

**University of New Mexico-Valencia Campus**  
**English 110: Accelerated Composition**  
**Spring 2017 Syllabus**

Course: ENGL 110 505  
Days: Tuesdays and Thursdays  
Time: 10:30 AM – 11:45 AM  
Rm. C113

Instructor: Dr. Natalie Kubasek  
Email: [nkubasek@unm.edu](mailto:nkubasek@unm.edu)  
Office Hours: 12:00 PM – 1:30 PM  
Tuesdays and Thursdays

**Course Description**

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Welcome to English 110: Accelerated Composition. To succeed in college and beyond, students need to become agile writers who can adapt their writing to a wide variety of audiences, contexts, purposes, media, and technologies. In the world at large, students will need to analyze new situations and respond to them with appropriate and effective written communication. This course helps teach students how to communicate for a variety of audiences. Instead of teaching one right way of writing, the course makes students flexible writers who can transfer what they've learned in English 110 to new contexts and new genres. A variety of modes may be utilized within this course, including: Academic Essays, Blog Posts, Book Reviews, Annotated Bibliographies, PowerPoint Presentations, Videos, Podcasts, Websites and more.

**Student Learning Outcomes**

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Throughout the semester in English 110, students will progress toward the following student learning outcomes:

Rhetorical Situation and Genre

A. Analyze, compose, and reflect on arguments in a variety of genres, considering the strategies, claims, evidence, and various mediums and technologies that are appropriate to the rhetorical situation

Writing as a Social Act

B. Describe the social nature of composing, particularly the role of discourse communities at the local, national, and international level

Writing as a Process

C. Use multiple approaches for planning, researching, prewriting, composing, assessing, revising, editing, proofreading, collaborating, and incorporating feedback to make your compositions stronger in various mediums and using multiple technologies

Grammar and Usage

D. Improve your fluency in the dialect of Standard Written American English at the level of the sentence, paragraph, and document

E. Demonstrate competency in: sentence fragments, run-on sentences, and comma splice errors; parallel structure; parts of speech; verb tense shifts; pronoun errors; punctuation/apostrophes; and subject-verb agreement.

### Reflection

F. Evaluate your development as a writer over the course of the semester and describe how composing in multiple genres and mediums using various technologies can be applied in other contexts to advance your goals

### Research

G. Use writing and research as a means of discovery to examine your personal beliefs in the context of multiple perspectives and to explore focused research questions through various mediums and technologies

H. Integrate others' positions and perspectives into your writing ethically, appropriately, and effectively in various mediums and technologies

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### **Library Information Literacy Outcomes**

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1. Students will access Libros library database software and find a book relevant to the writing project. Students will learn how to skim the book and find quotations that are both relevant and appropriate for the paper.
2. Students will be able to identify what type of database source they have found, e.g. magazine, journal, newspaper, website.
3. Students will write a correctly formatted Works Cited page.
4. The UNM Valencia Campus library contact info is: <http://valencia.unm.edu/library/> and (505) 925-8990.

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### **Required Texts and Materials**

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- Kirsznner, Laurie G., and Stephen R. Mandell. *Practical Argument*. Short 2<sup>nd</sup> Edition. Boston: Bedford / St. Martin's, 2015. (ISBN-13: 978-1457683886; ISBN-10: 1457683881)
- Hacker, Diana. *A Pocket Style Manual*. 7<sup>th</sup> Edition. Boston: Bedford / St. Martin's, 2015. (ISBN-13: 978-1-4576-4232-6; ISBN-10: 1-4576-4232-8)
- Access to Internet, Blackboard Learn, and Microsoft Office (available on UNM-VC computers).
- UNM e-mail address.
- Flash Drive.

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### **Attendance Policy**

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Attendance will be taken at the beginning of class. Missing class is not an excuse for being unprepared. If you are absent, it is your responsibility to keep up with reading, get class notes from a fellow student, and /or see me if you have questions about the material. Students who miss the first week of classes will be dropped. Students who miss more than 4 classes will be dropped. Two instances of arriving 10 minutes after class starts counts as an absence. Excused absences include documented hospitalization or other documented, unexpected extreme emergencies. If excessive absenteeism that falls under the purview of "excused absences" continues, I reserve the right to drop students from the course. Please note: doctor's appointments, child-care, court dates, and job scheduling conflicts do not count as excused absences.

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### **Tutoring**

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Free tutoring is available at the Learning Center (505) 925-8907 <http://www.unm.edu/~tutor/>. Writing Lab tutoring sessions are scheduled weekly for all English classes. Students may receive up to 30 points (5 points each session) for attending tutoring sessions or Writing Labs.

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### **Plagiarism**

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Any form of plagiarism is unacceptable and the paper in question will receive a failing grade. 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 outside sources without proper documentation. Plagiarism may also result in failure of the entire 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/sites/default/files/library/tutorials/plagiarism/>.

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### **Classroom Behavior**

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While I do not expect problems when working with adult learners, these policies ensure a safe and productive classroom environment. The following policies are listed in the University of New Mexico Student Handbook.

- 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.

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### **Title IX Statement**

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In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see page 15 -<http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity ([oeo.unm.edu](http://oeo.unm.edu)). For more information on

the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

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### **Computer and Technology Policies**

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Students must arrive at class on the scheduled class time with materials and a flash drive in hand. Save your work often and have a back-up file so as to avoid losing your work. Using computers during class time for entertainment, social networking, or personal e-mailing is strictly forbidden. Students who violate this policy will be asked to leave and counted absent for the day. The same rule applies for cell phones. Cell phones must remain off and stored away from work areas. No texting or phone calls are allowed. Be prepared to dedicate this hour and fifteen minutes exclusively to English.

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### **E-Mail Etiquette**

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In general, 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 Kubasek" 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 further career pursuits.

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### **Equal Access**

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Pursuant to the Americans with Disabilities Act (ADA), students with documented special needs will be accommodated in this course. Students with disabilities should visit Accessibility Services to obtain an Equal Access form, which needs to be sent to the professor within the first two weeks of class. The contact information for the Student Services Office is (505) 925-8560 and <http://www.unm.edu/~vcadvise/equalaccess.htm>.

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### **Academic Support**

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Free tutoring is available at the Learning Resources Center (L Building). 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. Students who regularly seek tutoring usually see a great improvement in their grades.

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### **Assignment Policy**

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This semester, we will practice following MLA, APA, and Chicago Manual Style. Unless otherwise specified, all formal writing assignments must be typewritten, double-spaced in a 12pt, Times New Roman font. Essay length requirements are 750-1000 words each, or 3-4 pages. MLA, APA and Chicago Manual Style specifications are clearly laid out in Diana Hacker's *Pocket Style Manual*.

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### **Required Work and Grading**

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• 4 Major Essays: 100 points each	400 pts	(40%)
• Daily Writing Assignments & Quizzes	200 pts	(20%)
• Grammar Exam	100 pts	(10%)
• Grammar Presentation	50 pts	(5%)
• Portfolio	250 pts	(25%)

There are 1000 points possible in the course. Grades will be determined on a traditional percentage system, 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.

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

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### **PowerPoint Grammar Presentation**

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In groups, students will be responsible for presenting a grammar presentation on one of the following features of grammar and mechanics: 1) fragments, 2) comma splices/run-on sentences, 3) pronoun reference, 4) point of view, 5) capital letters and italics, 6) commas, 7) apostrophes, 8) pronouns, or 9) parallelism. Students should deliver a professional presentation to the class (no longer than 10 minutes) that defines their assigned term. Before students present, we will go over the features of successful presentation, and I will do the first presentation on Commonly Confused Words to demonstrate what I'm expecting.

Presentations cannot be made up; if you or a member of your group is absent, the absentee will not receive the points for the assignment. Make sure that everyone has copies of the presentation so that you can still present if one group member is absent.

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### **Participation**

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Participation is mandatory in this course. Participation means actively participating in your education, including class discussions, in-class writing workshops, and other exercises. Make sure to bring course materials and take notes during every class meeting. In the case of absence, in-class writing assignments cannot be made up regardless of the reason.

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### **Peer Review Workshops**

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Built into our schedule are peer review workshops intended to help you get used to constructively evaluating your peers' work through brainstorming, questioning, group

discussions, and other class exercises. To receive credit for a workshop, students must be present, actively participating, and producing work.

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### **Final Portfolio**

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A final portfolio of student work is required in this course. It is judged by a panel of UNM-Valencia professors. The portfolio includes a collection of essays and the professor will provide the guidelines to students ahead of time. Please keep a copy of all graded work and rubrics for this purpose. Part of the portfolio grade is based on revision abilities. Panel graders look to see whether students have responded to instructor comments and whether students have made substantial changes. The panel graders will determine student readiness for English 120, based on the portfolio. Students must receive a 73% or higher overall grade in the course in order to pass English 110. A final note about “Incompletes”—this grade is rarely given as it is reserved for students who have completed all of the coursework, but due to some unforeseen emergency, is unable to complete the Final Portfolio.

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### **Student Privacy**

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Student privacy is strongly protected by professors at UNM-Valencia. 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. All other outside requests for information release must be sent to and approved by the UNMVC registrar: (505) 925-8580.

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### **Technical Assistance**

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If you have questions about computer-related issues, please call (505) 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. For Blackboard Learn Assistance click on the tab entitled, “How to use Learn,” which is located on the left-hand menu bar of our course page.

## **Class Schedule**

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- The class schedule is a tentative schedule of topics and assignments. The professor reserves the right to make changes, add assignments, or delete assignments from this syllabus. Changes will be announced in class. Regular attendance is crucial for success in this course.
- All assignments must be read and completed by the date indicated.
- Please bring all class materials to each meeting date, as well as a flash drive.
- For computer-related issues, call 277-5757.
- The following abbreviations are used to identify our texts:
  - *PA* = *Practical Argument*
  - *APSM* = *A Pocket Style Manual*

### Week 1

#### **Tuesday, January 17, 2017**

CLASS TOPICS: Introduction to the course; Writing Diagnostic

HW: Read Chapter 1: "The Four Pillars of Argument" (*PA* 19-27)

#### **Thursday, January 19, 2017**

CLASS TOPICS: Overview of Blackboard Learn; Sign up for Grammar Presentations; Tips for Successful Presentations; Grammar Presentation: Commonly Confused Words; Review of the Four Pillars of Argument

HW: Read Chapter 3: "Decoding Visual Arguments" (*PA* 75-87) and Chapter 4: "Read Chapter 4: "Writing a Rhetorical Analysis" (*PA* 90-105)

### Week 2

#### **Tuesday, January 24, 2017**

CLASS TOPICS: Grammar Presentation: Fragments; Rhetorical Situations and Ethos, Pathos, Logos; Review Instructions for Essay #1: Rhetorical Analysis

HW: Read Chapter 2: "Thinking and Reading Critically" (*PA* 53-73) and Blackboard Post #1 (Deadline for submission on Blackboard is Wednesday, January 25 at 11:59 P.M. NO LATE SUBMISSIONS ACCEPTED)

#### **Thursday, January 26, 2017**

CLASS TOPICS: Grammar Presentation: Comma Splices/Run-Ons; Brainstorming and Writing Effective Thesis Statements; Writing Center Orientation

HW: Read Chapter 7: Planning, Drafting, and Revising an Argumentative Essay" and Blackboard Post #2 (Deadline for submission on Blackboard is Monday, January 30 at 11:59 P.M. NO LATE SUBMISSIONS ACCEPTED)

REMINDER: Please bring to class on Tuesday, your copy of *A Pocket Style Manual*

### Week 3

#### **Tuesday, January 31, 2017**

CLASS TOPICS: Using and Citing Quotations in MLA Style; Creating an MLA Style Works Cited List

REMINDER: Please bring to class on Thursday a typed and completed draft of your introduction paragraph, at least three body paragraphs with quotes, and Works Cited entries

**Thursday, February 2, 2017****PEER REVIEW WORKSHOP #1**

HW: Essay #1 Due on Blackboard no later than 11:59 PM on Monday, February 6, 2017 (NO LATE SUBMISSIONS ACCEPTED); Read Chapter 12: "Definition Arguments" (PA 398-405)

Week 4**Tuesday, February 7, 2017**

CLASS TOPICS: Instructions for Essay #2: Definition Argument; Developing Extended and Operational Definitions; Brainstorming Topics for Essay #2

HW: Read Chapter 9: Summarizing, Paraphrasing, Quoting and Synthesizing Sources (PA: 313-318); Blackboard post #4 (Deadline for submission on Blackboard is Wednesday, February 8 at 11:59 P.M. NO LATE SUBMISSIONS ACCEPTED)

**Thursday, February 9, 2017**

CLASS TOPICS: Grammar Presentation: Pronoun Reference; Summarizing vs. Paraphrasing

HW: Read Chapter 9: Summarizing, Paraphrasing, Quoting and Synthesizing Sources (PA: 319-327) and Blackboard Post #5 (Deadline for submission on Blackboard is Monday, February 13 at 11:59 P.M. NO LATE SUBMISSIONS ACCEPTED)

Week 5**Tuesday, February 14, 2017**

CLASS TOPICS: Grammar Presentation: Point of View; Quoting and Synthesizing

HW: Blackboard post #6 (Deadline for submission on Blackboard is Wednesday, February 15 at 11:59 P.M. NO LATE SUBMISSIONS ACCEPTED)

**Thursday, February 16, 2017**

CLASS TOPICS: Grammar Presentation: Capital Letters and Italics; Organizing Evidence Paragraphs and Strategies for Refuting the Opposition

REMINDER: Please bring to class on Tuesday, your copy of *A Pocket Style Manual*

Week 6**Tuesday, February 21**

CLASS TOPICS: Using and Citing Quotations in APA Style; Creating an APA Works Cited List

REMINDER: Please bring to class on Thursday a typed and completed draft of your introduction paragraph, at least three body paragraphs with quotes, and Works Cited entries

**Thursday, February 23****PEER REVIEW WORKSHOP #2**

HW: Essay #2 Due on Blackboard no later than 11:59 PM on Monday, February 27, 2017 (NO LATE SUBMISSIONS ACCEPTED); Read Chapter 13: "Causal Arguments" (PA 439-451)

Week 7

**Tuesday, February 28, 2017**

CLASS TOPICS: Instructions for Essay #3: Causal Arguments; Cause and Effect Relationships; Brainstorming topics for Essay #3

**Thursday, March 2, 2017**

LIBRARY DAY (location TBA)

HW: Read Chapter 5: "Understanding Logic and Recognizing Logical Fallacies" (PA 114-126) and Blackboard Post #7 (Deadline for submission on Blackboard is Monday, March 6 at 11:59 P.M. NO LATE SUBMISSIONS ACCEPTED)

Week 8

**Tuesday, March 7, 2017**

CLASS TOPICS: Grammar Presentation: Commas; Deductive Reasoning and Syllogisms  
HW: Read Chapter 5: "Understanding Logic and Recognizing Logical Fallacies" (PA 126-136) and Blackboard Post #8 (Deadline for submission on Blackboard is Wednesday, March 8 at 11:59 P.M. NO LATE SUBMISSIONS ACCEPTED)

**Thursday, March 9, 2017**

CLASS TOPICS: Grammar Presentation: Apostrophes; Syllogisms Cont. and Inductive Reasoning

HW: Read Chapter 5: "Understanding Logic and Recognizing Logical Fallacies" (PA 137-151) and Blackboard Post #9 (Deadline for submission on Blackboard is Monday, March 20 at 11:59 P.M. NO LATE SUBMISSIONS ACCEPTED)

REMINDER: Please bring to class on Tuesday, your copy of *A Pocket Style Manual*

Week 9

**Spring Break**

Week 10

**Tuesday, March 21, 2017**

CLASS TOPICS: Logical Fallacies; Documenting Sources in Chicago Manual Style; Creating a Chicago Manual Style Works Cited List

REMINDER: Please bring to class on Thursday a typed and completed draft of your introduction paragraph, at least three body paragraphs with quotes, and Works Cited entries

**Thursday, March 23, 2017**

PEER REVIEW WORKSHOP #3

HW: Essay #3 Due on Blackboard no later than 11:59 PM on Monday, March 27, 2017 (NO LATE SUBMISSIONS ACCEPTED); Read Chapter 14 "Evaluation Arguments" (PA 485-491)

Week 11

**Tuesday, March 28, 2017**

CLASS TOPICS: Instructions for Essay #4: Literary Analysis; Creating Evaluative Criteria  
HW: TBA

**Thursday, March 30, 2017**

CLASS TOPICS: Grammar Presentation: Pronouns; Elements of Film

HW: TBA

Week 12

**Tuesday, April 4, 2017**

CLASS TOPICS: Film Viewing and Discussion

HW: TBA

**Thursday, April 6, 2017**

CLASS TOPICS: Film Viewing and Discussion

HW: Blackboard Post #10 (Deadline for submission on Blackboard is Monday, April 10 at 11:59 P.M. NO LATE SUBMISSIONS ACCEPTED)

REMINDER: Please bring to class on Tuesday, your copy of *A Pocket Style Manual*

Week 13

**Tuesday, April 11, 2017**

CLASS TOPICS: Grammar Presentation: Parallelism; Formatting, Documentation and Works Cited List Workshop

REMINDER: Please bring to class on Thursday a typed and completed draft of your introduction paragraph, at least three body paragraphs with quotes, and Works Cited entries

**Thursday, April 13, 2017**

PEER REVIEW WORKSHOP #4

HW: Essay #4 due on Blackboard no later than 11:59 PM on Monday, April 17, 2017 (NO LATE SUBMISSIONS ACCEPTED)

Week 14

**Tuesday, April 18, 2017**

Grammar Exam Review

**Thursday, April 20, 2017**

GRAMMAR EXAM

REMINDER: Please read the instructions for the final portfolio (available on Blackboard) and choose the essays you'll revise (we'll begin working on the portfolio on Tuesday)

Week 15

**Tuesday, April 25, 2017**

Portfolio Workshop

**Thursday, April 27, 2017**

Portfolio Workshop cont.

Week 16

**Tuesday, May 2, 2017**

Portfolio Workshop cont.

**Thursday, May 4, 2017**

Portfolio Workshop cont.

REMINDER: Portfolios due on Blackboard no later than 11:59 PM on Thursday, May 4 (NO LATE SUBMISSIONS ACCEPTED)

