Fall 8-15-1997

ENG 1001-031: Composition and Language

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READING ASSIGNMENTS

You will need the following texts for this course:

A standard college-level dictionary.

Reading assignments are taken from The St. Martin's Guide and The Norton Reader. Use the dictionary and Harbrace College Handbook as references when you need them. Please do all reading by the date assigned and bring the relevant book(s) to class.

WRITING ASSIGNMENTS

The course requires that you submit the following writing:

(1) FOUR ESSAYS in first draft for writing group discussions.

(2) FOUR REVISIONS, typed double spaced, which I will read and grade during individual conferences with you. I may reject work that doesn’t fit the assigned length or topic.

(3) WRITING PORTFOLIO consisting of further revisions of any two essays that you have submitted for the course, plus related materials to be specified.

(4) MISCELLANEOUS WRITING including various writing exercises, outlines, and/or quizzes.

Though I hope you work hard, I can only evaluate results; I cannot measure the effort you put into your writing.
WRITING GROUPS

FOUR class sessions will be devoted to discussion of your writing with your peers. The purposes of writing groups are to improve your reading skills and help you develop a constructive, analytical approach to problems and possibilities of revision.

You will be assigned to a group and work with the same group throughout the semester. Appoint someone in the group to serve as leader. This person has the responsibility of consulting me when questions and problems arise.

You will receive a grade for bringing a complete and legible first draft to each session. Bring two copies: one for me to keep, the other for you to use. You will also receive a participation grade for handing in your notes on the essays of other group members at the end of the period. Neglecting to produce these notes will cost you the participation grade. If I don’t receive any notes on a writer’s work, I will assume the person has not brought a draft suitable for discussion, and he or she will forfeit credit for having brought a draft.

Since the success of the writing group depends upon your sustained, collective effort, anyone who arrives late or leaves early is liable to receive a penalty. This rule includes groups that finish well before the period ends.

CONFERENCES

Periodically, classes will be cancelled to make time for individual conferences during which I will evaluate your essays. You will be given a signup sheet before each set of conferences. It is your responsibility to show up at the time scheduled, and your essay may receive a late penalty if you miss a conference. If you cannot keep a conference appointment, call me ahead of time to reschedule.

MANUSCRIPT REQUIREMENTS

The presentation of written work does affect its grade. Your work should conform to the following rules:

(1) MISCELLANEOUS WRITING and FIRST DRAFTS for writing group discussion should be neatly handwritten on standard-sized lined paper. Of course they may also be typed. Fold all first drafts and miscellaneous writing assignments lengthways. On the outside write your name, course number and section, instructor’s name, and date. For writing group work include your group number as well.

(2) REVISIONS brought to conferences must be typed double spaced on standard-sized paper in blue or black ink. If a revision comes to me untyped it will be returned unread and considered late unless a typed copy is submitted the same day.

On the first page put your name, course number and section, instructor’s name, date, and title of your essay. Follow the format shown on page 443 of Harbrace College Handbook, or make a separate title page.
Copy should cover only one side of each page and have adequate margins on all four sides. Pages should be numbered.

You are responsible for all errors whether or not you type the manuscript yourself, so proofread carefully. Though corrections in ink are expected the copy should not be so riddled with scratched-out errors or squeezed-in insertions that it is difficult to read.

If you have not handed in a first draft for writing group discussion, or if the essay has changed drastically between early drafts and final version, bring previous drafts to conference along with the revision.

WRITING PORTFOLIOS should be assembled in a folder. All material should be clearly labelled and arranged in a logical order.

Your writer's statement and second revisions of two essays should be presented in the same format as revisions brought to conferences. If the statement and second revisions are untyped the portfolio will receive no grade.

LATE ASSIGNMENTS AND MAKE-UPS

You may make up or be excused from classwork ONLY if your absence is authorized by me or another member of the faculty. I may require documentation of illnesses, emergencies, or other excuses for missed work.

I accept late revisions, but there is a penalty unless you have an excused absence. Your grade loses five (5) points if you miss a conference or come unprepared. It loses an additional ten (10) points if you do not bring me a completed revision when the class next meets. Your grade continues to lose points at the rate of ten (10) for each subsequent class.

I will make every effort to reschedule conferences and may waive or reduce penalties in exceptional circumstances — such as the writer's extended and incapacitating illness — but not because of fraternity or sorority activities, vacation arrangements, sports events, etc.

You may be excused from handing in a first draft or attending writing group discussion only for similar compelling reasons.

STUDENTS WITH DISABILITIES

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

Here is the 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 assigned essay and a grade of NC for the course, and to report the incident to the Judicial Affairs Office.

I will impose the severest penalty in a case of deliberate plagiarism.

If you have cited outside sources and I have questions about the completeness or correctness of the citations, I may require that you show me the sources before I grade the essay. This is NOT an accusation of plagiarism; I just want to check whether you know what you’re doing.

GRADES

I grade essays according to the criteria set forth in "Standards for Evaluating Themes at EIU," using a numerical scale that corresponds to letter grades as follows:

100 - 90  A
89 - 80   B
79 - 70   C
69 - 60   D
59 - 1    F

Criteria for other work vary. For many exercises you may receive full credit merely by following instructions. For others your grade depends upon the quality and completeness of your work. I will be glad to explain the criteria for any assignment.

Your overall grade for the course is determined as follows:

The REVISIONS brought to conferences count for 12% apiece, 48% altogether.

The WRITING PORTFOLIO counts for 30%.

WRITING GROUP DISCUSSIONS count for 12% of your grade, or 1.5% for each first draft completed and brought to discussion, and 1.5% for participation in each one.

MISCELLANEOUS WRITING counts for the remaining 10%.

STUDENTS WHOSE OVERALL GRADE AVERAGES D OR F WILL RECEIVE N/C (no credit) ON THEIR FINAL GRADE REPORT. THOUGH THEY MUST REPEAT THE COURSE THE N/C WILL NOT AFFECT THEIR GRADE POINT AVERAGE.