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ENG 1002G-074: Composition and Literature

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Required Texts:

• Thinking and Writing about Literature (second edition)
• Writing Essays about Literature (sixth edition)
• The Blair Handbook (second edition)
• Webster's New World Edition Dictionary (third edition)

Other Requirements:

• Computer disc (a standard, blank floppy disk, devoted solely to this class and labeled with your name, my name, and “Eng 1002 Spring 2003”)
• Functioning password for your EIU e-mail account

(read the following carefully; these words constitute our contract, and I will request your written agreement to them)

Goals (or, Why Are We Here?): Because this is a composition course, we will focus on sharpening your writing and editorial skills. In this regard, our course has two main purposes--to continue the enhancement of your writing skills as developed in high school and English 1001, and to bring your writing up to the university level. We will emphasize writing, reading, analysis, and cultural understanding: these abilities form the core of a college education, and an emphasis on them constitutes a primary difference between college and vocational school. Also, because we have the privilege of spending half of our class time in a computer lab, you will learn how to use your own EIU web page, and you will publish your writing in this course on the Internet by linking it to your page. As you do so, you will learn some of the basic techniques of web design, thereby acquiring a set of skills that is gaining increasing value in the marketplace for jobs.

More specifically, active participation in this course will help you:

• continue to develop your writing skills (including both expository and persuasive writing). You will improve your ability to write clear, concise, and meaningful sentences, to compose organized and developed paragraphs, and to identify and address recurring grammatical or mechanical problems specific to your own writing (these vary from writer to writer). We will spend time talking about why a grammatically correct, clear, efficient style is so important to your success in college and in professional life.
• develop your analytical abilities by reading, thinking about, and writing about
poetry and fiction.

• develop your **understanding and appreciation of literature**, so that you can continue to read and enjoy intellectually and culturally enriching literature throughout your life.

• develop your **collaborative learning skills**. You will improve your ability to work with others on improving your writing, and theirs. As in most professional settings, much of your success in this course will depend on the processes of producing multiple drafts and working with peers to improve the final product. You will practice forming honest, thorough, and constructive critiques of your own writing as well as your peers' writing, and make use of what you have learned from your own self-critique and that of others.

• learn **Internet publishing** by building a professionally presentable web site. Although this is a writing course, an additional benefit at semester's end will be your mastery of basic web-publishing skills. This aspect of the course will be difficult at first for some of you, but I will be available for any questions or help you might need. I promise that ALL students who have patience with the computers will learn how to quickly publish and manipulate online documents. When you finally graduate from EIU, you'll be able to add a line to your professional resume asserting your skills in this area. In fact, web-publishing skills are increasingly appreciated by employers. As Jo Allen points out in her book Writing in the Workplace, "Web pages have become an important way to present information to the public. Businesses use Web pages for advertisements and sales. Governments at all levels publish announcements, reports, research results, and much-used forms on Web pages. Educational and health institutions use Web pages to relay course work, report data needed by various departments, and provide access to research facilities. With the expanding use of the web, you are likely to be involved in designing Web pages as part of your job assignment." Again, publishing your work on the Web will give some of you headaches at first, but I promise that it will become second nature for all of you well before the semester is over. Particular web-publishing skills that you will learn include:
  - Converting word-processed documents to a web-ready format
  - Transferring material from a disc or a computer to the Internet
  - Using your own EIU home page (which you already have)
  - Creating links to other documents of your own, and to other sites
  - Retrieving, placing and manipulating images
  - Making internal links within a document

**Grades and Major Assignments:**

Your final grade will be determined as follows:

- Paper One: 10%
- Paper Two: 15%
- Paper Three: 15%
- Paper Four: 20%
- Revised Paper: 10%
- Peer Reviews: 15%
Participation, quizzes,  
daily writings, attendance: 15%

Other Matters

Regarding Writing: This is primarily a writing class, but you will do most of your writing outside of class. After an initial writing workshop, I will lecture on certain writing skills only as the need arises; otherwise, most of these skills will be addressed in your written assignments and in your essays, which I will respond to with extensive written commentary and suggestions for improvement. If anyone feels the need for additional discussion during class time of any particular writing skill, let me know before class. Writing, then, is more your responsibility in this class than it was in ENG 1001, where you learned (or relearned) enough of the basics so that we won’t have to spend much time on them here. One of your most important tools for improvement will be the marginal comments and corrections I make on your writing; if you wish to see your writing improve and your grade go up as the quarter progresses, you will have to pay close attention to these written comments as you write subsequent essays.

Regarding Reading: Since one skill you will be developing in this class is the art of textual analysis, you must give the readings more than a quick skimming over. Instead of wolfing them down right before class, set aside enough time to read carefully—take notes as you read, then decide for yourself, before coming to class, what each author is trying to describe and bring to light. Also, to ensure that your final grade reflects your reading effort, I will occasionally give “pop” quizzes at the beginning of class on required readings. These quizzes will be unannounced beforehand and they cannot be made up.

Office Hours and Conferences: I will be in my office and available to consult with you at the hours I’ve specified on the front of the syllabus. You do not need to make an appointment if you wish to come to talk with me during office hours. If my office hours are inconvenient for you, I am also available by appointment: let me know that you want to make an appointment, and we’ll agree on a time that is convenient for both of us.

Saving Your Files: You will need to revise and/or correct much of the work you do over the course of the semester. When we first work together in the lab, I will instruct you to save your work both as an e-mail attachment and on your disc. It’s really important that you do this all the time and always bring your disc to class. Otherwise, you’ll end up wasting your time retyping (or rewriting) assignments that you’ve lost for one reason or another. “The computer ate it” is not an acceptable excuse for not having an assignment ready to turn in. Backing up files in multiple locations is the only way to be sure you won’t lose a file.

Academic Honesty: I expect you to act honestly and do your own work in this class, and so does Eastern Illinois University. If I discover an act of plagiarism (or any other academic misconduct), all of the appropriate penalties will be applied. Why? Because I believe that universities should not harbor or condone dishonesty; because plagiarists
are not learning anything and therefore are subverting the purpose of taking the class; because it is not fair to other students to allow plagiarists to earn passing grades; and because academic dishonesty is an affront to my own commitment to higher education. Also, any students in this "skills course" (where the main point is to further develop the skill of writing) who don't do their own work are cheating their own futures. If you work hard to develop your skills in this class, you'll do much better in MANY of your future classes, and in your career.

It is your responsibility to familiarize yourself with the 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 assignment of a grade of F for the course, and to report the incident to the Judicial Affairs Office." In a class like this one, which involves the Internet, it is tempting to use the writings of others in inappropriate ways; if you have any questions about whether you are drawing on the writings of others correctly, don't hesitate to ask me about it.

E-Mail Activity: Enrollment in this class requires an “EIU” e-mail account, and you must check it frequently, preferably every day, for messages pertaining to the course. You will use this account for publishing your writing on the Internet, and I will subscribe you to our class listserv (also known as a "discussion list") with your EIU e-dress. So, even if you've been using another e-mail service, you must use your EIU account for this course. You can use this account on the Internet, at www.eiu.edu/mymail. E-mail is the quickest, easiest way to reach me if I am not in my office; I welcome any and all questions and comments. Again, using an e-mail account frequently is crucial for this course—if you do not send me an e-mail message at cftde@eiu.edu by 5 p.m. on Friday, January 17, I will assume that you have chosen against fully participating in the course, and I will therefore drop you. In your message, 1) explain which course of mine you are in (English 1002); 2) describe yourself in whatever ways you choose, including your career aspirations; and 3) write a statement to the effect that you have read and agree with the course policies and procedures that you are presently reading.

Regarding the Writing Center: Tutoring services at the English Department’s Writing Center are free, and students may drop in any time or schedule appointments during the Center’s working hours. If you have problems with grammar, punctuation, spelling, or other parts of the writing process, I strongly recommend that you make use of this free and valuable service.

Classroom Environment: In class, I expect all of you to participate in discussions (class participation will be figured into your final grade), and to attend regularly. The best way to demonstrate that you are an active, engaged, and interested reader and writer is by contributing regularly to class discussions, and by paying close, respectful attention to what everyone else has to say. If you have questions, no matter how simple or complicated, go ahead and ask me, either in class or via e-mail—chances are that other people will have the same question. I do not plan to lecture in this class; I
want us to contribute together to a positive, challenging, interesting learning environment. Finally, you must also be willing to give and receive constructive, insightful, frank criticism during written peer critiques! I’m sure that all of you will work very hard on your writing projects, but try not to let criticism of your work hurt your feelings, and don’t hold back from offering helpful advice because you think it might hurt someone else’s feelings. Also, a couple of smaller matters: please do not chew gum or eat food during class, activities that are too distracting to others—drinking beverages is okay. Finally, no caps, please, but if you want to wear one, turn it backwards so I can see your eyes.

For students with disabilities: If you have a disability and wish to receive academic accommodations, let me know; also, if you haven’t contacted the Coordinator of Disability Services (581-6583), do so as soon as possible.

Attendance Policy: I will take attendance, and I expect you to attend class every day, on time, and prepared to discuss the material listed for that day on the “daily schedule.” If you have more than three absences this semester, your course grade will drop a full letter grade for each absence beyond three. Regarding tardiness: this is a small class, so late arrivals are disruptive—if for some bizarre reason you wish to get on my bad side, you can easily do so by developing the habit of arriving late for class. If you will not be able to arrive for this class on time because of other commitments, drop it and take another section. Finally, remember that you are responsible for all assignments, whether you attend class or not. Get the telephone number of one or two other students in class so you can find out about any missed assignments before you come to class, or write an e-mail message to me asking about what you missed.
English 1002 Daily Schedule
Spring, 2003

Note: This schedule may change; any changes will be announced in advance. Reading and writing assignments are to be completed by the dates on which they appear on the syllabus. BE SURE to bring the appropriate book or books to class if a reading assignment is listed for that day; students who show up without a copy of the day’s reading assignment will be marked absent.

week one (computer lab, Coleman 3120)

T JAN 14 Introduction to the course, and to each other

- discussion of course policies and procedures
- after class, carefully read the course policies and procedures for this course and click through the rest of the class web site; if you have questions or concerns, ask Dr. Engles by writing to him at cftde@eiu.edu
- homework for Wednesday: write a one- or two-paragraph response to the following question, and bring it to class on Thursday on a disc (no need to print it out): "What are your particular strengths as a writer? Also, what particular problems do you think you still have with your writing? Be as specific as you can."
- if you are going to work on a computer in your home (dorm room, apartment, etc.) this semester, click here for information on the software you'll need

R JAN 16 Technology Workshop: Setting Up Your 3001 Disc and Working with Your EIU Homepage

- bring a new computer disc to class that contains nothing but today's writing assignment
- bring your EIU e-mail login, and your password (to see your login, EIU e-dress, and EIU web site, click here, enter your name in the search box, and press Enter)

F JAN 17 Deadline for sending message to Dr. Engles from your EIU account: 5 p.m. today

- In your message, 1) explain which course you are in (English 1002); 2) describe yourself in whatever ways you choose, including your career aspirations; and 3) write a statement to the effect that you have read and agree with the course policies and procedures

(THE REST OF THE SCHEDULE BELOW WILL BE FILLED IN SOON . . .)

week two (discussion room, Coleman 3130)

T JAN 21