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ENG 1001G-046: Composition and Language

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ENGLISH 1001G-046: COMPOSITION AND LANGUAGE
FALL 2002
TUES. & THURS. 2:00-3:15
COLEMAN HALL 3210 (LAB) and 3140 (Classroom)

INSTRUCTOR: LEANN SMITH
OFFICE: CH 3744
OFFICE HOURS: TUES. & THURS. 10:45am-noon and by appointment
MAILBOX: CH 308
OFFICE PHONE: 581-6319
E-MAIL ADDRESS: cfls@eiu.edu
WWW ADDRESS: http://www.uxl.eiu.edu/~cfls

COURSE DESCRIPTION: This course introduces the reading and writing of expressive, expository and persuasive essays. Attention is given to effective expression, clear structure, adequate development, and documentation of sources. PREREQUISITE: ENG 1000 or proficiency in basic skills as determined by the English Department.

GUIDELINES: All students with an ACT English score of 15 or above (13 on old ACT) are placed in English 1001C. Students with ACT scores below the cut-off—or with no ACT scores on file—are placed in ENG 1000: Fundamentals of English, a basic review of grammar, punctuation, and spelling, which also includes instruction in writing sentences, paragraphs, and brief essays.

OBJECTIVES: This course instructs students in:
• writing expressive, expository, and persuasive papers that reflect a clear command of the writing process.
• writing purposeful, adequately developed sentences and paragraphs with maximum clarity.
• using standard written English in both thought conveyance and syntactic construction.
• developing skills in critical reading, in listening, and in evaluating culturally diverse course materials and in becoming more discerning readers and editors of their own writing.

REQUIRED TEXTS AND MATERIALS: Must be obtained before next class session.
- Axelrod and Cooper, St. Martin's Guide to Writing. 6th Ed.
- Kennedy et al, The Bedford Reader 7th Ed.
- Fulwiler and Hayakawa, The Blair Handbook 3rd Ed.
- Crump and Carbone, Writing Online 2000 Ed.
- A standard college-level dictionary
- A notebook/folder for class notes and ongoing papers/drafts/peer reviews, etc.
- A separate folder for use as a final writing portfolio

COURSE REQUIREMENTS OVERVIEW: You will be required to write often both in and out of class, to read selections that may be assigned from the texts, to participate actively in classroom discussion and peer editing exercises, to refer individually to the handbook when necessary, to complete all classroom exercises and essays, and to attend all conferences when scheduled. You are also expected to keep track of all of your work—drafts, peer reviews, instructor comments, etc. Do not throw away anything!! You will submit to me a final writing portfolio that should include the final copies of the essays as well as all accompanying materials.
SPECIFIC REQUIREMENTS INCLUDE:

**Essays:** You will be required to write and revise four 3-5 page double-spaced, typewritten, evaluated but non-scored essays out-of-class. With each essay, all accompanying materials (including but not limited to planning exercises, previous drafts, peer/group reviews, self-assessments and instructor comments) should be included. Additional guidelines for preparing these essays will be given throughout the semester. Additionally, you will be working on these drafts in class with peer groups gaining suggestions for revision. A draft of each essay is due at the beginning of class on the designated date (see course outline). After extensive work, you will present a draft of each essay to me in conference for which you will receive feedback and possible suggestions for further revision (again, see course outline for conference dates). Essays and their materials will be compiled into a final portfolio that will be submitted to me at the end of the semester.

**Quizzes:** Throughout the semester, I will announce quizzes. These are to be taken on the day they are assigned. If you are to be absent on the day a quiz is to be given, I will allow you to take it ahead of time. In no case can a quiz be taken after it has been given in class.

**Conferences:** Throughout the semester, I will schedule 5 conferences so that you may meet with me and discuss the progress of each essay and any other concerns you may have. You must sign up and attend these conferences. At each conference, you will read me a revised/completed draft of your paper. I will then offer suggestions for revision if needed.

To earn the total possible conference points at each meeting, you MUST do the following:
1. Attend!!
2. Have a completed and polished draft in hand and read it to me.
3. Be able to show me substantial revisions (i.e. how and where you considered peer comments, what changes you have made and why...etc.)
4. Come prepared with questions and concerns about the draft.

**If you do NOT attend, you receive NO points, ONE absence, and NO feedback on your paper.
**If you DO attend but DO NOT MEET THE ABOVE CRITERIA, a substantial number of points will be deducted from that conference.

Due to the large number of students/conferences, I cannot allow conferences to be "made up" and, likewise, cannot allow conference points to me "made up". So, it is important that you sign up for a time that best fits your schedule and then make every possible effort to attend.

**Planning exercises, peer reviews, self-assessments, course readings and other assigned activities:** What may seem to you like "busy work" is all part of the writing process. These activities will be done both in and out of class with the purposes of guiding you through the writing and revising processes and aiding you in becoming a better, more conscientious writer and editor. Keep ALL of these materials, for they will be evaluated as part of your final writing portfolio.

**Final Writing Portfolio:** The portfolio will include the finished essays as well as all accompanying materials including but not limited to the above materials. Your final portfolio will also include a brief reflective piece on each chosen essay and a longer, more substantial "portfolio essay" that documents your growth as a writer. The portfolio is a final representation of your writing for 1001C and should be compiled and presented as carefully as possible. Additional guidelines for preparing the portfolios will be given later in the semester.

**Attendance and Late Policy:** Since this course involves a great deal of class participation, it is essential that you attend classes and conferences alike. You are expected to attend every meeting and to be on time. Remember, if you are absent you are held responsible for the material covered in your absence. This includes any assignments given or collected. In other words, it is up to you to "get caught up." If tardiness or absences become excessive, your grade will be affected. I will allow 3 absences for whatever reason. Each absence thereafter will result in a full letter grade reduction at the end of the course. Likewise, if you are more than 15 minutes late for class, you will receive an absence.

Example: If you have a B average at the end of the course and 4 absences, you then have dropped to a C for the course.

**I know that emergencies and unavoidable circumstances do arise, so please contact me as soon as possible so that we may discuss the nature of the absence.**

Example: If you have a B average at the end of the course and 5 absences, you then have dropped to an NC for the course.
MAKE-UPS AND LATE PAPERS: Again, conferences may not be made up. Furthermore, in the event that you do not hand in the final portfolio by its due date, the portfolio grade will be lowered one full letter grade.

EVALUATION: You will complete an in-class diagnostic writing which will NOT be figured into the overall course grade. You will submit all completed papers to me at mid-term for “evaluation” which will not be figured into the overall course grade. In all, you will be required to write and revise 4 essays out-of-class that will be compiled into a final writing portfolio. Quizzes will also be given at various times throughout the semester when deemed necessary. Failure to complete all 4 essays and the final portfolio will result in a grade of N/C for the course regardless of point totals! If you are curious, nervous, frustrated, overwhelmed, confused, or just plain ticked off, then I’m the one to talk to FIRST! Come see me to discuss your work, your grade, or any issue with me anytime.

A breakdown is as follows:

<table>
<thead>
<tr>
<th>500 possible points</th>
<th>Conference Draft 1</th>
<th>conference Draft 2</th>
<th>conference Draft 3</th>
<th>conference Draft 4</th>
<th>Quiz 1</th>
<th>Quiz 2</th>
<th>Quiz 3</th>
<th>Quiz 4</th>
<th>Quiz 5</th>
<th>Class participation, conference and class preparedness, peer review, attitude, and overall effort shown</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>50 Final Portfolio 300</td>
</tr>
</tbody>
</table>

The course grade will be determined using the following scale:

100-90% = A
89-80% = B
79-70% = C
69% and Below = N/C

All essays will be assessed analytically according to the following 5 categories:
Focus
Organization
Development
Style, Mechanics, Grammar, Spelling and Documentation
Process (evidence of invention, peer editing, and revision) and Audience Consideration.

Additionally, your final writing portfolio will be assessed according to its delivery (neatness, thoughtfulness, originality, appearance, organization, expression of self, etc.)

ENGLISH DEPARTMENT STATEMENT CONCERNING 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 assignment and a grade of N/C for the course, and to report the incident to the Judicial Affairs Office.

INFORMATION FOR STUDENTS WITH DISABLILITITES: If you have a documented disability and wish to receive academic accommodations, please contact the Office of Disability Services at 581-6583 as soon as possible.

ADDITIONAL INFORMATION:
- Make sure that you save your work often (use RTF) and on more than one disk (preferably on three or more) to prevent loss of material.
- If you lose a disk, be sure to check the “lost and found floppies” box.
- Anyone who is found tampering with a computer and its set up or who is found using the computer for anything that is not course-related is subject to course dismissal.

IMPORTANT FOR GRADUATION: In order to meet graduation requirements, all EIU students will be submitting essays for inclusion in a university-required electronic portfolio. ENG 1001 and ENG 1002 are both “writing centered” courses and one essay from either course MUST be submitted to this university portfolio. See me or your academic advisor if you have questions.