Description and Guidelines: English 1001G is a writing course that involves the reading and writing and critiquing of both professional and student essays. These sections of 1001G are computer-assisted, which simply means that students will become familiar with and do some writing and peer evaluating on the computers in the classroom. No part of any grade will be affected in any way by a student’s performance on the classroom computers; however, computer problems outside the classroom do not serve as valid excuses for late or missing assignments. Every other week we meet in the computer lab (3120). Each student needs two formatted 3.5-inch computer disks on the third day of class. The disks are used to store notes, outlines, and drafts of essays, as well as any other in-class writing. NOTE: Students who have ACT scores 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.

Attendance: Each student is allowed three unexcused absences; every unexcused absence after three will lower the student’s final grade 5%. Students are responsible for all material covered in class, which includes but is not limited to all lectures and any changes made in the syllabus. Quizzes may not be made up; the three lowest quiz grades will be dropped. Exams may be made up with an excused absence and prior arrangement with the instructor.

Late Work: The essays are due at the beginning of class on the assigned dates. Any essay passed in late will be penalized one full grade every day—including Saturday and Sunday—that the essay is late. With an excused absence and prior arrangement with the instructor, an essay may be handed in late without penalty.

Essay Manuscripts: All essays must be typed, double-spaced; pages should be numbered and held together with a paper clip. The student’s name, the date, the essay assignment, the instructor’s name, and the title of the essay should appear single-spaced at the top left of the first page of the essay. All essays will be given a number grade, a letter grade, critical comments, and an explanation of the grade. If a student has five or more major usage errors on any essay, the essay will most likely receive a failing grade. Any essay and essay’s grade may be discussed at length during office hours or a scheduled appointment.

Journal: All students must keep a journal on disk, which will not be graded but will be collected on the last day of class. In the journal you will write: BR questions and writing exercises; essay ideas, outlines, rough drafts and working drafts; and any in-class writing exercises. Though the journals are not graded, any student who turns in an incomplete journal or no journal will have her grade lowered one letter grade.

Plagiarism: Eastern Illinois University 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 assignment of a grade of F for the course, and to report the incident to the Judicial Affairs Office.

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

Cell Phones: Cell phones must be off during class. Every time your cell phone rings, you will have five points deducted from your next essay or test.

Assignments and Grading System:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Journal (on disk)</td>
<td>not graded</td>
</tr>
<tr>
<td>Essay #1 (diagnostic)</td>
<td>not graded</td>
</tr>
<tr>
<td>Essay #2</td>
<td>10%</td>
</tr>
<tr>
<td>Essay #3 and #4</td>
<td>30% (15% each)</td>
</tr>
<tr>
<td>Essay #5 (research)</td>
<td>20%</td>
</tr>
<tr>
<td>Quizzes (daily and rarely announced)</td>
<td>20%</td>
</tr>
<tr>
<td>Grammar/Usage Exam #1 and #2</td>
<td>20% (10% each)</td>
</tr>
</tbody>
</table>

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
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</tbody>
</table>

A course grade lower than 70/C- will appear on the student’s report card and on E.I.U. records as an NC (no credit). Extra Credit (an essay based on the reading of a book of creative non-fiction) is offered; see the instructor for details.

Syllabus (subject to deletion and expansion):

Jan13    Intro to course/Examine syllabus/Explanation of diagnostic essay
Jan15    BR: pp127-135 and 165-169/QM1-3, QWS1-3, QL2
          Essay #1: Diagnostic in-class essay
Jan20    Discuss Essay #1 results/ TBH: review chapters 32-37,40,41
          Pick up Major Usage Error practice exam #1
Jan22    Major Usage Error practice exam #1
Jan29    BR: 92-96, JW, QM1-4, QWS1-4, QL1-3 and 97-102, JW, QM1-4, QWS1-4, QL1-3
Feb03    BR: 136-143, JW, QM3,4, QWS2,3, QL2,3 and 144-151, JW, QM4,5, QWS1, QL2,4
          Free-writing exercise: Finding a Topic
Feb05    Rough Draft for Essay #2 due, 5-6 pages typed minimum (Any student not producing a typed Rough Draft will be downgraded five (5) points on the final essay grade: this will be the policy for all Rough Drafts for the rest of the semester) Peer Evaluation/In-class Writing
Feb10 Working Draft for Essay #2 due, 4-5 pages typed minimum (Any student not producing a typed Working Draft much advanced from the rough draft will be downgraded five (5) points on the final essay grade: this will be the policy for all Working Drafts for the rest of the semester) / In-class writing: Introductions and Conclusions

Feb12 Essay #2 due, 3-4 pages/ Grammar/usage exercises
Pick up M. U. E. practice exam #2

Feb17 M. U. E. practice exam #2

Feb19 Finish M. U. E. practice exam #2/ Review for M. U. E. Exam #1

Feb24 Major Usage Exam #1/ Discuss Essay #3

Feb26 BR: 459-473, JW, QM2-4, QWS1-3, QL2,3

Mar02 BR: 474-480, JW, QM2,3, QWS2-4, QL2,3 and 491-497, JW, QM2,3, QWS2,5, QL2,3

Mar04 Rough Draft of Essay #3 due, 5-6 page typed minimum/peer evals, in-class writing

Mar09 Working Draft of Essay #3 due, 4-5 page typed minimum/Intro’s and Conclusions

Mar11 Essay #3 due, 3-4 pages/ pick up M.U.E. practice exams #’s 3-7/#s 3,4 in class

MONDAY MARCH 15---FRIDAY MARCH 19 IS SPRINGBREAK

Mar23 TBH: ch7, pp77-92/M.U.E. practice exam #s5-7/Review for M. U. E. Exam #2

Mar25 M. U. E. Exam #2/ Discuss Essay #4: Humor and Satire

Mar30 BR: 653-663, JW, QM2-4, QWS3,4, QL1,2

Apr01 BR: 229-233, JW, QM1,2, QWS2,3, QL1-4 and 320-323, JW, QM2-4, 1-3, QL1,2

Apr06 In-class writing: brainstorming, freewriting, peerstorming, outlining

Apr08 Rough Draft of Essay #4

Apr13 Essay #4: In-class essay

Apr15 TBH: Conducting Library Research, pp197-224/TBH: Documenting Sources: MLA Style, pp249-278/ Discuss Essay #5, the Research Paper

Apr19-Apr23 Student Conferences and Research/Writing of Essay #5. Every student will have a conference with the instructor sometime during the week; every student will show up to his or her conference with a typed Rough Draft of the Research Paper/Essay #5

Apr27 Working Draft of Essay #5 due/ In-class writing/Final questions

Apr29 Essay #5 due T H E E N D THERE IS NO FINAL EXAM