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Office/Campus Hours:  
Wednesdays 10:30 to 1 and Thursdays 12 to 2 as well as other times we mutually arrange.

## Spring 2017

*16 week course, Wednesday, January 18, 2017 – Wednesday, May 3, 2017*

### ENGLISH 120: Argument and Analysis

Section 501, CRN: 38931

Room: Health Sciences 105

Mondays and Wednesdays, 9:00 to 10:15

#### Course Description

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, mediums, and technologies. You must learn to analyze new situations and respond to them appropriately. Instead of teaching one right way of writing, we seek to make students flexible writers who can transfer what they've learned in 120 to new contexts and new genres.

#### Student Learning Outcomes

Throughout the semester in English 120, you 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 in order to make your compositions stronger in various mediums and using multiple technologies

##### Grammar and Usage

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

E. analyze and describe the value of incorporating various languages, dialects, and registers in your own and others' texts

##### 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

**Library Information Literacy Outcomes**

1. Students will access LIBROS and find a book relevant to the writing project. Students will learn how to skim that 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.

**Course Materials**

*The following texts are required and may be purchased at the UNM-Valencia Bookstore:*

Graff, Gerald, and Cathy Birkenstein. *They Say/I Say: The Moves that Matter in Academic Writing, 2<sup>nd</sup> Edition*. W. W. Norton and Company, 2010.

NOTE: I will accept ANY edition you have or can get of this book, no matter how old: the chapters relevant to us are early and do not change significantly from edition to edition.

Hacker, Diana. *A Pocket Style Manual*. 7<sup>th</sup> edition, Bedford/St. Martin's, 2015.

*Practical Argument*, Short Second Edition, Editors Laurie G. Kirszner and Stephen R. Mandell, Bedford/St. Martins, 2015. ISBN-13: 978-1457683886; ISBN-10: 1457683881

**Grading Policy**

Attendance, Participation, and Completion of Weekly Practice Writings and assignments that lead in to the major papers, including major paper first drafts and final drafts turned in on time, related multimodal projects and multimodal grammar presentation	50%
Average of major papers (must include first drafts)	10%
Grammar Exam	10%
Final Portfolio	30%.

To pass this course, students must earn a final grade of C (not C-) or higher.

**Course Outline Overview:**

Details on what is due throughout the semester will be available in Learn. Overall, you will be writing three major papers, one at a time, with many shorter, informal writings leading to these major papers. We will workshop drafts in class, you will reflect a LOT on your writing and writing process, and you'll do readings to inform your writing. You'll do at least one slide show (or other) presentation on a paper or two.

After you've completed the third major paper, you'll work on revision of papers you've chosen for the portfolio and on editing skills; the latter will include preparation for the Grammar Exam and group presentations.

At the end of the semester, you'll take the grammar exam and complete the portfolio including a reflection cover letter.

### **Formal Writing and Cover Letters**

Writing assignments are due at the *beginning of class* on the date due. Late assignments are subject to having their final grade reduced. Absence from class on the due date does *not* excuse the lateness of your assignment. Allow plenty of time for printing your paper in the computer lab, and/or keep an extra ink cartridge handy if using your own printer.

You will write three formal essays in this class. ALL formal essays and homework assignments must be typed on a word processor or computer-generated and saved as a separate document in order to best facilitate revision. Use a reasonable font and point size (12 pt. Times New Roman is standard). ALL documents should be double-spaced with one-inch margins. Be sure to proofread every paper you turn in. Drafts—early and final—will usually be accompanied by a self-assessment and reflection: a cover letter or answered questions on the back or in Learn. Papers which are handwritten or lack this reflection, when requested, will not be graded.

**NOTE: Save ALL the writing you do during the semester.** You never know what may prove useful during a revision or what I may require you work with or turn in. When you compose and revise major papers on a computer, periodically print out (in addition to saving electronically) versions of your drafts so that you have a record of its progress. Keep copies for yourself of all major assignments handed in to me. In addition, it is your responsibility to keep *all* drafts that I have commented on for the Final Portfolio.

### **Final Portfolio**

The end-of-semester portfolio consists of writing revised especially for the portfolio review, including a Self-Assessment and final revisions of two of the formal writing assignments. We will spend a considerable amount of time discussing portfolio requirements and working on revision during the latter half of the semester so please stay tuned.

### **Participation**

Participation is dependent on thorough preparation. Preparation requires thoughtfully reading the texts, writing down key points and/or questions, and being willing to share your thoughts and reactions during class discussion. Discussions become difficult and quite boring when all members of the class have not read the assigned texts. **Respect yourself as a necessary member of this community, as well as your fellow classmates, by being prepared every day.** Please note that many in-class writing exercises assume (and depend upon the fact that) you have read the assigned material. Review your syllabus frequently, and plan your workload accordingly.

## Drop Policy

Dropping or being dropped from a course can affect your GPA, enrollment status and financial aid/award status. Always talk to your instructor before it's too late about the possible consequences of a drop and opportunities for avoiding it.

A few things to consider:

- A drop before the end of the third week in a sixteen week semester session will not appear on your transcript, and you will not earn credit hours or a grade in the course.
- Your instructor can drop you from the course at any point in the semester before finals for violating the attendance policy.
- If you, your instructor, or the Dean of Students initiates a drop after the third week, you will receive W.
- If no drop is initiated by the end of the semester by any party, then based on your performance and attendance your instructor will use his/her discretion to decide whether to assign you a grade from A+ to F or a W.

In Core Writing, a C or above is passing. When deciding whether or not to drop a course, consider the outcomes of earning a grade below C as opposed to a W, and vice versa. For grades C- to D-, you will earn credit hours, but you will have to repeat the course, and the grade will appear on your transcript and factor into your GPA.

## Academic Integrity

Having academic integrity is paramount to your success in any class. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment. Here is the link to the UNM Academic Dishonesty Policy:

<https://policy.unm.edu/regents-policies/section-4/4-8.html>. The policy states:

*Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.*

Academic Dishonesty is defined as:

*"Academic dishonesty" includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.*

## Plagiarism

“Plagiarism” is a type of academic dishonesty. It occurs when writers deliberately use another person’s language, ideas, or materials and present them as their own without acknowledging the source.

### Types of Plagiarism

Plagiarism can include any of the following:

- Failing to quote material taken from another source.
- Failing to cite material taken from another source.
- Submitting writing that was written by another person or for another class.
- Submitting writing that was substantially edited by another person.

### **Possible Consequences**

The instructor decides the academic consequence to be imposed, depending on the seriousness of the violation. Sanctions include the following:

- Adequately redo or revise the assignment in question;
- Fail the assignment in question;
- Be dropped from the class with a W; or
- Fail the class.
- Be subject to more severe sanctions.

**Deadlines:** I expect to receive written assignments on or before their due dates. If you arrange with me in advance, alternate assignments and/or due dates are possible; however, expect replacement and/or rescheduled assignments to be more challenging and more lengthy than the original assignments.

Many assignments in this class are turned in on Learn in the Discussion Board. If you ever have difficulty putting these assignments in Learn, you must still turn them in on time: e-mail them to me at [gillikin@unm.edu](mailto:gillikin@unm.edu). If you cannot do that but have completed the assignments, give me a copy of them next class. You will still need to solve whatever the issue is with Learn and post the assignments there.

**Attendance Policy:** Attendance is extremely important: if you want to pass this course, you must attend class regularly, prepare for class, and participate fully in class activities.

If you miss class, you are responsible for keeping in touch with me, and finding out about and making up missed work. (Some teachers will require documentation of excused absences; I do not, I just want to hear from you and see your work!) I may drop students who miss class sessions without being in touch with me, or who do not keep up with the work, or who fail to do the make up assignments (see below). Similarly, if you consistently fail to participate in the class by not turning in a significant number of assignments or not contributing to group work, or by not doing silent in class work, you will be dropped.

The bottom line: if you have missed four or more class sessions without keeping in touch with me AND making arrangements with me, you are likely to be dropped. If you miss a few sessions and keep in touch/keep up, but then miss several more without keeping in touch and keeping up, adding up to four overall, you may be dropped.

An exception to the above: In the first three weeks of the course, you may be dropped for missing two class sessions without contacting me, or for failing to keep up with the work.

**Make Up Work:** Attendance is crucial to your success. While you cannot “get back” the learning you miss out on when you miss class, I want you to get the most out of your semester. I

am therefore requiring that, for each class session you miss, you do a Make Up assignment. If you know about the absence ahead of time, talk with me and we can negotiate alternate Make Up assignments. You will have to do this assignment, in addition to other regular assignments, within one week of the day you miss; **if the absence occurs within the third week of class, however, noon on Friday of that week is the very latest you can turn in this assignment, or you will be dropped.** If you miss two days, you'll be doing two additional assignments, and so on. This requirement stands whatever the reason for the absence, and I do not require notes from physicians, though other instructors may need such notes. **The typical make up assignment is for you to work with a Writing Center Consultant; however, I am open to both of us designing additional make up assignments.**

**“Extra Credit” or ALTERNATE Credit:** I once had a colleague who said, “It’s not an extra credit world.” That may be true, but in this class I am open to your earning some credit in alternate ways. You **must** make a complete, well-revised portfolio no matter what, but if your grade looks likely to suffer because of missing too many classes/practice writings, I would like to offer several ways to make up that credit to all of you. First, you may attend, and write about, a cultural event on this campus or in Albuquerque. I especially recommend slam poetry events: ask me for details. Second, and for even more credit, you may *perform* at an open mike at a cultural event, in a coffeehouse, or in another venue. You will also need to write about this event—and tell me about it ahead of time, so I can come cheer you on! Additional events on campus—career workshops, study skills workshops, special presentations—can also count: ask me.

Finally, you may work with a Writing Consultant in the Writing Center on one of your writings for this class.

**Tardiness:** Arriving to class late or departing early can count as an absence.

**Children on Campus:** According to the Catalog, at UNM-Valencia, “Parents must not bring children to University classes or leave children unattended while at campus activities or conducting business on campus.” This is an insurance issue and cannot be waived. If you experience an emergency involving a child in your care that prevents you from attending class, please be in touch with me.

**Respect and Classroom Community:** We are all going to write together and get to know each other fairly well, and so the following is particularly necessary: the class will be conducted on the basis of respect. This means that, while we might disagree (and in fact discussion and debate are part of the university experience, part of our education) we will do so courteously and with care for each other as human beings. We will all be learning from each other, and we all have things to learn from each other.

I would ask especially that we respect each others’ writing, offering encouragement and specific positive response before constructive criticism, making a place where we can write what we need to and share it when we write together. Part of this respect is your right *not* to share what you write. If we are writing and reading aloud, you may opt to pass. If you have written a rough

draft for workshop and do not wish to share that draft with other classmates, let me know and I will look at it myself and return it directly to you.

**Technology and Food and Drink:** I ask you also to respect this classroom space appropriately. This includes turning off cell phones in the classroom and refraining from social media—on our classroom computers and on hand-held devices—during class time, except when needed for academic purposes. (Cell phones may be set to vibrate if you expect an urgent call, which you may take after stepping outside of the classroom.) I also ask you not to bring food near our computers in our computer lab classrooms. You may, however, bring drinks with screw caps—but take care to keep them away from keyboards.

**EQUAL OPPORTUNITY AND NON-DISCRIMINATION:** The following statement is from UNM Main Office of Equal Opportunity:

“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/ga-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>.”

In other words, if you tell me (out loud or in writing) about an incident or experience of “sexual harassment, sexual misconduct [and/or] sexual violence” which is based in gender—which can include stalking, and which may have occurred on or off campus—then I am obligated to share that information with our OEO folks. They will follow up with you and provide support and resources you can access. (Ignore the part of the statement above about TAs and GAs—those are just folks who can be your teachers once you are taking Main Campus classes.)

### **Technical Assistance**

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.

**SAFEZONE:** I have been Safe Zone trained by the LGBTQ Resource Center at UNM-Main. This means I have some knowledge of issues and terminology for folks who are lesbian, gay, bisexual, transgender, and/or queer/questioning (that’s what the acronym stands for), I am familiar with resources and support available, and I am committed to being a support and advocate.

### **Accessibility and Universal Design**

Your success in this class is important to me. If there are circumstances that may affect your performance in this class, please let me know as soon as possible so that we can work together to

develop strategies for adapting assignments to meet both your needs and the requirements of the course.

If you have a documented disability, the Equal Access Services office will provide me with a letter outlining your accommodations. I will then discuss the accommodations with you to determine the best learning environment. If you feel that you need accommodations, but have not documented your disability, please contact Jeanne Lujan, the coordinator for Equal Access Services at 925-8910 or [jmlujan@unm.edu](mailto:jmlujan@unm.edu).

I also encourage you to approach me with any other life circumstances that may affect your participation in the course. These may be personal, health- or family-related issues, or other concerns. The sooner I know about these, the earlier we can discuss possible adjustments or alternative arrangements as needed in assignments or in the classroom.

**Office Hours/Writing Consultation:** I am happy to meet with you to discuss your work when I am on campus and our schedules coincide. Free writing consultation (tutoring) is also available on campus through the Writing Center, 9 to 6 p.m. Monday through Thursday and 10 to 1 on Fridays.