Fall 2004

ENG 1001G-073: Composition and Language

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Office Hours: Tues./Thurs.  
12:30-2:00 P.M.  
6:15-7:15 P.M.  
and by appointment

COMPOSITION AND LANGUAGE  
English 1001-073  
Course Syllabus  
Fall 2004

DATE  ASSIGNMENTS/DEADLINES

August 24  Introduction to the Course  
CH 3120  IN-CLASS WRITING: Diagnostic Essay

August 26  ESSAY ASSIGNMENT: Describing a Scene  
CH 3120  Reading Exercise  
Read: "Description," *Bedford Reader*, pp. 127-133  
"At Home in America," handout  
"Footprints," *Bedford Guide*, pp. 54-56

August 31  Writing Exercise  
CH 3130  Sign Up for Conferences

September 2  CLASSES SUSPENDED
September 9  DUE IN CONFERENCE: First Draft of your Description Essay  
CH 3721  

September 14  Peer Editing of the Description Essays  
CH 3130  DUE IN CLASS: Second Draft of your Description Essay

September 16  ESSAY ASSIGNMENT: Explaining Attitudes and Customs  
CH 3130  Reading Exercise  
Read: "The Disney Girl," handout  
Invention Exercise  
DUE IN CLASS: Revision of your Description Essay

September 21  Research Exercise  
Paraphrase Exercise  
September 23
CH 3120
citation exercise
read: "documenting sources," bedford guide, pp. 598-600
"a sample research paper," bedford guide, pp. 601-614
sign up for conferences

September 28-
October 6
CH 3721
classes suspended
due in conference: first draft of your explanation essay

October 7
CH 3120
peer editing of the explanation essays
due in class: second draft of your explanation essay

October 12
CH 3130
essay assignment: arguing a position
reading exercise
read: "why i stopped...vegetarian," bedford reader, pp. 551-555
"too much pressure," bedford reader, pp. 557-562
"affirmative action ... racism," bedford guide, pp. 121-124
"surrogacy: a gift, not a sale," handout
due in class: revision of your explanation essay

October 14
CH 3130
paragraph exercise
"strategies for developing," bedford guide, pp. 300-318

October 19
CH3120
argument exercise
read: "reasoning," bedford reader, pp. 503-509
"recognizing logical fallacies," bedford guide, pp. 134-136
sign up for conferences

October 21-
October 28
CH 3721
classes suspended
due in conference: first draft of your argument essay

November 2
CH 3120
peer editing of the argument essays
due in class: second draft of your argument essay

November 4
CH3120
essay assignment: criticizing a film
film: to be announced
read: "strategies ... representations," bedford guide, pp. 358-374
"poltergeist: it knows what scares you," handout
due in class: revision of your argument essay

November 9
CH3130
film: to be announced

November 11
CH3130
sign up for conferences

November 16-
November 18
CH 3721
classes suspended
due in conference: first draft of your critical essay

November 30
CH 3130
peer editing of the critical essays
due in class: second draft of your critical essay
December 2
CH 3120
ASSIGNMENT: Writing Portfolio
DUE IN CLASS: Revision of your Critical Essay

December 7
CH 3120
Writing Lab

December 9
CH 3120
Writing Lab

December 15
CH3721
DUE BY 4:30 P.M.: Writing Portfolios

THERE IS NO FINAL EXAMINATION IN ENGLISH 1001.

READING ASSIGNMENTS

You will be using the following texts in this course:

Webster’s New World Dictionary.

Reading assignments are taken from *The Bedford Guide for College Writers* and *The Bedford Reader.* Use the other texts as references when needed. Reading should be done by the assigned date, and the relevant book(s) should be brought to class. If you come to class without a book, it is not my responsibility to find a copy for you.

WRITING ASSIGNMENTS

- Drafts of FOUR ESSAYS 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 FOUR 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.

- FOUR 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 one essay that required research and documentation; (2) one essay that may not have required research; (3) a cover statement; (4) 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.

PEER EDITING

Four 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.

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 me ahead of time to reschedule

MANUSCRIPT REQUIREMENTS

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

• Work written in class should be neatly handwritten on standard-sized paper. For those working in the ETIC, of course it may be typed on the computer and printed.

• Fold all in-class writing assignments lengthways. On the outside write your name, the course number and section, instructor's name, and date.

• FIRST DRAFTS brought for peer editing should be typed double-spaced on standard-sized paper in blue or black ink. Do this out of consideration for your classmates who will be required to read and comment on your work.

• REVISIONS must be typed double-spaced on standard-sized paper in blue or 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, instructor's name, and date. Don't forget to title your essay.

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

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

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.

If you have not handed in a draft for peer editing, or if the essay has changed drastically between early drafts and the final version, bring previous drafts to conference along with the revision.

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 if you miss a conference or come unprepared. It loses an additional ten (10) points if you do not bring me a completed revision when the class next meets. Your grade continues to lose points at the rate of ten (10) points for each subsequent class.

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:

- The revision of the DESCRIPTION ESSAY counts for 10% of the final grade.
- Revisions of EXPLANATION, ARGUMENT, and CRITICAL ESSAYS count for 15% apiece. Total for these revisions: 45%.
- The WRITING PORTFOLIO counts for 20%.
- Each CONFERENCE DRAFT counts for 0.5% of the final grade, 2% altogether.
- Each PEER EDITING DRAFT counts for 1% of the final grade, 4% altogether.
- The written comments from PEER EDITING SESSIONS count for 2.25% 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.