instructions.
E-MAIL/ VOICE MAIL/ LONG-DISTANCE NUMBERS: While I don't give out my unlisted home phone number, I do encourage you to contact me. If emailing, please include your name in the subject heading or sign your message so I'll know who you are! I will respond to your message as soon as I receive it, so if I haven't replied within 24 hours, resend because I probably didn't receive it (exception: weekends – I'm not always available). You may also call me at my office number. If I'm not in, leave a voice-mail message INCLUDING YOUR PHONE NUMBER, and I'll get back to you as soon as possible – though I caution you that I do pick up voice mail less frequently than email and rarely check it when I'm off campus (after 2 p.m. on MWF; all day on TR, holidays, and weekends). If my officemate answers and I'm out, ask for my voice-mail; otherwise, I won't know you called until I see her note on my desk. Please note: I cannot call cell phone numbers or long-distance numbers from my office (my department gets charged for such calls and does not have the budget for this expense), so please leave a local number (581, 345, or 348 prefix) or contact me via email instead.

COMPUTER ETIQUETTE AND SPECIAL INFORMATION FOR ETIC SECTIONS (those meeting in rooms 3120, 3130, 3140, or 3210): To maximize English classes' access to the computer lab, we will alternate weeks between the lab and a regular classroom (paired as either 3210/3140 or 3120/3130) – consult your syllabus for each week's room assignment. The technology will enhance our class – making it easier for us to write and revise our work, to share our writing with others, to locate information using the Internet, etc., but our emphasis will be placed upon developing your writing skills, assisted by technology when appropriate, rather than your computer skills. Note that the computers and printers in the ETIC are to be used only for your work in this class and only when I've instructed you to do so. You will be asked to leave if you use the computer or printer at unauthorized times, for purposes other than our work in this class (e-mail, Internet surfing, doing assignments for other classes, etc.), or for offensive purposes (visiting racist, sexist, or pornographic sites, etc.). Because of the English department's limited budget, you may not use the printers except to print in-class writing; please use your own printer for formal essay assignments, Internet research, etc.

A QUICK NOTE ON RESEARCH: In order to pass this class, you must write an essay in which you incorporate material from outside sources (Essay #4). We will review research methods and MLA parenthetical documentation, but that won't be enough if research writing is new to you, so see me immediately if 1) you've never written a research paper, 2) you've never used MLA parenthetical documentation, or 3) you've had problems on previous research assignments (particularly with weak sources, documentation or with plagiarism) – you'll need to allow time for extra conferences and instruction outside of class for this assignment, so please let me know ahead of time so that I can make extra time for you.
ENGLISH DEPARTMENT'S 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' (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 assignments 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.

MORE ON PLAGIARISM, ACADEMIC DISHONESTY, AND SEEKING APPROPRIATE HELP WITH YOUR WRITING:
Plagiarism means taking the words or ideas of another person and passing them off as your own. To avoid it, take special care when using outside sources (including Internet sites): if you incorporate such material, you must follow MLA documentation guidelines to cite in parentheses each author and page # after any sentences that include this material (and include a Works Cited page with complete bibliographic information). If you use both ideas and wording from a source it is not enough just to cite author and page #: you must also use quotation marks around all words, phrases, or sentences taken from this source; failure to both cite and use quotation marks around "borrowed" language is plagiarism! If you have any questions about incorporating/citing source material, please see me BEFORE the assignment is due.

Even if you are not using outside sources, you must still be sure that all of the work is your own and that it has been developed for this class. If you have problems with your writing, you need to develop the skills necessary to overcome those problems, and I am here to help you do that, but it will not happen magically or effortlessly or overnight. However, even though it takes hard work and is often a slow process, it is a far better choice than cheating. Please do not attempt to submit work that you have written for another class; if you have a previous assignment that you would like to modify for this class, you must get specific permission from me and must be willing to make significant changes to the work – no recycled papers from high school or other college courses!!! (In general, it is best just to write a new essay.)

Acceptable help with your writing: consulting with me; working with your peer evaluation group, who will respond to your work following a set of guidelines and restrictions explained in class; seeking tutoring from the English Department graduate assistants in the Writing Center (Coleman Hall 3110), who will help you with your writing, but without doing the work for you (tutoring, not proofreading).

Unacceptable help with your writing: the obvious shortcuts – having someone mark your mistakes or edit or polish your work for you; having anyone else write, rewrite, or correct any portion of your essay; taking anyone else’s ideas and/or words and/or efforts and passing them off as your own; submitting an essay in which all or any portion thereof has come from a fraternity or sorority file or anyone else’s essay, from an Internet site, term paper company, or any other “cheater” source, or submitting without permission an essay you wrote for another class. Remember: I enforce my department’s plagiarism policy to the fullest and impose similar penalties for all academic dishonesty.

Please note that the F gained through plagiarism or academic dishonesty has a disastrous impact on your grade point average, but an NC gained honestly has no harmful effects upon your GPA. And by working hard, you might find yourself raising your skill level and grade to the C level – or even higher! – the honest way!

I wish each of you the best of luck this semester – and am happy to point out that only the few of you who refuse to do the necessary work for this class will be affected by most of these policies. For the rest of you – together we will work hard, but I hope we’ll also have fun along the way. I hope not only to challenge you this semester, but also to encourage you, to inspire you, and to delight in your success. Welcome to my class – and I hope you’ll soon feel that it’s our class. I’m looking forward to a great semester!
Reminders: We alternate between the classroom (3140) and the lab (3210) on a weekly basis. Reading assignments listed are to be completed BEFORE coming to class that day. Bring books to class if a reading assignment is due. Since this is a tentative syllabus, changes may be made as needed. Abbreviations of texts used: WA = Writing Analytically, NR = Norton Reader, BH = The Blair Handbook, H = handout.

Week One – CH 3140
M (8/25) Intro to course and policies
W (8/27) Discuss English Dept. grading standards (H); Review the writing process; review parts of the essay; thesis. Brief diagnostic writing exercise. Read WA 198 - 207 and BH 332 - 341.

Week Two – CH 3210
M (9/1) Labor Day; No Class
W (9/3) Narrative assigned; Making your story vivid/ memorable – “Home Invasion, Versions 1, 2, & 3” (H)
F (9/5) Maya Angelou’s “Graduation” – Read NR 32 – 40; response due at end of class

Week Three – CH 3140, except Monday (when we’ll meet at the east entrance to Tarble Arts Center)
M (9/8) Meet at Tarble Arts Center east entrance (9th St.). Painting/description activity due by end of class.
W (9/10) Style, sentence combining and variety; A Lot of Got. Read WA 257 - 94 and BH 390 - 394.
F (9/12) Grammar and punctuation review. Read WA 349- 84 and handouts given in class.

Week Four – CH 3210 (M and W); Conference in my office (CH 3055)
F (9/15) In-class work on narrative essays – bring flash drive with any previous work saved in RTF
W (9/17) Revising, proofreading, and editing. Bring 2 copies of your rough draft to class – work on narratives in peer evaluation groups; written comments due by end of class. Read BH 273 – 287.
F (9/19) NO CLASS. CONFERENCES ON ESSAY #1 IN MY OFFICE. Details listed under next week.

Week Five – Conferences continue in my office (CH 3055)
M (9/22) NO CLASS. CONFERENCES CONTINUE. BE SURE YOU SIGNED UP AND BRING YOUR
W (9/24) " * " ROUGH DRAFT OF ESSAY 1 AND A LIST OF QUESTIONS ABOUT YOUR
F (9/26) " * " DRAFT FOR US TO DISCUSS IN CONFERENCE.

Week Six – CH 3210
M (9/29) Essay 1 Due!!! Discuss style and grammar. Review for Grammar/Usage Test – bring WA & BH.
W (10/1) Essay 2 assigned and explained. Bring WA to class.
F (10/3) Grammar and Usage Test.

Week Seven –CH 3140
M (10/6) Discuss sample definition and classification essays (to be handed out in class today).
W (10/8) Essay 1 writing workshop. Revision journal assignment from Essay 1 completed in class!
F (10/10) Fall Break – No Class!!!

Week 8 – CH 3210
M (10/13) Essay # 2 Due!!! Essay # 3 (Persuasion/Response to movie) assigned. Begin watching movie (Pay It Forward) in class
W (10/15) Pay It Forward, continued
F (10/17) Finish Pay It Forward; Movie reviews handed out in class. Select 1 to defend or refute for Mon.
Week 9 CH 3140
M (10/20) Making your argument strong; rebuttal of counter-arguments; work in groups using movie reviews
W (10/22) Sample persuasive essays: Read "Get a Knife, Get a Dog, but Get Rid of Guns" (NR 389-90); "We Do Abortions Here: A Nurse’s Story" (NR 713-20), and "College is A Waste of Time and Money" (NR 429-36)
F (10/24) In-class debate; Revision Journal Assignment from Essay 2 Due!!!

Week 10, CH 3210
M (10/27) Essay #3 due! Essay #4 (Research) assigned and groups chosen. Background on research writing: choosing and narrowing the topic; searching for and evaluating sources. Read BH 155 – 188; 195 – 202; 213-223.
W (10/29) Note-taking; integrating info from sources; controlling sources. Read BH 189 – 194; 228 – 240.
F (10/31) Happy Halloween!!! Quoting, paraphrasing, and avoiding plagiarism; preliminary sources and source evaluation due. Read BH 241 – 244. Last day to turn in Extra Credit Essay!!

Week 11, CH 3140
M (11/3) Plagiarism quiz; group’s written plan/division of labor due
W (11/5) Note card/group progress check; Sample research paper discussed
F (11/7) Presentation portion of research assignment is explained; writing Workshop over Essay #3.

Week 12, CH 3210
M (11/10) Revision Journal Assignment from Essay #3 is Due!! Final check before conferences: thesis and preliminary outline due; final source check.
W (11/12) No Class – group conferences on research paper – be sure you’ve signed up and bring the
F (11/14) following to conference: each person brings at least one page of body (not intro or conclusion) of your essay that incorporates outside sources (bring a photocopy, printout, or the source itself of all the cited materials in your segment of rough draft), list of your sources in MLA format; be sure your segment isn’t just quotes but contains examples in which you’ve paraphrased your source, and bring any questions you have – write them down so you won’t forget

Week 13, CH 3140
M (11/17) Conferences continue
W (11/19) * *
F (11/21) Available 9 – 11:00 in my office.

Week 14 – M (11/24), W (11/26) and F (11/28) Thanksgiving Recess – No Classes!!!!!!

Week 15, CH 3210
M (12/1) Group presentations over the research paper
W (12/3) Essay #4 (Research) due at start of class (including all source materials)! NO late papers accepted! Essay #5 (Revision) assigned and explained; revision checklist discussed.
F (12/5) In-class work on revision assignment – bring flash drive.

Week 16, CH 3140
M (12/8) What is Good Writing? Discuss “good” writing and what makes it good – bring to class a sample of good writing that you’ve discovered, along with a paragraph explaining why you think it’s good. Read JFK Inaugural Address (NR 906-908) and MLK "I Have A Dream" (NR 909 – 12)
W (12/10) Peer eval. of revision; bring 2 copies to class. Last chance to submit EWP from this class!
F (12/12) Last class session; Essay #5 (revision) due at start of class

Reminder: No final exam in ENG 1001G; during exam week check late in the week for status of essay grading and final grades.
Reminders: We alternate between the classroom (3140) and the lab (3210) on a weekly basis. Reading assignments listed are to be completed BEFORE coming to class that day. Bring books to class if a reading assignment is due. Since this is a tentative syllabus, changes may be made as needed. Abbreviations of texts used: WA = Writing Analytically, NR = Norton Reader, BH = The Blair Handbook, H = handout.

Week One – CH 3140
T (8/26) Intro to course and policies; Discuss English Dept. grading standards (H)  

Week Two – CH 3210
R (9/4) Making your story vivid and memorable: “Home Invasion, Versions 1, 2, & 3” (H) and Maya Angelou’s “Graduation” – Read NR 32 – 40; response due at end of class

Week Three – CH 3140
T (9/9) Style, sentence combining and variety; A Lot of Got. Read WA 257 – 94, and BH 390 - 394.  
R (9/12) Grammar and punctuation review. Read WA 349 - 84 and handouts given in class.

Week Four – CH 3210 (T); R and next week: Conferences in my office (CH 3055)
T (9/16) Revising, proofreading, and editing. Bring 2 copies of your rough draft to class – work on narratives in peer evaluation groups; written comments due by end of class. Read BH 273 – 287.  
R (9/18) NO CLASS. CONFERENCES ON ESSAY #1 IN MY OFFICE. Details listed under next week.

Week Five – Conferences continue in my office (CH 3055)
T (9/23) NO CLASS. CONFERENCES CONTINUE. BE SURE YOU SIGNED UP AND BRING YOUR ROUGH DRAFT OF ESSAY 1 AND A LIST OF QUESTIONS ABOUT YOUR DRAFT FOR US TO DISCUSS IN CONFERENCE. 
R (9/25) DRAFT FOR US TO DISCUSS IN CONFERENCE.

Week Six – CH 3210
T (9/30) Essay 1 Due!!! Discuss style and grammar; review for Grammar/Usage Test – bring WA & BH. Essay 2 assigned and explained. Bring WA to class.  
R (10/2) Grammar and Usage Test. Discuss sample definition and classification essays (to be handed out in class today).

Week Seven –CH 3140
T (10/7) Essay 1 writing workshop. Revision journal assignment from Essay 1 completed in class.  
R (10/9) TBA

Week 8 – CH 3210
T (10/14) Essay # 2 Due!!! Essay # 3 assigned. Begin watching movie (Pay It Forward) in class  
R (10/16) Finish Pay It Forward; Movie reviews handed out in class. Select 1 to defend or refute for Tues.

Week 9 CH 3140
T (10/21) Making your argument strong; rebuttal of counter-arguments; Sample persuasive essays: Read “Get a Knife, Get a Dog, but Get Rid of Guns” (NR 389 -90); “We Do Abortions Here: A Nurse’s Story” (NR 713 – 20), and “College is A Waste of Time and Money” (NR 429 – 36);  
R (10/23) Work in groups(part of class) using movie reviews. In-class debate; Revision Journal Assignment from Essay 2 Due!!!
Week 10, CH 3210
T (10/28) Essay #3 due! Essay # 4 (Research) assigned and groups chosen. Background on research writing: choosing and narrowing the topic; searching for and evaluating sources. Read BH 155 – 188; 195 – 202; 213- 223.
R (10/30) Note-taking; integrating information from sources; controlling sources; quoting, paraphrasing, and avoiding plagiarism; preliminary sources and source evaluation due. Read BH 189 – 194; 228 – 244. Last day to turn in Extra Credit Essay!!

Week 11, CH 3140
T (11/4) Plagiarism quiz; group’s written plan/division of labor due; Sample research paper discussed.
R (11/6) Note card/group progress check; presentation portion of research assignment is explained; writing workshop over Essay # 3.

Week 12, CH 3210
T(11/11) Revision Journal Assignment from Essay # 3 is Due!! Final check before conferences: thesis and preliminary outline due; final source check.
R (11/13) No Class – group conferences on research paper – be sure you’ve signed up and bring the following to conference: each person brings at least one page of body (not intro or conclusion) of your essay that incorporates outside sources (bring a photocopy, printout, or the source itself of all the cited materials in your segment of rough draft), list of your sources in MLA format; be sure your segment isn’t just quotes but contains examples in which you’ve paraphrased your source, and bring any questions you have – write them down so you won’t forget

Week 13, CH 3140
T (11/18) Conferences continue
R (11/20) * *
F (11/21) Available 9 – 11:00 in my office.

Week 14 – T (25) and R (27) Thanksgiving Recess – No Classes!!!!!!

Week 15, CH 3210
T (12/2) Group presentations over the research paper; Last chance to submit EWP from this class!
R (12/4) Essay # 4 (Research) due at start of class (including all source materials)! NO late papers accepted! Essay # 5 (Revision) assigned and explained; revision checklist discussed. In-class work on revision assignment – bring flash drive.

Week 16, CH 3140
T (12/9) What is Good Writing? Discuss "good" writing and what makes it good – bring to class a sample of good writing that you’ve discovered, along with a paragraph explaining why you think it’s good. Read JFK Inaugural Address (NR 906-908) and MLK “I Have A Dream” (NR 909 – 12)
R (12/11) Last class session: Essay # 5 (revision) due. Due to presentations for UF 1111 that I must attend, our class will meet beginning at 7:15 instead of 6:30 to turn in essays, etc.

Reminder: No final exam in ENG 1001G; during exam week check late in the week for status of essay grading and final grades.