ENG 1001C-025: Composition and Language

Mary Maddox
Eastern Illinois University
COMPOSITION AND LANGUAGE
Course Syllabus
English 1001-025
Fall 1998

Unless otherwise indicated, the reading assignments below may be found in *The St. Martin's Guide to Writing, 5th Ed.*

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Chapter 5: Revising pp. 189-192
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From The Norton Reader:
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Cohen, "The Case for Research" pp. 691-701

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Chapter 6: Critical Reading Guide pp. 234-235
Chapter 6: Revising pp. 236-238
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ASSIGNMENT: PROPOSING A SOLUTION
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Chapter 7: Summary of Basic Features pp. 268-269
Chapter 7: Invention and Research pp. 270-275

November 3-
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November 12
Chapter 7: Planning and Drafting pp. 276-279
Chapter 7: A Writer at Work pp. 284-286
From The Norton Reader:
Swift: "A Modest Proposal" pp. 878-886

November 17
SIGN-UP FOR CONFERENCES
ASSIGNMENT: WRITING PORTFOLIO
Chapter 24: Assembling a Writing Portfolio pp. 648-651
Chapter 4: Thinking Critically pp. 152-155
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November 19
PEER EDITING
DUE: SOLUTION ESSAY (first draft)

December 1-
December 8
DUE: SOLUTION ESSAY (revision)
Conferences in CH 336

December 10
Conclusion of the Course

December 14
DUE: WRITING PORTFOLIOS
CH 336 by 4:30 PM

THERE IS NO FINAL EXAMINATION IN ENGLISH 1001C.

READING ASSIGNMENTS

You will be using the following texts in this course:


*Webster's New World Dictionary.*

Reading assignments are taken from *The St. Martin's Guide to Writing* and *The Norton Reader*. Use the dictionary and *The Blair 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

1. First drafts of FOUR ESSAYS for peer editing and review. You will receive full credit for first drafts if they are typed and substantially complete.

2. FOUR REVISIONS, typed double-spaced, which I will read and evaluate during individual conferences with you. I may reject work that doesn't fit the assigned length or topic. These are graded according to the criteria set forth in "Guidelines for Evaluating Writing Assignments in EIU's English Department."

3. A WRITING PORTFOLIO consisting of further revisions of any two essays that you have submitted for the course, plus related materials to be specified. Portfolios are graded on the same criteria as revisions and on their completeness.

4. MISCELLANEOUS WRITING, including various exercises, outlines and/or quizzes. My criteria for grading these will vary. Please ask if you have a question about any grade.

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

Four class periods will be devoted to peer editing in which writers comment on drafts of one another's essays. The purposes of peer editing are to improve your reading skills and help you develop a constructive, analytical approach to the problems and possibilities of revision in your own writing.

To receive full credit for peer editing, you must bring to class TWO COPIES of complete typed draft of your essay and work the entire period reading and commenting on the essays of your classmates. Your written comments will be graded on their completeness.

CONFERENCES

Classes will be suspended to make time for individual conferences during which I read and evaluate your essay revisions. You will be given a sign-up 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 the 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:

- Work written in class should be neatly handwritten on standard-sized paper. For those working in the ETIC, of course it may be typed on the computer and printed.
- Fold all in-class writing assignments lengthways. On the outside write your name, the course number and section, instructor's name, and date.
- FIRST DRAFTS brought for peer editing should be typed double-spaced on standard-sized paper in blue or black ink. Do this out of consideration for your classmates who will be required to read and comment on your work.
- REVISIONS must be typed double-spaced on standard-sized paper in blue or black ink. Any revision that comes to me not typed will be returned unread. I will consider it late unless a typed copy is submitted the same day.
- On the first page type your name, the course number and section, instructor's name, and date. Don't forget to title your essay.
- 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 draft for peer editing, or if the essay has changed drastically between early drafts and the final version, bring previous drafts to conference along with the revision.
LATE ASSIGNMENTS AND MAKE-UPS

You may 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) points 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 peer editing sessions 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

The English Department has a 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 F 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 I have questions about the completeness or correctness of citations, I do check sources before grading an essay. This is NOT an accusation of plagiarism; I just want to make sure you know what you're doing.

GRADES

Please don't hesitate to ask questions about your grade. I use a numerical scale that corresponds to letter grades as follows:

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<td>59 - 1</td>
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Your overall grade for the course is determined as follows:

- The REVISIONS evaluated in conference count for 12% apiece. Total for revisions: 48%.
- The WRITING PORTFOLIO counts for 30%.
- PEER EDITING counts for 12% of your grade. You receive 1.5% for each first draft completed and brought to editing sessions, and 1.5% for each set of written comments on the essays of your classmates.
- MISCELLANEOUS WRITING counts for the remaining 10%.

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