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ENG 1001G-003 College Composition I Critical Reading and Source-Based Writing

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Eastern Illinois University

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ENGLISH 1001 College Composition I: Sections 01, 02 & 03
Critical Reading and Source-Based Writing
 FALL 2023

INSTRUCTOR: LEANN AKINS

OFFICE LOCATION:

PHYSICAL OFFICE HOURS:

ZOOM OFFICE HOURS: Come by ZOOM without an appointment

*If you need to meet at an alternate time than those I have listed, please email me in advance with your availability.

EMAIL:

I will check and respond to e-mail between 9 - 9:30am each weekday, M-F.

Of course, you can email me at other times, but when you don't receive an immediate response, you'll understand why. (Example, if you e-mail me at 7pm on Friday, my reply might be sent at 9:20am the following Monday). Don't wait until the last minute to ask questions about work that's due. Instead of not doing the assignment while you wait for me to respond, you should complete it as best you can while you wait. With that said, if you have a question that is not easily and quickly addressed in an email to me, your **FIRST** line of communication is to set up an appointment or drop in for a visit during office hours.

Before emailing me or any professors, read Portwood-Stacer's "How to Email your Professor (w/o being annoying AF)" <https://medium.com/@lportwoodstacer/how-to-email-your-professor-without-being-annoying-af-cf64ae0e4087>

This is a writing course; therefore, I require professionally written correspondences to me, personally. Consider your audience and use appropriate tone and formality. Write in complete sentences. Proofread. Edit before sending. Under no circumstances should you use voice texting in this course. **If I don't answer an email, go back and check whether you had followed the expectations for "Communications" on page 6.** If not, revise the email accordingly and resend.

COURSE DESCRIPTION: ENG 1001G. College Composition I: Critical Reading & Source-Based Writing focuses on informative, analytical, evaluative, and persuasive writing and introduces you to college-level research. The course challenges you to develop sound writing processes, produce cogent writing, strengthen analytical reading skills, and work with sources.

OBJECTIVES/OUTCOMES: Upon completion of this course, you should understand:

- Develop effective writing processes for producing documents
- Produce informative, analytical, evaluative and persuasive prose
- Implement reading processes to evaluate sources
- Adapt written texts to suit the text's purpose, audience, genre, rhetorical situation, and discourse community
- Recognize how to transfer your writing processes, understand rhetorical principles, and obtain genre awareness
- Find appropriate sources through secondary research, including the use of academic databases
- Integrate sources ethically and appropriately using at least one recognized citation style
- Use effective language and delivery skills through speaking opportunities
- Present work in Edited American English

OVERVIEW STATEMENT: You will submit a series of writing assignments designed to help heighten your awareness of some key aspects of writing and develop core skills that we'll revisit throughout the semester. As you write, keep in mind:

- Words Matter: pay attention to language, keywords, concise description/summary.
- Audience Matters: how and what you write is largely determined by your readers
- Context Matters: the circumstances of a text's production illuminate its meanings.
- Writing is Recursive: good writing and clear thinking seldom emerge fully formed.
- Writing is a Process of Discovery: write to think; think to write.
- Analysis is a Method: notice patterns, binaries, and anomalies in a text. Ask "so what?" to explain what's so interesting, revealing, or strange about it.

MINIMUM WRITING REQUIREMENT OF ENGLISH 1001G: 1001 is a Writing Centered course whereby the quality of your writing is the principal determinant of the course grade. The minimum writing requirement is 5,000 words of polished, revised prose (5000 words is roughly equivalent to 20 double-spaced pages) to be completed over the course of the semester. Informal, unrevised writings such as invention work, peer reviews, discussion statements, self-assessments, rough drafts, and such, are in addition to the 5000-word requirement.

REQUIRED TEXTS and TECHNOLOGY NEEDS:

Texts: If you haven't received your textbooks yet, get them now!

Axelrod, Cooper & Carillo. *Reading Critically, Writing Well*. 12th ed. (RC)

Bullock et. al. *The Norton Field Guide to Writing*. 6th ed. (Norton)

Bullock, Brody, and Weinberg. *The Little Seagull Handbook*. 4th ed. (LSG)

Yes, you are really, seriously, no joke, expected to study the material assigned in the textbooks listed above and/or any additional readings I give to you. The reading material is NOT optional. I welcome questions seeking for clarification, but I will not spend time simply reiterating what the textbooks and additional readings that I provide to you say.

Technology Needs: To successfully complete this course, you will need:

- Successful completion of the D2L Student Orientation/Rookie and Veteran courses before the end of Week 1.
- Regular access to computer with reliable internet both in and out of the classroom.
- Daily access to D2L. We will use a range of features, including gradebook, content, and drop box.
- Microsoft Word. You will submit papers as .doc or .pdf files, and I will use reviewing tools (e.g., track changes, marginal comments) to evaluate them. If you do not have Microsoft Word on your computer, you should be able to access a browser version through your university Office 365 account.
- Adobe Reader or Adobe Acrobat. You will need to open and read PDFs.
- Turnitin for formal writing submissions-<https://www.eiu.edu/turnitin/draftcoach.php>

COURSE OVERVIEW: ENG 1001 will help you develop analysis, writing, reading, research and peer editing skills. You will be required to arrive on time and to be actively present for class each session. "Actively present" means engaging with the lectures and classroom discussions, asking questions, posing answers, taking notes, and positively contributing to academic learning - not only your own learning but also your classmates'. You will NOT sleep in class, stare at the ceiling, or play on your phone and expect to pass this course. In the course, you will write often, read selections from the texts, participate productively during home group activities, and complete both informal writings and formal essay writings. You will also adequately prepare and participate in conferences with me when scheduled.

While we meet face to face in the standard classroom regularly, I will rely on D2L for a number of things:

- I will include the Syllabus and the current month's Tentative Course Calendar under its own CONTENT module.
- I will maintain the GRADEBOOK there so that you can always have access to your grade.
- I will oftentimes post copies of course materials for your convenience once they've been issued in the classroom. You may find these modules in D2L under "CONTENT".
- I will use DROP BOX for all formal writing submissions and for some informal assignment submissions.
- I will use the NEWS NOTE feature to maintain communication with all of you outside of class session when needed.

Therefore, before you ask me "What did I miss in class?" or "Can you send me X document?" or "What is your policy on X?" please check D2L for that information first. If you still have questions, then contact me.

HOME GROUPS: Early on, you will be placed with a group of 2 or 3 other classmates. If you need to locate your group members online through D2L, go to the Navigation Bar> Learner Management> GROUP, and you'll see your group number and the names of other members. Throughout the course, when discussions and group activities occur, these classmates will be "your people." They're here to help you stay on track, to help you understand material, to provide feedback on your drafts, and such. Therefore, before you ask me "What did I miss in class?" please check with group members. If they don't seem to know, then tell them to pay more attention ☺ then get in touch with me. If, at any time, you have problems within the group, contact me privately via Panthermail to set up an appointment.

EVALUATION: 700 Points Total

Various instructional materials will be used to help you prepare for graded work: textbook and other supplemental readings, PowerPoints, videos, web links, class discussions, conferences, etc.

By the end of the course, you must be writing at a “C” level (or a 70%) and possess the skills competent enough to advance from ENG1001. I will maintain grades on D2L so that you may access those at your convenience. If you ever have a question about your grade, please set up an appointment or come by during office hours. I do **NOT** discuss grades in the classroom, in the hallway, or in email. **Grades will be derived from the following:**

Formal Essays	500 points = 71.4%	
*Essay Unit 1: Memoir/Reflection	50 points @ 7.1%	* Failure to complete the mandatory writing assignments (those marked with *) will result in a grade of NC (no credit) for the course regardless of point totals. I do not accept late essays without proper documentation according to the University’s excused absence policy. If you submit work late without said documentation, then you will receive a 0. (See p. 5)
*Essay Unit 2: Observation	100 points @ 14.3%	
*Essay Unit 3: Career Profile	100 points @ 14.3%	
*Essay Unit 4: I-Search	100 points @ 14.3%	
*Essay Unit 5: Film Review	100 points @ 14.3%	
*Final Reflection Letter	50 points @ 7.1%	
Peer Review Exercises	50 points (2 @ 25) = 7.1%	

When designated on the course outline, home group members will complete a peer review activity for one other member and follow up to discuss the review. Specific directions for these activities will be given later. **If you do not participate and complete the peer review exercise on time, then you receive a 0.**

Self- Assessment Exercises	50 points (2 @ 25) = 7.1%
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When designated on the course outline, and during the final stage of revision for an essay, you will go through your polished draft one last time before its formal submission. This activity helps you evaluate the content, structure, and editing items prior to submission. Specific directions for these self-assessment exercises will be given later. **If you do not complete the self-assessment exercises on time, then you receive a 0.**

Revision Rounds	50 points (2 @ 25) = 7.1%
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Items originally submitted are expected to have been fully revised already, for revision is ongoing and is an expectation for any work prior to its submission. However, I also have scheduled two rounds of revision process later in the semester. The revision process itself will earn you up to 25 points per round AND the opportunity to raise your grade on a given essay.

- Revision is due on the date specified on the course calendar. **NO LATER!**
- Revision process instructions and activities will be detailed during the appointed time on the calendar.
- **I will not grade a revision unless the original graded document and revision process materials are submitted with it.**
- If you make substantial improvements, your essay grade should improve; however, if you provide a half-hearted revision that doesn’t address the issues of substance that I addressed in comments, you’re likely not to earn a much higher grade on the essay, if a higher one at all, and your 25-point revision grade will suffer as well.
- I expect sound revision strategies. If you want to understand what I mean by “sound revision strategies,” visit: <https://www.eiu.edu/writing/points.php>
- I expect **deep revision**, not just surface editing. For more information about editing and proofreading: <https://www.eiu.edu/writing/tips.php>

Conferences	50 points (2 @ 25) = 7.1%
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As designated on your course outline, you will meet with me in person to discuss the progress of your drafts. There are no scheduled classes for a portion of this time. To earn the possible conference points, you must:

- Bring a completed draft with you
 - Bring a detailed list of questions or concerns that you want to discuss with me
 - Be able to discuss with me anticipated changes and/or revisions made
 - Take notes on any comments I give to you
- ⇒ **If you do not attend or if you are late for the appointment, you receive NO points and NO feedback from me prior to final submission. In this case, I recommend a session with EIU's Writing Center.**
- ⇒ **If you do attend but do not meet the above criteria, then conference points will be deducted.**
- ⇒ **Due to the large number of students/conferences, I cannot allow conferences to be made up and, likewise, will not allow conference points to be made up. NO EXCEPTIONS. It is important that you sign up for a convenient time and then make every possible effort to participate.**
- ⇒ **Please be on time. If I am running late, do not leave. Stay in the student lounge until address the situation.**

Pop Quizzes	Course Points Reduced
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At any time, I can give a “pop quiz.” **If you miss a quiz for any reason or walk in late during a quiz, you cannot make it up, and you lose those points. Missed quiz points will be deducted from your point total at the end of the semester.**

Formal writings will be assessed analytically according to “Guidelines for Evaluating Writing Assignments in EIU’s English Department” for focus, organization, development, style, awareness of audience, mechanics, MLA, and writing process.

Grading Scale

630-700 = A
 560-629 = B
 490-559 = C
 489 ↓ = NC

Overall Course Scale

100-90% = A
 89-80% = B
 79-70% = C
 69% and Below = N/C

Class participation, preparedness, and effort can affect any borderline grade. Feel free to come to me and discuss your work and/or grade anytime. If you become 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 at any time.

Extra Credit: As part of your writing process, you may visit the EIU Writing Center for assistance with any one or all of your formal essay assignments but **PRIOR** to its final submission. When you go, take with you the essay assignment sheet, any process work, and a completed first draft. **In order to get up to 10 points extra credit applied to an individual essay’s grade (Essays 2, 3, 4 and 5 qualify), you will do the following:**

- Label the document and include your name. Place it with your final submission items for the essay.
- Include the date and time you were at the Writing Center and for approximately how long.
- Provide the name of the tutor with whom you worked.
- Discuss the initial goals for the session. It’s good for you to go in with your own goals. Don’t rely on the tutor to set these for you.
- Discuss the outcomes of the session. What did you learn or how did your essay improve as a result of the session?
- Prepare at least three paragraphs--thoughtfully written, well-focused, -organized, and -edited.

ATTENDANCE, ABSENCES, LATE WORK AND EXPECTATIONS:

ATTENDANCE

Even though I do take roll each class session, I do not have an attendance policy that reduces your overall grade based on absences. However, this is a course based on writing where you will be actively composing and collaborating, so a great deal of time working--during class sessions and on your own--is required. When not engaged on a daily basis in this course, the quality of your work will greatly suffer. As a matter of fact, if I see that you have missed two class sessions or assignments in a row without contacting me as to why, then I will contact you to schedule a conference. I want to keep you on track. I may utilize the Early Alert System. (See p.8) **Also, take care of your food, drink, bathroom and phone needs BEFORE the start of class. Because of the disruption, exiting the room is for emergency purposes only or to permanently leave the class session.**

ABSENCES

Please notify me ahead of time if any properly verifiable absences do occur that get in the way of due dates. Properly verifiable absences must be dated, signed, and may include:

- Letter from university leadership (coach, professor, advisor, military officer, registrar, etc.)
- Doctor's note describing the nature of the illness and the requirement to miss classwork or deadlines. If this happens, PLEASE CONTACT THE UNIVERSITY REGISTRAR and notify, officially, all of your professors.
- Court documents, police reports, etc. that coincide with class time and/or due dates.
- ER visit notification that coincides with class time and/or due dates.
- Supervisor note from a volunteer emergency work situation.
- <https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2803&ChapterID=18>
- Other documentation accepted at my discretion.

For more information on EIU's Absence policy: <https://castle.eiu.edu/auditing/043.php>. In the event of an **absence**, it is expected that you will get **any work to me ahead of time**. IF an absence is "excused" and formal documentation has been given, you *may* be permitted to make up assignments at my convenience and discretion.

LATE WORK and EXTENSIONS

I do not accept late work. Most assignments will be submitted to D2L TURNITIN and will be given a date and time for submission. Drop Boxes may be inaccessible after submission. Furthermore, any in-class work must be submitted on time when I designate such, i.e. classroom discussion questions, in-class writings, pop quizzes, group activities/presentations, etc. If you do not meet a D2L due date or if you are not in class when an informal assignment is collected, **then you receive 0 on that item. Remember that all formal essays must be submitted in order to pass the course. See * above**

Submit assignments early to allow for any issues that might arise. Having technology issues is not a valid excuse for late work unless the D2L server is officially inaccessible to all users, myself included. You need to have a backup technology plan for issues that may arise on your end.

Even though I try my best to cross check for accuracy all due dates set on D2L, there can be errors. Notify me via email of the discrepancy and err on the side of caution by using the earliest deadline until I tell you otherwise.

Optional Extension:

You have the opportunity to use one extension on formal essays 2, 3 or 4. If an extension is to be granted, first communicate with me about the situation **at least 4 hours prior to the due date/time**. Early communication can be done via email or during office hours. Once approved, I typically grant a 48-hour extension for the requested late assignment.

EXPECTATIONS

Conduct:

- Be respectful to me and fellow classmates at all times. Cursing, intimidation, lying, and harassment are behaviors that I do not tolerate in my course. Examples of disruptive, disrespectful or inappropriate behavior include (but are not limited to): offensive, rude, or angry language, comments, gestures or other actions; interrupting discussions or lectures; disregarding instructions; sleeping; eating; smoking, vaping, chewing tobacco; texting; ringing or buzzing cell phones; and habitual tardiness. Such behavior is subject to immediate course dismissal as well as documentation with the EIU's Dean of Students.
- Do not plagiarize or use AI to complete your work. (See p.7)

Communications:

Since this is a writing course, I require professionally written correspondences. Use only EIU Panthermail to contact me, not personal email. If you have a question that is not easily and quickly addressed in an email, your **FIRST** line of communication to set up an appointment with me. If, however, you have a simple question, unrelated to grades, feel free to email me. Likewise, **check your campus email and D2L NEWS NOTES every day** to see if there are emails or assignment feedback that you should respond to. You may also set up notifications to be sent to you via email, text message, or Pulse app.

Before emailing me or any professors, read Portwood-Stacer's "How to Email your Professor (w/o being annoying AF)" and follow its guidelines: <https://medium.com/@lportwoodstacer/how-to-email-your-professor-without-being-annoying-af-cf64ae0e4087> Follow these guidelines therein.

- **NO VOICE TEXTING:** Do not voice text *anything* you write in this course, including your emails.
- **SUBJECT LINE:** Whenever you email me, be sure that your subject line **has your full name and section number**. This ensures that I know the email is from a student, and student emails are a higher priority. Also, within that subject line, indicate the topic of the email.
- **ATTACHMENTS:** When sending documents to me, use an attachment in **.pdf or .doc -- attach it** straight from your hard drive. Do not copy/paste documents to emails, do not send photos of items, and do not "share" or send me links to access your document. Often, I am unable to open or link to those items. Place your full contact information in the upper left corner of any attachment (See MLA page formatting).
- **THE EMAIL ITSELF:**
 - Be brief. Succinct, thoughtful messages have the greatest effect.
 - Consider your audience and use appropriate tone and formality. Write in complete sentences. Proofread. Edit before sending. Again, under no circumstances should you use voice texting in this course.
 - Be careful when you use humor and sarcasm; absent the voice inflections and body language that aid face-to-face communication, electronic messages are easy to misinterpret.
 - Avoid repeating what has already been said; needless repetition is ineffective communication.
 - Cite appropriate references whenever using someone else's ideas, thoughts, or words.
 - Proofread and provide a professional closing.
- **NO ANSWER?** If I don't answer an email, go back and check whether you had followed the guidelines of within this section of your syllabus, including the link above. If not, revise the email accordingly and resend.
- **FOLLOW UP EMAILS:** When making follow-up comments, summarize the parts of the message to which you are responding. **If I don't answer an email, go back and check whether you had followed the guidelines of within this section of your syllabus, including the link above. If not, revise the email accordingly and resend.**

Coursework:

- Meet deadlines established for the course.
- In this course, you will use D2L, Microsoft Word, view pdf's, and you may be asked to use features that are new to you. Be willing to look at online tutorials to develop the software skills you need to complete projects effectively. If online tutorials aren't helping, reach out for help.
- Submit a personal sample writing to **EIU's Electronic Writing Portfolio** for either 1001G or 1002G. (See p.7)

Electronics:

- Turn off your cell phone and put it and all unnecessary electronic devices away, including air buds, ear buds, and whatever other devices that will be a distraction. Silence (or whatever) Fitbits, Apple watches, etc. I ask that they be put away, for they are distracting. Please discretely dismiss yourself from the room if you **must** use your phone - this includes texts and calls. 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. Use personal computers **ONLY** when course related. **Anyone who is found using personal electronics for *anything* non-course related or found tampering with classroom equipment/EIU computers in the classroom is subject to course dismissal.**

EWP—ELECTRONIC WRITING PORTFOLIO

IMPORTANT FOR GRADUATION: You MAY submit an essay from ENG 1001, a “writing centered” course, for inclusion in a university-required electronic portfolio. **The deadline for submitting the essay to the EWP for this section of 1001 is NO LATER THAN WEDNESDAY OF FINALS WEEK by 9am, although you may submit any time prior to that date.** 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 <https://www.eiu.edu/assess/ewpmain.php>

ACADEMIC HONESTY, PLAGIARISM, AND THE USE OF AI

The EIU Student Conduct (<https://www.eiu.edu/deanofstudents/conductcode.php>) maintains that “Eastern students observe the highest principles of academic integrity and support a campus environment conducive to scholarship.” Violations of this standard includes “Conduct in subversion of academic standards, such as cheating on examinations, plagiarism, collusion, misrepresentation, or falsification of data.” Thus, you are expected to maintain these principles of academic integrity and conduct. And such violations will be promptly reported to EIU’s Dean of Students. To honor and protect your own work and that of others, you 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 is your own original work.

Academic Honesty, for sake of this course, includes but is not limited to:

- 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, email correspondences, etc.)
- using previously written work from another course. This course requires that you create new and original material.
- avoiding the use of any AI related software to create your work.

Plagiarism, for sake of this course, includes but is not limited to:

- copying another’s writing without putting that passage in quotation marks and identifying the source.
- taking another person’s writing, changing some of the words, and not identifying the source.
- taking another person’s ideas or organization of ideas, putting them into your own words and not identifying the source.
- having another person change your writing—a tutor, friend, or relative, for instance—and creating the impression that this is your own work.
- purchasing or downloading papers or passages from the Web.
- using any form of AI software to create your work.

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 **0** for the assignment and a grade of **F** for the course, and to report the incident to The Dean of Students’ Office. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.”

Artificial Intelligence:

I am committed to the learning process and academic integrity that is defined in the Student Conduct Code mentioned above. To encourage original and authentic written work, formal written assignments created in this course will be submitted for review to Turnitin.com and will become a searchable document with the Turnitin-protected and restricted use database to guard against plagiarism. Furthermore, Turnitin includes an AI detection tool which indicates the amount of qualifying text within the submission that Turnitin’s writing detection model determines was generated by AI. This information may be used, in addition to other evidence, if there are concerns with academic misconduct. It is worth noting again: **you are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT, Grammarly, or Dall-E 2) on assignments in this course.** You are expected to complete each assignment without substantive assistance from others, including automated tools. In a nutshell: **DO YOUR OWN WORK, and CITE THE WORK OF OTHERS!**

SEXUAL HARRASSMENT AND MISCONDUCT

Eastern Illinois University prohibits relationship violence, stalking, sexual assault, sexual harassment, and other forms of sexual misconduct in any of its employment situations or educational programs and activities (see <https://www.eiu.edu/mandatedinformation/assault.php>). It is the responsibility of faculty chairpersons, administrators, and supervisors to inform the appropriate offices about potential instances of sexual harassment. All other faculty and staff are expected to report these incidents as well. Employees who are not required to report include those who work in the Counseling Clinic and Medical Clinic. I encourage you to contact the confidential advisor, located in the Counseling Clinic, who is able to provide support and advocacy, and explore options.

Students who need to file a complaint have multiple options:

1. The University Police Department (UPD) Phone: (217) 581-3212 (911 if an emergency). UPD office is open daily until 4:30pm; officers are on duty 24 hours.
2. The Office of Civil Rights and Diversity -Title IX Coordinator 1011 Old Main Phone: 581-5020 Hours: Open M-F from 8am to 4:30pm, and by appointment.
3. EIU's Dean of Students. University Union –Lower Level Phone: 581-3827 Hours: Open M-F from 8am. to 4:30pm
4. SACIS (Sexual Assault Counseling and Information Services) is our community sexual assault services provider. Webpage: <https://www.sacis.org/> Phone hotline: 1-888-345-2846; office phone (217) 348-5033.
5. Charleston City Police (for incidents occurring off campus): 614 6th Street Phone: [\(217\) 348-5221](tel:2173485221) (911 if an emergency).
6. The Interpersonal Violence Awareness Team's website has more helpful resources and information: <https://www.eiu.edu/sexualassaultresources/>. EIU has an incident reporting form here: https://cm.maxient.com/reportingform.php?EasternIllinoisUniv&layout_id=5.

OTHER STUDENT RESOURCES

INFORMATION FOR STUDENTS WHO NEED ACCOMMODATIONS: If you have a documented disability in need of accommodations to fully participate in this class, please contact the Office of Accessibility and Accommodations(OAA). All accommodations must be approved through OAA. Please stop by McAfee Rm 1272, or call 217-581-6583 to make an appointment. <https://www.eiu.edu/disability/>

WRITING CENTER: I encourage you to use EIU's Writing Center. This free service provides one-to-one virtual 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 a virtual appointment, visit this link: <https://www.eiu.edu/writing/>

THE STUDENT SUCCESS CENTER: If you are having difficulty achieving your academic goals, I encourage you to contact the Student Success Center <https://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 McAfee, Room 1301.

EARLY ALERT SYSTEM: EIU maintains an Early Alert System (EAS) to help you know when you are not performing up to academic standards. Alerts may be given for poor attendance, not turning work in on time, or doing poorly on an assignment or test. EAS staff will contact you to help you find resources to help you be a successful student. Resources may include time management, study skills, test-taking, finding tutors, or other resources related to academic issues. If I see you struggling in the course (especially if you are not logging in daily or are missing due dates, etc.), I will contact you AND/OR I will use the University's Early Alert system, which means your RA (if you live on campus) or someone from the Academic Success Center will try to contact you to offer help. This isn't meant to 'get you in trouble,' but to help you avoid trouble.

VARIOUS RESOURCES FOR STUDENT WELL-BEING: You can find a list of very valuable resources here: [https://www.eiu.edu/fdic/Student%20 Well-Being 26-July-2022.pdf](https://www.eiu.edu/fdic/Student%20Well-Being%2026-July-2022.pdf).

KEY DATES FOR COURSE ADDS/DROPS

As per the 2023/2024 EIU Academic Calendar: <https://www.eiu.edu/registra/academiccalendars.php>

- August 25: Last day to add a class
- September 1: Last day to drop a course with no grade
- September 1: Last day to withdraw from all classes with full tuition and fees refund
- September 18: Last day to withdraw from all classes with 50% tuition and fees refund
- November 3: Last day to withdraw from a class

If you have questions about these deadlines, contact the Registrar (217) 581-3511, (217) 581-3831, records@eiu.edu

ENG 1001 TENTATIVE COURSE CALENDAR IS FORTHCOMING

**PRINT OUT THE TENTATIVE COURSE CALENDAR AND COMPARE IT TO D2L SYSTEM
CALENDAR AT ALL TIMES. IN THE EVENT THERE IS A DISCREPANCY BETWEEN THE TWO,
PLEASE ERR ON THE SIDE OF CAUTION AND CONTACT ME. I TYPICALLY GO BY OUR
PRINTED COURSE CALENDAR RATHER THAN THE D2L SYSTEM CALENDAR.**