

University of New Mexico-Valencia Campus
English 220-Expository Writing
Course Syllabus

Spring 2016
English 220-501
Expository Writing
Online Course-Blackboard Learn
CRN: 40848 (16-Week Course)
Dates: 1/19/2016-5/7/2016
Technical Support: (505) 277-5757

Dr. Heather Wood
Office Location: A142B
Phone: (505) 925-8514
E-mail: hdwood@unm.edu
Office Hours: M 10:00A-
2:00P, T 12:00P-3:00P, and
by appointment.

Course Description

Welcome to English 220-Expository Writing. This course surveys American Women Writers who have gained prominence in the literary world from 1850 to the present. In this online class, students will practice their critical thinking and expository writing skills while focused on the works of renowned authors like Sandra Cisneros, Ana Castillo, Maya Angelou, Toni Morrison, Joy Harjo, and Maxine Hong Kingston. Poems, stories, and non-fiction essays will be shared and supplemented with audio, video and PowerPoint presentations to fully bring their writings to life. Students will write short analyses of these writers throughout the semester, examining how their works express intersections of race, class, and gender in American society through the 20th Century. Research, composition, exposition and presentation skills will be practiced and developed. Prerequisite: English 101 with a B or better, or English 102 with C or better.

Student Learning Outcomes

Throughout the semester in English 220, students will progress toward the following student learning outcomes:

Analyze Rhetorical Situation: Students will analyze the subject, purpose, audience, and constraints that influence and determine what kind of document (genre) they will write [NM HED Area I Core Competencies 2 and 3].

Find and Evaluate Information: Students will develop research strategies for their rhetorical situation, and then gather information from primary and secondary sources; they will evaluate the sources for quality, validity, and appropriateness for the rhetorical situation [NM HED Area I Core Competency 5].

Compose Documents: Students will develop strategies for generating content, organizing it into a logical structure, and otherwise shaping it to address the needs of their audience within particular disciplines [NM HED Area I Core Competencies 3 and 4].

Present Documents: Students will edit and revise their writing to provide clear meaning and coherent structure; they will use effective document and paragraph structure, documentation and genre conventions, and document design to create a rhetorically complete presentation [NM HED Area I Core Competencies 3, 4, and 5].

Reflection: In reflecting on major writing assignments, students will be able to explain course outcomes and how they have achieved them [NM HED Area I Core Competency 1].

Required Texts and Materials

1. Baym, Nina, and Robert S. Levine, eds. *The Norton Anthology of American Literature*. Shorter Eighth Edition. New York: W.W. Norton and Company, 2013. Print. ISBN 978-0-393-91887-8
2. Access to the Internet, Blackboard Learn, and Microsoft Office Suite (available on UNM-VC computers and at the campus bookstore)
3. UNM NET-ID
4. Flash Drive

Instructor Information

I am available to meet with you during regular office hours for assistance with course-related questions. (See office hours above.) If you cannot meet during these hours, let me know and we can schedule an appointment. I can also be reached by e-mail at hdwood@unm.edu.

Instructor Biography: Dr. Heather Wood has been teaching undergraduate English and Writing for over ten years, motivating her students with a true passion for the written word. Heather teaches all levels of college writing, including English as a Second Language, Developmental English, Rhetoric, Composition, American Literature, and Multi-Cultural Literature. Heather has held previous academic appointments at University of Texas at Dallas, Collin College, Santa Fe Community College, and Dallas County Community College. Her fiction and non-fiction writing has been presented recently at The American Popular Cultural Association Annual Conference, Dallas Institute of Humanities and Culture, Borders Books Poetry in Motion Series, and The Undermain Theatre. She has won several grants, including The Texas Public Educational Grant Award, The Armstrong Fellowship, and the Brettell Travel Grant for Art Historical Research.

Attendance Policy

Regularly logging in and participating in online discussions reveals to the instructor your commitment to the class. Students who fail to log in after the first week of class are dropped to make room for late additions. Blackboard Learn reports each student's log in times and on-line work to the Professor.

Plagiarism

Any form of plagiarism is unacceptable. Plagiarism means using language and/or ideas without acknowledging their source. Plagiarism includes such activities as copying another student's papers or ideas, downloading and turning in papers from the Internet, or copying passages from sources without proper documentation, or rephrasing an author's ideas and presenting them as the student's new, original thoughts. Plagiarism in this course may result in one or more of the following consequences: failure of the assignment, failure of the course, or disciplinary action by the University. To learn how to avoid plagiarism, students can speak to me, consult a tutor, or refer to <http://library.acadiau.ca/tutorials/plagiarism/>.

Equal Access

Pursuant to the American with Disabilities Act (ADA), professors accommodate documented special needs of students on campus. If students have a disability, they should contact Accessibility Services to gain knowledge of the academic support services available to them and to sign the proper documentation for the service. Students are responsible for getting all disability forms to the professor as soon as possible. In fact, proper authorization from UNM Valencia Campus Accessibility Services must be provided within two weeks of the start of the course. The office is located in the Registrar's and Admissions Office on the UNM Valencia Campus and their phone number is (505) 925-8580.

Navigating Your Online Course

Because this class is administered fully online, it is important to have a high level of skill in operating computers. It is not recommended for students with limited computer skills to take an online course. The following tips will help students navigate the course. If you have computer problems, including log in or technical issues call 277-5757. For issues with Blackboard Learn, tutors in the Learning Center can advise you at 925-8907. Please:

- Be familiar with your course syllabus. These documents are located on the Blackboard Learn Course home page. Refer to both documents throughout the semester when you have questions. Feel free to stop by my office hours, as well, for personal attention regarding essay requirements or e-mail for an appointment if the hours do not fit into your schedule.
- Become familiar with Blackboard Learn software. Click on all of the Course Tools to discover what is available to you in your online course. You may want to visit The Learning Center at UNM Valencia Campus if you need additional help learning how to navigate.
- Keep copies of all of your work. Saving all writing is necessary. Learn how to save Word or RTF files to your desktop or a flash drive. If you do not know how to save files, go to The Learning Center or call 277-5757.
- Be proficient in Mail in Blackboard Learn. If you need to send me a message, do the following: 1) click on "Mail" in Course Tools, 2) then click on "Browse for Recipients," 3) choose my name, 4) follow guidelines for writing e-mails (see the section on E-mail Netiquette (see below), and 5) type your message and click on "Send." It is important to send e-mails following the netiquette guidelines and standards of professionalism.
- Create a routine—here is a suggested routine to help you get started.
 1. **Log on!** Lessons open on Monday morning and close the following Sunday night at midnight. On Monday, log in and read the list of assignments for the week. Make sure you have all materials you need to complete the assignments, such as page numbers or links. Jot down due dates and print out assignments.
 2. **Read** the assignments actively, highlighting important ideas. Use any resources (dictionary, thesaurus, etc.) to help you acquire necessary information. Be proactive and disciplined in your study habits.

3. [Log on](#) periodically throughout the week to check course e-mails and review new threaded discussions or blog responses. Watch for new announcements.
4. [Check Discussions](#). If discussions are required, please take these exercises seriously. In responses, respect the opinions of others. Finally, run spell and grammar check on your postings.
5. [Importantly](#), give yourself ample time to submit work well before the deadline. You are allowed to submit work right at 11:59 PM MST, but this practice is very, very risky. For example, computer failures, corrupted discs, and Blackboard Learn outages are no excuse for work that is not submitted on time.

E-Mail Etiquette

E-mails that you write to me during the semester should include professional language, addressed with a subject heading including the type of question you are asking. For example, "Essay 1" would be an appropriate subject heading for a question regarding the first essay. E-mails should also include a salutation. For example, "Dear Professor Wood" would be an appropriate salutation for an electronic message. Be sure to sign your first and last name and proofread your e-mail for grammatical errors. Please avoid text-speak. Learning to write professional e-mails early on is a skill you need as you progress to higher academic levels and career pursuits.

Academic Support

Free tutoring is available at the Learning Resources Center (L Building) on the UNM Valencia Campus. Please call 925-8907 for an appointment. I am also available to help you with individual writing issues during my office hours or by appointment. All students are encouraged to attend.

Assignment Policy

All formal writing assignments must follow MLA format and be typewritten, double-spaced using 12 PT-Times New Roman font. Microsoft Word documents with the file extensions .doc and .docx are the required formats. Other document types do not properly upload.

Required Work and Grading

• Weekly Discussion Posts	200 pts (20%)
• Weekly Expository Writing Assignments	700 pts (70%)
• Final Reflection Paper	100 pts (10%)

There are 1000 points possible. Grades will be determined on a traditional percentage basis, with the appropriate plus or minus sign: 100-90% = A (1000-900 points); 89-80% = B (899-800 points); 79-73% = C (799-700 points); 69-60% = D (699-600); and below = F. You need a "C" (73% or 730 points) to pass this course.

Grading: Rubrics are used to determine whether students meet the learning outcomes of the assignment. Rubrics score areas of student performance that correspond to the learning outcomes above: Rhetorical Analysis, Evaluation of Information, Composition, Presentation, and Reflection.

Score	Grade
93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

Late Policy

All work must be turned in by the due date in this course. No late homework, essays, assignments, or quizzes will be accepted.

Student Privacy

Student privacy is strongly protected by professors at UNM-VC. In fact, a federal statute called FERPA strictly prohibits the instructor or administrators from talking to anyone but the student about his/her progress. If a student has questions about a grade on an assignment or about the final grade for the course, FERPA dictates that the student is the **ONLY ONE** who may speak to the instructor regarding their grades. In sum, parents, relatives, or friends will not be allowed access to information about student performance. There are no exceptions to this policy.

Incompletes: (I) Grade

Incompletes are reserved for extreme circumstances and are rarely granted at UNM-VC. An "I" is assigned if students have completed all of the coursework, but due to some unforeseen emergency (the instructor may ask for documentation concerning the emergency), are unable to complete the Final Essay and Evaluation. Students must complete the work by the end of the following semester, or the University automatically converts the "I" to an "F."

Technical Support

If you have questions about computer-related problems, call 277-5757, M-F, 8:00 am-12:00 noon and M-F, 1:00 pm-5:00 pm MST. Computer technicians are available and happy to help you solve those difficult problems.

Tutorials: If you do not know how to use Blackboard Learn, try one of the tutorials that is linked on our course home page, under Blackboard Help.

Tutors: Tutors are available at The Learning Center, both face-to-face and online, to help you navigate Blackboard LEARN, as well. Call for an appointment: 925-8907.

Classroom Behavior

Though this is an online course, the rules below still govern all behavior at UNM campuses. Please be aware of the UNM Student Handbook policies listed below.

- 1) Students must treat one another and the instructor with respect. Derogatory remarks or name-calling is prohibited.
- 2) Students should not interrupt classroom lectures or discussion with non-related comments.
- 3) Students may discuss complaints about the course with their instructor; however, the students must do so in the proper environment, such as the instructor's office during office hours. Constant complaining in class may result in the student being asked to leave for the day's lesson; continued complaining after the first warning may result in the student being dropped from the course.
- 4) Students should not yell or curse at other students or at the teacher. Class time is a professional learning environment. Obscene language will not be tolerated.
- 5) Sexual harassment will not be tolerated.
- 6) Behavior that threatens the safety of any class member, including the instructor, will not be tolerated. The offending student will be asked to leave for the day and may be dropped from the course. Security will be called. Intoxication, physical assault and or battery, violence, stalking, or threats fall into this category.
- 7) Students must not threaten the instructor concerning their grades. This type of behavior is considered harassment and/or verbal assault. Security will be called.
- 8) If you ever feel unsafe on campus, please call security at (505) 925-8570.
- 9) No food or drink is allowed in class.

Students violating any of these rules will be reported to the Division Head of CHESS and to the Chair of the English Department. Students will be asked to leave the class for the day and will be asked to meet with the instructor and the Chair of the English Department or the Division Head of CHESS concerning the behavior.

Library Contact Information

The UNM Valencia Campus library is an excellent resource for articles and books. Go to <http://www.unm.edu/~unmvclib/> to search remotely (from home). Call (505) 925-8990 to ask for passwords available to UNM students. Leann Weller, the campus librarian, is always available to help students with research issues.

Course Calendar

****Below is the assignment calendar for English 219. Specific assignment instructions as well as additional readings, and/or audio/video tutorials will be furnished on Blackboard Learn.**

NA=Norton Anthology of American Literature

Week 1

Introduction to English 220

Readings: Virginia Woolf, *A Room of One's Own* (Blackboard Learn)

Assignments: Discussion Post, Student Contract & Student Survey

Week 2

Readings: Virginia Woolf, *A Room of One's Own* (Blackboard Learn)
Assignments: Weekly Writing Assignment

Week 3

Readings: Selections by Ana Castillo (Blackboard Learn)
Assignments: Discussion Post & Weekly Writing Assignment

Week 4

Readings: Selections by Ana Castillo (Blackboard Learn)
Assignments: Weekly Writing Assignment

Week 5

Readings: Selections by Ana Castillo (Blackboard Learn)
Assignments: Discussion Post & Weekly Writing Assignment

Week 6

Readings: Selections by Sandra Cisneros (*NA* PP. 1587-1595)
Assignments: Weekly Writing Assignment

Week 7

Readings: Selections by Leslie Marmon Silko (*NA* PP. 1543-1550)
Assignments: Discussion Post & Weekly Writing Assignment

Week 8

Readings: Selections by Julia Alvarez (*NA* PP. 1569-1577)
Assignments: Weekly Writing Assignment

Week 9

Readings: Selections by Gloria Anzaldua (*NA* PP. 1520-1529)
Assignments: Discussion Post & Weekly Writing Assignment

Week 10

Readings: Selections by Joy Harjo (*NA* PP. 1578-1581)
Assignments: Weekly Writing Assignment

Week 11

Readings: Selections by Toni Morrison (*NA* PP. 1401-1416)
Assignments: Discussion Post & Weekly Writing Assignment

Week 12

Readings: Selections by Alice Walker (*NA* PP. 1530-1537)
Assignments: Weekly Writing Assignment

Week 13

Readings: Selections by Maya Angelou (Blackboard Learn)
Assignments: Discussion Post & Weekly Writing Assignment

Week 14

Readings: Selections by Maxine Hong Kingston (*NA* PP. 1506-1515)
Assignments: Weekly Writing Assignment

Week 15

Readings: Selections by Willa Cather (Blackboard Learn)

Assignments: Discussion Post & Weekly Writing Assignment

Week 16

Final Reflection Paper

Note** Additional Weekly Readings and Multi-Media May be Added on Blackboard Learn (Please Check Assignment List Online Every Monday for Supplemental Materials)