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ENG 3001-006-007

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Syllabus

English 3001.06 and .07

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Fall 1998  Coleman 302/340  Home Phone: 345-7983
Office Hours:  MWF 9-11; F 3-5 and by appointment
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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 day of class in Coleman 340 (the lab) and by e-mail. We will meet in Coleman 302 during the alternate class periods.

Texts and Materials:

Ten on Ten. Atwan
On-Line! Harnack
Pocket Style Manual. Hacker
Successful Writing. Hairston

A College level dictionary
3.5" high density 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 15%
- **Project 2:** Critique and Literature Review 25%
- **Project 3:** Professional writing Research 50%
- Self, Peer, Group Assessments; In-class writing and quizzes 10%

**Grading Scale:**
- 90% = "A" cut-off,
- 80% = "B" cut-off,
- 70% = "C" cut-off,
- 60% = "D"
Advanced Comp. Tentative Course Calendar -- Subject to Change

August 302M 24  First Day of Classes -- Intro. to course; Read Hairston, chapters 1 & 2 for Wednesday.
340  W 26  Intro. to ETIC and Eudora Mail; Read Hairston, chapters 3 & 4 for Friday.
302  F 28  Last Day to add courses (t/t); Intro. to Project 1; Read Atwan, 269-301 for Monday.
340  M 31  Work on Project 1 -- Brainstorming. Read Hairston chs. 5 & 6 for Wednesday (note peer review 105-8).

September 302W 2  Discuss Hairston, Atwan, and Projects. Be prepared to present initial audience ideas. Read Atwan 303-324 for Friday.
340  F 4  Work on Project 1; Read Atwan 325-367 for Wednesday. Last day to w/draw fr/Univ; drop course w/no grade.
  M 7  No Class -- Labor Day
302  W 9  Discuss Atwan and Projects; Complete draft for Friday.

Manual
302  M 14  Conferences (in my office in lieu of class -- please sign up in class or on my office door).
302  F 18  **Project 1 due.** In class critique. Introduce Project 2. Read Hacker "Researched Writing" and "Documentation" for Monday.
340  M 21  In-class library instruction. Read Atwan 369-388 for Wednesday.
302  W 23  Discuss Atwan and implications for Project 2. Read Atwan 389-414 for Friday.
302  M 28  Discuss Atwan and Project 2. Read according to your chosen section of Atwan. Set up on-line discussion with others pursuing same theme (please include my e-mail in your list of addressees). Read Hairston, ch. 8 & 10 for Wednesday.
340  W 30  On-line discussion via Eudora. Type responses in class, and continue discussion on-line out of class, as much as possible. Complete Draft of Project 2, phase 1, for Friday. Bring in one print-out of on-line discussion to class on Friday. Work on phase 2.

October 302F 2  Peer Review of Project 2, phase 1.
340  M 5  Research Day -- Work on Project 2, phase 2.
302  W 7  Peer Review of Project 2, phase 2.
340  F 9  Writing Day -- work on projects during class.
Remember to sign up for a conference.
302 M 12 Conferences over revised drafts of Project 2.
340 W 14 Midterm -- Last day to drop w/no grade;
Conferences over revised drafts of Project 2.
302 F 16 Presentation of initial findings for project 2.
           Read Hairston, ch. 11 & 12 for Monday.
340 M 19 Introduction to Project 3 (Professional writing research assignment); Idea development and team formation.
302 W 21  Project 2 due. In-class critique. Intro to Project 3, cont.
            F 23 No School -- Fall Break. Last day to w/draw fr/course/univ w"w's"
340 M 26 Annotated Bibliography discussed in class;
          Research strategies, including interview, discussed.
302 W 28 Annotated Bib. and research strategies, cont.
340 F 30 Transcripts of interviews due. Independent Library work.

November 302M 2 Annotated Bib due in class for peer review;
          Progress/Audience Analysis Report discussed.
340 W  4 Research on-line and through library resources.
          (in class).
302 F  6 Research in library.
340 M  9 Conferences -- Computer lab available during class.
302 W 11 Audience Analysis Report due. Discuss Progress.
340 F 13 Conferences -- Computer lab available during class.
302 M 16 Draft of Project 3 due (2 copies); Peer review process discussed.
340 W 18 Last day to w/draw from 2nd 1/2 course w"W"; Work on Peer Critique of draft.
302 F 20 Peer critique of draft due (2 copies); Group determined activity (research, conferences, writing); Progress Report #2 due.
            M-F 23-27 No School -- Thanksgiving Recess
340 M 30 Group determined activity (research, writing, conferences).

December 302 W  2 Group determined activity (research, writing, conferences).
340 F  4 Project 3 due; in-class critique.
302 M  7 Self and Peer assessment of project and course.
340 W  9 No Class Meeting.
302 F 11 Last day of classes; Project 3 Returned; course cumulative assessments.
            There is no final exam in this course.