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ENG 1001-008: Composition and Language

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Eastern Illinois University's
English Department
Technology-Integrated Classroom
Policy Statement and Course Description

English 1001C, Composition and Language, Section 008
Coleman Hall ETIC, Room 340
3:30 - 4:45 T, Th

Instructor: Debra Valentino
Office: Coleman Hall 315E
Phone: 581-6987
E-mail: cfav@eiu.edu

Office Hours: T, Th 9:30—10:30
2:00—3:00
M, W, F by appointment

Eastman, et al., The Norton Reader, 8th edition
Merriam Webster Collegiate Dictionary, 10th edition
English Online 1997 Crump

Supplemental Texts: Word for Windows '95 for Dummies by Dan Gookin ($19.99) Available at the University Bookstore in the computer section.

Supplies:
- Five--Six 3 ½” high-density diskettes with labels.
- Standard 8 ½ x 11” loose leaf paper for in-class writing.
- Two double-pocketed folders (without internal brads) -- each labeled on the front, right-hand corner with your name, course number (Comp 1001C), and section number (008).
  -- One is for your journal entries, and one is for your essays, so label each accordingly.

E-mail Accounts: All students will be expected to secure an e-mail account at Student Services in Room B12, which is downstairs in the red brick building just north of the University Union.

List Serve Information Group: Once all e-mail accounts are submitted, each student must subscribe to the class list serve. Upon subscription, students receive general course information and specific assignment information via e-mail. Furthermore, students will share various information and responses through this medium. Specific writing tasks will be assigned, which will pertain to topics being discussed in class. The purpose of this list serve, along with providing another mode of communication, will be to provide students with still another writing experience, particularly one that develops brainstorming, invention, writing as process, and critical inquiry. Each student is responsible for contributing a minimum of five responses.

Course Description: English 1001C is a course in the reading and writing of expressive, narrative, expository, critical, analytical, and persuasive essays. Attention will be given to effective expression, clear structure, adequate development, the documentation of sources, and writing with a word processor. Prerequisite: English 1000 or proficiency in basic skills as determined by the English Department.
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, direct, adequately developed and supported, free of ambiguity, are rhetorically sound and stylistically effective.
- To concentrate on improving skills in editing, proofreading, and revision.
- To focus on developing critical reading skills with special attention to detail for comprehension, evaluation, and analysis of source material.

Reading Assignments: 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.

Written Assignments: In addition to several written exercises, assignments, and handouts, students will develop, revise, and edit essays both in and out of class. Several “workshops” will be held throughout the semester so that students may receive the benefits of peer evaluation and instructor guidance. 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. Failure to turn in an assignment on the appropriate due date will result in a grade lowered one third of a grade for every day it is late, including days we don’t meet, excluding weekends and holidays. (So, a “C” becomes a “C—” after one day, and a “D—” after four days. If, for example, an essay is due on Thursday and is not submitted until the following Tuesday, a “C” becomes a “D—”.) In other words, essays are expected to be completed in a timely fashion and turned in on the date due. In the case of an excused absence, the student is responsible for arranging to make up missed work—but this also must be done within a reasonable time frame, within a week or two of the student’s return to the classroom. If the absence is unexcused, make-ups are not allowed.

Homework: Students can expect a reading or a writing assignment given every class period, to be due the following class period. Roughly speaking, this will work out to be a minimum of five hours of work OUTSIDE of class per week.

Attendance: Regular attendance is expected. Wisely reserve time off for sick days, which are often inevitable in public institutions. When an absence does occur, the student is responsible for the material covered during the absence. Use the class phone list or list serve to consult with classmates regarding missed material and assignments. (You might be well advised to check with more than one classmate.) Then, if you have specific questions regarding the assignment, e-mail or telephone the instructor. Also, if you are sick, you should telephone the instructor before class to say that you will be absent. Primarily because this is a cumulative course that requires day to day participation, more than two absences may adversely affect your final grade, and usually does.

Make-up Work: No make-ups will be given for missed in-class exercises, unless otherwise specified by the instructor. It is the absent student’s responsibility to get all class information, including schedule/assignment modifications, from another class member. 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.
Essays / Grade Distribution: We will write and revise as many essays as time allows. Usually, this means five – eight final drafts, with a good deal of revision on each paper. Generally speaking, you can expect to submit approximately twenty-five pages of double-spaced, typed text in all. Grades will follow a standard “A” “B” “C” format, but when a student fails to follow instructions, or writes in the wrong mode (e.g., expressive vs. expository), a “N/C” (No Credit) will be given for the paper. On rare occasions, a split grade (form/content) may be given. All grades will be averaged and distributed as follows:

<table>
<thead>
<tr>
<th>Essay</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Diagnostic check</td>
<td>+/−</td>
</tr>
<tr>
<td>II</td>
<td>Expository</td>
<td>10%</td>
</tr>
<tr>
<td>III</td>
<td>Expository</td>
<td>10%</td>
</tr>
<tr>
<td>IV</td>
<td>Persuasive</td>
<td>10%</td>
</tr>
<tr>
<td>V</td>
<td>Argumentative</td>
<td>10%</td>
</tr>
<tr>
<td>VI</td>
<td>Analytical</td>
<td>10%</td>
</tr>
<tr>
<td>VII</td>
<td>Research</td>
<td>15%</td>
</tr>
<tr>
<td>VIII</td>
<td>Critical</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td>Multi-media</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>Presentation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Journal</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>All other</td>
<td>10%</td>
</tr>
</tbody>
</table>

Grades: This course is graded with a scale of A, B, C, N/C. In order to receive credit for the course, you must pass with a C or better. In accordance with the English Department’s handout “Standards for Evaluating Themes at Eastern Illinois University,” grades will be averaged by the following point system:

- A+ 13 pts.  
- A 12 pts.  
- A− 11 pts.  
- B+ 10 pts.  
- B 9 pts.  
- B− 8 pts.  
- C+ 7 pts.  
- C 6 pts.  
- C− 5 pts.  
- D+ 4 pts.  
- D 3 pts.  
- D− 2 pts.  
- F 1 pt.  
- N/C 0 pts.

Journals: Students will keep reading / question journals on the assignments we read and the ideas / techniques we are discussing in class. In addition, students may use this journal for freewriting, brainstorming, planning and development. Daily participation is expected; that is, a written response to each class meeting. Further information will be provided on a separate handout.

Theme Format: Papers should be neatly written or clearly printed on standard white 8 ½ x 11” paper. All papers should be double-spaced with 1-1 ½” margins on both the right and the left. Writing should be on the front side of the sheet only. All essays must include:

- Student name, course number and section, assignment number and name, and due date on Page 1, the left-hand side. Example:

  Your first and last name  
  English 1001C.008  
  Essay I – Diagnostic  
  January 16, 1997

- Proper pagination blocked from the right margin preceded by student’s last name on all other pages. Example:

  Valentino 2
Plagiarism: Students must familiarize themselves with the English Department's statement on plagiarism. If the student has clearly plagiarized and not given appropriate credit to his/her source(s), the instructor reserves the right to award the essay in question a grade of N/C (No Credit).

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: It's a good idea to come to talk with me about your work throughout the semester. Often, a student grasps a great deal from one on one discussions with an instructor. One conference per semester is mandatory. Arrange a time to see me as soon as questions, or frustrations, or enthusiasm arises, better sooner rather than later, and not just in fulfillment of a requirement.

Writing Center: The writing center is across from the computer room (CH340) in CH 301. Students of Comp 1001C should feel free to take their writing concerns and problems 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 Spring '97 are:

Monday – Thursday 9 a.m.—3 p.m. and 6 p.m.—9 p.m.
Friday 9 a.m.—1 p.m.

In addition, you may receive Free Tutorial Help at 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 1001C.