

Spring 1-15-2014

## ENG 3001-006: Advanced Composition

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### Syllabus for English 3001.006: Advanced Composition, Spring 2014

#### Texts and Materials

Bartholomae and Petrosky, *Ways of Reading: An Anthology for Writers*, 8<sup>th</sup> ed.  
Gibaldi, *MLA Handbook*, 7<sup>th</sup> ed.

#### Course Description

This advanced course covers a range of academic and professional writing, and requires the development of skills in the following areas:

- interpretation and critical thinking
- review of critical literature in a discipline
- collaboration and peer review
- oral and visual communication
- résumé and letter writing
- portfolio construction

During the semester, you will be expected to:

- constructively criticize peers' thinking and writing
- use peer responses to improve your own thinking and writing
- read challenging texts
- carefully research a problem or issue in your discipline
- produce polished written and oral work for academic and professional audiences
- show initiative and professionalism, and be thorough and precise in your work

#### Writing-Centered Course

You should consider submitting an essay written for this class to the Electronic Writing Portfolio (EWP). Please visit the following web address for information about the submission process: <<http://www.eiu.edu/~assess/ewpmain.php>>. The course deadline for EWP submissions is Friday, May 2, 2014.

#### Brief Description of Assignments

**Explaining a Specialized Subject:** you will review an article or book chapter, explaining key concepts to an educated but non-expert audience.

**Group Analysis/Presentation:** in groups of three, you will carefully analyze a visual image (or set of images) chosen by the group.

**Review Essay:** you will write a critical overview of journal articles or book chapters dealing with a specific problem or issue.

**Job Letter and Résumé:** you will find an available internship, research assistantship, or other advertised position in your field (preferably, one that somewhat matches your qualifications). Then, you will write a letter and résumé that could actually be sent as part of an application for the position. The position may be located through a personal contact; a career center or job information service; or a newspaper, library, or online source.

**Portfolio:** you will revise selected work from the course and construct a portfolio. You will need the word-processing files and earlier drafts of all of your papers in order to put together the portfolio—so keep them!

**Peer Reviews:** on several occasions, you will respond to your peers' papers; your peer reviews should be honest and descriptive, explaining in detail your reading experiences.

**Examinations:** a mid-term and comprehensive final examination will test your knowledge of grammar, style, and course readings, as well as your ability to read and analyze texts.

**Daily Assignments:** you will do reading workshops, prewriting, peer evaluations, group work, and various other daily assignments. If discussion lags, quizzes or additional in- and out-of-class writing may be assigned as part of the daily assignment grade.

## **Policies**

**Email:** Recently, the English Department removed phone lines from most faculty offices. If you need to speak to me outside of class, email me or drop by during my office hours. I try to answer emails quickly, but please do not expect (or depend on) an immediate response to an email. Sometimes my schedule will not permit me to answer emails within a day, much less an hour or two.

**Attendance:** More than four unexcused absences will result in failure in the course. If you miss class, you are responsible for finding out what happened from another member of the class and for picking up missed handouts. Absences will be excused only in the case of a documented illness or emergency, or of documented participation in an official university activity. You must provide me with a legible photocopy of your documentation for my records, and if your absence is excused, I will return a copy of your documentation indicating as much. You must provide documentation either before you miss class or on the day you return. Missing a mandatory conference will count as two absences. Please do not come to class late. Every third time you come to class late, you will forfeit 5% of your participation grade for the semester.

**Late work:** Daily assignments will not be accepted late, and missed peer reviews cannot be made up. Presentations must be given on the dates for which you have scheduled them, except under the most extenuating circumstances. All major assignments are due at the start of class on the final due date. If you want an extension on a major assignment, you should seek the extension at least twenty-four hours in advance of the class period during which the assignment is due and cite compelling reasons for the request; otherwise, you will be penalized one letter grade for not turning in the paper on time and an additional letter grade for every twelve hours thereafter. After forty-eight hours, the assignment will not be accepted, and you will receive a zero on it. Only in the case of an excused absence may an examination be taken before or after the scheduled date. A rescheduled examination may cover different material than the original.

**Grading Scale:** 100 to 90 = A, 89.99 to 80 = B, 79.99 to 70 = C, 69.99 to 60 = D, 59.99 and below F

### **Percentages for Major Assignments**

Explaining a Specialized Subject	15%
Group Analysis/Presentation	10%
Review Essay	15%
Job letter and résumé	5%
Portfolio	<u>5%</u>
	50%

### **Exams and Other Requirements**

Mid-term Examination	10%
Comprehensive Final	20%
Average of Peer Reviews	5%
Daily Assignments	5%
Participation	<u>10%</u>
+	50% = 100%

**Assessment:** For each of the major assignments listed in the left column above, I will provide a formal assignment sheet. Your grade for a given major assignment will be determined by how well your work fulfills the requirements outlined in the assignment sheet. You must submit all major assignments to receive a passing grade in the class. You will receive worksheets to guide you through peer reviews, and written or verbal descriptions of daily assignments. Your participation grade will be based on the regularity and quality of your contributions to class discussions, and your level of engagement during group work and class activities.

**Academic dishonesty:** According to the *MLA Handbook*, the word “plagiarism” has its origin in the Latin term for “kidnapper”: plagiarists kidnap other writers’ sentences, phrases, or ideas and present them as their own. The *Random House Dictionary* defines “plagiarism” as “The appropriation or imitation of the language, ideas, and/or thoughts of another author, and representation of them as one’s original work.” As these sources suggest, plagiarism often results from faulty documentation or careless note taking. Always place quoted materials in quotation marks, and always cite quoted and/or paraphrased sources, even in rough drafts of papers or in presentations. Respect for the intellectual work of others should encompass all formats, including print, electronic, and oral sources. Inexcusable acts of plagiarism include downloading or buying a paper from the internet; copying and pasting phrases or passages from electronic sources into your paper without citing them; submitting a paper written by another student as your own; borrowing the language and content of a website verbatim and using it as an “original” presentation; and so on. The penalty for academic dishonesty is failure in the course. All instances of academic dishonesty will be reported to the Office of Judicial Affairs.

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

### Provisional Schedule

Note: Each reading should be completed *before* class on the day it is listed.

<u>Week One</u>	Meet in 3210
T Jan 14	Introduction to the course
R Jan 16	Excerpt from Introduction ( <i>Ways of Reading</i> 1-16, hereafter abbreviated <i>WR</i> ) Analytical reading exercise; writing diagnostic
<u>Week Two</u>	Meet in 3140
T Jan 21	Explaining a Specialized Subject (assigned) Reading Workshop: Schwarzbaum and Denby, Reviews of "Pirates of the Caribbean" (provided)
R Jan 23	Reading Workshop: Baldwin, "Notes of a Native Son" (provided) Grammar Worksheet #1: MLA Basics
<u>Week Three</u>	(3210)
T Jan 28	Reading Workshop: Freire, "The 'Banking' Concept of Education" ( <i>WR</i> 242-57) Grammar Worksheet #1: Faulty Sentences, Faulty Parallelism, Weak Verbs
R Jan 30	Grammar Worksheet #1: Agreement, Drafting a Strong Introduction, Quotations, Usage Due: source for Explaining a Specialized Subject Workshop using source; bring <i>MLA Handbook</i> (hereafter abbreviated <i>MLA</i> )
<u>Week Four</u>	(3140)
T Feb 4	Summary vs. Analysis Exercise First draft due: Explaining a Specialized Subject; peer review; bring <i>MLA</i> *A Works Cited page is an integral part of any paper using sources. Always submit one with <i>rough and final</i> drafts of papers.
R Feb 6	Conferences
<u>Week Five</u>	(3210)
T Feb 11	Conferences
R Feb 13	Final draft due: Explaining a Specialized Subject; write cover letter Group Analysis and Presentation (assigned) Reading Workshop: Excerpt from Berger, "Ways of Seeing" ( <i>WR</i> 95-99 to "we have eyes for"); excerpts from Bordo, "Hunger as Ideology" (provided)
<u>Week Six</u>	(3140)
T Feb 18	Analysis exercise (magazine advertisements) Due: your image; select an image and make a research plan
R Feb 20	Discuss mid-term examination Plan presentation (formulate overarching interpretation/theme; create visual aid; etc.)
<u>Week Seven</u>	(3210)
T Feb 25	Due: Group Analysis/Presentations; peer evaluations
R Feb 27	Due: Group Analysis/Presentations; peer evaluations
<u>Week Eight</u>	(3140)
T Mar 4	Mid-term examination
R Mar 6	Review Essay (assigned) Reading Workshop: reread/review Freire, "The 'Banking' Concept of Education" ( <i>WR</i> 242-57); read Rage against the Machine, "Take the Power Back" (provided)

<u>Spring Break</u>	Mar 10-14, no classes
<u>Week Nine</u>	(3210)
T Mar 18	Grammar Worksheet #2: Misplaced Modification, Needless Shifts, Mixed Constructions, etc. Hooks, "Toward a Revolutionary Feminist Pedagogy" (provided) Distribute: Exercise using sources
R Mar 20	Meet in Booth Library, Room 4450 Find three sources for the Review Essay
<u>Week Ten</u>	(3140)
T Mar 25	Grammar Worksheet #2: Paragraphing and Conclusions
R Mar 27	Due: first draft of Review Essay and exercise using sources; peer review; bring <i>MLA</i>
<u>Week Eleven</u>	(3210)
T Apr 1	Conferences
R Apr 3	Conferences
F Apr 4	Last day to withdraw with a W
<u>Week Twelve</u>	(3140)
T Apr 8	Final draft due: Review Essay; cover letter Job Letter and Résumé (assigned) Résumé writing
R Apr 10	Due: job ad Writing a letter of application Hiring committee exercise
<u>Week Thirteen</u>	(3210)
T Apr 15	First draft due: Job Letter and Résumé; peer review
R Apr 17	Conferences
<u>Week Fourteen</u>	(3140)
T Apr 22	Conferences
R Apr 24	Final draft due: Job Letter and Résumé Portfolio (assigned); designing a portfolio
<u>Week Fifteen</u>	(3210)
T Apr 29	Examination review/portfolio workshop
R May 1	Due: Portfolio
F May 2	Deadline for EWP submissions
<u>Final Exam</u>	Tuesday, May 6, 2:45-4:45 p.m.