Fall 8-15-2007

ENG 1002G-003: Composition and Literature

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Eastern Illinois University

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Policy Statement and Course Description
English 1002G, Composition and Literature, Section 003
9:30—10:45 a.m., TR
Coleman Hall ETIC 3210 (lab) and 3140 (classroom)

Instructor: Debra Valentino
Office: CH 3836
Campus Phone: 581-6987
E-mail: davalentino@eiu.edu

Office Hours: Tuesday and Thursday
7:30 -- 8:00 a.m., 11 a.m. -- 2 p.m.
and by appointment

Texts:
Fiction 100, Pickering, 11th ed.
Intro to Poetry, Kennedy, 12th ed.
The Compact Bedford Intro to Drama, Jacobus, 5th ed.
Writing Essays About Literature, Griffith, 7th ed.

Class Participation: All outside readings must be completed by the start of the class period for which they were assigned. Since this is a course that depends heavily on student participation, students will be expected to contribute relevant and insightful questions and comments to class discussions. In addition, students are expected to conduct themselves in a respectful manner in the classroom. Student performance in this category will be factored into final grade by being awarded a point value (see “Grade Distribution” below).

Homework: A reading and/or writing assignment will be given nearly every class period, and will usually be due the following class period. Our goal will be to spend a minimum of five hours working outside of class per week, as established by the Department of English. If a student exhibits evidence of failing to complete assigned readings, Class Participation points will be deducted. Such points will be fairly assessed by the instructor in the class period for which the reading has been assigned.

Written Assignments / Drafts and Essays: You will write a total of four essays that will be polished over time through writing exercises, further drafting, and revision. In order to receive the benefits of peer evaluation and instructor guidance, several “workshops” will be held throughout the semester. Drafts will be checked and discussed during these times, with student progress assessed on each of the drafts. In addition, peer review sessions may be conducted with some responses collected for credit (as part of the draft or final essay grade). You are required to KEEP ALL COURSEWORK, especially essays and drafts, and to bring all work with you to conferences.

Note: Be sure to bring all drafts on current essays to all class meetings, including both electronic and hard copies. (Failure to do so will result in a deduction of Class Participation points.)

Due Dates: All out-of-class essays will be due at the beginning of the class period on the date specified. In-class essays will be due at the end of the class period, unless otherwise announced by the instructor.

Late Work: Essays are expected to be completed in a timely fashion and turned in on the due date. If no extension has been granted, late papers will be marked down ten points for each missed class period.

Note: All final drafts must be submitted to complete this course. Failure to submit any essay will result in a grade of N/C (No Credit) for the course.
Quizzes: Reading quizzes will be given throughout the semester. Some will be scheduled, but some will be unannounced, or announced only in the preceding class. Points from quizzes will be added and averaged, then factored into final grades as listed in the grade distribution below.

Attendance: Regular attendance is expected. When an absence does occur, it is the absent student’s responsibility to get all class information (including schedule/assignment modifications) from another class member. Students should use the class phone list to consult classmates regarding missed material and assignments. Once informed, students may then e-mail, visit, or telephone the instructor with specific questions. Failure to comply with this policy with result in lowered Class Participation points.

Absences/ Missed Work: Students who are ill must telephone the instructor on the day of their absence. Report Health Service visits and provide documentation of them upon your return to class. Because we cover a great deal of material each class meeting, multiple absences may adversely affect one’s writing, and ultimately one’s final grade. Any student with a prolonged absence for any reason should inform the instructor immediately. Do not wait until the end of the semester to express concern over attendance problems, since then it will be too late to compensate for missed work.

Note: E-mail is not always a reliable source of communication. The server may be down, or I may not be near a terminal to retrieve your message. When it comes to attendance, use e-mail only as a supplemental means of communication. Also, do not assume that all reported absences are excused.

Make-up Work: No make-ups will be given for missed in-class exercises or quizzes. However, missed essays due to an excused absence may be made up within two weeks of the student’s return to class, but only with permission from the instructor. If the absence is unexcused (no note, no phone call, or without approval) make-ups are not allowed.

Grades: All essay grades will be evaluated using the “Guidelines for Evaluating Writing Assignments in EIU’s English Department” (attached) and averaged using the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>91-100</td>
</tr>
<tr>
<td>B</td>
<td>81-90</td>
</tr>
<tr>
<td>C</td>
<td>70-80</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>below 59</td>
</tr>
</tbody>
</table>

Note: If a student fails to follow instructions, or writes an essay in the wrong mode (e.g., expressive vs. expository, as defined in class), an “N/C” (No Credit) may be given for the paper because this is a course that seeks to train students to write university level discourse, which is more polished and more formal than the kind of conversational, expressive prose most students are accustomed to writing.

Note also, that no “Ds” or “Fs” will be given for the final course grade. Students averaging points below 70% will receive a grade of N/C as defined by the core curriculum standards of the Department. In order to receive credit for the course, the student must submit all final drafts in a timely manner and earn a “C” or better.

Grade Distribution – Assignments will count for the following points:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drafts (3)</td>
<td>50 (10/20/20)</td>
</tr>
<tr>
<td>Quizzes/Reading Responses (5-10)</td>
<td>50—100</td>
</tr>
<tr>
<td>In-Class Essay I</td>
<td>50</td>
</tr>
<tr>
<td>Essay II</td>
<td>100</td>
</tr>
<tr>
<td>Essay III</td>
<td>100</td>
</tr>
<tr>
<td>Research Essay IV</td>
<td>200</td>
</tr>
<tr>
<td>Mid-term Exam</td>
<td>50</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Class Participation</td>
<td>100</td>
</tr>
</tbody>
</table>

Total Points 800—850
Plagiarism: Students must familiarize themselves with the English Department’s statement on plagiarism. If the student has clearly plagiarized, the instructor reserves the right to award the essay in question a grade of N/C. According to the standards set by the Eastern Illinois University Department of English, the policy for plagiarism is as follows: “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’ (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 the Judicial Affairs Office. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.”

~ DO NOT JEOPARDIZE YOUR GRADE WITH AN ACT OF ACADEMIC DISHONESTY ~
IF YOU ARE HAVING DIFFICULTY INTEGRATING YOUR RESEARCH, SET UP A CONFERENCE.

Conferences: Feel free to see me throughout the semester whenever questions or concerns arise. One conference per semester is mandatory. Failure to attend at your scheduled conference time will result in a deduction of ten (10) pts. from your Class Participation score.

Electronic Writing Portfolios (EWP): As outlined in the undergraduate catalog, the university requires that all students submit writing samples from writing-intensive courses such as this one. If you did not submit an essay from English 1001G, you will need to submit an essay from this course to fulfill the requirement for graduation from Eastern Illinois University. In order to receive approval from this instructor for this semester’s course work, students must submit their selections no later than Thursday, November 15, 2007. Forms may be downloaded off the internet from the following address: http://www.eiu.edu/-assess/. For instructions on how to submit an essay, see the attached document, “To Submit to the Electronic Writing Portfolio,” or follow the instructions online.

Writing Center: The writing center is at the end of the northeast corridor on the third floor of Coleman Hall in Room 3110. Students of English 1002G are encouraged to take their writing concerns to this center at any time throughout the semester. This is not a proofreading or editing service, but rather, a place where confusion and uncertainty about composition can be remedied. Also, if you are having particular problems with grammar and the mechanics of writing, this is the place (other than your handbook) to turn to for help.

Hours for Fall 2007 are: Monday—Thursday, 9 a.m. – 3 p.m., and 6 – 9 p.m.
Friday, 9 a.m. – 1 p.m.

In addition, you may receive free tutorial help by calling 581-5929.

The writing center web address is: http://www.eiu.edu/~writing/

Students with Disabilities: Any student who has a documented disability and wishes to receive academic accommodations should contact the Coordinator of the Office of Disability Services (581-6583) as soon as possible.

The Final Exam for this Course is scheduled for
Wednesday, December 12, 2007,
8:00 -- 10:00 a.m.