

Fall 8-15-2002

# ENG 1001G-004-024-049: Composition and Language

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1001G-004  
-024  
-049

English 1001G—Fall 2002  
Syllabus

Instructor: Janelle Carey  
Office: Coleman Hall 3860  
Office hours: 9:30—11:00 Tues. & Thurs.  
8:30—10:30 Wed.  
Other times by appointment  
Phone: 581-6287 (office)  
345-2994 (home)  
E-mail address: [cfkjc@eiu.edu](mailto:cfkjc@eiu.edu)

Texts for the course: Working With Ideas, Dunbar-Odom  
The Bedford Reader, Seventh Edition, Kennedy, Kennedy & Aaron  
The Blair Handbook, Third Edition, Fulwiler and Hayakawa

Class Policies and Procedures

**Attendance:** Please be clear about this from the beginning: you must attend class on a regular basis if you expect to earn a passing grade for this course. It is impossible to duplicate class discussions and activities for students who are absent. Since students come to a greater understanding of course materials through these class discussions and activities, those who frequently miss class (whether the absence is unexcused or excused) inevitably find themselves at a serious disadvantage when writing papers, taking exams, or completing class assignments. As a consequence, such frequent absences almost always manifest their effect on the final course grade.

**Missed assignments and exams:** Missed assignments and exams may be made up for credit only with a verified excused absence. Health Services will supply you with necessary documentation, which must be presented to me the class period immediately following the absence. If you are ill but do not go to Health Service, you must contact me **before class** during my office hours **on the day of the absence.** (If you have an 8:00 class, feel free to phone me at home between 7:00—7:30 a.m. or in my office between 7:30—7:50 a.m.) Arrangements for making up missed work must be made with me the class period immediately following the absence. If you have a university recognized anticipated absence (academic or athletic activity), please note that you are to submit any work that is due on that date before the anticipated absence. If you need to speak to me about assignments or missed class work, please see me during my office hours; do note, however, that I use office hours to provide additional assistance for work begun in class and not as a time to re-teach material for those with unexcused absences.

**Late papers:** You have ample time for each essay assignment; however, for those of you who have a tendency to procrastinate, please note that essays which are turned in late will lose one letter grade for each class meeting that they are overdue.

**Submitting essays:** All essays should be submitted according to proper MLA format, which may be found in The Blair Handbook, pg. 293. You will need a pocket folder in which to submit your essays for evaluation ( no binders, please). The essay which you select for the greater number of points should be placed on the **right side** of the folder along with **all phases** of the writing process—final polished manuscript on top; planning, rough draft(s), peer and/or instructor comments, revisions and revision assessment sheet—in that order—following. On the left side of the folder, you should place the paper you wish to be evaluated for the fewer number of points. This paper, too, must include—in the following order—planning, rough draft(s) peer and/or instructor comments, and a preliminary revision. **Papers submitted without all phases of the process will be considered incomplete and will thus lose at least one letter grade, depending on how many of the stages of the process are missing.** That means that even though you have your drafts on disk, you must make paper copies of all drafts and include them in your submission folder so that I can see the process of revision from one draft to the next. On the date that they are due, folders should be in proper order and ready for submission when you get to class—**no last minute printing in class.** Please note that a missed conference constitutes a missing stage of the process.

**Course requirement: Please be aware that you must complete and submit all essays (no matter how late they may be) in order to pass the class.** Failure to submit all essays will result in an “NC” (no credit) for the course.

### Grading

During this semester you will write numerous essays along with several shorter, directed assignments and exercises to help build skills and develop style. Grades will be assigned on a point system as indicated by the following chart.

#### Point values for the course:

Sample in-class essay----- 0 points (diagnostic only)

Illustration essay

Comparison /contrast essay

--For the first folder submission, you will choose one of the above two essays to be evaluated for 100 points; the remaining essay will be evaluated for 50 points.

Argumentation essay

Analysis essay

--For the second folder submission, you will choose one of the above two essays to be evaluated for 150 points; the remaining essay will be evaluated for 75 points.

Bulletin Board postings will be worth 50 points total; in addition, we will have several skills-building exercises along with an end-of-semester quiz on these concepts worth 75 points.

The total number of points possible for the course is 500. Grades will be assigned according to the following scale:

450—500 = A

400—449 = B

350—399 = C

349 & below = NC (no credit)

On official transcripts and grade reports, any grade below 350 points will be recorded as “NC” (no credit). Any student receiving “NC” for the course must retake English 1001G before enrolling in English 1002G.

Please keep all returned papers, exercises, and any other graded assignments in a pocket folder so that you will have a ready record of your progress in the course. You can figure your grade in the course at any time during the semester by dividing the number of points you have accumulated by the total number of points possible up to that time; the resulting number will be your percentage total, and grades are calculated on a scale of 90% to 100% equals an “A,” 80% to 89% equals a “B,” etc..

The best news for you—and for me—is that there is neither a mid-term nor a final exam for this course. Gook luck; hope you enjoy the semester.

**\*\*Electronic Writing Portfolio\*\***

Please read carefully the Electronic Writing Portfolio brochure prepared for you by the Center for Academic Support and Achievement (CASA). Remember that you must submit an essay from either English 1001G or English 1002G ("writing centered" courses) to your electronic writing portfolio. I strongly urge you to submit an essay this semester. For information and submission forms, go to <[www.eiu.edu/~assess](http://www.eiu.edu/~assess)> **I will accept submissions through Tuesday, Dec. 10; do not ask me after that date.** When your disk copy and your forms are in order, stop by my office during office hours or immediately before or after class so that I can check your disk and sign the forms. Please don't hand them to me during class and expect me to be responsible for returning them to you the next class period. Your electronic writing portfolio is **your** responsibility; please make sure you understand the requirements and fulfill them in a timely manner.

**Enrollment Reminders**

Students who have ACT scores in English of 15 or below (13 on the old version of the test) or who have no test scores on file with the university must pass English 1000 before enrolling in English 1001G.

and

Successful completion of English 1001G or its equivalent is a prerequisite for enrollment in English 1002G.

**Plagiarism Policy**

Please note the English department's statement concerning 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 the immediate assignment of a grade of 'F' for the assigned essay and a grade of 'F' for the course, and to report the incident to the Judicial Affairs Office."

I shall adhere to this policy throughout the semester.

**Writing Center**

Help is available through the Writing Center in Coleman Hall, room 3110. Students who may need help with a particular writing problem or problems are urged to stop by the center for individual attention. The Writing Center is NOT a proofreading service, however. Do not take an unmarked paper in and expect someone to find all of your errors before you hand in the paper. If you are having difficulty getting started on a particular assignment or if you know you are weak in a particular area, by all means, stop by the center for help. I may, in fact, refer you to the Writing Center if I detect consistent serious errors or weaknesses in your writing. Don't be afraid to ask for help, and do it before it is too late to salvage your grade. Check the notice on the Writing Center door to find operating hours for the current semester.

**Students with Disabilities**

Please note the following information from the Office of Disability Services: "If you have a documented disability and wish to receive academic accommodations, please contact the Coordinator of the Office of Disability Services (581-6583) as soon as possible."

## Course Objectives for English 1001G

These are the guidelines set forth by the English department's Composition Committee:

Students should receive instruction which will enable them to develop

- expository and argumentative papers in which paragraphs, sentences, and words develop **one** controlling idea. These papers should have a beginning, middle, and end. At least one of them should reflect the principles of documentation.
- paragraphs that are discrete, purposeful units within the paper. Where appropriate, paragraphs should be developed by means of examples, details, and illustrations.
- sentence patterns that are direct, economical, free of ambiguity, and structurally appropriate for the ideas expressed.
- standard written English that exemplifies principles of preciseness and of suitability to the purpose of the paper.

English 1001G—Fall 2002  
Course Outline

Please note that reading assignments should be completed **before** the date that they appear on the course outline so that we may discuss them in class on the designated date.

Tues., Aug. 27—Introduction to the course/ Group activity

Thurs., Aug. 29—Questions on syllabus/In-class writing sample

**Illustrating a Point**

Tues., Sep. 3—Reading Assignment: “On Compassion,” pg. 145  
“Black Men and Public Space,” pg. 168  
(Both readings from The Bedford Reader)  
Discuss reading assignment, planning process, thesis statements

Thurs., Sep. 5—Drafting period for first essay; introduction to WebCT

Tues., Sep. 10—Writing effective introductory and concluding paragraphs

Thurs., Sep. 12—Making paragraphs more concrete; 1<sup>st</sup> Bulletin Board Assignment

Tues., Sep. 17—**Bring 4 print copies of your essay to class for peer evaluation session**

Thurs., Sep. 19—Revision work period; drop draft of essay on desktop

**Comparing and Contrasting**

Tues., Sep. 24—Reading assignment: “Two Views of the River”  
Student poem  
“Faces of the Sky”  
(All readings found on WebCT under Course Contents)  
Discussion of readings and rhetorical mode/ assignment of topics

Thurs., Sep. 26—Initial responses to 1<sup>st</sup> Bulletin Board assignment due by the end of the day

Tues., Oct. 1—Drafting period; drop draft on desktop

Thurs., Oct. 3—Tues., Oct. 8—conferences/Last day to post responses to 1<sup>st</sup> Bulletin Board assignment

**Arguing a Position/Documenting sources**

Thurs., Oct. 10—Submit folders at beginning of class period; begin discussion of effective argumentation  
Reading assignment: Selected essays from Working With Ideas

Tues., Oct. 15—Drafting work period

Thurs., Oct. 17—Work period

Tues., Oct. 22—Documenting sources properly

Thurs., Oct. 24—Varying sentence structure

Tues., Oct. 29—Revision session/ drop draft of essay on desktop

**Analyzing Character Traits/Researching and documenting sources**

Thurs., Oct. 31—Reading assignment: autobiography and/or biography selected early in the semester plus additional source material as outlined on assignment sheet

Discussion of principles of analysis

2<sup>nd</sup> Bulletin Board Assignment

Tues., Nov. 5—Sentence combining exercise

Thurs., Nov. 7—Sentence sense exercise

Tues., Nov. 12—Drafting work session

Thurs., Nov. 14—Peer evaluation session/Initial postings for 2<sup>nd</sup> Bulletin Board assignment due

Tues., Nov. 19 & Thurs., Nov. 21—conference periods

**THANKSGIVING BREAK**

Tues., Dec. 3—Final revision session

Thurs., Dec. 5—Submit folders at beginning of class period; review principles of sentence sense/Last day to post responses to 2<sup>nd</sup> Bulletin Board assignment

Tues., Dec. 10—Sentence sense exam

Thurs., Dec. 12—Last class day; return folders and exams



## **Policies and Procedures for the ETIC (English Technology- Integrated Classroom)**

We will alternate our class time--from week to week-- between CH 3140 (classroom) and CH 3210 (lab). The lab is equipped with Gateway computers which use a version of Microsoft Word 7.0 (Office 97). If you have access to a personal computer which uses a version newer than Microsoft word 7.0 or if you use a program other than Microsoft Word, **you must remember to save your work in Rich Text format in order to be able to work effectively between computers.** For saving your work, you will need at least three pre-formatted IBM-compatible high density diskettes (1.44MB). The main problem that students have is with a disk that has been damaged; consequently, it is imperative that you always make back-up copies of your work, not just a duplicate copy on the same disk but a copy or copies on **separate** disks. **Diskettes should be clearly labeled with your name and appropriate course information.**

The ETIC lends itself well to self-directed work, so frequently during your class periods there you will have time to work on rough drafts, class assignments, final drafts, or other course projects. Note that a few rules do apply. First, there are to be **absolutely no drinks or food** in the lab. In addition, you are expected to work on course assignments; that means you may not use the computers for reading e-mail or browsing the Internet. In short, you must stay on task; failure to do so will result in dismissal from the class. In the event that we need to use class time in the ETIC for instructional purposes, I also expect you to be attentive to lectures or class discussions. In other words, no working on the computers when attention should be directed to the person or persons talking--a simple matter of courtesy, I think.

I'm sure that many of you have more experience with computer use than I do, so I welcome your comments and suggestions. For those of you who are relatively new to computer use, relax and don't be afraid to ask questions. Remember that this class is first and foremost a composition course; the computers are here to serve our needs, not to overshadow our purpose. I hope you enjoy the semester and come away with a sense of confidence in your writing skills.