ENG 3001-003: Advanced Composition and Language

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English 3001: Advanced Composition and Language  
Fall, 2000

Instructor: Dr. Timothy Engles  
Office: 315D  
Phone: 581-6316 (office) 345-7166 (home--please don’t call after 10 p.m.)  
Office hours: 1:15-2:15, MWF  
Email address: cftde@eiu.edu


Other: An email account

COURSE POLICIES AND PROCEDURES  
(read the following sections carefully; they constitute our contract,  
and I will request your written agreement to them)

Course Design and Objectives: In this course you will work toward enhancement of the  
specific writing skills called for in your field of study, culminating in the design and completion  
of two research projects in your field of study. This course will be your last chance to work  
intensively on your writing skills before you graduate. Class time will largely be devoted to  
group work, peer evaluation, and discussion. Successful completion of the course will include:

1. planning two research projects in your field of study: you will design and execute the  
first project alone (in consultation with your work group and me); you will design and  
execute the second collaboratively with one to three other students (again in consultation  
with me)

2. meeting with your work group each week in class and in conference with me several  
times during the semester in order to share your work, receive constructive criticism,  
discuss your progress, and produce required materials (proposals, outlines, working  
bibliographies, etc.); you will also write reviews of your classmates’ drafts

3. turning in two 1750-2000 word research papers (seven to ten double-spaced typed  
pages), one on October 11 and one on December 8 (the final day of class)

If you think you cannot meet these requirements or accept the policies below, consider taking  
English 3001 with another instructor.

Policies:

English 1002 is a prerequisite of this course.
Regarding attendance: Because so much work and conferencing occurs in class, attendance is mandatory. If you have more than four absences this semester, your course grade will drop a full letter grade for each absence beyond four. I expect you to attend class every day, on time and prepared. I do not merely want bodies in attendance; I expect to see prepared and thinking students. 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 for class late. If you will not be able to arrive for this class on time because of other commitments, drop it and take another section. Three late arrivals will count as one absence (this includes conferences!).

In class, I expect all of you to participate fully in discussions and group work (class participation will be figured into your final grade). The best way to demonstrate that you are active, engaged, and interested 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—chances are that other people have the same question. I do not plan to lecture in this class, and many of our meetings will consist of meetings in my office instead of our classroom; we will contribute together to a positive, challenging, interesting learning environment. Finally, please do not chew gum, eat food or read outside materials during class, activities which are too distracting to others—drinking beverages is okay. If you wear a cap to class, please wear it backwards so I can see your eyes.

Missing a scheduled conference or work group meeting without prior notification will result in the automatic lowering of your grade for the current project one full letter. Call or write to me via e-mail if you have to miss a conference; I will do the same if I have to reschedule.

I will meet with you or your group and read your work regularly, but I will not actually grade any writing until October 11.

Most conferences with me will be scheduled ahead of time, and additional meetings can be arranged as needed. Please feel free also to drop by my office during my office hours or any time you see me there.

You must come to group meetings and conferences prepared to share your work, to ask questions about your project, to try out ideas, and to discuss research and writing problems. The collaborative elements of this course are designed to simulate real-world workplace situations—this means that you will often work with and rely on colleagues, without the constant input of a supervisor. Thus, you are in large part responsible for what gets done during group meetings and conferences, and your performance during them will count in my evaluation of your work.

You must also be willing to give and receive constructive, insightful, frank criticism! I'm sure that all of you will work very hard on your 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.

I don’t mind if you use papers that you write for other courses during this semester (NOT for previous courses), but you must inform both me and the other instructor prior to doing so.
When each paper is turned in, it MUST be accompanied by all notes and drafts written towards it, with the final copy of the essay on top of this material. I will use these materials to gauge and offer comments on your writing process. I WILL NOT GRADE an essay that is not accompanied by material that clearly demonstrates several earlier stages leading up to the final draft, so be sure to save all such materials. In order to facilitate readings of your work by others, all drafts MUST be typed, so print out occasional drafts to include with the final copy. Essays unaccompanied by materials that clearly demonstrate several stages of development toward the final copy will receive an automatic ZERO.

Make copies for your own use of all the material that you turn in to me or to the group.

You may use the style of documentation appropriate for your field of study.

There is no final examination for this course. The two projects you complete constitute 100% of your final grade.

Essays are due at the beginning of class on the due date whether you are in class or not. Late papers will be penalized fifteen points each day they are late (including those handed in late on the due date). You may turn in essays before the due date if you know you must miss class that day.

If you have a documented disability and wish to receive academic accommodations, please contact the Office of Disability Services as soon as possible (581-6583).

Enrollment in this class requires an email account, and you must check it frequently for messages pertaining to the course. Email is the quickest, easiest way to reach me if I am not in my office; I welcome any and all questions and comments. Having an email account is crucial for this course—if you do not send me an email message at the above address by Friday, August 25 at 3:00 p.m. to confirm that you have established an account, I will assume that you have chosen against fully participating in the course, and I will therefore drop you. In your message, describe yourself in whatever way you choose, and also write a statement to the effect that you have read and agree with these course policies and procedures.

Regarding academic honesty: I expect you to act with integrity in and out of class, and so does Eastern Illinois University. It is your responsibility to understand fully what plagiarism is and how to avoid it; note carefully the English Department’s official policy statement 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 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.
Confirmation: Again, once you have thoroughly read this document ("Course Policies and Procedures"), send me an email message that describes yourself and confirms your understanding of and agreement with the policies stated in this course description. Send this message as soon as possible; the deadline is Friday, August 25, at 3:00 p.m. Send it to me at cftde@eiu.edu

If you do not send me this message, I will assume that you do not want to remain in this course.

ENGLISH 3001: DAILY SCHEDULE
(this schedule may be subject to change)

WRP: Writing Research Papers

M AUG 21 Introduction to the course; in-class writing
   Send an email message to Dr. Engles at cftde@eiu.edu describing yourself in whatever ways you like and confirming that you have read and agree to our "course policies and procedures" (Due by Friday, August 25, 3:00 p.m.)

W AUG 23 WRP, Chapter 1
   Group assignments

F AUG 25 WRP, Chapter 2

M AUG 28 WRP, Chapters 3 and 4

W AUG 30 WRP, Chapter 5

F SEP 1 WRP, Chapter 6

M SEP 4 NO CLASS (Labor Day Observance)

W SEP 6 paper topic proposal due—bring enough copies for your instructor and for the members of your group

F SEP 8 to W SEP 13 conferences (no class meetings); proposal revision due at your Conference; read WRP, Chapter 7

F SEP 15 to M SEP 18 class meetings; working bibliography due

W SEP 20 working bibliography revision due
F SEP 22 to W SEP 27 research notes due; working outline due (bring each to your conference); read WRP, Chapter 8

F SEP 29 class meeting; read one of the following WRP chapters, depending on your field: Chapter 11, 12, 13, or 14

M OCT 2 full draft due; you MUST bring a complete rough draft of your essay to class for others in class to critique; penalty if you don’t: minus ten points on your essay’s final grade

W OCT 4 to M OCT 9 conferences; read Walker, Chapters 9 and 10

W OCT 11 class meeting; essay 1 due; group reassignments; collaborative project introduced

F OCT 13 class meeting; essay 1 returned; group discussion of project possibilities

M OCT 16 to M OCT 23 conferences; bring paper proposal #2 [F OCT 20 NO UNIVERSITY CLASSES (Fall Break)]

W OCT 25 to M OCT 30 conferences; bring paper proposal #2 revision

W NOV 1 to M NOV 6 conferences; bring working bibliography and working outline

W NOV 8 to M NOV 13 conferences; bring working outline revision

W NOV 15 and F NOV 17 conferences; bring early essay draft

NOVEMBER 20-24 THANKSGIVING RECESS

M NOV 27 to M DEC 4 conferences; bring essay revision

W DEC 6 class meeting; use this class period to meet one final time as a group to proofread and fine tune your final project, and to ask Dr. Engles any questions you might have about it

F DEC 8 class meeting; final project due at the beginning of class; tearful, heartfelt farewells