

ENC 1101 CLASS POLICIES: FALL 1995

INSTRUCTOR: G. R. Lucas

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OFFICE HOURS: MW 11-12AM & BY APPOINTMENT

HOURS: SEC 0708 MWF 9-9:50 AM, FAO 100N; SEC 0720 MWF 10-10:50 AM, CPR-123

TEXTS:

Gillespie, Sheena and Robert Singleton, eds. *Across Cultures: A Reader for Writers*. 3RD ed. Boston: Allyn and Bacon, 1996.

Ives, David. *All in the Timing*. Dramatist's Play Service: 1994

Kennedy, X.J., Dorothy M. Kennedy, and Sylvia A. Holladay, eds. *The Bedford Guide for College Writers* 3RD ed. Boston: Bedford Books of St. Martin Press, 1993.

COURSE MATERIALS: A spiral-bound notebook for journal entries.

RECOMMENDED: A Collegiate Dictionary.

COURSE OBJECTIVES: The objects of ENC 1101 are to teach students how to write essays that are efficacious, succinct, and interesting, to cite proper support for suppositions, and to increase student confidence in all written forms of discourse. Through various class readings, journal entries, other research projects, and instructed guidance, students will practice and develop integral skills for the communication and inference of ideas both written and verbal. Since ENC 1101 is a Gordon Rule course, a minimum of 6000 words must be written.

COURSE REQUIREMENTS:

**Journal Entries:** Students are required to keep a daily journal. There will be a minimum of 300 words per entry. Journals should be brought to class for occasional, unannounced collection by the instructor. Final journal grade will be based upon style and content. 100

**Seven Essays:** Students will complete seven, polished essays of approximately 800 to 1,000 words each; each essay will be worth 100 points. All essays must be typed and double-spaced using a 12-point font and one-inch margins. A title page consisting of your name, SS#, my name, course name and number, class meeting, and due date is also required. All pages must have your last name followed by the page number in the upper-right-hand corner. Begin numbering the pages *after* the title page. *Staple* each essay with one staple in the left-hand corner. *Kinds* of essays will be assigned, but specific topics will not. You are encouraged to write on what interests you. 700

**Quizzes and Out-of-Class Assignments:** Quizzes and additional assignments will be given periodically, sometimes without foreknowledge; they are based upon lectures and assigned readings and will ask general, simple questions. 100

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### COURSE REQUIREMENTS: (continued)

**Class Participation:** Regular class attendance and active participation in classroom discussion are required. Additional assistance can be obtained from the instructor during office hours or by appointment. 100

### CLASS POLICIES:

**Points:** Grading in this class will consist of a point system, 1,000 being the highest. At the course's completion all points will be totaled and grades will be distributed as follows: A 92%; B 85%; C 77%; D 69%. E.g. an "A" in the course will require 920 points.

**Class Time:** Time in class will be spent on discussion of readings and student essays. Quizzes, practice essays, and lectures are designed to benefit the entire group while personal problems and concerns should be handled during my office hours.

**Plagiarism:** This offense will result in automatic failure of the class and will be pursued to incite the utmost penalty for such dishonesty. Academic falsehood, in any form, will constitute class failure.

**Attendance:** I shall not tolerate repeated absences; no more than three absences (situation pending) will be excused. For each additional absence, 10% will be deducted from final grade. Missed quizzes, *et cetera*, cannot be made up. It is the student's responsibility to discover what was missed in class and any assignments. I can best be contacted in case of contingencies via email.

**Conferences:** There will be a certain amount of time at the end of the semester for *mandatory* student conferences. A sign-up sheet will appear on my door so that you may schedule your appointment to discuss your work and the course.

**Deadlines:** All deadlines for work are final—*no exceptions shall be made!* Work may be turned in early for an evaluation, but late work shall not even be considered. Late work inconveniences me and you.

## ENC 1101 SYLLABUS

- WEEK 1 (AUG 28-SEPT 1): Course introduction. Diagnostic essay. Writing from Recall (Chapter 1). Writing from Imagination (Chapter 5). *Readings*. (Last day to drop/add is 9-1)
- WEEK 2 (SEPT 4-8): No class Monday, Sept. 4. Discussion of Plagiarism. Writing from Reading (Chapter 3). Writing from Conversation (Chapter 4). *Readings*.
- WEEK 3 (SEPT 11-15): Analyzing (Chapter 6). Strategies for Generating Ideas (Chapter 14). Essay #1 Due: Writing from Imagination. *Readings*.
- WEEK 4 (SEPT 18-22): Taking a Stand (Chapter 7). Strategies for Planning (Chapter 15). Essay #2 Due: Analyzing. *Readings*.
- WEEK 5 (SEPT 25-29): Identifying Causes and Effects (Chapter 10). Strategies for Drafting (Chapter 16). Essay #3 Due: Taking a Stand. *Readings*.
- WEEK 6 (OCT 2-6): Strategies for Developing (Chapter 17). Strategies for Revising and Editing (Chapter 18). Essay #4 Due: Identifying Causes and Effects. *Readings*.
- WEEK 7 (OCT 9-13): Introduction to the Library (Chapters 27-30). Bibliography Project. *Readings*.
- WEEK 8 (OCT 16-20): Evaluating (Chapter 9). *Readings*.
- WEEK 9 (OCT 23-27): Writing in Class (Chapter 12). Bibliography Project Due. *Readings*.
- WEEK 10 (OCT 30-NOV 3): Writing About Literature (Chapter 11). Essay #5 Due: Evaluating. *Readings*.
- WEEK 11 (NOV 6-10): Begin *All in the Timing*. No class Friday, Nov. 10.
- WEEK 12 (NOV 13-17): *All in the Timing* continued. *Readings*.
- WEEK 13 (NOV 20-27): Essay #6 Due: Writing About Literature. *Readings*. No class Friday, Nov. 24. (Conference Sign-up sheet posted Nov. 20)
- WEEK 14 (NOV 27-DEC 1): Essay #7: In-class Writing Assignment. *Readings*.
- WEEK 15 (DEC 4-8): *Conferences*.
- WEEK 16 (DEC 11-12): Class Evaluation.