ENG 3001-003: Advanced Composition

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ENGLISH 3001, SECTION 03 – ADVANCED COMPOSITION

Professor: Dr. Marjorie Worthington
Office: Coleman Hall 3015
Phone: 581-214-5214
Email:
Class: Coles Hall 3691, MWF, 9:00 – 10:50am
Office Hours: MW 1:00-3:00pm, F 10:00am-12:00pm or by appt.

Texts: Nickel and Dimed, Barbara Ehrenreich
How to Write for the World of Work, Cunningham, Smith and Pearsall, Eds. (WWW on syllabus)

REQUIREMENTS: YOU MUST COMPLETE ALL WRITTEN ASSIGNMENTS TO PASS THIS COURSE.

Employment Narrative (4-5 pages): This assignment requires you to write a coherent narrative describing a job you once held or now hold.

Employment Research Essay (4-5 pages): For this assignment, you will do some outside research about the job you wrote about for your narrative. What can you find out about your specific company or workplace? About this type of job in general? What kind of life would this job provide for someone who did it for a living?

Nickel and Dimed Research Essay (4-5 pages): Do some outside research about one of the positions held by Barbara Ehrenreich (waitress, maid, Walmart worker) and answer questions similar to those you addressed in your Employment Research Essay. Since Ehrenreich’s experience seems highly gendered (in that she held jobs traditionally done by women), you may choose here to focus on a job that is often considered to be more “masculine” (i.e. construction worker, factory worker, miner).

Research Synthesis (8-9 pages): Here you will take the information gleaned in the above three essays—the personal and the general—and synthesize it into a coherent research essay with a thesis statement and an argument sustained throughout.

Memo (1 page or less): The interoffice memo is still a widely used form of business writing.

Persuasive Letter (1 full page): The object here will be to attempt to convince someone to buy something from you, refund your money, or adopt your policy.

Application Letter (1 full page): Every time you apply for a job, you will send a resume and a letter of application which introduces yourself to the prospective employer. This is one of the most difficult forms of writing in the course, for writing honestly and cleverly about oneself is not easy. Included here will be a job ad for a specific job for which you wish to apply and an inventory of the employer’s relevant information.

Resume (1 full page): This assignment will consist of your resume and a personal inventory that you will do prior to the resume but which will help you in crafting the resume.

Group Proposal (15-20 pages, including visuals): Much of workplace writing is collaborative. For this assignment, you will work in a small group to make a proposal for improvement of some kind. You will divide the work, yet come together to collate the final report, making sure it is coherent and unified. The report will contain visual aids, such as charts or graphs, to facilitate understanding.
Oral Presentation (15 minutes per group): Each group will present its findings to the class in a manner they see fit. Each member of the group must participate in the oral presentation and the presentation must include visual aids of some kind.

POLICIES:
Attendance: Your consistent attendance and participation are necessary to make this class the vibrant exchange of ideas it should be and I take attendance every day (even if you do not see me doing it). You are permitted no more than three unexcused absences. Each unexcused absence after three will lower your final grade by thirty points (3%). Excused absences are accompanied by appropriate legal or medical documentation.

Conferences: The hours listed above are times when I will be in my office ready to meet with students. You can also make a special appointment to see me if you are unable to come during office hours. I encourage you to come and talk to me about your work as often as you like.

Plagiarism: Plagiarism is defined as appropriating words or ideas that are not your own without giving proper credit. The temptation to plagiarize can be great, particularly in the advent of extensive computer technology and the collaborative nature of our class. However, the consequences of plagiarism are dire and can result in a grade of F for the assignment and even for the course. It will also result in a report to the Judicial Affairs Office.

Grade Breakdown:
Employment Narrative 5%
Employment Research Essay 10%
*Nickel and Dimed* Research Essay 10%
Synthesis Essay 10%
Memo 5%
Persuasive Letter 10%
Application Letter 10%
Resume 10%
Group Proposal 20%
Oral Presentation 10%

**ENG 3001 READINGS AND ASSIGNMENTS**

August 21 M Introduction
   23 W READ: Introduction to *Nickel and Dimed*
   25 F READ: *Nickel and Dimed*, half of Chap 1

   28 M READ: *Nickel and Dimed*, other half of Chap 1
   30 W Employment Narrative PR

Sept.  1 F Employment Narrative due

   4 M Labor Day
   6 W READ: *Nickel and Dimed*, half of Chap 2, WWW Chap. 21
   8 F READ: *Nickel and Dimed*, other half of Chap 2, Assign Employment Research Essay

   11 M READ: *Nickel and Dimed*, half of Chap 3
   13 W READ: *Nickel and Dimed*, other half of Chap 3
15 F Employment Research Essay Peer Review

18 M READ: Nickel and Dimed, half of Chap 4, Employment Research Essay due
20 W READ: Nickel and Dimed, other half of Chap 4
22 F Assign Nickel and Dimed Research Essay

25 M Research Day
27 W WWW Chaps. 1, 5
29 F Nickel and Dimed Research Essay Peer Review

Oct.  2 M Nickel and Dimed Research Essay due
4 W Discuss Research Synthesis Essay
6 F Practice Syntheses

9 M Research Synthesis Peer Review
11 W Research Synthesis due
13 F FALL BREAK

16 M WWW Chaps. 2, 8
18 W Memo Peer Review
20 F WWW Chap. 3 Memo due

23 M WWW Chap. 4
25 W Persuasive Letter Peer Review
27 F WWW Chap. 9, Persuasive Letter due

30 M WWW Chap. 10, Bring in your own job ad

Nov.  1 W Employer inventory due
3 F Employee inventory due

6 M WWW Chaps. 13, 14
8 W WWW Chap. 15, Group Proposals Assigned
10 F WWW Chap. 18, Meet with groups

13 M Application Letter and Resume Peer Review
15 W WWW Chaps 19-20, Meet with groups
17 F Application Letter and Resume due

THANKSGIVING BREAK

27 M Meet with groups
29 W WWW Chap. 6-7

Dec.  1 F Meet with groups

4 M WWW review Chap. 21, discuss documentation issues
6 W WWW Chap. 12, discuss Oral Reports
8 F Group Project Peer Review

Dec.  12 Tuesday, 8:00-10:00am - FINAL EXAM – Group Proposals and Oral Reports due