

**University of New Mexico-Valencia Campus**  
**English 120: Composition III**  
**Fall 2018 Syllabus**

Course: ENGL 120 504  
Days: Tuesdays and Thursdays  
Time: 9:00 AM – 10:15 AM  
Rm. H105

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

### **Course Description**

Welcome to English 120!

This course emphasizes academic writing, research, and argumentation. You will create a rhetorical analysis, a proposal, and an ethical argument, and will summarize, synthesize, evaluate, and integrate secondary sources to support your own arguments. You will also analyze the writing and research approaches of various academic disciplines.

You will build on the rhetorical approach introduced in English 110, 111/112 or 113 by continuing to analyze rhetorical situations in terms of audience, contexts, purpose, mediums, and technologies and apply this knowledge to your reading and writing. You will also extend your understanding of how writing and other modes of communication (such as visual and audio elements) work together for rhetorical purposes.

### **Course Objectives**

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

I. compose a research-based academic argument in one of various mediums and technologies by identifying, analyzing, evaluating, and synthesizing sources, which must include secondary sources

J. analyze and describe the writing and research conventions of an academic field in order to understand the different ways of creating and communicating knowledge

### **Library Literacy Outcomes**

1. Students will access UNM Databases and find scholarly articles relevant to their essays.
2. Students will learn how to skim scholarly articles to find quotations that are both relevant and appropriate for the paper.
3. Students will be able to identify what type of database source they have found, e.g. magazine, journal, newspaper, website.
4. Students will write a correctly formatted MLA Works Cited page and a correctly formatted APA References page.

### **Tutoring**

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 5 points extra credit per session for attending tutoring or Writing Center workshops.

### **Required Texts and Materials**

- *Practical Argument*, Third Edition, Eds. Laurie G. Kirszner and Stephen R. Mandell.
- UNM email address and access to UNM Blackboard Learn (*mandatory and critical to your success in this course*)
- Access to Internet and Microsoft Office Online (*available on UNMVC computers*)
- A flash drive for saving assignments

### **Attendance Policy and Overall Participation:**

Attendance is critical to your success in this class. The in-class activities and discussions are designed to build your writing skills and are directly related to assignments you will submit throughout the semester. Therefore, this course strictly enforces the UNM-VC English Department's

attendance policy. Attendance will be taken at the beginning of class. You are allowed *three unexcused absences*. After the fourth unexcused absence, you will be dropped from the course. Arriving fifteen minutes or more after class begins, or leaving fifteen minutes or more before it ends counts as an absence. If you arrive after the time that class begins, you will be marked tardy. Four instances of tardiness will be counted as one absence.

You may have an absence excused in the event of an emergency, *if and only if you bring documentation*. 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 conflicts, court dates, and job scheduling conflicts DO NOT count as excused absences.*

Missing class is not an excuse for being unprepared; if you are absent, it is *your* responsibility to check the unit schedule for homework assignments, keep up with reading, get class notes from a fellow student, and /or make an appointment with me if you have questions about the material. *DO NOT email me to ask for information about missed classes; I will not respond to these inquiries.* The attendance policy is non-negotiable, so use your absences wisely and make a serious effort to come to class on time.

### **Plagiarism**

Plagiarism means using language and/or ideas without acknowledging their source. Plagiarism includes the following activities:

- Copying another student’s papers or ideas
- Downloading and turning in papers from the Internet
- Copying passages from sources without proper documentation
- Rephrasing an author’s ideas and presenting them as your new, original thoughts
- Turning in a paper that you wrote for another class

Plagiarism in this course may result in one or more of the following consequences: 1) failure of the assignment, 2) failure of the course, or 3) 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/>.

### **Classroom Behavior**

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.
- 4) 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. 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.
- 8) If you ever feel unsafe on campus, please call security at (505) 925-8570.

Students violating any of these rules will be asked to leave the class for the day and marked absent.

### **Computer and Technology Policies**

When in computer labs, refrain from using computers during class time for entertainment, social networking, doing work for other classes, or personal emailing. The same rule applies for cell phones. *No texting or phone calls are allowed.* This kind of behavior is very distracting and it will affect your work in this class. *If excessive use of phones, computers, or other electronic devices occurs, you will be dismissed from class and marked absent.* This is an hour and fifteen minute period where you are devoted to English. If you need to make an urgent call, please step outside of the classroom to do so.

### **Email and Netiquette Policies**

All email correspondence for this course will be made through UNM email, so it is imperative that you check your UNM email account daily and make sure you have a working username and password. Please send me *emails via your UNM account ONLY.* In compliance with FERPA regulations, UNM email must be used for all correspondence between faculty, staff and students. If you send me an email from a non-UNM account, I will not read it.

Always feel free to email me with any questions you may have about the course, and I will respond as soon as possible. However, please be advised that I do not usually check email after 5:00 PM on week days, so any message received thereafter will be answered the following week day. I also do not usually answer emails during the weekend, so any message received on the weekend will be answered on Monday.

Email is considered professional correspondence; therefore, please keep the following in mind when you write emails to me and your other instructors:

- Please avoid text-speak. Learning to write professional emails early on is a skill you need as you progress to higher academic levels and career pursuits.
- Emails 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.
- Emails should also include a salutation. For example, "Dear Dr. Kubasek" or "Hello Dr. Kubasek" would be appropriate salutations (please do not refer to me as Miss, Ms., or Mrs.). Part of Composition is learning when and how to use proper diction and registers of language, and in a formal setting like a college course, professional titles are appreciated.
- Please close with an appropriate phrase and sign your email with your name. Some examples of appropriate phrases are "Sincerely," or "Thank you for your help"
- Use short paragraphs (in general, 3-4 lines maximum) to make the email easy to read. In addition, be sure to skip lines between paragraphs.
- Be sure to proofread your email for grammatical errors.

### Equal Access

Accessibility Services located in Student Services provides academic support to students who have disabilities. If students think they need alternative formats for completing coursework, they should contact this service right away to ensure their needs are met in a timely manner. Students are responsible for getting all documented forms to me as soon as possible. I cannot accommodate any special needs without the proper authorization from UNM Valencia Campus Accessibility Services. Pursuant to the American with Disabilities Act (ADA), I accommodate documented special needs and encourage students to discuss their concerns with me.

UNM Valencia Campus Accessibility Services are located in Advisement & Counseling Services Student Services Building, 280 La Entrada Rd., Los Lunas, NM 87031, 505-925-8560.

<http://www.unm.edu/~vcadvise/equalaccess.htm>

*In order for me to best accommodate you, please submit the appropriate paperwork to me within the first two weeks of the semester.*

### Office of Equal opportunity and Title IX

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered responsible employees. This designation requires that any report made to a faculty member, TA, or GA regarding sexual misconduct or gender discrimination must be reported to the Office of Equal Opportunity and the Title IX Coordinator. For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

### Required Work and Grading

This semester, we will practice following MLA and APA Style. Unless otherwise specified, all writing assignments must be typed, double-spaced in a 12pt, Times New Roman font. All writing assignments must be created using Microsoft Word (Microsoft Word Online is available to all students for free in your Outlook account—the same account for UNM email).

• Final Portfolio	400 pts.
• 3 Essays	150 pts.
• 6 Short Formal Writing Assignments	120 pts.
• Grammar Exam	100 pts.
• 11 Blackboard Learn Homework Assignments	55 pts.
• 1 Grammar Presentation	50 pts.
• 9 Grammar Quizzes	45 pts.
• 3 Peer Review Workshops	30 pts.
• 3 Revision Workshops and Instructor Conferences	30 pts.
• 2 Library Workshops	20 pts.
• TOTAL	1000 pts.

Grades will be determined on a percentage system, with the appropriate plus or minus sign: 100%-98% = A+; 97%-94% = A; 93% - 90% = A-; 89%-88% = B+; 87%-84% = B; 83%-80% = B-; 79%-78% = C+; 77%-74% = C; 73%-70% = C-; 69%-68% = D+; 67%-64% = D; 63%-60% = D- 59%-Below = F

### Blackboard Learn

All assignments for this course will be turned in on Blackboard Learn (<https://learn.unm.edu>). You need a UNM user ID and password to access Learn. Please know that if you experience difficulty

logging in to Learn, it is your responsibility to contact the campus IT department *immediately* to resolve the issue. I will not accept late or emailed assignments due to issues with Blackboard Learn.

### **Participation**

Participation is mandatory in this course. Participation means actively engaging in your education. In this class, I expect you to take notes in class, ask questions, and participate in class and group discussions. In addition, I expect you to complete drafts, assignments, quizzes readings, and collaborative projects by the deadlines stated in the unit schedules.

### **Essays**

You are required to turn in 3 formal 4-6 page essays. Each essay requires credible sources to be incorporated in the form of properly documented quotations (*Wikipedia does not count as a credible source*). This semester, you will practice learning how to appropriately evaluate sources, and to integrate and document source information according to MLA and APA style. I will provide instructions and rubrics for each essay at the beginning of a new unit. If you receive a grade of “D” or lower on an essay, it is mandatory that you schedule an appointment with me to discuss the essay. Additionally, you have the option to revise if you receive a grade of “D” or below. I will not accept revisions after two class periods, and I cannot guarantee that this will improve the grade unless there are both major organizational, content, and surface revisions. The highest grade that a revised essay can receive is a “B.”

### **The Writing Process, Peer Review Workshops and Revision Workshops**

You will develop your essays through the writing process to ensure that you are submitting your best writing. For each essay, you will write three drafts. You will compose a first draft which you will print out and bring to class for a peer review workshop. You will not receive credit for the peer review workshop without a completed and printed draft. On the day of the peer review workshop, you will revise the draft based on peer review feedback and submit a second revised draft for instructor feedback on Learn by 11:59 PM. Once you receive feedback from the instructor on Learn, you will attend a revision workshop where you will meet individually with the instructor and make revisions based on instructor feedback to complete the final draft. You will not receive credit for the revision workshop without submitting a second draft on Learn. In addition, you must be actively revising the essay and discussing your progress with the instructor during the workshop to receive full credit. You will submit the final revised draft along with a reflective memo on Learn. In the reflective memo, you will talk about your writing process—what you succeeded on and what you still need to work on. The reflective memo is 10% of your essay grade, so don’t forget to submit it (specific instructions will be given in class).

### **Short, Formal Writing Assignments**

You are also required to turn in short, formal writing assignments, such as formal summaries, outlines, annotated bibliographies, etc. that will help you generate and organize information for your essays. There are two short, formal writing assignments per unit and each is 20 points.

### **Blackboard Learn Homework Assignments**

Students will be assigned additional homework assignments, such as reading responses, online quizzes, discussion boards, etc. that are designed to generate class discussion, promote further inquiry into our topics, and scaffold the higher stakes essays. These homework assignments are due before we meet as a class on the assigned due date and they cannot be turned in late or made up.

### **Late Assignment Policy**

Absolutely no homework assignments will be accepted late or made up under any circumstances. However, I will accept final drafts of essays after the due date, but they will be considered late. *I will not accept final drafts of essays more than two days after the assigned date.* For each day the essay is late, the assignment will be marked down 10 points, so make sure to turn in the final drafts of essays in a timely manner. If you know that you will not be able to submit a final draft of an essay on the assigned due date, you must make arrangements to submit it early.

### **Library Workshops**

During the semester, you will attend two mandatory library workshops. At these workshops, you will learn how to conduct research using the UNM library databases, and you will learn to critically evaluate sources for the essays. The research and documentation skills that you learn at these workshops will benefit you throughout your academic career. You must attend and participate in the workshops in order to receive credit.

### **Grammar Presentation**

Students will be responsible for delivering one PowerPoint presentation on grammar and mechanics. The topics include: **1) parts of speech, 2) pronoun usage, 3) comma usage, 4) wordiness, 5) active vs. passive voice, 6) sentence fragments, 7) comma slices and fused sentences, 8) dangling and misplaced modifiers, and 9) parallelism.** Students should deliver a professional presentation to the class that is between 7-10 minutes long. The presentation must do the following: 1) define the assigned term(s), 2) explain key concepts, 3) provide original examples that will prepare the class for a short quiz on Learn, 4) engage students in a short practice activity, and 5) incorporate the use of animations, audio clips, video clips, or images. Before students present, I will do presentations on grammar topics 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. Please email me your PowerPoint presentation before the day you are scheduled to present so that I can put it on Learn in the "Grammar Resources" folder. The PowerPoint's will be used as study guides for the grammar exam.

### **Grammar Quizzes**

Open-book and open-discussion grammar quizzes on Blackboard Learn must be completed by 11:59 PM on the same day of grammar presentations. Links to the quizzes will be available under "Quizzes" on our class's Learn page. These links will expire promptly at 11:59 PM on the due dates according to the unit schedules. Students have 30 minutes, and one attempt, to complete these quizzes. Quizzes cannot be made up.

### **Grammar Examination**

On Tuesday, November 27<sup>th</sup>, I will give a comprehensive grammar examination over all of the grammatical and mechanical terms that we've covered throughout the semester. This grade counts as 10% of your final grade.

### **The Final Portfolio**

The final portfolio is a collection of your work, containing one original and graded essay from the semester, a substantial revision of this essay, and a cover letter. In the final two weeks of the semester, we will work on the portfolios during class and you will submit your final portfolio on Learn by 11:59 PM on Thursday, December 6<sup>th</sup>. *Absolutely no late portfolios will be accepted under any circumstances—this is a department policy and it is strictly enforced.* Portfolios receive a

pass/fail and a letter grade. A team of instructors will read your portfolio to determine the effectiveness of your overall expository writing ability and will evaluate your writing according to the course outcomes. The final portfolio is 40% of your final grade and you must receive a C (74% or higher) to pass the portfolio. If you do not pass the portfolio, you must re-take English 120 (even if you have a passing grade in the course).

*Furthermore, you need a "C," at least 74%, to pass the course (even if you receive a passing score on the final portfolio). A "C-" means that the student has failed the course and must retake the course.*

### **Student Privacy**

Student privacy is strongly protected by professors at UNM-VC. 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. All other outside requests for information release must be sent to and approved by the UNM-VC registrar: (505) 925-8580 <http://www.unm.edu/~unmvc/Admissions/admiss.htm>

### **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 available on the information page at <http://online.unm.edu/help/learn/students/>

Tutors: Tutors are available at The Learning Center, both face-to-face and online, to help you navigate Blackboard LEARN: (505) 925-8907 <http://www.unm.edu/~tutor/>



