

Spring 1-15-2008

ENG 1000-001: Fundamental English

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English 1000: Fundamental English / Section 001
Course Policy Statement and Syllabus
 Spring 2008

Instructor: Rachel Lutz

MWF 2-2:50 / CH 3120

Office: Coleman Hall 2110

Email: ralutz@eiu.edu

Office Hours: MWF 3-4 or by appointment

Required Texts

- Susan Anker. *Real Writing with Readings*. Bedford/St. Martin's, 2007.
[Please do not remove any pages from textbooks. Each textbook will be checked by instructor at the end of the semester]
- Toby Fulwiler & Alan R. Hayakawa. *The Blair Handbook*, 4th ed.
- Robert W. Funk et al. *The Simon and Schuster Short Prose Reader*

You'll also need an 8 1/2" x 11" spiral-bound notebook for use as a journal in this class.

Goals

The goals of this course are to help improve your writing through practice and instruction in developing and organizing ideas; in using words, sentences, and paragraphs effectively; and in acquiring and perfecting skills for revising and editing your prose.

Course requirements

Attendance at and participation in all class meetings; no pattern of tardiness; completion of all reading and writing assignments on time, including full participation in group activities.

Please note: **Students who accumulate more than four unexcused absences during the semester should not expect to pass English 1000.** (Excused absences are those involving illness, death in the family, and officially approved university activity and accompanied by appropriate documentation. When an absence is excused, students may be permitted to make up assignments at my discretion.)

Assignments

In addition to several in-class writing assignments, you will write **four out-of-class essays**, each of which includes **pre-writing** activities and a series of **rough drafts**. You will complete two of these essays by mid-term and the other two during the second half of the semester.

Your **writing journal** (notebook) will be used for both in-class and out-of-class writing. Some of your journal writing will be assigned; some will be writing that responds to the reading for the

class. You are responsible for saving all written assignments and essays. You will be using this material for assembling **portfolios** of your work to submit for mid-term and for final evaluation. I will require you to keep a **spelling section** in your journal. All out-of-class essay assignments should be typed. In-class essays will be hand-written.

I may assign **additional exercises** based on your specific needs. ALL assignments are important. If you complete the assignments in the planned sequence, you will be much more likely to succeed in this course.

Conferences

You are encouraged to see me for conferences outside of class and to receive extra help in the Writing Center. I may require you to meet with me in conference and to seek tutoring in the **Writing Center**, which is located in **3110 Coleman Hall (581-5929)**. (Call or stop by in advance to make an appointment.)

Grading

English 1000 is graded Credit/No Credit. In order to pass the course, you must earn my recommendation and submit a writing portfolio that earns a pass for the course (see the attached sheet on the portfolio). My recommendation will be based primarily on satisfactory and on-time completion of all reading and writing assignments, including exercises, and on satisfactory class participation. You cannot register for English 1001G until you pass English 1000.

Information for Students with Disabilities

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 Syllabus

This syllabus only covers the first four weeks of class, through the completion of the first paper. This is so that I have the flexibility to tailor this course to your needs as developing writers. For the same reason, items on this syllabus may change. I will provide you with extensions to the syllabus as needed.

Because writing is a process, topics will often be introduced and then reviewed later in the semester. All assignments—readings, essays, revisions, exercises, and so on—are course requirements and must be completed **fully and on time**, meaning that **assignments should be completed and you should be ready to discuss the readings on the date they appear in the syllabus.**

Remember, you should save all written assignments and essays. You will be using this material for assembling **two portfolios** of your writing:

- One small portfolio will be submitted at **mid-term** for the purpose of checking your progress.
- You will submit a second, larger portfolio for **final** evaluation of your performance in the course. (I will provide you with **Portfolio Guidelines** closer to the due dates.)

****BRING YOUR TEXTBOOK TO EVERY CLASS MEETING.**

Week 1 / January 7

Introductions

Diagnostic Essays

January 9

*Purchase notebook and bring to class

*Email instructor

Diagnostic Essays written in class

January 11

*Journal Entry – Write about what you would like to do after graduation.

*Get textbooks from TRS and bring them to class

*Read Anker “How to Find Information in *Real Essays*” xxix-xxxi and
“Keeping a Journal” 40-1

In class, we will discuss the syllabus, course, and the reading in greater detail as well as how to keep a journal.

Week 2 / January 14

*Read Anker Chapter 1 “Reading and Writing in College and Beyond”

*Journal Entry – Describe an exciting moment in your life.

In class, a Writing Center tutor will give us a brief introduction to the center. We will also discuss the reading.

January 16

*Read Anker Chapter 2 “Writing Basics”

In class, we will discuss the reading, do some in-class exercises related to it, and discuss journal entries in groups

January 18

*Read Anker Chapter 9 “Narration”

*Journal Entry – Describe what happened at the most recent party you attended.

In class, we will brainstorm for Writing #1 and continue Chapter 2 Exercises.

NO CLASS ON JANUARY 21st FOR MLK DAY

Week 3 / January 23

- *Read Anker Chapter 3 “Finding and Exploring Your Topic”
- *Read Anker 95-6

In class, we will discuss the reading, do some in-class exercises related to it, and begin to draft Writing #1.

January 25

***First Draft of Writing #1 Due**

In class, we will **peer-review** our drafts and discuss the process of revision.

Week 4 / January 28

- *Read Anker Chapter 4 “Making a Point”
- *Journal entry – Write about the photographs handed out in class.

In class, we will discuss the reading and continue to revise our drafts.

January 30

Final Draft of Writing #1 Due

In class, we will perform self-assessment and assignment reflection.

February 1

- *Read Anker Chapter 11 “Description”
- *Journal Entry

In class, we will discuss the reading and brainstorm for Writing #2 “Description.”

Week 5 / February 4

- *Revisions of Writing #1 Due**
- *Read Anker Chapter 5 “Supporting your Point”

In class, we will discuss the reading and continue to draft Writing #2.

****SYLLABUS TO BE CONTINUED****