ENG 1001G-015: Composition and Language

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English 1001 Section 015
(A Writing-Centered Course)
Dr. Carol Stevens
Fall 2001

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and by appointment.

Texts:
X.J. Kennedy, Dorothy M. Kennedy, and Jane E. Aaron, The Bedford Reader, 7th ed.

Other material, including a journal notebook and a good college-level desk dictionary, as specified in class.

Course Prerequisite: A minimum ACT score of 14

Course Goals

1) You will learn how to write analytical essays with a strong central thesis, logical organization, and effective supporting details. (There are many other kinds of good writing, but this is the kind required in most college courses. Topics will be drawn from your own experiences and interests, and from research.

2) You will learn that writing is a process, that a good paper requires multiple drafts. Good papers are not written; they are re-written.

3) You will learn to write for an audience, not exclusively, or most importantly, for the teacher.

4) You will learn principles and practice of effective research and documentation.

5) While the class will not focus on grammar, usage, punctuation or other proofreading matters, you will write papers that demonstrate their use. Help will be available from the handbook, from me (in conference), and from the Writing Center if you need it.

Papers and Class Portfolio

You will write and submit five formal papers during the term. At the end of the term you will submit a portfolio of your writing, containing your five evaluated drafts, complete with my evaluation sheets, and final versions of all five papers, plus a 1-2 page self-evaluation containing your own analysis of your progress in the course. Please keep all all drafts of your formal papers, all handouts, all notes, all journal notebook writing: in short, everything you receive or put down on paper for this course.
Grades

Your course grade will be determined by the quality of the writing in the course portfolio you submit to me at the end of the term, assuming you have qualified for submission. If, by the end of the revision process, all of your papers earn an A, then your grade for the course will be A.

However, in order to qualify to submit your portfolio for grading, you will need to earn at least 300 out of the following 500 points for coursework:

- First drafts of papers - 200 points, 5 papers 40 points each
- Journal/notebooks - 100 points, submitted twice on demand, 50 points each
- Other homework - 100 points, 10 assignments, 10 points each, graded on “Check, check plus, check minus” system. Check is full credit, 10 points, check minus is 5 points, check plus is extra credit, 12 points, given only rarely for exceptional effort AND quality
- Read-aloud - reading a draft of your paper to the class, 50 points
- Self-evaluation - 50 points

If you earn at least 400 points from this list, your course grade will be the grade earned by the papers in your portfolio, averaged together.

If you earn 350-399 points, your course grade will be the portfolio grade minus ONE letter grade (A becomes B, for example.)

If you earn 300-349 points, your course grade will be the portfolio grade minus TWO letter grades (A becomes C.)

If you earn below 300 points, you have not engaged adequately in the process the course teaches. I will not grade your portfolio, and you will receive an NC for the course.

Attendance

At the beginning of each class session I will take attendance. Students who are absent are still responsible for material covered that day.

While the university has policies regarding excused and unexcused absences, in practical terms, there is no difference. If you are not in class, you are not learning that day’s role in the writing process, and having a good reason does not change that fact.

If you are absent 1 or 2 times, 20 points for each absence will be deducted from coursework points.

If you are absent 3 or 4 times, 40 points for each additional absence will be deducted from coursework points. If you miss four classes (two weeks) you have lost 120 points, not counting lost points on homework. That is already one full letter off your final grade.

If a situation occurs that is going to interfere with your attendance, especially if it will mean missing more than one class, NOTIFY ME by phone or e-mail so that you can make arrangements to keep up with work as much as possible. This may not change the number of points you lose for an absence, but it will help you bring the right homework when you return.

Tardiness

If you are more than five minutes late, you will lose 10 points for that class session. If you are late more than twice, it goes up to 20 points per session.

However, if you are late/tardy no more than twice the entire semester, I will refund attendance/tardy points at the end of the semester.
Notebook:

If you do not already own one, purchase a single-subject spiral notebook. Bring it with you EVERY DAY. It will be collected twice on demand, and will be turned in with your portfolio at the end of term. It will contain free-writing, in-class exercises, and weekly reflections on the writing process.

Late Assignment Policy

A paper or notebook may be handed in one class period late for half-credit. No work will be accepted more than one class meeting late. Materials submitted to my mailbox on a day when you are not in class will be considered late. Materials submitted after all such assignments have been collected from the class will be considered late.

Paper Format

All out-of-class drafts must be typed, double-spaced, and stapled. DO NOT use any cover sheets or folders or binders of any kind. Put your name, course and section number, and the date in the upper-right-hand corner of the page. I do not accept handwritten papers under any circumstances.

Plagiarism

Though you will be seeking and obtaining advice from your colleagues during the term, the work you submit must finally be your own. Submitting work written by someone else, or drawn from printed or electronic sources without adequate documentation is a serious violation of the Academic Honesty policy and will result in your failing the course. If you use sources, you must indicate that the words or ideas are borrowed, and cite properly the author and source you have used. Before we begin our study of research and documentation, you will receive a copy of the English Department Statement on Plagiarism. I will follow it to the letter.

Students with Disabilities

If you have a documented disability and wish to receive academic accommodation, please contact the Office of Disability Services (581-6583) as soon as possible.

The University Classroom as Workplace

It is important to recognize that the classroom is, for students and teachers alike, a workplace. We have a limited time period in which to complete a great deal of work. Therefore I need your complete attention for the entire class period each time we meet. As a teacher, I prefer a relatively relaxed classroom atmosphere, especially because I seldom use a lecture format. Some of our work will be done in small workshops and conversational groups, some will be done together as a class, some will be done individually on your own. All of it is work, and the choice of format is mine. If I ask you to work quietly on your own, all conversation will cease. If you are working in a group, stay focused only on the work at hand. The same goes for class discussions.

Anyone unable to abide by these policies will be asked to leave the classroom and will lose attendance points for the day.
Classroom Courtesies

I promise to treat all of you with respect, and I expect the same of you. Respect means we will be here on time, ready to work. It means listening courteously and attentively to each other, and disagreeing, when we disagree, as adults, reasonably and without disparaging remarks. (As discussion moderator, I have a responsibility to see that everyone gets a chance to participate, so I may ask you to give someone else a chance to talk.) It means no food or drink in the classroom, except water when permitted. It means cell phones and beepers are turned off for the duration of the class. It means you do not leave the room except for an emergency, and that you excuse yourself if you do. Leaving and re-entering is distracting and disruptive. I expect you to take care of personal matters either before or after class.

Changes in and Additions to Policy

You will receive other handouts which will automatically become part of the policy statement/syllabus. While every effort has been made to spell things out clearly, changes may be necessary from time to time. If they are, an announcement in class will be considered sufficient notification.