

Fall 8-15-2015

ENG 1001G-016: Composition and Language

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ENGLISH 1001-016: COMPOSITION AND LANGUAGE

FALL 2015

Tuesday/Thursday 11:00-12:15

CH 3140/3210

INSTRUCTOR: **LEANN AKINS**

OFFICE HOURS: Tuesdays and Thursdays

10:30 –11am

1:45-3pm

4:30-5pm

6:15–6:30pm and by appointment

OFFICE: CH 3037

MAILBOX: CH 3155

E-MAIL ADDRESS: lakins@eiu.edu

A. COURSE DESCRIPTION: 1001G is a course in reading and writing of expressive, expository, and persuasive texts. Attention is given to effective expression, clear structure, adequate development, and documentation of sources. Prerequisite: English 1000 or proficiency in basic skills as determined by the English Department.

B. OBJECTIVES: In successfully completing English 1001G, students will:

1. Write expository and persuasive papers throughout the semester (a minimum of 5,000 words) in which paragraphs, sentences, and words develop a central idea (writing, speaking, critical thinking)
2. Write purposeful, adequately developed paragraphs and sentences that are direct, economical, free of ambiguity, and structurally appropriate for the ideas expressed and for the audience to whom they are directed (writing, speaking, critical thinking)
3. Develop skills in critical reading and listening for understanding and evaluating culturally diverse course materials and for becoming more discerning readers (writing, critical thinking, citizenship)
4. Develop research skills, including effective use of source materials and principles of documentation (writing, critical thinking)
5. Develop skills in revising their own writing by participating in peer review workshops and by revising their essays (writing, critical thinking)

C. GUIDELINES: All students with an ACT English score of 15 or above are placed in English 1001G. Students with ACT scores below the cut-off—or with no ACT scores on file—are placed in English 1000, a non-credit writing course. If you are not sure of your status, consult with the Director of Composition.

D. MINIMUM WRITING REQUIREMENT OF ENGLISH 1001G. All students are required to write approximately 5,000 words (20 pages) of finished prose produced through multiple papers over the course of the semester. The major focus should be on expository and persuasive writing and should include writing done both in and out of class. I will respond critically to students' writing and address both strengths and weaknesses in written comments and/or in conference. I may administer pop quizzes at my discretion. The final course grade will be determined primarily by performance on the writing assignments. Students will schedule individual conferences as required.

REQUIRED TEXTS AND MATERIALS: Must be obtained before next class session.

Faigley, *Writing: A Guide for College and Beyond* 3rd ed.

Goshgarian, *The Contemporary Reader* 11th ed.

Harris, *Prentice Hall Reference Guide* 9th ed.

Simple spiral bound notebook for class notes

Writing Portfolio : Set of pocket folders, accordion folder, anything BUT a 3-ring binder.

Flash Drive

COURSE REQUIREMENTS OVERVIEW: You will be required to write often both in and out of class, to read selections from the text, to participate actively in classroom discussion and peer group/review exercises, to complete all classroom exercises, and to complete all formal essay writings. You are also required to attend all conferences when scheduled. Keep track of **all** of your work—activity writings, pre-writings, essay drafts, peer reviews, instructor comments, etc. Do **not** throw away anything!! You will submit to me a midterm and final writing portfolio that should include the final copies of the writings as well as **all** accompanying materials.

SPECIFIC ACTIVITIES INCLUDE: See Course Outline and Assignment Sheets for more detailed information:

Quizzes: At any time, I can give a “pop quiz”. **These cannot be made up, and your missed points will be deducted from your point total at the end of the semester.**

Conferences: Once, conferences will be held online. Instructions forthcoming. Twice, however, you will meet with me to discuss the progress of your drafts. Also note that there are no scheduled classes for a portion of this time. Each student **must** sign up and attend these conferences. To earn the total possible conference points at each meeting, each individual **MUST** do the following:

- Bring one extra hard copy for me to keep.
- Have produced a draft that exemplifies substantial revisions since the class period in which peer reviews were done.
- Have prepared a list of questions and concerns about the draft.
- Be able to discuss with me or the group the revisions made thus far and any anticipated changes.
- Take notes on the any comments given to you.
- Be an active listener for others when in groups, offering them suggestions as needed.

****If you do NOT attend, you receive NO points, ONE absence, and NO feedback on your paper.**

****If you DO attend but DO NOT MEET THE ABOVE CRITERIA, conference points will be deducted.**

Due to the large number of students/conferences, I cannot allow conferences to be "made up" and, likewise, cannot allow conference points to me "made up". NO EXCEPTIONS. So, it is important that you sign up for a convenient time and then make every possible effort to attend.

Peer reviews: For your revised essays, you will be doing two different types of peer activities: In class writing workshops and out of class peer editing. The first is an exercise that we will do together in groups. Directions will be given. The second is a detailed written critique that you will do for a peer. I will receive a photocopy of the edit (the second activity) that you do for your peer so that you may receive points for having completed it. Further directions for these activities will be given later. **If a peer review is not submitted to me on time, the reviewer will suffer one letter grade reduction of points.**

Various exploratory writings, writer's statements/Q's, course readings and other assigned activities: What may seem to you like "busy work" is all part of the writing process. These activities will be done both in and out of class with the purposes of guiding you through the writing and revising processes and aiding you in becoming a better, more conscientious writer and editor. Keep **ALL** of these materials, for they will be evaluated as part of your writing portfolio. **If items collected are not submitted to me on time, the reviewer will suffer one letter grade reduction of points.**

Midterm and Final Writing Portfolio:

The Midterm Portfolio will include all polished essays written up to midterm. I will collect, review, and give feedback on your writing, but I **WILL NOT GRADE** these essays. You may continue to revise these after you receive the portfolio back. There are points awarded for the portfolio; however, the points are not awarded based on the quality of the writing, for more revisions will still be made. Points will be awarded:

- If all materials are included
- If revisions are substantial and not missing or carelessly attempted.
- If the portfolio is neat, organized, and thoughtfully compiled.
- If it was submitted during class on the due date.

The Final Portfolio is a final representation of your writing for 1001 and should be compiled and presented as carefully as possible. It will include **ALL** essays written over the course of the semester. Essay #5 will coincide with the final portfolio, for it will document your growth as a writer and will accompany the portfolio itself. This essay will be written, in part, during class, with limited time to revise.

Additional guidelines for preparing the portfolios will be given later in the semester. If you keep your materials, label items, and remain organized, the portfolio will be compiling itself as you move through the course of the semester. See “Late Work” below for more information. **Failure to complete all 5 essays, the mid-term portfolio and the final portfolio will result in a grade of N/C for the course regardless of point totals!**

Extra Credit (OPTIONAL): All Extra Credit can be turned in throughout the course, but it **MUST** be submitted **NO LATER** than the beginning of the class period on 12/1. **OPTIONS:**

- 1) Attend any campus/community event that is in some way educational, and type up a 1 page, double spaced response.
- 2) & 3) Visit the Writing Center for assistance with your writing. After your visit, type up a half page, double spaced summary for me, describing what you learned from the tutor and what changes you plan to make with your writing as a result of that visit. **(may go twice)** 10 points awarded for each. You may do all three for a possible 30 points total. Throughout the semester, I **MAY** offer the class smaller extra credit, overnight homework assignments, **at my discretion.** But individual students cannot negotiate for more.

LATE WORK: All assignments are to be submitted at the **BEGINNING** of the class period in which they are due unless otherwise stated on the assignment sheet. Please see the course outline for said dates. In the event of an absence, it is expected that you will get your work to me ahead of time or send your assignments with a classmate for submission. IF an absence is “excused”, you may be permitted to make up assignments at the convenience and discretion of the instructor.

*** MIDTERM PORTFOLIO:** if it is not handed in at the beginning of class on its due date, the portfolio grade will be lowered one full letter grade. I will not accept the MIDTERM portfolio if it is more than 3 calendar days late.

*** FINAL PORTFOLIO:** if it is not handed in at the beginning of class on its due date, the student will receive a NC for the course.

REVISION: Revision is on-going throughout the semester. Items submitted in the Midterm portfolio are expected to be further revised before the final portfolio submission. Items in the Final Portfolio cannot be further revised after submission. In-class writings, too, may not be revised. Revisions will not be graded unless the original graded essay is submitted with it. If you choose to revise, **Deep Revision, not just surface editing, is expected.**

EVALUATION: By the end of the course, a student must be writing at a “C” level (or a 70%) and possess the skills competent enough to advance to ENG1002. If there is an extreme discrepancy between in-class and out of class work, I reserve the right to base a student’s grade on in-class work alone. **Keep track of your points. These are NOT found on D2L.**

Students will submit to me a MIDTERM and a FINAL writing portfolio. The portfolios will include ALL process materials including but not limited to: invention, writer’s questions, peer reviews, instructor comments, drafts, and final copies of each writing assignment. Therefore, it is important to keep EVERYTHING. **DO NOT THROW ANYTHING AWAY!** Further directions will be given for each submission. Constant revision throughout the course will strengthen your writing skills. The MIDTERM portfolio will be collected, and feedback will be given for further revision. The writing that is evidenced in the FINAL writing portfolio will be formally evaluated by me in order to determine whether your writing is ready for ENG 1002. A point breakdown is as follows:

ASSIGNMENT (minimum page requirement each)	Individual Points	Cumulative Points		Grading Scale
Midterm Portfolio Essays (9)		100 points	14%	
Writer’s Statement/Q’s (1)	3@ 20 points each	60 points	8.5%	653-725 = A
Conference points	3 @ 25 points each	75 points	10%	580-652 = B
Peer Review Sheets (1)	3 @ 20 points each	60 points	8.5%	508-579 = C
Final Writing Portfolio Essays (7 +)		400 points	55%	507 ↓ = NC
Class Participation/Effort/Enthusiasm		30 points	4%	

COURSE POINT TOTAL: 725 points 100%

<u>Overall Course Scale:</u>	<u>All writing will be assessed analytically according to the following 5 categories:</u>
100-90%=A	Focus
89-80%= B	Development
79-70%= C	Organization
69% and Below=N/C	Style, Grammar, Mechanics, Spelling and Documentation
	Process (evidence of invention, peer editing, revision) and Audience Consideration

Failure to complete all 5 essays, the mid-term portfolio and the final portfolio will result in a grade of N/C for the course regardless of point totals! Likewise, class participation, preparedness, and effort can affect any borderline grade. Feel free to come to me and discuss your work and/or grade anytime.

I will assess all writing according to the “Guidelines for Evaluating Writing Assignments in EIU’s English Department”

Focus	Style, Mechanics, Grammar, Spelling and Documentation
Development	Process and Audience Consideration
Organization	

Note: There is no final examination in ENG 1001. If you are curious, nervous, frustrated, overwhelmed, confused, or just plain ticked, I’m the one to talk to FIRST! Come see me to discuss your work, your grade, or any issue with me anytime.

ATTENDANCE AND LATE POLICY: Since this course involves a great deal of class participation, it is essential that you attend classes and conferences alike. You are expected to attend every meeting, to sign in, and to be on time. Remember, if you are absent you are held responsible for the material covered in your absence. This includes any assignments given or collected. In other words, it is up to you to "get caught up." If tardiness or absences become excessive, your grade will be affected.

I will allow for any properly verified absence. The university recognizes "properly verified absences due to illness, emergency, or participation in an official University activity." **Bring the appropriate documentation to me beforehand, if possible. If not, then bring documentation to me when you return to class. Otherwise, I will NOT accept documentation.** The end of the semester is NOT the time to bring in documentation. By that point, your absences have already been documented as "unexcused".

Note: a document from Health Services merely showing that you were there is NOT "proper verification" for an illness that requires you to miss class.

Proper documentation MUST be DATED and may include:

- ◆ Letter from university activity director
- ◆ Doctor's note describing the nature of the illness and the requirement to miss class/work (i.e. flu like symptoms or some such illness where s/he recommends you NOT be at work or at class).
- ◆ Court documents, police reports, etc. that coincide with class time.
- ◆ ER visit notification that coincides with class time
- ◆ Other documentation accepted at my discretion.

I will allow 3 "unexcused" absences. After 3, you will be given a NO CREDIT for the course.

If you come to class more than 10 minutes late, you have received an unexcused absence.

If tardiness or absences become excessive, do not expect to pass ENG 1001

ADDITIONAL INFORMATION:

- ◆ Make sure that you save your work often (use RTF) and in more than one place to prevent loss of material.
- ◆ Save documents with last name, essay number, and draft number. Example: akins1:1 (last name, essay 1, draft one) -- akins1:2 (last name, essay 1, draft 2) -- akins 2:final (last name, essay 2, final draft) and so on.
- ◆ Whenever you email me, be sure that your subject line has your full name and section number.
- ◆ When you attach a document to an email, be sure that the document itself has full contact information in the upper left hand corner (see MLA page formatting).

WARNINGS:

- ◆ Anyone who is found tampering with classroom equipment or who is found using a university computer for *anything* that is not course-related is subject to course dismissal.
- ◆ Anyone who is using a PERSONAL computer for *anything* that is not course-related **will be asked to leave and will receive one unexcused absence for that class period.**
- ◆ Anyone who is found using a personal electronic device (i.e. ipod, cellular phone, etc.) during class time **will be asked to leave and will receive one unexcused absence for that class period.** Please discretely dismiss yourself from the room if you must use your phone. If you need to take it out to put your assignment into a calendar or to use it for course related tasks, please ask first. Otherwise, I will assume it's unrelated to the class and will not engage in discussion! Be respectful and use common sense.
- ◆ GRADES ARE NOT POSTED. FURTHERMORE, I DO NOT DISCUSS GRADES IN EMAIL. I ENCOURAGE YOU TO COME BY THE OFFICE DURING OFFICE HOURS OR BY APPOINTMENT TO DISCUSS GRADES.
- ◆ USE OF EMAIL: PLEASE CHECK YOUR CAMPUS MAIL EVERY DAY in case I send announcements. If you have a question that is not easily and quickly addressed in an email, your FIRST line of communication is to see me in person. Come by during office hours or set up an appointment. If, however, you have a simple question, unrelated to grades, feel free to email me. I check email at least once a day, every day, including weekends. Typically it is mid-morning and early evening. However, I will not commit to an exact time of day for checking my email. If you do not hear back from me, then see me in person ASAP.
- ◆ At times, I may send out blanket phone texts to students if I need to make last-minute announcements/cancellations/reschedules. Otherwise, do not use my phone number as a means of contacting me.

ACADEMIC HONESTY AND PLAGIARISM: To honor and protect their own work and that of others, all students must give credit to proprietary sources that are used for course work. It is assumed that any information that is not documented is either common knowledge in that field or the original work of that student.

Academic honesty:

- ◆ Documenting all proprietary information that is received from outside sources, including books, articles, websites, lectures, interviews, television, radio, etc.
- ◆ Putting quotation marks around the words that were written or spoken by someone other than oneself.
- ◆ Applying this standard to all assignments (papers, take home exams, presentations, etc.).

Plagiarism:

To present someone else's work or ideas as one's own is plagiarism. A student commits plagiarism by

- ◆ copying, word for word, someone else's writing without putting that passage in quotation marks and identifying the source.
- ◆ taking someone else's writing, changing some of the words, and not identifying the source;
- ◆ taking someone else's ideas or organization of ideas, putting them into his/her own words and not identifying the source;
- ◆ having someone else change the student's writing—a tutor, friend, or relative, for instance—and creating the impression that this is the student's own work; or
- ◆ purchasing or downloading papers or passages from the Web.

The English Department's statement concerning plagiarism is this: 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 assignment of a grade of F for the assignment and a grade of F for the course, and to report the incident to the Judicial Affairs Office. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.

Eastern Illinois University is committed to the learning process and academic integrity that is defined in the Student Conduct Code (1.1). To encourage original and authentic written work, any written assignment created in this course may be submitted for review to Turnitin.com and will become a searchable document with the Turnitin-protected and restricted use database.

EWP—ELECTRONIC WRITING PORTFOLIO

IMPORTANT FOR GRADUATION: EIU students MAY submit an essay from ENG 1002, a "writing centered" course, for inclusion in a university-required electronic portfolio. **Either Essay 1 or Essay 2 may be submitted. The deadline for submitting the essay to the EWP for this section of 1002 is NO LATER THAN WEDNESDAY, MAY 6th 1:00pm.** See me or your academic advisor if you have questions. Submission forms, as well as other information about the Electronic Writing Portfolio, are available at <http://www.eiu.edu/~assess>

RESOURCES

INFORMATION FOR STUDENTS WITH DISABILITIES: If you have a documented disability and wish to receive academic accommodations, please contact the Office of Disability Services at 581-6583 as soon as possible.

WRITING CENTER: I encourage you to use EIU's Writing Center located at 3110 Coleman Hall. This free service provides one-to-one conferences with writing center consultants who can help you with brainstorming, organizing, developing support, documenting your papers, and working with sentence-level concerns. The writing center is open to help any student from any major at any stage of his or her writing process, and its system of one-to-one conferences demonstrates value and respect for individual writers, all of whom can benefit from feedback about their works in progress.

To schedule an appointment, you can drop by the center (3110 Coleman Hall) or you can call 581-5929. The writing center is open Monday through Thursday, 9 a.m. to 3 p.m., and 6 p.m. to 9 p.m. On Friday hours of operation are 9 a.m. to 1 p.m.

THE STUDENT SUCCESS CENTER: Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (<http://www.eiu.edu/~success>) for assistance with time management, text taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to 9th Street Hall, Room 1302

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 1 4 0	AUG 24	25 IN CLASS: Course Overview, Syllabus and Outline. For 16 TH : Get ALL course materials.	26	27 IN CLASS: Diagnostic Goals Writing (in-class NON revisable)	28
3 2 1 0	31	SEPT 1 FOR CLASS: Have Read: <i>Contemporary Reader</i> Introduction p.1-44 TAKE NOTES AS YOU READ! <i>Faigley</i> Ch 1 p. 4-17 TAKE NOTES AS YOU READ!	2	3 IN CLASS: Lecture Rhetorical Context	4
3 1 4 0	7 Labor Day NO CLASS	8 In Class: Write ESSAY #1: Rhetorical Context Essay Introduce Essay #2 Homework: Invention Essay 2	9	10 Essay #2 Continued	11
3 2 1 0	14	15 Essay #2 Continued Sign up for Conferences	16	17 FOR CLASS: REVISED DRAFT EXPRESSION DUE IN CLASS: Peer Groups Homework: Peer Review	18
3 1 4 0	21 CONFERENCES: Essay 2	22 NO CLASS CONFERENCES: Essay 2 Homework: Revise after conference. DO WRITER'S STATEMENT and file it with essay items.	23 CONFERENCES: Essay 2	24 FOR CLASS: Have Read: Faigley Chapter 8 IN CLASS: Submit Peer Review you did for a classmate. Introduce Essay #3	25
3 2 1 0	28	29 Essay #3 Sign up for Conferences	30	OCT 1 Essay #3	2 CONFERENCES: Essay 3
3 1 4 0	5 CONFERENCES: Essay 3	6 NO CLASS CONFERENCES: Essay 3 Homework: Revise after conference. DO WRITER'S STATEMENT	7 CONFERENCES: Essay 3	8 FOR CLASS: REVISED DRAFT EXPOSITION DUE Bring your completed Writer's Statement with your draft. IN CLASS: Peer Groups Homework: Peer Review	9
3 2 1 0	12	13 FOR CLASS: BRING FAIGLEY AND PRENTICE HALL IN CLASS: MID-TERM PORTFOLIOS DUE @ BEGINNING OF CLASS Submit Peer Review you did for a classmate. BEGIN ESSAY 4	14 OFFICIAL MID-TERM	15 IN CLASS: Continue Essay 4	16 Fall Break NO CLASS

3 1 4 0	19	20	21	22	23
		IN CLASS: Essay 4 SIGN UP FOR THURSDAY		NO CLASS: TOPIC CONFERENCES THROUGHOUT THE DAY	TOPIC CONFERENCES
3 2 1 0	26	27	28	29	30
		IN CLASS: Essay 4.		IN CLASS: Have Readings and Concepts done for homework check. Homework: Research	
3 1 4 0	NOV 2	3	4	5	6
		IN CLASS: Lecture Appeals Homework: Appeals, Draft, Research. Bring <i>PH</i> and <i>Faigley</i> Thursday.		IN CLASS: Lecture -Bring <i>PH</i> and <i>Faigley</i> Sign up for Conferences	
3 2 1 0	9	10	11	12	13
		IN CLASS: Lecture Homework: DRAFT		NO CLASS CONFERENCES: Essay 4 Homework: Revise after conference. Do Writer's Statement	
3 1 4 0	16	17	18	19	20
	CONFERENCES: Essay 4	NO CLASS CONFERENCES: Essay 4 Homework: Revise after conference		FOR CLASS: REVISED DRAFT PERSUASIVE DUE Bring your completed Writer's Statement with your draft. IN CLASS: Peer Groups Homework: Peer Review	
	23	24	25	26	27
			THANKSGIVING		
			BREAK		
3 2 1 0	30	DEC 1	2	3	4
		FOR CLASS: All Extra Credit DUE Submit Peer Review that you did for a classmate. IN CLASS: Draft Essay #5		IN CLASS: Revise Essay #5:	
3 1 4 0	7	8	9	10	11
	Today's office hours are: 1-2pm if anyone has questions prior to tomorrow's submission	Last Class Day in 1001 Portfolios DUE Beginning of Class		NO CLASS	
3 0 3 7	14	15	16	17	18
	<u>1001-16</u> PICK UP PORTS IN MY OFFICE BETWEEN 11:15-12:15 TODAY!	<u>1001-33</u> PICK UP PORTS IN MY OFFICE BETWEEN 5:15-6:15 PM TODAY!			