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ENG 1001-011: Composition and Language

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English 1001C: Composition and Language
Spring 1997

Instructor: Tris Ryan
Office: 332 Coleman Hall
Phone: #7011 (office)
E-mail: cftmr
Office hours: 1:30-2:00 T, 5:15-6:15 TR and by appointment

Texts: Axelrod & Cooper, The St. Martin's Guide to Writing, 4th ed.
Hirschberg, One World, Many Cultures, 2nd ed.
Hodges, et al. Harbrace College Handbook, 12th ed.
A standard college-level dictionary.

Other requirements: Two 3 1/2 " disks formatted for IBMs (high density suggested) and a folder in which to keep your drafts.

Course description: English 1001C is a course in the reading and writing of expressive, expository, and persuasive essays. Emphasis is on effective expression, clear structure, adequate development, and documentation of source.

English 1001C is now "technology-integrated," meaning it now involves the use of computers in the classroom--more specifically, Microsoft Word on IBM machines running Windows 95. However, it is not a "computer class," and your computer ability will not be graded. However, to succeed in this class, you must become familiar with the following basic computer functions--saving work to a disk and the server, and printing out work. I will cover these in class. The reason these functions are necessary for success in this class is that excuses for late work, such as "I have a disk error and lost my paper" or "I forgot to save my work" **WILL NOT BE ACCEPTED AS VALID. IT IS YOUR RESPONSIBILITY TO SAVE EACH PAPER TO A DISK, MAKE A BACKUP FILE ON A DIFFERENT DISK, SAVE EACH PAPER TO THE SERVER AND OBTAIN A PRINTOUT AT EACH STAGE OF THE PAPER.** These procedures will vastly reduce the chances of a paper disappearing.

This course will essentially serve as a basis for most, if not all, of your academic writing. What you learn in this class you will find immediately applicable to your other college courses, and many of you will use the skills acquired in this class throughout your future careers.

Clearly, this course is important. It is so important that college policy states that **you must receive a C or better for the course; any course grade lower than a C will be counted as an "NC" (no credit), and must be re-taken.** (Students can receive a D or even an F on individual assignments, however.)

Furthermore, to derive the maximum benefit from this course, it is essential that you attend class. You simply will not know how to do the assignments otherwise. With this in mind, my absence policy is as follows: **more than four unexcused absences will result in grade deduction. For every unexcused absence beyond the four absences you are allowed,**

your course grade will drop a full letter grade. Seven or more unexcused absences will inevitably mean a course grade of NC.

Lateness is another concern. If you are late you will disrupt the class, so please do all you can to arrive on time. **Continually tardy people will receive a formal warning, after which the policy is as follows: two latenesses equal one unexcused absence. Thus, chronic tardiness can lead to grade deduction.**

However, I do realize that legitimate problems arise. These are valid excused absences and latenesses. Call me as soon as you can (hopefully prior to class) if you feel you have a good reason to be absent or late, such as an illness or an emergency.

Course objectives:

The Composition Committee has outlined the following objectives to be pursued in English 1001C:

To write expository and persuasive papers in which paragraphs and words develop a central idea. These papers should involve prewriting strategies for formulating a thesis, methods for planning and drafting a paper, strategies for revision, and a way to edit. These papers should have a beginning, middle and an end. At least one paper should require the use of source materials and reflect principles of documentation.

To write well-developed paragraphs and sentences that are clear, direct, and economical.

To write standard written English that demonstrate principles of preciseness and of suitability to the paper.

Finally, students should develop the skills necessary to become better readers and evaluators, both of their own writing and of source material.

Guidelines for enrollment: Students who have ACT scores of 14 or below, or who have no test scores on file with the university, must pass English 1000 before enrolling in English 1001C.

Grades: This class requires you to write four essays (one written in class) and one research paper. In addition, there will be other in-class writing. Since this is a class involving in-class work on computers, I expect these in-class writings to be done. I will occasionally check your disks and/or your work folder on the server to see that you have kept up with them. If you have not, it will affect your participation grade.

Grades for these five essays will be computed as follows:

- first essay (3-4 page expressive)-100 pts.
- second essay (4-5 page comparison/contrast)-100 pts.
- third essay (4-6 page persuasive)-100 pts.
- fourth essay (2-3 page process analysis)-100 pts.
- fifth essay (7-8 page research)-100 pts.
- participation-100 pts.

A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = 59% or below

You must complete ALL five essays, including planning notes and printouts of your rough draft and final draft, and hand them in, or you will receive an NC for the course. You must also have all papers on a disk.

These essays will be graded in five categories as follows: audience, organization, focus and development, pre-writing (planning) and, lastly, grammar and mechanics.

The participation grade will include participation in class discussions and paying attention, as well as other considerations. Falling asleep in class is the most obvious example of an action that clearly communicates disinterest in class proceedings (if you are ill, be kind to yourself and stay home). And although the new computers can "play" your CDs, doing so during class is not allowed. A tendency to "surf the net" instead of doing required work will also be considered in my evaluation of your participation.

Good news--there is no midterm or final in this class!

Late or missed work: **Late essays will be penalized one full letter grade per class period overdue**, although I will impose a lesser penalty if you have an extremely good reason to hand in a paper late. Do not count on this, however; in the great majority of cases, the policy will stand as it is. You may put a late paper in my mailbox (signed and dated by the secretary).

Writing Center: You have many resources available to you on this campus. One of the best is the Writing Center in room 301 in Coleman Hall. If you need help at any stage of the writing process, take advantage of it. The Writing Center is staffed by graduate students in English, and they can help you with anything from exploring your topic thoroughly to how to correctly use a semi-colon. Appointments can be made, or you can just "walk in." Expect to be referred by me at least once to the Writing Center.

Plagiarism: Eastern Illinois University and the English department take plagiarism (the use of the words or ideas of another without acknowledging that these words or ideas were in fact someone else's) very seriously, as do I. Here is the Department's statement:

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 NC for the course, and to report the incident to the Judicial Affairs Office.

Avoid plagiarism at all costs. See me if you are having any trouble or doubts about what plagiarism is, or if you need help correctly incorporating source materials into your paper.

English 1001C: Composition and Language
Course Syllabus
(This syllabus can be changed if necessary.)

- T, Jan. 14 Introduction to course, syllabus review.
R, Jan. 16 Diagnostic essay.
T, Jan. 21 Computer usage overview.

The Expressive Essay.

- R, Jan. 23 "Black Notebooks" (One World, Many Cultures 347-50).
"On Being a Real Westerner" (St. Martin's 27-30).
"Calling Home" (St. Martin's 36-41).
T, Jan. 28 "Narrating" (St. Martin's 482-91).
Also discussed: rough draft, writing process.
R, Jan. 30 Discuss paper #1 (expressive essay) and appropriate titles.
T, Feb. 4 Work on expressive essay.
R, Feb. 6 Expressive essay rough draft due for writing groups.

The Expository Essay.

- T, Feb. 11 **Expressive essay final draft due, including a printout of rough draft, final draft and all notes.**
Expository essay introduction.
Invention: St. Martin's 430-41.
R, Feb. 13 Exploring a topic, formulating a thesis, writing a draft: Harbrace 355-82.
T, Feb. 18 Comparison/contrast essay: "American Individualism" (St. Martin's 177-81).
"Compare and contrast to develop an idea" (Harbrace 334-36).
Also discussed: paper #2 (comparison/contrast essay).
R, Feb. 20 Exploring a topic, formulating a thesis, writing a draft.
Work on comparison/contrast essay.
T, Feb. 25 Rough draft of comparison/contrast essay due for writing groups.

The Persuasive Essay.

- R, Feb. 27 **Comparison/contrast final draft due, including a printout of rough draft, final draft and all notes.**
"Arguing" (St. Martin's 534-53).
"Fat out of Hell" handout, in-class written response.
T, Mar. 4 "Taking a Position" (St. Martin's 211-42).
R, Mar. 6 Discuss paper #3 (persuasive essay).
T, Mar. 11 Work on persuasive paper.
T, Mar. 13 Work on persuasive paper.

Mar. 17-21 Spring recess

T, Mar. 25 and R, Mar. 27 Conferences--rough draft of paper #3 due.

The research paper.

- T, Apr. 1 **Persuasive essay final draft due, including a printout of rough draft, final draft and all notes.**
"Library Research" (St. Martin's 570-92).
Also discussed: finding sources via the internet.
- R, Apr. 3 Discuss research paper.
- T, Apr. 8 "Using and Acknowledging Sources" (St. Martin's 594-602).
Also discussed: summarizing and paraphrasing.
Continue research paper discussion.
- R, Apr. 10 MLA style: Harbrace 419-41.
Also discussed: evaluating sources.
Work on research paper.
- T, Apr. 15 Continue MLA style discussion.
Work on research paper.
- R, Apr. 17 Discuss paper #5 (process analysis).
Work on research paper.
- T, Apr. 22 and R, Apr. 24 Conferences--rough draft of paper #4 (research paper) due.
- T, Apr. 29 in-class writing: the process analysis essay.
- R, May 1 **Research paper final draft due, including a printout of rough draft, final draft and all notes BY 8:00 PM. NO LATE PAPERS ACCEPTED!**

