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ENG 1002G-006

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ENGLISH 1002-G COURSE GUIDELINES AND POLICIES

ENG 1002-G, Fall 2013
Instructor: Tammy Veach
Office: CH 3055
Email: tvveach@eiu.edu

Texts: Meyer, Poetry, An Introduction
Charters, The Story and Its Writer
Jacobus, The Bedford Introduction to Drama
Fowler & Aaron, The Little, Brown Handbook

Office Hours: 8:00 – 9:00 MWF, 1:30 – 2:00 MW only, & by appt.

COURSE DESCRIPTION & OBJECTIVES: This course is designed to make you better readers, writers, and critical thinkers, but I hope it also encourages you to enjoy literature. We will examine works of poetry, fiction, and drama written by men and women from culturally-diverse backgrounds, exploring them within historical, social, cultural, and aesthetic contexts. Because this is a composition course, we will write quite a bit – at least 5,000 words – about this literature (analytical, persuasive, and research writing). Expect to spend at least 1 hour (sometimes more) reading, analyzing, and/or writing about each day’s assignment before class.

SPECIAL INFORMATION ABOUT ENG 1002-G AND ABOUT THE EWP: To be enrolled in this class, you must have passed ENG 1001-G with a grade of C or higher, or must have received credit through transfer or through the CLEP proficiency examination. As a graduation requirement, you must submit 3 essays to be included in your Electronic Writing Portfolio; you may choose to submit an essay from this class to help fulfill that obligation. Please go to www.eiu.edu/~assess/ewpmain.php for complete information regarding the EWP.

ATTENDANCE, MAKE-UP WORK, AND LATE WORK:
- If you are absent it is your responsibility to find out what you missed and if changes were made to our tentative syllabus. Your regular attendance is important; due to the interactive nature of this course, much of what we do simply cannot be replicated, even if your absence is excused.
- Excused absences are granted only for serious and verifiable reasons, NOT for matters of personal convenience, nor for illnesses or emergencies for which you have failed to provide verification. You must initiate the process of documenting your absence as excusable; merely emailing to say you will miss class is NOT acceptable verification of the legitimacy of your absence. I reserve the right to determine what is/is not an excused absence.
- Examples of excused absences include illness documented with a note from Health Services or a doctor; death in the family for which you have provided a copy of the obituary; car trouble (for commuters only) for which you have provided a copy of the towing or repair bill, etc. Examples of unexcused absences include oversleeping, an appointment with your advisor (should not be scheduled during class time), being scheduled to work at your job, studying for a test or work on a project for another class, missing because your ride home leaving early, involvement in Rush activities, etc.
- If your absence is excused, late/ make-up work must be completed promptly. If you were absent on the day an assignment was due, to avoid penalty you must turn it in the day you return. In general you will have as much time for make-up work as you were absent (e.g. if you miss 1 class, make-up work is due 1 class after you return).
- I will allow each of you 2 personal days this semester to use at your discretion without penalty, with the following exceptions: THESE PERSONAL DAYS MAY NOT BE USED ON ANY DAY IN WHICH AN ESSAY OR PRESENTATION IS DUE, ON IN-CLASS WORK DAYS FOR THE PROJECT, ON THE DAY OF YOUR MANDATORY CONFERENCE, ON DAYS OF ANNOUNCED QUIZZES, OR ON THE DAY OF THE FINAL EXAMINATION.
- If participating in an official EIU activity, work you’ll miss must be completed in advance. Remind me of your upcoming absence (not just a list of dates in a letter), allowing yourself enough time to complete assignments before you leave.
- Attendance is recorded daily; unexcused absences will substantially hurt your grade, especially as follows:
  1. In-class work (quizzes, writing exercises, etc.) can be made up only if your absence is excused
  2. Late work is graded down one letter grade for each day it’s late, unless due to an excused absence
  3. Part of your final grade is based upon daily activities: contributions to class discussions, in-class writing activities, a presentation, peer evaluation, conferences, and other activities that can be completed only if you’re here.
- No assignments will be accepted more than one week after the due date; a zero will be recorded.

CLASS HANDOUTS/ INFO -- CHECK EMAIL DAILY: Please check your EIU Panthermail account for information and class handouts/materials. You will need to print, read, and analyze materials before class; hard copies of handouts will not be available. If class is ever canceled you will be notified by a note on the classroom door; it may have special instructions, so please be sure to read it. If possible, I will also notify you via Panthermail with further information and instructions.
INFORMATION FOR STUDENTS WITH DISABILITIES: Contact the Coordinator of the Office of Disability Services (581-6583) as early in the term as possible if you have a documented disability and wish to receive academic accommodations. Please let me know as well, as early in the semester as possible.

CLASSROOM ETIQUETTE: Demonstrating courtesy to others is important in this class. Please listen while another person is speaking, refrain from private conversations, do your homework at home, put your cell phone on vibrate, refrain from all texting/emailing and cell phone use in class, stay awake and alert (no iPods, Beats, etc.), and respectfully handle points of view that differ from your own. You are expected to arrive to class prepared/on time. Those who are frequently late or several minutes late will face penalties, including non-admittance to class and/or receiving unexcused absence for lateness. Problems in these areas will adversely affect your daily grade and may result in your dismissal from that day’s class.

GRADING: English department standards will be used to determine grades on all written work, stringent guidelines evaluating not only the quality and development of your ideas and literary analysis, but also your style, organization, grammatical proficiency, etc. While you will be graded on a variety of activities, the quality of your writing will largely determine your grade in this class. To calculate grades I will use a 90-80-70% scale. I anticipate assigning a total of 1,000 points: 900-1,000 = A, 800-899 = B, 700-799 = C, but I reserve the right to make changes (e.g. adding or deleting essays, quizzes or other assignments) that may affect the semester point total, though I will still grade on a 90-80-70% scale. For various reasons (including the fact that you’ll have the opportunity to earn extra credit through a service learning project/accompanying essay), I do not round off grades; for example, 799 points or 79.9% still = a C. English 1002-G is graded on an A, B, C, and NC (no credit) basis, so you must earn 70% (tentatively 700 points) to pass this class.

TENTATIVE REQUIREMENTS AND THEIR POINT TOTALS:
• Formal Essays, 450 points (and 30 pts. of ex. credit possible) -- You are required to submit all work on each essay from beginning to end -- brainstorming, rough drafts (save/print a copy of each draft before revisions), and final draft:
  • Essay 1, poetry, minimum length of 1,000 words, mandatory conferences, worth 150 points
  • Essay 2, fiction, minimum length of 1,000 words, mandatory conferences, worth 150 points
  • Essay 3, drama, minimum length of 1,250 words, worth 150 points
  • Extra credit, service learning experience, minimum length of 500 words, worth up to 30 points (see separate sheet)
• Research assignment, 50 points -- You will complete a brief research assignment on specific questions/topics prior to our discussion of Anne Sexton’s poetry. MLA parenthetical documentation will be used.
• Comprehensive Final Exam, 200 points, entirely essay in nature (be prepared to write), which will cover all course materials. Please be sure to save all handouts and class notes.
• Reading Quizzes, 50 points. Some quizzes will be announced in advance; others will not.
• Final Project/Presentation, 150 points – a group project relating to poetry, fiction, or drama, with a clear connection to our syllabus. Details provided later.
• Daily grade: participation, attendance, preparedness for class, etc., 100 points: Given the interactive nature of this class, your attendance and participation are essential. Discussion is crucial in this class, and if you’re not here obviously you cannot contribute your thoughts. Participation also means more than just showing up and sitting silently or taking notes on other people’s ideas -- you are expected to read and think about the assignments before class AND to contribute actively to class discussions. Other factors in the daily grade include being punctual, prepared for, and attentive during class and conferences; following the policies listed under “classroom etiquette”; having a positive attitude; and treating your classmates and teacher with respect. Remember that along with attendance, your level of preparation for class and contributions to discussion are also crucial factors! I will use the following formula in calculating your daily grade:
  1. All students will begin with 50 automatic points and will add to or subtract from these base points.
  2. Students will receive 50 to 20 points based upon class behaviors, such as being prepared for and paying attention in class and conferences, treating others respectfully, following classroom etiquette, and so forth. Simply by showing up to class/conferences prepared and on time and by avoiding negative behaviors, students should earn the full 20 points. Frequent and/or serious disciplinary issues will result in a score of -50 to 0 in this category.
  3. Students will earn 0 to 30 points for contributions to class discussion on days we analyze the poems, stories, and plays. Based on the frequency and quality of their contributions, students will earn 0, ½ point, or 1 point per day. If you sit silently and do not contribute, you will not receive a point that day.
  4. Students will have 5 points subtracted from their daily grade for each unexcused absence beyond their 2 personal days. Please note: there is no deduction for an excused absence for which you have provided documentation.
CONFERENCES, FEEDBACK ON ROUGH DRAFTS, ETC.: We will have mandatory conferences on Essay 1 to discuss your rough draft, and I encourage you to come by my office any time you have questions. If my office hours don't fit your schedule, we will strive to arrange a conference at a mutually-convenient time. I will use conferences to answer questions and to address global issues in your work rather than to proofread, clean up your grammatical errors, typos, etc., so be prepared to be your own editor. Finally, please do not wait until the last minute to ask for my advice. I cannot guarantee that I will be able to respond if you're contacting me just a few days before your essay is due; I will answer as many questions as possible on a first-come, first-served basis but may not be able to respond to all questions, emails, or conference requests due to time constraints. Consider the Writing Center in Coleman Hall room 3110 as another option.

CONTACTING ME: I encourage you to approach me any time you have questions — via email or face-to-face before, during, and after class or during my office hours. If emailing, please include your name. I will respond to your message as soon as possible after I receive it. I do not have a phone in my office, so emailing me is the easiest way to reach me if you are not able to see me during class or office hours.

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 assignments of a grade of F for the assigned essay and a grade of F for the course, and to report the incident to Student Standards. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.

MORE ON PLAGIARISM, ACADEMIC DISHONESTY, AND ON SEEKING APPROPRIATE HELP WITH YOUR WRITING:
Plagiarism means taking the words or ideas of another person and passing them off as your own. To avoid it, take special care when using outside sources (including Internet sites): if you incorporate such material into your work, you must follow MLA documentation guidelines to cite in parentheses each author and page # after any sentences that include this material (and include a Works Cited page with complete bibliographic information). If you use both ideas and wording from a source, it’s not enough just to cite author and page number; you must also use quotation marks around sentences, phrases, or even key terms taken verbatim from this source. Failure to cite AND also use quotation marks around “borrowed” language is plagiarism. If you have any questions about incorporating or citing material from sources, please see me — before the assignment is due.

Even if you’re not using outside sources, you must still make sure that all of the work is your own and has been developed for this class. If you have problems with your writing, you need to develop the skills necessary to overcome those problems, and I’m here to help you do that, but it won’t happen magically or effortlessly or overnight. However, even though it takes hard work and is often a slow process, it’s a far better choice than cheating. In addition, please do not attempt to submit work that you’ve written for another class. If you have another assignment that you would like to modify for this class, you must get specific permission from me and must be willing to make significant changes to the work — no recycled papers from high school or other college courses!!!

Acceptable help with your writing: consulting with me; working with members of your peer evaluation group, who are instructed to respond to your work following specific guidelines and restrictions explained in class; seeking tutoring from the ENG department graduate assistants in the Writing Center (Coleman Hall 3110), who will help you with your writing, but without doing the work for you (tutoring, not proofreading). While it is helpful to seek the feedback of others when you write, please don’t ask your family, friends, the English major on your floor, or anyone else, to “fix” your paper for you — see below. If you are using a tutor other than at the Writing Center, please have him/her email me with a time we can meet to discuss these guidelines so this person doesn’t end up causing you to inadvertently commit an act of academic dishonesty.
Unacceptable help with your writing: You must turn in your own work. It is unacceptable to take any of the following, obvious shortcuts: having someone edit or polish your assignment for you; having anyone else write or rewrite all or a portion of your essay, having someone else identify and correct your grammatical mistakes for you; taking anyone else's ideas and/or words and/or efforts and passing them off as your own; submitting an essay in which any portion has come from anyone else's essay (including fraternity and sorority files) or from an Internet site, term paper company, Cliff's Notes, Sparks Notes, Masterplots, or any other "cheater" source, or submitting without permission an essay you wrote for another class. Remember: I enforce my department's plagiarism policy to the fullest and impose similar penalties for all incidents involving academic dishonesty.

I wish each of you the best of luck this semester -- and am happy to point out that only the few of you who refuse to do the necessary work for this class will be affected by most of these policies. For the rest of you -- together we will work hard, but I hope we'll also have fun along the way. I hope not only to challenge you this semester, but also to encourage you, to inspire you, and to delight in your success. Welcome to my class, and I hope you'll soon feel that it is OUR class. I'm looking forward to a great semester with you!
FALL 2013 SYLLABUS
ENG 1002-G: SECTION 006, 11 – 11:50 MWF, CH 3691

Instructor: Tammy Veach
Office: 3055 Coleman Hall
Office Hours: 8 - 9 MWF, 1:30 - 2 MW only, & by appt.
Office phone 581-6295
Email: tfveach@eiu.edu

Read/reread/begin analyzing all literature assignments BEFORE coming to class on the day the assignment is listed. P = poetry book; F = fiction book; D = drama book; H = handout

Week 1
M (8/19) Intro to course and policies; get acquainted
W (8/21) No Class
F (8/23) Poetry terms and tips (H); Reading closely: "Those Winter Sundays" (P 21)

Week 2
M (8/26) Essay 1 and Research project assigned
W (8/28) No Class
F (8/30) No Class

Week 3
M (9/2) Labor Day Observance; No Class!!
W (9/4) More practice at close reading: "Junior Year Abroad" (P 550); "Snapping Beans" (P 49), background on conflict resolution (H) for upcoming discussion of "Home Burial"
F (9/6) Speaker: "Home Burial" (P 372); Imagery: "Traveling Through The Dark:" (P 171)

Week 4
M (9/9) Speaker: "To A Daughter Leaving Home" (P 291), "Weather Stripping" (H)
W (9/11) Imagery: "Dulce Et Decorum Est" (P 121); Metaphor: "The Elder Sister" (H) and background on birth order (H)
F (9/13) Tone: "Still I Rise" and "Race' Politics" (both H)

Week 5
M (9/16) Tone and Theme: "Legal Alien" (P 558) and "Recipe" (P 565)
W (9/18) Tone and Theme: "Alzheimers" (P 280), "A Blessing" and "The Gift" (both H)

Week 6
M (9/23) No Class -- Mandatory conferences over Essay #1 in my office, CH 3055. Mandatory attendance on the day/time you signed up for! Contact me immediately if you haven't signed up for a conference!
W (9/25) No Class -- Conferences continue.
F (9/27) No Class -- Conferences continue.

Week 7
M (9/30) No Class -- Conferences continue.
W (10/2) Final day of conferences "
F (10/4) Class resumes: Introduction to fiction – read fiction terminology (H) prior to class The Story of an Hour" (F 283-84); ESSAY # 1 DUE!!

Week 8
M (10/7)  "Hills Like White Elephants" (F 539-42)
W (10/9)  "The Shawl" (F 1072 – 75)
F (10/11)  No Class – Fall Break!!!

Week 9
M (10/14)  "The Things They Carried" (F 1001 – 14)
W (10/16)  "The Red Convertible" (F 400-407)
F (10/18)  Introduction to drama; Quiz over Death of a Salesman (D 1069 - 1106); begin discussion

Week 10
M (10/21)  Begin DVD
W (10/23)  DVD
F (10/25)  Finish DVD; Essay 2 Due!!

Week 11
M (10/28)  Final discussion of Death of A Salesman;
W (10/30)  Quiz on A Raisin in the Sun (D 1179 – 1216); begin DVD
F (11/1)  Continue DVD

Week 12
M (11/4)  Finish DVD; Essay # 3 Assigned
W (11/6)  Discussion of A Raisin in the Sun
F (11/8)  Finish discussion; final project assigned/ groups chosen

Week 13
M (11/11) Quiz on The Laramie Project (D 1627 – 1654); DVD
W (11/13) Finish DVD
F (11/15) Discussion of The Laramie Project

Week 14
M (11/18) In-class work on project/presentation.
W (11/20) In-class work on project/presentation. Study guide for final exam distributed and discussed.
F (11/22) No class – group work on project/presentation

Week 15 M 25, W 27, F 29 – Thanksgiving Break; No Class!!!!

Week 16
M (12/2) Drama Essay Due, 150 points. In-class work on projects/presentation.
W (12/4) Projects are Due!!! Half the groups will give presentations today! Review for final exam.
F (12/6) Remaining groups will give presentations today! Additional review for final exam.

Week 17 -- Final Exam Week. Bring your own paper, your textbooks, class notes, and handouts.

Our exam: Wednesday, December 11, 10:15 a.m. to 12:15 p.m.

1. Requests to reschedule your final exam must be made in person (NOT by email or a note) no later than Friday, Dec. 6. REQUESTS ARE NOT AUTOMATICALLY GRANTED!!!!
2. If you're requesting a change because you have 3 finals on your exam day, you must present me with an up-to-date copy of your official EIU class schedule AND syllabi for the 3 courses for verification.
3. If you miss class, final exams will ONLY be rescheduled for catastrophic reasons w/ IMPECCABLE verification. You must contact me no later than 2 p.m. on Wednesday, December 11 to be considered for rescheduling.
4. Make up exams for those who have made the arrangements and have provided proper verification will be given Fri Dec 13 8am - 10am