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Office Hours: Tues/Thurs  
1:45-3:30 P.M.  
6:15-7:15 P.M.  
and by appointment

COMPOSITION AND LANGUAGE  
English 1001-026 and 1001-053  
Course Syllabus  
Fall 2008

DATE        ASSIGNMENTS/ DEADLINES

August 26  Introduction to the Course  
CH 3140

August 28  ESSAY ASSIGNMENT: Analysis of a Magazine Ad  
Read:  Chapters 1, Writing Analytically, pp. 1-39  
"Marketing the Girl Next Door," Writing Analytically, pp 71-73  
"Reading and Writing About... the Media," The World Is a Text, pp 537-543  
"Hanes Her Way," The World Is a Text, pp 566-569  
CH 3140

September 2  WRITING IN CLASS: Prewriting  
Read:  Chapter 2, Writing Analytically, pp. 41-75  
CH 3210

September 4  WRITING IN CLASS: First Draft  
Read:  Chapter 6, Writing Analytically, pp. 163-184  
Sign Up for Conferences  
CH 3210

September 9-11  DUE IN CONFERENCE: First Draft of the Analysis of a Magazine Ad  
At Scheduled Time in my Office, CH 3721  
Class Suspended  
CH 3721

September 16  Peer Editing  
DUE: Second Draft of the Analysis of a Magazine Ad  
CH 3210

September 18  ESSAY ASSIGNMENT: Analysis of a Film  
Read:  "Goodbye Lenin...After the Fall," Writing Analytically, pp. 185-188  
"Reading and Writing about Movies," The World Is a Text pp 309-314  
"Star Wars and America," The World Is a Text pp 344-45  
CH 3210

September 23  DUE IN CLASS: Revision of the Analysis of a Magazine Ad  
CH 3210

September 23-25  View in Class: Pan's Labyrinth  
Read: Handouts  
CH 3140

September 30  WRITING IN CLASS: Prewriting  
Chapter 5, Writing Analytically, pp. 137-162  
CH 3210

October 2  WRITING IN CLASS: First Draft  
Read:  Chapter 7, Writing Analytically, pp. 197-217  
Sign Up for Conferences  
CH 3210
November 4
Get: Doing Research and Using Secondary Sources
Read: Chapters 12 & 13, Writing Analytically, pp. 295-347

November 6
Get: Paragraph Exercise
Read: Chapter 9, Writing Analytically, pp. 241-256
Sign Up for Conferences

November 11-13
DUE IN CONFERENCE: First Draft of your Rebuttal to an Argument
Class Suspended

November 18
Get: Peer Editing
DUE IN CLASS: Second Draft of your Rebuttal to an Argument

November 20
Get: Works Cited Checklist
DUE: Complete Works Cited Page

December 2
ASSIGNMENT: Writing Portfolio
Read: Chapter 10, Writing Analytically, pp. 257-274
DUE IN CLASS: Revision of your Rebuttal to an Argument

December 4
Get: Read: Chapter 11, Writing Analytically, pp. 275-294
Chapter 14, Writing Analytically, pp. 349-374
Sign Up for Conferences

December 9-11
DUE IN CONFERENCE: First Draft of your Portfolio Cover Statement
Class Suspended

December 15
DUE BY 4:30 P.M.: Writing Portfolios

THERE IS NO FINAL EXAMINATION IN ENGLISH 1001.
READING ASSIGNMENTS

We will be using the following texts in this course:


*Webster's New World Dictionary.*

Reading assignments are taken from *Writing Analytically* and *The World Is a Text*. Use the other texts as references as needed. Reading should be done before the class for which it is assigned, and the relevant book(s) brought to class. If you come to class without a book, it is not my responsibility to find you a copy.

WRITING ASSIGNMENTS

- Drafts of THREE ESSAYS and a PORTFOLIO COVER STATEMENT for discussion in conference with me. You will receive full credit for the drafts if they are typed, substantially complete, and presented to me in our scheduled conference.

- Drafts of THREE ESSAYS for peer editing and review. You will receive full credit for the drafts if they are typed, substantially complete, and circulated for peer editing.

- THREE REVISIONS, typed double-spaced. I may reject work that doesn't fit the assigned length or topic. Revisions are graded according to the criteria given in “Guidelines for Evaluating Writing Assignments in EIU's English Department.”

- A WRITING PORTFOLIO consisting of the following: (1) further revisions of the three major essays assigned during the semester; (2) a cover statement; (3) supplementary materials to be specified. Portfolios are graded by the same criteria as revisions and on their completeness and presentation.

- MISCELLANEOUS WORK, including various exercises, outlines and/or quizzes. Some of these are assigned on the syllabus, but others may be assigned extemporaneously. My criteria for grading this work 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.

CONFERENCES

Classes will be suspended to make time for individual conferences focusing on strategies for completing and/or improving each major essay. You receive full credit for your conference draft if it is typed double-spaced and near completion. There is sign-up in class for each set of conferences. It is your responsibility to arrive promptly at the time for which you signed up. Given the number of my students and limits to my time, I cannot always reschedule missed conferences. Therefore, if you cannot keep the appointment, call or e-mail me ahead of time to reschedule.
PEER EDITING

Three 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 a 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.

MANUSCRIPT REQUIREMENTS

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

**IN-CLASS WRITING** should be neatly handwritten on standard-sized lined paper. When in the computer lab, of course, it should be typed and printed out.

**DRAFTS** brought for conferences and peer editing should be typed double-spaced on standard-sized paper in black ink. Typing is required to receive full credit for the draft, but do it out of consideration for me and your classmates who will be reading and commenting on your work.

**REVISIONS** must be typed double-spaced on standard-sized paper in 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, the instructor's name, and the date. Conference and peer-editing drafts and peer critiques of the essay should accompany the revision. If the assignment entailed research, copies of all sources not in the course texts should also be included. **Place the work in a letter-sized folder with your name and course section written on the tab.**

Don't forget to title your REVISIONS.

Copy should have adequate margins on all four sides. Pages should be numbered.

Fold all in-class assignments lengthways so that your name, the course number and section, the instructor's name, and date appear on the outside.

The **WRITING PORTFOLIO** should conform to the guidelines specified on the assignment sheet.

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.

LATE ASSIGNMENTS AND MAKE-UPS

You may be excused from class work **only** if I or another member of the faculty authorizes your absence. 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 for every class day the essay is late. That's 10 points (or one letter grade) per week. Late make-ups for peer editing are not possible although peer editing may be done outside class in special circumstances with my prior permission. Miscellaneous exercises receive half credit if handed in late.
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. I routinely 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:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 90</td>
<td>A</td>
</tr>
<tr>
<td>89 - 80</td>
<td>B</td>
</tr>
<tr>
<td>79 - 70</td>
<td>C</td>
</tr>
<tr>
<td>69 - 60</td>
<td>D</td>
</tr>
<tr>
<td>59 - 1</td>
<td>F</td>
</tr>
</tbody>
</table>

Your overall grade for the course is determined as follows:

- Revisions of the first two major essays count for 15% apiece; the revision of the third major essay counts for 20%. Total for essay revisions: 50%.
- The WRITING PORTFOLIO counts for 25%.
- Each CONFERENCE DRAFT AND PEER EDITING DRAFT counts for 1% of the final grade, 6% altogether.
- The written comments from PEER EDITING SESSIONS count for 3% for each session, a total of 9% of your final grade.
- MISCELLANEOUS WORK 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.