Spring 1997

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ENG 3001-003

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Eastern Illinois University

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OVERVIEW

This course gives you experience with the writing and research skills used by professionals in your major field. You will be encouraged to discover and to employ the strategies and techniques used by such professionals as you learn about writing within your field. To succeed in this course, you must be willing to work independent of constant teacher oversight on individualized and group projects, problem-solving and making continual self-assessments as you go. Four important skills you will develop throughout the semester are:

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 the effectiveness of your writing.

This section of English 3001 will work within a computer-mediated classroom environment. This means that we will hold class meetings

• in the physical space of the English department's Coleman Hall computer lab, room 340, and
• in the virtual space of e-mail and other forms of computer assisted communication.

Because this lab is new, there will be glitches and distractions which will undoubtedly annoy you. One outcome of this course is to help you learn to deal productively with such events. Additionally, this lab is not open for general use. As such, you must locate labs and computers that you can use out of class to complete assignments and to communicate with classmates and the professor.

TEXTS & MATERIALS:

* Researching and Writing Across the Curriculum, Christine A. Hult
* Successful Writing, 3rd edition, Maxine C. Hairston
* The Harbrace College Handbook, 12th edition
* English Online, Crump and Carbone
* A College level dictionary
* 3.5" high density computer disks (IBM compatible)
* carrying case for computer disks
* e-mail account from EIU

STUDENT COURSE RESPONSIBILITIES:

You are expected to

- **keep up** with a schedule of due dates, organizing your time wisely in order to do so. The course requires a lot of writing both inside and outside of class.
- **read** the Hult, Hairston, and Crump/Carbone texts, read journals in your field, conduct interviews and other research for your two major 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 of these stages of writing as well. (A special folder specifically for this course is advisable.)
CLASSROOM POLICIES:

Due Dates
Work is due on the dates assigned, within the first five minutes of the period or at any point before that time. Late assignments will NOT be accepted unless prior arrangements have been made or there is a documented emergency. It is your responsibility to provide acceptable and prompt documentation of emergencies. Tardiness and absenteeism results in you not receiving peer responses or being allowed to participate in the day's class activities. 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 standard one-inch margins. Additionally, because your work represents your ability to produce professional-quality documents, soiled papers, and those reeking of cigarette smoke will be returned to the author without evaluation.

Attendance
This course requires much conferencing with the professor and peer review, so class attendance is mandatory. IF YOU HAVE MORE THAN FOUR (4) UNEXCUSED ABSENCES OVER THE COURSE OF THE SEMESTER, YOUR COURSE GRADE WILL DROP A FULL LETTER GRADE FOR EACH ABSENCE BEYOND FOUR. Tardiness to class or to conference is neither professional nor accepted. If you know you will not attend, please let me know before.

Conferences
We will meet in conference often during the semester as noted on the syllabus. Attendance at conferences follows the same policy as class attendance. If you come to conference without the 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 that week.

Plagiarism
Plagiarism occurs when you present the words or ideas of another person as if they are your own, (meaning that you fail to give proper credit to the original author). It is a serious offense, a form of cheating, and will result in a failing grade and possibly even more severe penalties.

Course Requirements and Grading Policies
You will work on two major projects over the course of the semester, each comprised of several projects along the way. Project 1 results in a 5-7 page paper, while Project 2 leads to a 15-20 page paper. Project 2 also requires you to complete a research proposal, an annotated bibliography, and a series of progress/audience analysis reports. In addition, you will be working on reviews of your classmates' papers throughout the semester. The grades are weighted in the following way:

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<th>First project: 200 possible points</th>
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<tr>
<td>Organizational Plan: 5 points max.</td>
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<tr>
<td>Progress Report: 10 points max.</td>
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<tr>
<td>Draft: 10 points max.</td>
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<td>Paper: 175 points max.</td>
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<th>Second Project: 600 possible points</th>
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<tr>
<td>Research Proposal: 50 points max.</td>
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<tr>
<td>Annotated Bibliography: 50 points max.</td>
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<tr>
<td>Audience Analysis/Progress Report: 50 points max.</td>
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<td>Progress Report II: 50 points max.</td>
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<td>Research Paper: 400 points max.</td>
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Self, Peer and Group Assessments & Responses: 100 points possible
In-class writing & quizzes: 100 points possible

(Points in these two areas will be awarded at the end of the semester. During the term, you will have opportunities to complete activities that will be evaluated using a simple, three score system [✓+, ✓, ✓-]. At the end of the term the total score will be divided by number of opportunities to complete these activities to determine an average score. That score will then translate to a point value between 0-100 points.

Final grades will be calculated on a 1000 point scale: 1000-801=A; 800-601=B; 600-401=C; 400-201=D; 200-0=F.
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.

**Schedule of Assignments:**
(Subject to change with notice)

**Jan.**
13: Introduction to the course
15: Planning Project 1; Read Hult chapters 1 and 2 and materials relevant to your major area (ch. 6, 7, 8, 9)
17: Planning Project 1; Read Crump and Carbone Ch. 1, 2, & 3

20: MLK DAY--No Classes
22-24: Conferences (These replace class time unless otherwise noted on the syllabus)
   NOTE: Although conferences are held in my office, the computer lab is still available to members of this class during the regularly scheduled class period. If the door is locked, come by my office and I will let you into the room. This pattern holds for the entire semester.

27: Organizational plans due in class for peer review
29: Review APA, MLA documentation formats
   (READ: appropriate sections in Hult; Crump and Carbone, & Harbrace)
31: Project 1 materials review; transcripts of interviews due

**Feb.**
3: Individual research work
5: Draft of Project 1 due for in-class peer review (1 copy); assessment of peer review due to Dr. Hobson's e-mail account by 5 pm.
7: Writing time in the classroom (attendance optional)

10: Conferences (optional); Progress reports due to Dr. Hobson's e-mail account by 5pm
12: Conferences (optional)
14: PRESIDENT'S B'DAY: No Classes

17: Introduction to Project 2; Idea development
19: Team formation
21: Project 1 due. In-class critique Team meetings; Team contract due in Dr. Hobson's office by 5pm.

24: Research proposal due in class for peer review (2 copies)
26: Conferences over proposals
28: Conferences over proposals

**March**
3: Annotated Bibliography discussed in class. Revised Proposal Due.
5: Independent Library Work
7: Annotated Bib due in class for peer review; Progress/ Audience Analysis Report discussed

10: Conferences; Annotated Bibliographies due in Dr. Hobson's e-mail account by 5 pm.
12: Conferences; Progress/Audience Analysis Report due in Dr. Hobson's e-mail account by 5 pm.
14: No Class Meeting

17-21: SPRING BREAK: No Classes
24: Mid-project self-, peer-, group-assessment period
26: Conferences (Progress Report discussed)
28: Conferences (Progress Report discussed)

31: Group determined activity (research, conferences, writing)

April
2: Research and writing time in class
4: Research and writing time in class; Progress Report #2 due in Dr. Hobson's e-mail account by 5 pm..

7: Conferences (optional)
9: Conferences (optional)
11: Independent research

14: Draft of Project 2 due (2 copies)
16: Peer critique of draft due
18: Writing time in the lab (attendance optional)

21: Conferences
23: Conferences
25: Project 2 due; in-class critique and self-assessment

28: No Class Meeting
30: No Class Meeting
2: Project 2 Returned; course cumulative assessments