

Fall 8-15-2012

ENG 1002G-005

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ENGLISH 1002-G COURSE GUIDELINES AND POLICIES

ENG 1002-G, Fall 2012

Instructor: Tammy Veach

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Office Hours: 8 – 9 MWF, 11:- 11:30 MW only, & by appt.

Texts: Meyer, *Poetry, An Introduction*

Charters, *The Story and Its Writer*

Jacobus, *The Bedford Introduction to Drama*

Fowler & Aaron, *The Little, Brown Handbook*

COURSE DESCRIPTION & OBJECTIVES: This course is designed to make you better readers, writers, and critical thinkers, but I hope it also encourages you to enjoy literature. We will examine works of poetry, fiction, and drama written by men and women from culturally-diverse backgrounds, exploring them within historical, social, cultural, and aesthetic contexts. Because this is a composition course, we will write quite a bit about this literature (at least 5,000 words). Expect to spend 1 - 2 hours reading, analyzing, and/or writing about each day's assignment before class.

SPECIAL INFORMATION ABOUT ENG 1002-G AND ABOUT THE EWP: To be enrolled in this class, you must have passed ENG 1001-G with a grade of C or higher, or must have received credit through transfer or through the CLEP proficiency examination. As a graduation requirement, you must submit 3 essays to be included in your Electronic Writing Portfolio; you may choose to submit an essay from this class to help fulfill that obligation. Please go to www.eiu.edu/~assess/ewpmain.php for complete information regarding the EWP.

ATTENDANCE, MAKE-UP WORK, AND LATE WORK:

- If you are absent, it is your responsibility to find out what you missed and if changes were made to our tentative syllabus while you were gone. Your regular attendance is important -- due to the interactive nature of this course, much of what we do simply cannot be replicated, even if your absence is excused.
- Excused absences are granted only for **serious and verifiable** reasons, NOT for matters of personal convenience, **nor for illnesses or emergencies for which you have failed to provide verification**. You must initiate the process of documenting your absence as excusable; merely emailing to say you will miss class is **NOT** acceptable verification of the legitimacy of your absence. **I reserve the right to determine what is/is not an excused absence.**
- Examples of excused absences include illness documented with a note from Health Services or a doctor; death in the family for which you have provided a copy of the obituary; car trouble (for commuters only) for which you have provided a copy of the towing or repair bill, etc. Examples of unexcused absences include oversleeping, appointment with your advisor (should not be scheduled during class time), needing to study for a test or work on a project for another class, ride home is leaving early, Rush activities, etc.
- If your absence is excused, late/ make-up work must be completed promptly. If you were absent on the day an assignment was due, to avoid penalty you must turn it in the day you return. In general you will have as much time for make-up work as you were absent (e.g. if you miss 1 class, make-up work is due 1 class after you return).
- If participating in an official EIU activity, work you'll miss must be completed **in advance**. Remind me of your upcoming absence (not just a list of dates in a letter), allowing yourself enough time to complete assignments before you leave.
- I will allow each of you 3 personal days this semester to use at your discretion without penalty, with the following exceptions: **THESE PERSONAL DAYS MAY NOT BE USED ON ANY DAY LISTED ON THE SYLLABUS AS "MANDATORY ATTENDANCE" (including the following days – essay or presentation due dates, conferences, in-class writing days, peer evaluation days).**
- Attendance is recorded daily; unexcused absences will substantially hurt your grade, especially as follows:
 1. In-class work (quizzes, writing exercises, etc.) can be made up only if your absence is excused
 2. Late work is graded down one letter grade for each day it's late, unless due to an excused absence
 3. Part of your final grade is based upon daily activities: contributions to class discussions; in-class writing activities; a presentation; peer evaluation; conferences, and other activities that can be completed only if you're here.
 4. If you miss class more than those 3 personal days and do not have an excusable reason for which you have provided documentation, you will earn a 0/100 as your daily/ participation grade, so plan accordingly.
- Absences on assignment due dates, test dates, or conference dates will require strong verification before make-up privileges will be granted or before late penalties will be waived.
- **No assignments will be accepted more than one week after the due date; a zero will be recorded.**

CLASS HANDOUTS/ CHECK EMAIL DAILY: Please check your EIU email account for pertinent information before coming to class each day. All class handouts or other materials will also be sent to you via email attachment, which you will need to print, read, and analyze before coming to class. Hard copies of handouts will not be available in class.

CLASSROOM ETIQUETTE: Demonstrating courtesy to others is important in this class. Please listen while another person is speaking, save private conversations for before/after class, do your homework at home, put your cell phone on vibrate, refrain from all texting/emailing and cell phone use in class, stay awake and alert (no iPods, Beats, etc.), and respectfully handle points of view that differ from your own. Problems in this area will adversely affect your daily grade and may result in your dismissal from that day's class. Class etiquette also includes arriving prepared and on time. Rare lateness of a minute or two is not an issue, but being frequently late or several minutes late is, and I will assign penalties including non-admittance to class and/or counting it as an unexcused absence for frequent or blatant violators.

INFORMATION FOR STUDENTS WITH DISABILITIES: Contact the Coordinator of the Office of Disability Services (581-6583) as early in the term as possible if you have a documented disability and wish to receive academic accommodations. Please let me know as well, as early in the semester as possible.

GRADING: English department standards will be used to determine grades on all written work, stringent guidelines evaluating not only the quality and development of your ideas and literary analysis, but also your style, organization, grammatical proficiency, etc. While you will be graded on a variety of activities, the quality of your writing will largely determine your grade in this class. To calculate grades I will use a 90-80-70% scale. I anticipate assigning a total of 1,000 points: 900-1,000 = A, 800-899 = B, 700-799 = C, but I reserve the right to make changes (e.g. adding or deleting essays, quizzes or other assignments) that may affect the semester point total, though I will still grade on a 90-80-70% scale. For various reasons (including the fact that you'll have the opportunity to earn extra credit through a service learning project/accompanying essay), I do not round off grades; for example, 799 points or 79.9% still = a C. English 1002-G is graded on an A, B, C, and NC (no credit) basis, **so you must earn 70% (tentatively 700 points) to pass this class.**

TENTATIVE REQUIREMENTS AND THEIR POINT TOTALS:

- **Formal Essays, 500 points (and 50 pts. of ex. credit possible)** -- You are required to submit all work on each essay from beginning to end -- brainstorming, rough drafts (save/print a copy of each draft before revisions), and final draft:
 - Essay 1, poetry, minimum length of 750 words, mandatory conferences, worth 150 points
 - Essay 2, short fiction, minimum length of 1,000 words, worth 150 points
 - Essay 3, drama, minimum length of 1,250 words, worth 200 points
 - Extra credit, service learning experience, minimum length of 500 words, worth up to 50 points (see separate sheet)
- **Research assignment, 50 points** -- You will complete a brief research assignment on specific questions/topics prior to our discussion of Anne Sexton's poetry. MLA parenthetical documentation will be used.
- **Comprehensive Final Exam, 200 points**, primarily essay in nature (be prepared to write), which will cover all course materials. Please be sure to save all handouts and class notes.
- **Final Project/Presentation, 150 points** -- a group project relating to poetry, fiction, or drama, with a clear connection to our syllabus. Details later.
- **Daily grade: participation, discussion, in-class writing, quizzes, 100 points:** Given the interactive nature of this class, your attendance and participation are essential. Discussion is crucial in this class, and if you're not here obviously you cannot contribute your thoughts. Participation also means more than just showing up and sitting silently or taking notes on other people's ideas -- you are expected to read and think about the assignments before class **AND to contribute actively** to class discussions. Other factors in the daily grade include being punctual, prepared for, and attentive during class and conferences; following the policies listed under "classroom etiquette"; having a positive attitude; and treating your classmates and teacher with respect. Remember that while attendance is important, your grade is about much more than just having good attendance! Your level of preparation for class and contributions to discussion are also crucial factors! Please also read info under "attendance" section as it pertains to your grade.

IF CLASS IS EVER CANCELLED: You will be notified by a note on the classroom door, which may have special instructions, so please be sure to read it. If possible, I will also notify you via your EIU email account and will include further information and instructions.

RETURN OF ESSAYS/ TEACHER COMMENTS: You will receive detailed comments from me on all major writing assignments and projects -- not only to explain the grade you received but to help you improve as a writer. Be sure to read the comments and to discuss them with me if you have any questions. Because of the length of time I devote to reading and commenting upon your essays, expect them to be returned no sooner than 1 week after I receive them.

CONFERENCES, FEEDBACK ON ROUGH DRAFTS, ETC.: We will have mandatory conferences on Essay 1 to discuss your rough draft (class will be cancelled for face-to-face meetings with each of you), and I encourage you to come by my office any time you have questions. If my office hours don't fit your schedule, we will strive to arrange a conference at a mutually-convenient time. I will use conferences to answer questions and to address global issues in your work rather than to proofread, clean up your grammatical errors, typos, etc., so be prepared to be your own editor. Finally, please do not wait until the last minute to ask for my advice. I cannot guarantee that I will be able to respond if you're contacting me just a few days before your essay is due; I will answer as many questions as possible on a first-come, first-served basis but may not be able to respond to all questions, emails, or conference requests due to time constraints. Consider the Writing Center in Coleman Hall room 3110 as another option.

CONTACTING ME: I encourage you to approach me any time you have questions about class -- face-to-face before, during, and after class or during my office hours, or by emailing me. If emailing, please include your name in the subject heading or sign your message! I will respond to your message as soon as possible after I receive it, so if I haven't replied within 24 hours, re-send because I probably didn't receive it (exception: weekends and holidays). If you send your message after 5 p.m. it is likely that you won't receive a reply until after 8 a.m. the following day. I do not have a phone in my office, so emailing me is the easiest way to reach me if you are not able to see me during class or office hours.

COMPUTER ETIQUETTE AND SPECIAL INFO FOR ETIC SECTIONS: To maximize English classes' access to the computer lab, we will alternate weeks between the lab and a regular classroom (paired as either 3210/3140 or 3120/3130); consult your syllabus for each week's room assignment. Technology will make it easier for us to write and revise our work, share our writing, locate information using the Internet, etc., but our emphasis will be placed upon writing and analyzing the assigned literature, assisted by technology when appropriate, rather than focusing on computer skills. Note that the computers/printers in the ETIC are to be used only for your work in this class, NOT for other purposes, (checking your facebook or email accounts, Internet surfing, assignments for other classes, etc.), nor for offensive purposes (visiting racist, sexist, or pornographic sites, etc.). Because of the English department's limited budget, you may not use the printers except to print in-class writing; please use your own printer for formal essay assignments, Internet research, etc.

ENGLISH DEPARTMENT'S POLICY 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 Student Standards. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.

MORE ON PLAGIARISM, ACADEMIC DISHONESTY, AND ON SEEKING APPROPRIATE HELP WITH YOUR WRITING:

Plagiarism means taking the words or ideas of another person and passing them off as your own. To avoid it, take special care when using outside sources (including Internet sites): if you incorporate such material into your work, you must follow MLA documentation guidelines to cite in parentheses each author and page # after any sentences that include this material (and include a Works Cited page with complete bibliographic information). If you use both ideas and wording from a source, it's not enough just to cite author and page number; you must also use quotation marks around sentences, phrases, or even key terms taken verbatim from this source. Failure to cite AND also use quotation marks around "borrowed" language is plagiarism. If you have any questions about incorporating or citing material from sources, please see me -- *before* the assignment is due.

Even if you're not using outside sources, you must still make sure that all of the work is your own and has been developed for this class. If you have problems with your writing, you need to develop the skills necessary to overcome those problems, and I'm here to help you do that, but it won't happen magically or effortlessly or overnight. However, even though it takes hard work and is often a slow process, it's a far better choice than cheating. In addition, please do not attempt to submit work that you've written for another class. If you have another assignment that you would like to modify for this class, you must get specific permission from me and must be willing to make significant changes to the work -- no recycled papers from high school or other college courses!!!

Acceptable help with your writing: consulting with me; working with members of your peer evaluation group, who are instructed to respond to your work following specific guidelines and restrictions explained in class; seeking tutoring from the ENG department graduate assistants in the Writing Center (Coleman Hall 3110), who will help you with your writing, but without doing the work for you (tutoring, not proofreading). While it is helpful to seek the feedback of others when you write, please don't ask your family, friends, the English major on your floor, or anyone else, to "fix" your paper for you -- see below. If you are using a tutor other than at the Writing Center, please have him/her email me with a time we can meet to discuss these guidelines so this person doesn't end up causing you to inadvertently commit an act of academic dishonesty.

Unacceptable help with your writing: You must turn in your own work. It is unacceptable to take any of these obvious shortcuts: having someone edit or polish your assignment for you; having anyone else write or rewrite all or a portion of your essay, having someone else identify and correct your grammatical mistakes for you; taking anyone else's ideas and/or words and/or efforts and passing them off as your own; submitting an essay in which any portion has come from anyone else's essay (including fraternity and sorority files) or from an Internet site, term paper company, *Cliff's Notes*, *Masterplots*, or any other "cheater" source, or submitting without permission an essay you wrote for another class. Remember: I enforce my department's plagiarism policy to the fullest and impose similar penalties for all incidents involving academic dishonesty.

I wish each of you the best of luck this semester -- and am happy to point out that only the few of you who refuse to do the necessary work for this class will be affected by most of these policies. For the rest of you -- together we will work hard, but I hope we'll also have fun along the way. I hope not only to challenge you this semester, but also to encourage you, to inspire you, and to delight in your success. Welcome to my class, and I hope you'll soon feel that it is OUR class. I'm looking forward to a great semester with you!

FALL 2012 SYLLABUS
ENG 1002-G: SECTION 005, 10 – 10:50 MWF, CH 3170

Instructor: Tammy Veach
Office: 3055 Coleman Hall
Office Hours: 8 - 9 MWF, 11 – 11:30 MW only, & by appt.

Office phone 581-6295
Email: tfveach@eiu.edu

Read/reread/begin analyzing all literature assignments BEFORE coming to class on the day the assignment is listed. P = poetry book; F = fiction book; D = drama book; H = handout

Week 1

- M (8/20) Intro to course and policies; get acquainted
- W (8/22) Poetry terms and tips (H); Reading closely: "Those Winter Sundays" (P 21)
- F (8/24) More practice at close reading: "Junior Year Abroad" (P 550) ; "Snapping Beans" (P 49), background on conflict resolution (H) for upcoming discussion of "Home Burial"

Week 2

- M (8/27) Speaker: "Home Burial" (P 372)
- W (8/29) Speaker: "To A Daughter Leaving Home" (P 291), "Weather Stripping" (H)
- F (8/31) Imagery: "Traveling Through The Dark: (P 171) ; "The Panther" (P 124); Essay # 1 Assigned

Week 3

- M (9/3) **Labor Day Observance; No Class!!**
- W (9/5) Imagery: "Dulce Et Decorum Est" (P 121)
- F (9/7) Metaphor: "The Elder Sister" (H) and background on birth order (H)

Week 4

- M (9/10) Tone: "Still I Rise" and "Race' Politics" (both H)
- W (9/12) Tone and Theme: "Legal Alien" (P 558) and "Recipe" (P 565)
- F (9/14) Tone and Theme: "Alzheimers" (P 280), "A Blessing" and "The Gift" (both H)

Week 5

- M (9/17) **Sexton research due (50 pts.)** An author's work, Anne Sexton: "Her Kind" (P 31), "All My Pretty Ones," "The Lost Ingredient," "The Truth the Dead Know," "Self in 1958," "For My Lover, Returning to His Wife," and "To A Friend Whose Work Has Come To Triumph" and Maxine Kumin's "How It Is" (All H)
- W (9/19) Finish Sexton
- F (9/21) No Class -- Mandatory conferences over Essay #1 in my office, CH 3055. **Mandatory attendance on the day/time you signed up for!** Contact me immediately if you haven't signed up for a conference!

Week 6

- M (9/24) No Class -- Conferences continue.
- W (9/26) " "
- F (9/28) Final day of conferences

Week 7

- M (10/1) Introduction to fiction – read fiction terminology (H) prior to class; **ESSAY # 1 DUE!! Mandatory attendance**
- W (10/3) No Class – background research (assignment given in class on 10/1)
- F (10/5) **No Class – Fall Break!!!**

Week 8

- M (10/8) "The Story of an Hour" (F 283-84)
- W (10/10) "Hills Like White Elephants" (F 539-42)

F (10/12) "The Shawl" (F 1072 – 75)

Week 9

M (10/15) "The Things They Carried" (F 1001 – 14)

W (10/17) "The Red Convertible" (F 400-407)

F (10/19) Introduction to drama; *Death of a Salesman* (D 1069 - 1106)

Week 10

M (10/22) DVD of *Death of a Salesman*

W (10/24) Continue DVD

F (10/26) Finish DVD; **Essay 2 Due!! Mandatory Attendance!**

Week 11

M (10/29) Final discussion of *Death of A Salesman*

W (10/31) *A Raisin in the Sun* (D 1179 – 1216); final project assigned and groups chosen. **Mandatory Attendance.**

F (11/2) Continue *A Raisin in the Sun*; Essay # 3 Assigned; Start DVD of *A Raisin in the Sun*

Week 12

M (11/5) DVD of *A Raisin in the Sun*

W (11/7) Continue DVD

F (11/9) Finish DVD and final discussion of *A Raisin in the Sun*

Week 13

M (11/12) *The Laramie Project* and background information (D 1627 – 1654)

W (11/14) DVD of *The Laramie Project*

F (11/16) Finish DVD of *The Laramie Project*

Week 14 M 19, W 21, and F 23 – Thanksgiving Break; No Class!!!!

Week 15

M (11/26) Finish discussion of *The Laramie Project*. In-class work on project/presentation.

W (11/28) In class work on projects and presentations. Study guide for final exam distributed and discussed.

Mandatory attendance.

F (11/30) In-class work on project/presentation. **Mandatory attendance.**

Week 16

M (12/3) **Drama Essay Due, 200 points. Mandatory attendance.** In-class work on projects/presentation.

W (12/5) **Projects are Due!!! Half the groups will give presentations today! Mandatory attendance.**

F (12/7) **Remaining groups will give presentations today! Mandatory attendance.**

Week 17 -- Final Exam Week. Bring your own paper, your textbooks, class notes, and handouts.

Our exam: Tuesday, Dec. 11, 10:15 to 12:15.

- 1. Requests to reschedule your final exam must be made in person (NOT by email or a note) no later than Friday, Dec. 7. REQUESTS ARE NOT AUTOMATICALLY GRANTED!!!!**
- 2. If you're requesting a change because you have 3 finals on your exam day, you must present me with an up-to-date copy of your official EIU class schedule AND syllabi for the 3 courses for verification.**
- 3. If you miss class, final exams will ONLY be rescheduled for catastrophic reasons w/ IMPECCABLE verification. You must contact me no later than noon on Wednesday, Dec. 12 to be considered for rescheduling.**
- 4. Make up exams for those who have made the arrangements and have provided proper verification will be given on Friday, December 14 from 8:00 a.m. - 10:00 a.m.**