

Fall 8-15-2011

# ENG 1001G-001-012: Composition And Language

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# English 1001G

## Composition and Language

### Course Outline and Syllabus

1001G-001  
-012

**Bring this syllabus and course schedule to every class so that you may make note of any changes I announce.**

Lynanne Page, Instructor  
3037 Coleman  
jlpage@eiu.edu (When possible, please email me rather than calling my office.)  
Phone: 581-6307  
Office hours: MF 9-10am  
W 9-10am and 2-3pm

#### Required Texts:

Faigley, Lester. *Writing: A Guide for College and Beyond*. 2<sup>nd</sup> ed.

Fowler, H. Ramsey and Jane E. Aaron. *The Little, Brown Handbook*. 11<sup>th</sup> ed.

Goshgarian, Gary. *The Contemporary Reader*. 9<sup>th</sup> ed.

Graff, Gerald and Cathy Birkenstein. *They Say/I Say: The Moves That Matter in Academic Writing*.

#### Course Description:

English 1001G. Composition and Language is a writing centered course in the 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. 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 1001.

#### Course Objectives:

Upon completing English 1001, students should be able to:

- Write informative and persuasive essays clearly and concisely in standard written English;
- Build a cohesive argument and identify arguments in texts;
- Utilize the various forms of argument and avoid logical fallacies;
- Revise essays for clarity, cohesion and style;
- Assist fellow students in their writing and revision;
- Think critically about information in their own environments;
- Select and narrow a topic, write about it using outside sources, and document those sources accurately in MLA style.

## Grading:

Grades on individual assignments will be assigned according to the following scale:

A	90-100%
B	80-90%
C	70-80%
D	60-70%
F	59% and below

Grades for individual assignments will be determined according to the Guidelines for Evaluating Writing Assignments in EIU's English Department (attached). Be sure to read these guidelines fully – they will help you to understand what is expected of your work. **Keep in mind that adequate, average work will receive a C, and excellent work will receive an A.** According to the Internal Governing Policies of the University, grades have the following meanings:

<u>Grade</u>	<u>Description</u>
A	Excellent
B	Good
C	Average

The possible **final** grades for English 1001G are A, B, C, NC and INC. In other words, you cannot pass this course with D-level work. If your grade for the course is less than a C, you will receive an NC for the course and you must then retake the entire course to receive credit. Please remember that your grade for an essay will be determined not just by your final draft, but also by your revision work.

In addition, **you must turn in all major essays** to receive credit for the course. If you fail to turn in one of your essays, you will receive an NC for the course.

Assignments will be accepted for full credit only on the day on which they are due. Late assignments will lose one letter grade for each day they are late. **If you do not have the materials necessary to participate in scheduled in-class activities, you cannot receive points for those activities. For example, if you do not bring the appropriate number of drafts to class on peer review day, you cannot receive points for participating in the peer review and will be asked to leave.**

## Assignments:

Diagnostic	50 pts.
Essay 1	100 pts.
Essay 2	150 pts.
Essay 3	200 pts.
Essay 4	300 pts.
Misc. points and daily assignments	200 pts.
<hr/>	
Total	1000 pts.

**There is no final exam in English 1001.**

**Please note: I do not accept assignments electronically.**

## Attendance Policy:

Attendance is mandatory. *Final course grades will be lowered by one letter grade for each unexcused absence over three.* Absences may be excused for religious holidays and some university events. Also, in *documented, drastic* cases of illness or personal emergency, absences may be excused.

### What to do when you have missed class:

1. Determine whether your absence can be excused. If you provide one of the following forms of documentation, your absence may be excused:

- Receipt from a visit to a doctor's office or health care facility (including EIU Medical Clinic)
- Letter from a doctor
- Program from a funeral
- Letter from faculty advisor documenting your participation in a university-sponsored event
- Program from a service for a religious holiday

If you are experiencing a personal emergency, see me during office hours or at another scheduled time to discuss documentation of the emergency.

2. Contact a classmate to find out what transpired during the class session(s) you missed. *You are responsible for finding out what you missed. Do not email me to ask. I will not respond to such an email. Also, do not take up class time to ask. If you have questions about what transpired in class, you may visit me during office hours or at another time you schedule with me.*

On the slots below, write the names and telephone numbers of three of your classmates whom you may contact when you miss class:

Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

If your contacts prove to be unreliable in documenting what happened in class, it is your responsibility to find new ones. Make plenty of friends in class, and get the names and phone numbers of your Writing Group members.

3. If you have documentation of your absence, bring it to class as soon as you can. You may have to wait a few days to get a receipt from EIU Medical Clinic
4. Write the date of your absence in the appropriate blank on the next page.
5. Remember that you cannot make up points from activities we have done in class, even if your absence is excused.

**Unexcused absence dates:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

*Your final grade for the course will now be one level lower than your overall average*

5. \_\_\_\_\_

*Your final grade for the course will now be two levels lower than your overall average*

6. \_\_\_\_\_

*You can no longer pass the course*

**Excused absence dates:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Appropriate Use of Technology:**

Cell phones must be placed out of sight and must be silent during class. In addition, computers are to be used only for class-related activity. You will be asked to leave class and your absence will be unexcused for the day if you do any of the following:

- Look at or use your cell phone
- Use *any* computer, including your own laptop and the computer provided for you in the lab, for *any* purpose unrelated to the current class discussion or task

**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, and documenting your sources.

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.

**Disabilities:**

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

**Conferences:**

Your success in this course may also depend on your willingness to schedule voluntary conferences. At any point during the semester at which you need help or would like to review your progress in the course, come to my office during office hours. You should also keep careful records of your grades and absences and bring these records to conferences during which you'd like to discuss your grade.

If you are not available during my office hours, I will be more than happy to schedule an appointment for you at another time.

**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” – 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 the Judicial Affairs Office. Respect for the work of others should encompass all formats, including print, electronic, and oral sources. The University also uses TURNITIN to detect instances of plagiarism.

## Guidelines for Evaluating Writing Assignments in EIU's English Department

Grades on written work range from A to F. The categories listed below are based on rhetorical principles and assume intellectual responsibility and honesty. Strengths and weaknesses in each area will influence the grade, though individual teachers may emphasize some categories over others and all categories are deeply interrelated.

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>Focus</b>	Has clearly stated purpose or main idea/thesis quite thoughtfully and/or originally developed within the guidelines of the assignment	Has clearly stated purpose or main idea/thesis developed with some thoughtfulness and/or originality within the guidelines of the assignment	Has a discernible purpose or main idea/thesis which is not very clearly stated and is developed with limited originality and/or thoughtfulness; may have missed or failed to conform to some element of the assignment's guidelines	Has no apparent purpose or main idea/thesis and/or shows little thoughtfulness and/or originality; may not conform to significant elements of the assignment's guidelines	Has no purpose or main idea/thesis; shows little or no thoughtfulness and/or originality; may not conform to the guidelines of the assignment
<b>Organization</b>	Is logically organized but without overly obvious organization devices; has unity, coherence, strong transitions; has well-defined introduction, body, conclusion	Is logically organized; has unity, coherence, competent transitions; has well-defined introduction, body, conclusion	Is organized, but not necessarily in the most logical way; has unity and coherence but may make inconsistent use of transitions; has introduction, body, conclusion, one of which may be weak	Is somewhat organized, but is confusing to readers; shows significant problems with coherence, unity, transitions; no or poorly written introduction, body or conclusion	Is not organized; has little or no coherence and unity; poor or no use of transitions; no or poorly written introduction, body or conclusion
<b>Development</b>	Supports purpose or main idea with abundant, fresh details; details are specific and appropriate; uses sources well when sources are called for in the assignment	Supports purpose or main idea with sufficient details; details are fairly specific and appropriate; uses sources adequately	Supports purpose or main idea with details, but some parts of the paper are inadequately/inappropriately developed or vague	Makes an attempt to use details to develop purpose or main idea but is, for the most part, inadequately/inappropriately developed	Does not develop main idea; may use sources inadequately/inappropriately
<b>Style &amp; Awareness of Audience</b>	Word choices show consideration of purpose and audience; shows thoughtfully and imaginatively constructed sentences; incorporates sources well	Word choices are appropriate to purpose and audience; sentences often constructed thoughtfully and imaginatively; incorporates sources adequately	Word choices are mostly appropriate to purpose and audience; sentences aren't particularly thoughtful or imaginatively constructed; sources may sometimes be awkwardly incorporated	Word choices may be inappropriate to purpose or audience; sources incorporated poorly	Word choices are generally poor; sources are incorrectly or very awkwardly incorporated
<b>Mechanics</b>	Has very few grammatical, spelling and punctuation errors; uses appropriate documentation style correctly when necessary for assignment	Has minor grammatical, punctuation or spelling errors that do not interfere with reading of essay; uses appropriate documentation style correctly	Has some grammatical punctuation and/or spelling errors that occasionally interfere with reading of essay; uses appropriate documentation style but may have some errors	Has grammatical, punctuation and/or spelling errors that make reading difficult; documentation style may be poorly used	Has grammatical, punctuation and/or spelling errors that make reading very difficult; documentation style poorly used
<b>Process</b>	Shows abundant evidence of careful planning and drafting and attention to peer and teacher comments	Shows evidence of careful planning and drafting and some attention to peer and teacher comments	Shows some evidence of planning and drafting, though some drafts may be less considered, and some attention to peer and teacher feedback	Shows only a little evidence of planning and drafting and attention to peer and teacher feedback	Shows little or no evidence of planning, drafting, or attention to peer and teacher feedback



# Electronic Writing Portfolio

## *what you need to know*

### What is the purpose of the Electronic Writing Portfolio?

Effective writing is a goal of Eastern's undergraduate program, and the EWP allows the University to assure that its students are effective writers. The EWP gathers authentic artifacts of students' writing to ascertain that Eastern's students are meeting that goal. Completing the EWP is a graduation requirement of all undergraduate students.



### What does Eastern consider effective writing?

Competent writing at Eastern displays the following skills: establishing and maintaining focus and appropriate voice; organization that enhances presentation of material/ideas; development of ideas supported by details; use of effective sentence structure, syntax, and diction; and the use of correct mechanics.

### What courses are eligible for paper submissions?

Three submissions are required for the portfolio. Submissions may come from any writing-centered or writing-intensive course, or from any other undergraduate course for which you have completed an appropriate writing assignment (see below). Courses designated as writing-intensive or writing-centered are indicated in the catalog.

Only one submission is allowed from any one course. If you submit from ENG 1001G/1091G, you may not submit from ENG 1002G/1092G. Before you submit from any course, it is a good idea to **discuss your plan to submit with your instructor.**

### What kind of papers may be submitted?

- ◆ The paper must be at least 750 words in length (approximately 3 pages).
- ◆ It must be written in standard English.
- ◆ It must be developed in a manner consistent with the demands of the discipline for which it was written.
- ◆ It must contain a coherent writing sample that connects ideas within and between paragraphs. Therefore, lists, lesson plans, and other such documents may not be submitted.
- ◆ Submissions may not be creative pieces, such as poems, short stories, or plays.

### When do I need to submit?

All papers must be submitted the semester a student is enrolled in a course. Students may not submit papers for courses after the semester ends. If you fail to submit a paper from a course from which you planned to submit, you will need to choose a new course for your EWP submission.

You must submit your first two papers by the time you have earned **60 credit hours.** The third and final submission must be submitted by the time you earn **105 hours.**

Center for  
Academic  
Support &  
Assessment

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Room 3001

tel  
217-581-8384

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web  
[www.eiu.edu/  
assess/  
ewpmain.php](http://www.eiu.edu/assess/ewpmain.php)

email  
[ewp@eiu.edu](mailto:ewp@eiu.edu)



## Electronic Writing Portfolio

[www.eiu.edu/assess/ewpmain.php](http://www.eiu.edu/assess/ewpmain.php)

### How do I submit to the EWP?

- ◆ Go to <http://www.eiu.edu/assess/ewpmain.php>.
- ◆ Click on "click here to begin the submission process" under the "Student Submission Information" heading. Instructions are also available here.
- ◆ Enter your EIU login and password. Click "submit." This is the same as your EIU e-mail login and PAWS login.
- ◆ This should take you to the EWP Student: Main Menu page. Click on "Submit a Writing Sample."
- ◆ Select the course from which you want to submit from the drop-down menu.
- ◆ Click the "Upload Writing Sample" button.
- ◆ Click the "browse" button and go to the file you want to submit and click on the file. The file must be one of the following types: Microsoft word (.doc), plain text (.txt), rich text (.rtf), or PDF (.pdf).
- ◆ Click the "open" button. The file location will appear in the "File to Upload" box. Type in a description of the assignment that was given for the paper you are submitting.
- ◆ Click the "validate file" button.
- ◆ Click the "Upload File and Complete Submission" button. You will receive a message that you have successfully submitted a writing sample to the Electronic Writing Portfolio and will be taken back to the main menu.

### How will I know the ratings my papers received?

After you have submitted your document, a notice will be sent to your professor to rate your paper. To check your ratings, log in by following the first 4 steps given under the submission instructions. At the main menu, click on "View Ratings" to see your ratings.

### How will my ratings be used?

Ratings will be used to determine how well you write. Students whose 3 submissions are primarily "superior" will be given a "writes with distinction" designation on their transcript and will receive a congratulatory letter and certificate.

Students who receive a 2 or lower rating will receive an email alerting them to this rating and encouraging them to seek assistance with their writing. Their advisors will receive an alert as well so that they may assist students in improving their writing skills.

### Do I have to submit if I transfer in to Eastern?

**Yes.** Transfer students must submit **3 documents** to the EWP as part of their graduation requirements. Additional time may be needed for transfer students to submit, so leeway will be granted. Students who transfer into Eastern should consult with their advisors concerning their submission plans. It is recommended to submit at least one paper your first semester at Eastern.

### **GOOD PRACTICE:**

***Keep all your coursework electronically until you graduate!***

# Tentative Course Schedule

Shaded weeks in 3210 Coleman Hall (computer classroom); non-shaded weeks in 3140

**Note: Reading assignments are to be completed by the date on which they are listed.**

Week 1	August 22 Introduction to course	August 24 <b>Diagnostic due</b> Introduction to WebCT and Writing Guides	August 26 Visit from Writing Center In-class exercise
2	August 29 Workshop group assignments In-class exercise	August 31 <b>Essay 1 peer review: must bring two copies of your draft. Must be full-length essay.</b>	September 2 Essay 1 draft sentence revision
3	September 5 No classes – Essay 1 Workshops  <b>DON'T FORGET TO ATTEND YOUR SCHEDULED WRITING WORKSHOP. FAILURE TO ATTEND THIS WORKSHOP WILL RESULT IN A DEDUCTION IN DAILY POINTS.</b>  You must bring the following to your writing workshop in order to receive full points: <ul style="list-style-type: none"><li>• Your new draft</li><li>• Your peer review materials</li></ul>	September 7 No classes – Essay 1 Workshops  <b>DON'T FORGET TO ATTEND YOUR SCHEDULED WRITING WORKSHOP. FAILURE TO ATTEND THIS WORKSHOP WILL RESULT IN A DEDUCTION IN DAILY POINTS.</b>  You must bring the following to your writing workshop in order to receive full points: <ul style="list-style-type: none"><li>• Your new draft</li><li>• Your peer review materials</li></ul>	September 9 No classes – Essay 1 Workshops  <b>DON'T FORGET TO ATTEND YOUR SCHEDULED WRITING WORKSHOP. FAILURE TO ATTEND THIS WORKSHOP WILL RESULT IN A DEDUCTION IN DAILY POINTS.</b>  You must bring the following to your writing workshop in order to receive full points: <ul style="list-style-type: none"><li>• Your new draft</li><li>• Your peer review materials</li></ul>
4	September 12 In-class exercise	September 14 <b>Essay 1 final draft due</b> Essay 2 demonstration	September 16 <b>Research Demonstration</b> <b>***Note: Class meets at Booth Library South Entrance (the entrance closest to the clock tower)</b>
5	September 19 Graff pp. 1-47	September 21 <b>Essay 2 sources due – must be printed in full</b>  In-class exercise: Using Source Integration Templates Part I	September 23 Graff pp. 51-97
6	September 26 Graff pp. 101-132	September 28 In-class exercise: Using Source Integration Templates Part II	September 30 In-class exercise

7	<p>October 3</p> <p>In-class exercise</p>	<p>October 5</p> <p><b>Essay 2 peer review: must bring two copies of your draft. Must be full-length essay with all in-text citations and completed works cited page.</b></p>	<p>October 7</p> <p>Demonstration: Essays 3 and 4</p> <p>In-class exercise: Topic Workshop</p>
8	<p>October 10</p> <p>No classes -- Essay 2 Workshops</p> <p><b>DON'T FORGET TO ATTEND YOUR SCHEDULED WRITING WORKSHOP. FAILURE TO ATTEND THIS WORKSHOP WILL RESULT IN A DEDUCTION IN DAILY POINTS.</b></p> <p>You must bring the following to your writing workshop in order to receive full points:</p> <ul style="list-style-type: none"> <li>• Your new draft</li> <li>• Your peer review materials</li> </ul>	<p>October 12</p> <p>No classes -- Essay 2 Workshops</p> <p><b>DON'T FORGET TO ATTEND YOUR SCHEDULED WRITING WORKSHOP. FAILURE TO ATTEND THIS WORKSHOP WILL RESULT IN A DEDUCTION IN DAILY POINTS.</b></p> <p>You must bring the following to your writing workshop in order to receive full points:</p> <ul style="list-style-type: none"> <li>• Your new draft</li> <li>• Your peer review materials</li> </ul>	<p>October 14</p> <p><b>No classes – Fall Break</b></p>
9	<p>October 17</p> <p>No classes -- Essay 2 Workshops</p> <p><b>DON'T FORGET TO ATTEND YOUR SCHEDULED WRITING WORKSHOP. FAILURE TO ATTEND THIS WORKSHOP WILL RESULT IN A DEDUCTION IN DAILY POINTS.</b></p> <p>You must bring the following to your writing workshop in order to receive full points:</p> <ul style="list-style-type: none"> <li>• Your new draft</li> <li>• Your peer review materials</li> </ul>	<p>October 19</p> <p>Handout: Introduction to Writing Arguments</p>	<p>October 21</p> <p><b>Essay 2 final draft due</b></p> <p>Introduction to Writing Arguments con't.</p>
10	<p>October 24</p> <p><b>Essay 3: full-length hard copies of all sources due</b></p> <p>In-class exercise: rhetorical analysis of Essay 3 sources</p>	<p>October 26</p> <p>Essay 4: Outline and Highlighted Sources Demonstration</p> <p>Rhetorical analysis con't.</p>	<p>October 28</p> <p><b>Essay 3 peer review: must bring two copies of your draft</b></p>
11	<p>October 31</p> <p><b>Essay 3 final draft due</b></p>	<p>November 2</p> <p><b>Workshop Groups 1, 2 &amp; 3: Essay 4 Simple "Because" Outline and highlighted sources due in class (see Essay 4 assignment sheet for details).</b></p> <p><i>Groups 4, 5 &amp; 6 do not attend class on this day.</i></p>	<p>November 4</p> <p><b>Workshop Groups 4, 5 &amp; 6: Essay 4 Simple "Because" Outline and highlighted sources due in class (see Essay 4 assignment sheet for details).</b></p> <p><i>Groups 1, 2 &amp; 3 do not attend class on this day.</i></p>



12	November 7  Essay 4 guided drafting: supporting points	November 9  Demonstration on introductions and conclusions for Essay 4  In-class exercise	November 11  In-class exercise
13	November 14  In-class exercise: polishing Essay 4	November 16  <b>Essay 4 peer review: must bring two copies of your draft. Must be full-length essay with all in-text citations and completed works cited page.</b>	November 18  In-class exercise
14	November 21  <b>No classes: Thanksgiving Break</b>	November 23  <b>No classes: Thanksgiving Break</b>	November 25  <b>No classes: Thanksgiving Break</b>
15	November 28  No classes -- Essay 4 Workshops  <b>DON'T FORGET TO ATTEND YOUR SCHEDULED WRITING WORKSHOP. FAILURE TO ATTEND THIS WORKSHOP WILL RESULT IN A DEDUCTION IN DAILY POINTS.</b>  You must bring the following to your writing workshop in order to receive full points:  <ul style="list-style-type: none"> <li>• Your new draft <u>with three examples of each of your target issues from your last workshop already marked and revised, with all in-text citations in place and completed works-cited page attached</u></li> <li>• Your peer review: must bring two copies of your draft</li> <li>• Your peer review materials</li> <li>• <u>Hard copies of your sources</u></li> <li>• <u>Your updated "because" outline</u></li> </ul>	November 30  No classes -- Essay 4 Workshops  <b>DON'T FORGET TO ATTEND YOUR SCHEDULED WRITING WORKSHOP. FAILURE TO ATTEND THIS WORKSHOP WILL RESULT IN A DEDUCTION IN DAILY POINTS.</b>  You must bring the following to your writing workshop in order to receive full points:  <ul style="list-style-type: none"> <li>• Your new draft <u>with three examples of each of your target issues from your last workshop already marked and revised, with all in-text citations in place and completed works-cited page attached</u></li> <li>• Your peer review: must bring two copies of your draft</li> <li>• Your peer review materials</li> <li>• <u>Hard copies of your sources</u></li> <li>• <u>Your updated "because" outline</u></li> </ul>	December 2  No classes -- Essay 4 Workshops  <b>DON'T FORGET TO ATTEND YOUR SCHEDULED WRITING WORKSHOP. FAILURE TO ATTEND THIS WORKSHOP WILL RESULT IN A DEDUCTION IN DAILY POINTS.</b>  You must bring the following to your writing workshop in order to receive full points:  <ul style="list-style-type: none"> <li>• Your new draft <u>with three examples of each of your target issues from your last workshop already marked and revised, with all in-text citations in place and completed works-cited page attached</u></li> <li>• Your peer review: must bring two copies of your draft</li> <li>• Your peer review materials</li> <li>• <u>Hard copies of your sources</u></li> <li>• <u>Your updated "because" outline</u></li> </ul>
16	December 5  In-class exercise	December 7  <b>Essay 4 final draft due</b>  Portfolio review	December 9  1002 Preview