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## ENG 1001C-008: Composition and Language

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*Eastern Illinois University*

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MICHAEL LEDDY / ENGLISH 1001C / FALL 1997

Office: Coleman 330 (west hallway)

Office Hours: M W F 10:00-11:00, M W 2:00-2:30, other times by appointment

Telephone: 581-6983 (office) / 345-4310 (home, before 9:00 p.m.)

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Mailbox: Coleman 308

Composition and Language, or How to Improve. Individually and together, we'll do the work that makes better writing--reading, thinking, and rewriting. Our attention will range from the whole essay to the individual word. The work of the course will ask you to write for a variety of audiences and with a variety of purposes, to draw occasionally upon source material, and to draw always upon your own intellectual and imaginative resources.

## TEXTS

### Time

Rise Axelrod and Charles Cooper, The St. Martin's Guide to Writing

Arthur Eastman et al., The Norton Reader

John Hodges et al., Harbrace College Handbook

Merriam Webster's Collegiate Dictionary is a necessary reference for the course.

## REQUIREMENTS

Dedicated reading, dedicated participation in the daily work of the course, quizzes (not announced in advance), many informal reading and writing assignments, five finished essays (the result of substantial exploration and revision).

## POLICIES

### Attendance

Attendance is essential: you should attend class at least as often as I do. You will be lost otherwise.

You are responsible for all assignments, whether or not you are in class when they are announced. If you miss a class, you should get in touch with me before the next class to find out what you missed. This is not a class in which to fall behind.

### Late Work and Make-Up Work

Late work is acceptable only if you have my prior approval. Because the purpose of a quiz is to determine whether you have done the work for that day's

class, missed quizzes due to lateness or absence cannot be made up. If you have a properly verified absence (illness, emergency, participation in an official-University activity), I will record a blank rather than a zero.

#### Disabilities

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

#### Office Hours

We will have several individual conferences during the semester, but you should feel free to come in to talk at other times too--about a particular writing problem, a question that you didn't get to ask in class, an assignment, a grade, whatever. Oftentimes it is very easy to clear up questions and dissolve anxieties by talking about them. Don't hesitate to arrange another time if office hours aren't workable for you. If you are not able to keep an appointment, try to let me know in advance.

#### Decorum

Our purposes here are serious--not grim or morbid, but genuinely intellectual. No hats, food, talking, doing work for other classes, or other private business. No sitting in the back row unless necessary due to limited space.

#### Grading

Your grade will be based on your essays (50%), informal writing assignments (35%), quizzes (10%), and participation (5%).

Essays receive letter grades. An essay that is missing receives a zero. Informal writing assignments receive grades of 100 (complete and great), 85 (complete and very good), 75 (complete and adequate), 50 (incomplete and/or inadequate), 0 (largely incomplete or missing). Quizzes receive numerical grades. A quiz average of, say, 100% counts as a 100 and not as an A (95); a quiz average of, say, 40% counts as a 40 and not as an F (55). Participation in the course receives one of four grades: A (consistent well-informed participation), B (frequent well-informed participation), C (less frequent participation or less well-informed participation), D (occasional participation), F (little or no participation). You may check on quizzes and participation at any time.

To calculate semester grades, I use the following numerical equivalents for letter grades:

A 95 A- 92 B+ 87 B 85 B- 82 C+ 77 C 75 C- 72 D+ 67 D 65 D- 62 F 55

For semester grades, 90 or above is an A; 80 or above, a B; 70 or above, a C; 60 or above, a D; below 60, an F.

#### English Department 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 the representation of them as one's original work" (Random House Dictionary of the English Language)--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.

#### Academic Integrity

Any breach of academic integrity--from cheating on a quiz to submitting a "borrowed" essay--will get you an F for the course and a file in the Judicial Affairs office. You will also be required to participate in an ethics workshop organized by Judicial Affairs. You should be familiar with Eastern's statement on academic integrity (posted in classrooms) and should ask if you have any questions about quoting from and/or documenting sources. Since the work of the course is to be an expression of your ideas in your words (aside from words and ideas derived from properly acknowledged sources), questions of plagiarism and collusion should never arise. Do not "borrow" work or have someone "go over" your essay or give your work to anyone (allowing someone else to make use of your work is also a breach of academic integrity and will get you a semester grade of F).