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ENG 1002-006-011: Composition and Literature

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COURSE GUIDELINES

English 1002-C, Fall 1997
Instructor: Tammy Veach
Office: Coleman 339-C
Office Phone: 581-6295
Office Hours: 12:00 - 1:00 MWF, 2:00 - 3:00 MW & by appt.

Texts: Charters, The Story and Its Writer
      Meyer, Poetry: An Introduction
      Jacobus, The Bedford Introduction to Drama
      Griffiths, Writing Essays About Literature
      Homer, Harbrace Handbook
      Merriam Webster Collegiate Dictionary

COURSE DESCRIPTION AND OBJECTIVES:

While this course is designed to make you better readers, writers, and thinkers, my underlying goal is that you will grow to enjoy and appreciate literature this semester. To that end we will read extensively from each of the three principle literary genres (poetry, fiction, and drama), works written by men and women from culturally diverse backgrounds. And because this is also a composition course, we'll write quite a bit (at least 5,000 words, probably much more than that) about this literature. Expect to spend approximately two hours reading, analyzing, and writing about each day's assignment before coming to class.

POLICIES, PROCEDURES, AND GENERAL INFORMATION:

ATTENDANCE: If you miss class, for whatever reason, it is your responsibility to find out what we did that day. Your syllabus is merely tentative, so check with me or a classmate to see if changes were made in your absence. Absences must be excused before you can make up any assignments missed—you must either sign a release at the health service so that I can verify your visit or you must present me with a doctor's note if you were ill (no exceptions). Other reasons for missing class must be discussed with me to be cleared, and I will do so only for serious—and verifiable—circumstances: your (documented) illness, a death in your immediate family (again, I'll need confirmation), and so forth. EXCUSES WILL NOT BE GRANTED FOR MATTERS OF PERSONAL CONVENIENCE—job interviews or travel arrangements, appointments with your advisor, oversleeping, etc. If you are to miss class because of participation in an OFFICIAL University function, work can be made up ONLY if completed BEFORE you leave. It is your responsibility to notify me of such absences in advance, allowing yourself ample time to find out what assignments you'll be missing and to complete and turn in your work before you go. UNEXCUSED ABSENCES WILL HURT YOUR SEMESTER GRADE!!! (Refer to "Late Work" and "Participation" sections for more details.)

LATE WORK: Unless an excused absence is the cause, work turned in late will be graded down one letter grade for each day it's late. Since an assignment is late if it's turned in after I collect them at the start of class, be sure to show up on time and to have the necessary materials needed to complete the assignment BEFORE class, because "I ran out of ribbon," "I couldn't get my computer to print it out," "The computer ate my disk," "I forgot my folder in my room," etc., are NOT acceptable excuses for turning in your work late. NO ESSAYS WILL BE ACCEPTED THAT ARE MORE THAN ONE WEEK LATE; a grade of "zero" will be recorded. Make-up exams will be arranged as necessary or an individual basis, BUT ONLY FOR THOSE WITH EXCUSED ABSENCES; an unexcused absence on test day will mean a zero on the exam. All make-up exams will be different from the ones given at the assigned time. NEITHER OF THE OUTSIDE PROJECTS WILL BE ACCEPTED LATE (unless you have an excused absence). In short, turn in all your work on time to avoid penalty.

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, too, and realize that I can be of greater assistance to you if I am made aware of your disability early in the semester.

GRADING: English department standards (see handout) will be used to determine grades on all written work. These are rather stringent guidelines, evaluating not only the quality of your ideas but also your writing style, method of organization, ability to avoid grammatical mistakes, etc. You will be graded on a variety of activities—essays, exams, two projects, participation in class discussion, and possibly other activities, such as quizzes, but the quality of your writing will be the biggest determinant of your grade. In calculating your semester grade, I use a 90-80-70 scale. I anticipate assigning activities totaling 1,000 points for the semester, thus 900 for an A, 800 for a B, and 700 for a C. If I make any changes to this total (for example, adding reading quizzes if class discussion is weak), you will be forewarned. This class is graded on an A, B, C, and NC (no credit) basis, so YOU MUST EARN 700 POINTS (OR 70%) TO PASS THIS CLASS.
REQUIREMENTS AND THEIR POINT TOTALS:

- ESSAYS, 500 POINTS
  - Essay #1, poetry, 500 - 750 words long, 100 points—Mandatory conferences
  - Essay #2, fiction, 750 - 1,250 words long, 200 points
  - Essay #3, drama, 1,000 - 1,500 words long, 200 points

- EXAMS, 300 POINTS—all are primarily essay in nature; be prepared to write!!
  - Exam #1, poetry, 100 points
  - Exam #2, fiction, 100 points
  - Exam #3, drama, 100 points (given during finals week, but NOT a comprehensive exam)

- PROJECTS AND PARTICIPATION, 200 POINTS
  - Projects, 100 points (More on these later, but the following is a brief explanation:
    Poetry project, 50 points: Oral interpretation/ reading of a poem (performed for me in conference) and a written justification of your reading
    Fiction or drama project, 50 points: a choice between research or creative writing on your choice of fiction or drama
  - Participation, 100 points. I find many lectures to be boring, but if we're to have a class based on discussion rather than lecture, your participation is essential. You must show up and you must speak out in our discussions—**BOTH** factors will be used heavily in determining your participation grade. If you rarely speak out in our class discussions, expect to earn no higher than a C- on participation, even if you have perfect attendance. And if you have excessive absences from class, expect to earn no higher than a D, even if you frequently speak out in our discussions when you're here. Other factors that go along with a solid participation grade include having a positive attitude, arriving prepared and on time, paying attention in class, treating your classmates with respect, and so forth. IF I FIND CLASS DISCUSSION TO BE PARTICULARLY WEAK I WILL ASSUME THAT IS IN PART BECAUSE YOU ARE NOT READING THE MATERIAL FULLY. TO REMEDY THE PROBLEM, I WILL GIVE UNANNOUNCED READING QUIZZES (SOMETHING I HOPE I WILL NOT HAVE TO DO). BUT IF THIS DOES HAPPEN, THE SEMESTER POINT TOTAL WILL BE ALTERED, THOUGH I WILL STILL GRADE ON A 90-80-70 SCALE.

CONFERENCES: I will schedule mandatory conferences for the first essay during which time we will discuss your rough draft of this assignment, your poetry project, and any other questions you may have, but I encourage you to come by any time that you have a question or problem—that's what I'm here for! Don't hesitate—typically I can be of greater help the sooner I know of any difficulties you're having in class; waiting until the day before an assignment is due or until the last week of the semester isn't allowing yourself time to work and improve. If my office hours don't fit your schedule, we can arrange a different, mutually convenient time for a conference.

VOICE MAIL: While I don't give out my unlisted home phone number, I do encourage you to call me at my office phone, even at times other than my posted office hours. If I'm not in, my phone is equipped with voice mail, so be sure to leave a message INCLUDING YOUR PHONE NUMBER, and I'll get back to you shortly—I typically pick up my messages several times a day.

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 NC for the course, and to report the incident to the Judicial Affairs Office.
ENG 1001-C, VEACH: TENTATIVE SYLLABUS, FALL 1997

(StM = St. Martin's Guide to Writing, 1 W = One World, Many Cultures, HCH = Harbrace College Handbook)

AUGUST

M 25 Intro to course and policies; writing sample
W 27 What makes good writing? Bring in a sample to discuss.
F 29 Discuss the writing process and narrative writing; Read StM pp. 40-68, 430-42, 466-93 before class. In class: practice essay (narrative) assigned.

SEPTEMBER

M 1 Labor Day, No Class
W 3 Practice essay (narr) due; Discuss descriptive writing (St M pp 494-505). Practice essay (description) assigned
F 5 Practice essay (descrip.) due; Discuss organization methods for compare/contrast essay & read sample essay in class. Practice essay (compare/contrast) assigned.

M 8 Practice essay (compare/contrast) due. Intro/Concl methods discussed: HCH 33f- pp. 371-76
W 10 Longer essay assigned: Revise 1 of practice essays. Sentence combo/variety: HCH 241-46 & 279-87
F 12 Peer evaluation — bring rough draft of revision essay to class

M 15 REVISION ESSAY DUE!!!! Audience (3 letters) & Punctuation review—bring StM & HCH to class
W 17 Wordiness & Word choice — in-class assignments on each
F 19 Writing workshop—errors from revision essay; read a sample revision essay in class. Reminder: Are you keeping up with your journals???

M 22 Discuss background of defining/explaining a concept (St M 162-202) & model essay “What is Poverty?” (1 W 289-93)
W 24 Work on generating ideas for definition paper
F 26 Discuss strategies for in-class writing (St M 624-43)

M 29 In-class essay written: defining a concept

OCTOBER

W 2 Persuasive writing: St M 210-53 & 534-55; work on developing topics for persuasive essay
F 3 Sample persuasive essay; more work on topics, if needed

M 8 Peer-evaluation groups: rough draft of persuasive essay
W 10 No class: Conferences on Persuasive essay; journal check

M 13 " "
W 15 " "
F 17 " "

M 20 PERSUASIVE ESSAY DUE!!!!!!! Research assignment given: St M 570 - 623
W 22 Selecting and narrowing a topic; looking for sources; works cited & in-text citations
F 24 Booth Library Tour

M 27 Research check: preliminary sources due. Evaluating sources: Which ones can you trust?
W 29 Note-taking strategies
F 31 Research check: note-taking methods, how many notes you’ve taken.
NOVEMBER

M 3 Quoting, Paraphrasing, & Avoiding Plagiarism. Reminder: Are you keeping up with your journal?
W 5 Plagiarism Quiz; Sample research papers discussed (bring St M & HCH to class)
F 7 Research check: Outline due. Introductions & conclusions; sample research papers

M 10 Research check: Have you started writing? Bring in a segment of your paper for peer evaluation
W 12 No Class–Conferences on research paper. Reminder: Bring your journal to be checked, too!
F 14 " "

M 17 " "
W 19 " "
F 21 " "

M 24, W 26, F 28 No Class–Thanksgiving Break

DECEMBER

M 1 RESEARCH PAPERS DUE!!! Bring in your best piece of writing–be prepared to read it & discuss what makes it good
W 3 Revision checklist; work on portfolios
F 5 Research papers returned today or Monday; More work on portfolios

M 8 Sample essays & peer evaluation of portfolios
W 10 " "
F 12 PORTFOLIOS ARE DUE!!! LAST CLASS DAY!!!!!

M 15 - F 19 Exam Week–No final exam in ENG 1001-C!!! Stop by late in the week to see if I've finished grading your portfolios