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ENG 3001-005: Advanced Composition

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Syllabus
English 3001.05-005

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Spring 2000 Coleman 302/303 Home Phone: 345-7983
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Overview:

The catalogue describes Advanced Composition as the "advanced application of the principles of expository writing." The course also should give you experience with the writing and research skills used by professionals in your field. You will apply those skills to specific writing situations and experiences throughout the semester. To succeed in this course, you must be willing to work without constant teacher intervention. You will work independently on individualized and group projects and problem solving, and make continual self-assessments as you go. You will develop the following skills (plus) this semester:

1. how to give and how to receive constructive criticism to improve your writing,
2. how to work independently and in groups to meet a deadline,
3. how to employ research processes effectively, and
4. how to revise in order to improve effectiveness of your writing.

Please note: These sections of English 3001 meet in the ETIC (computer lab). This means we will meet every other week of class in Coleman 302 (the lab) and by e-mail. We will meet in Coleman 303 during the alternate week.

Texts and Materials:

A College level dictionary
On-Line! Harnack
Pocket Style Manual. Hacker
Successful Writing, 4th ed. Hairston

3.5" hd disks (IBM)
EIU e-mail account
carrying case for disks

Student Course Responsibilities:
You are expected to
   keep up with a schedule of due dates, organizing your time wisely in order to do so.
   read the texts, read journals in your field, conduct interviews and other research for your projects, read your classmates' work and consult with them on ways to improve the effectiveness of their project as a way to think through issues in your own work.
   keep careful track of all your work during the semester, and of all the responses you receive (from me and from other students) in regard to your work. You will submit drafts along with revisions and will need to preserve all writing stages.
Classroom Policies:

Due Dates: Work is due on the dates assigned, within the first five minutes of the period or before. Late assignments will not be accepted unless prior arrangements have been made or there is a documented emergency. All assigned work must be completed in order to pass the course.

Submission of Assignments: All assignments (unless otherwise noted) will be word-processed, double-spaced, with one-inch margins. You should produce only professional-quality documents.

Attendance: Because so much work and conferencing occurs in class, attendance is mandatory. If you have more than three (3) unexcused absences this semester, your course grade will drop a full letter grade for each absence beyond three. It is your responsibility to provide acceptable and prompt documentation of emergencies within one week of your return to class. If you know you will not attend, let me know before class.

Conferences: We will meet in conference often during the semester as noted on the calendar. Attendance at conferences follows the same policy as class attendance. If you come to conference without required material, you will be counted absent. If you miss a conference, you will be counted absent for each class period for which conferences were scheduled for the week.

Plagiarism: The English Department policy on plagiarism states that "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' has the right and 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."

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.

Course Requirements and Grading Policies: You will work on three (3) major projects this semester, each comprised of several assignments. Project 1 results in a 4-5 page paper, Project 2 results in a 10+ page portfolio, while Project 3 leads to a 15-20 page paper. Project 3 is a collaborative, team project. Additionally, you will write reviews of classmates drafts.

- Project 1: Critique and Audience Analysis 20%
- Project 2: Critique and Literature Review 30%
- Project 3: Professional writing Research 40%
- Self, Peer, Group Assessments; In-class writing and quizzes 10%
- 90% = "A" cut-off, 80% = "B" cut-off, 70% = "C" cut-off, 60% = "D"
Advanced Composition Tentative Spring 2000 Course Calendar, Subject to Change

**January**
10 (302) M  First day of Classes; Intro to Course; Read Hairston, chs. 1-2 for Wed  
12 (302) W  Intro to Etic and Eudora Mail; Read Hairston, chs.  3-4 for Fri.; Review 1-2  
14 (302) F  LD to ADD Courses; Intro to Project 1; Read Hairston, ch. 5 and bring in journal in field for Wed. the 19. Complete Eurdora.  
17  Martin Luther King Day—No Class  
19 (303) W  Discuss Project 1; Brainstorm audience ideas in groups with journals; go over ch. 5, Hairston.  
21 (303) F  Work on notes and draft for Project 1; Bring in initial audience and eval ideas for Monday; Read ch. 6, Hairston, for Monday  
24 (302) M  LD to apply for grad and WD w/out W; Work on Drafts in class  
26 (302) W  Work in groups peer reviewing ideas; discuss Hairston  
28 (302) F  Discuss Hairston and Project 1. Project 1 draft due on Monday, Jan 31  
31 (303) M  Peer Review, Project 1 draft, using Hairston response sheet  

**February**
2 (303) W  Conferences in my office in lieu of class; sign up in class or on my office door  

Dictionary  
4  (303) F  Revise Project 1 with style manual, on-line, and dictionary  
7  (302) M  **Project 1 due!** In-Class Critique. Introduce Project 2. Read Hacker “Researched Writing” and “Documentation” for Wed; Bring in journal from Project 1; LD grade appeals/LD w/draw 50% refund  
9 (302) W  Discuss Project 2 and Hacker. Discuss topic choice; Read Hairston, chs 7 and 8 for Monday the 14.  
11  Lincoln’s Birthday—No Class  
14 (303) M  Go over Hairston; Read Hairston ch. 11 for Wed. Bring in topic!  
16 (303) W  Library Instruction; Brainstorm ideas for topic in library  
18 (303) F  Go over Hairston and Project 2; Read ch. 1 and 4, On-Line! For Monday  
21 (302) M  Work in groups according to your major, discussing your topics and their implications; research on-line and discuss via listserv.  
23 (302) W  Discuss your projects in and out of class; Complete draft of project 2, phase 1, for Friday.  
25 (302) F  Peer review of Project 2, phase 1. Have copies of Hairston, Hacker, and Online! Handy. Discuss project 2, phase 2.  
28 (303) M  Work on Project 2, phase 2  

**March**
1 (303) W  Discuss strategies for approaching Project 2, phase 2 (ie. Methods of building argument and possible organizations); sign up for conferences  
3  (303) F  Conferences for Project 2, phases 1 and 2; Mid-Term  
6 (302) M  Conferences for Project 2, phases 1 and 2  
8 (302) W  Work on Project 2, phases 1 and 2
10 (302) W MLA and APA documentation; Work on Project 2; LD W/D from course/univ w/W’s

13-17 Spring Break—No Classes

20 (303) M Project 2 due! Introduce Project 3; Form teams according to major; In-Class critique; Read Hairston, ch. 12, for Wednesday.
22 (303) W Discuss joint annotated bibliography; brainstorm topics for bib, arguments and negotiation.
24 (303) F Discuss Hairston, annotated bibs and argument strategies
27 (302) M Work on researching and writing annotated bibs together—should be organized together by all authors’ last names
29 (302) W Work on annotated bib for Friday
31 (302) F Annotated bibs due for peer review and instructor critique. Bring 2 copies of your completed bib to class!

April
3 (303) M Begin drafting arguments, using research you’ve gathered together and hand-outs for strategies
5 (303) W Go over argumentative strategies and sample arguments; work on arguments; Complete arguments for Friday. Introduced Negotiation
7 (303) F Conferences in my office. In pairs, bring in competed arguments and revised annotated bibs. Begin Negotiation.
10 (302) M Work on negotiations together in class
12 (302) W Complete drafts of negotiations and revised drafts of arguments
14 (302) F Peer review arguments and negotiations
17 (303) M Introduce evaluations of individual and group
19 (303) W Work on evaluations
21 (303) F Draft of Project 3 due for Peer Review
24 (302) M Project 3 due! In-Class critique
26 (302) W No Class!
28 (302) F Projects returned; Course and Etic Evaluations. (Last Day of Classes)

May 1-5 Final Exam Week—There will be no final exam in this class.