

**University of New Mexico-Valencia Campus**  
**English 1110: Composition I**  
**Policy Syllabus**

Fall 2019  
English 1110-503  
Composition I  
T/TH 9:00-10:15 AM  
CRN: 66306 (16-Week Course)  
Classroom: H103  
Dates: 8/19/2019-12/14/2019

Lizbeth Axelrod, MFA  
Office Location: Room 113  
Phone: 505-925-8600 (Main Office)  
E-mail: [Laxelrod@unm.edu](mailto:Laxelrod@unm.edu)  
Office Hours: T -Th 10:30A-11:30Am  
TH 3:30P-4:30P (by Appointment).

**Course Description**

Welcome to English 1110: Composition I. In this course, students will read, write, and think about a variety of issues and texts. They will develop reading and writing skills that will help with the writing required in their fields of study and other personal and professional contexts. Students will learn to analyze rhetorical situations in terms of audience, contexts, purpose, mediums, and technologies and apply this knowledge to their reading and writing. They will also gain an understanding of how writing and other modes of communication work together for rhetorical purposes. Students will learn to analyze the rhetorical context of any writing task and compose with purpose, audience, and genre in mind. Students will reflect on their own writing processes, learn to workshop drafts with other writers, and practice techniques for writing, revising, and editing.

**Student Learning Outcomes**

Throughout the semester in English 1110, students will progress toward the following student learning outcomes:

1. Analyze communication through reading and writing skills.
2. Employ writing processes such as planning, organizing, composing, and revising.
3. Express a primary purpose and organize supporting points logically.
4. Use and document research evidence appropriate for college-level writing.
5. Employ academic writing styles appropriate for different genres and audiences.
6. Identify and correct grammatical and mechanical errors in their writing.

**Library Information Literacy Outcome**

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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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## Instructor Information

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For assistance with course-related questions, I am available to meet with you during regular office hours. (See office hours) If you cannot meet during these times, let me know and we can schedule an appointment. You can also reach me by e-mail at [laxelrod@unm.edu](mailto:laxelrod@unm.edu) during normal business hours from 8:00 AM to 5:00 PM, M-F. Please allow 24 hours for a response.

**Biography:** Lizbeth Axelrod, MFA has been teaching undergraduate English and Writing for over five years, motivating her students with a true passion to discover the nuances of the written word. She teaches Writing & Rhetoric, Writing & Literature, Composition, Contemporary Literature, and Creative Writing. She has held previous academic appointments at State University of New York, Westchester Community College, and the New York City College of Technology. Liz received her MFA from the New School for Public Engagement, NYC in 2013. Her work has been published in Yes Poetry, The Rumpus, The Brooklyn Rail, Electric Literature, The Ampersand Review, Wicked Alice by Dancing Girl Press, Counterpunch.com, and many more. Her first book of poetry, "Go Ask Alice" (June 2016) was a finalist in the Finishing Line Press New Woman's Voices Competition. She has been a book reviewer for Kirkus Reviews, and Publisher's Weekly, and was founder, co-host and curator of the Cedarmere Reading Series in the home of William Cullen Bryant (2014-2018).

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## Required Texts and Materials

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- Kirszner, 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)
- \*RECOMMENDED\* 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) I will provide texts from this and post on Blackboard.
- Access to Internet, Blackboard Learn, and Microsoft Office (available on UNM-VC computers).
- UNM e-mail address.
- Flash Drive.

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## Basic Course Policies

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No late work is accepted in this course. In-class writing assignments cannot be made up if a student is absent. Students are expected to arrive to class early so they are prepared to work when class begins. Open up your notebook, have your pen ready, and be prepared to take notes when class begins. When you first arrive, make sure your computer is on and that you are logged in to begin work in Microsoft Word/Blackboard Learn. **Because we use the computers every day, having your NetID and password is mandatory for success in the course.** No talking is allowed during the lecture. No cellphones are allowed in class. There is a zero tolerance policy for any of these actions. Students who do not comply will be asked to leave without warning and will receive a zero for the day's activities.

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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 during office hours 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. 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.

### **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. We will have a class discussion and assignment on Plagiarism. There will be additional resources on Blackboard as well. 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/>.

### **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.
- 9) No food or drink is allowed in class.

### **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](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). 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 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 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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Unless otherwise specified, all formal writing assignments must follow MLA format and be typewritten, double-spaced in a 12pt, Times New Roman font. Essay length requirements are 750-1000 words each, or 3-4 pages. MLA specifications and help are available on our Blackboard in the Course Content and Resources section and are clearly laid out in Diana Hacker's *Pocket Style Manual*.

### 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

### 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. Acceptable formats for the presentation include: digital presentations, blogs, collages, video or audio essays, comic strips, and storyboards. Presentations cannot be made up if a student is absent.

### 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.

### 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 1110. 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.

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 Office Location: Room 113  
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 Office Hours: T -Th 10:30A-11:30A  
 TH 3:30P-4:30P (by Appointment).

**Assignment Syllabus**

- The assignment syllabus is a tentative schedule of assignments. I reserve the right to make changes, add assignments, or delete assignments from this syllabus. Changes will be announced in class and on Blackboard. Checking Blackboard regularly as well as regular attendance is crucial for success in this course.
- All assignments must be read 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 (Suggested – Text will be provided and on Blackboard)*

**Required Work and Grading**

• 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%)

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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

## Class Calendar

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### Week 1

#### **Tuesday August 20, 2019**

Introduction to English 110, Syllabus Overview, Student Introductions

**Assignments:** Read Syllabus; Purchase Book and Flash Drive; Secure Internet/E-Mail Access; Read Chapter 1 “The Four Pillars of Argument” (*Practical Argument [PA]* PP. 23-56)

**HW:** Writing Assignment 1

#### **Thursday August 22, 2019**

Introduction to Blackboard Learn, Diagnostic Essay-Literacy Narrative

**Assignments:** Essay Proposal Draft, Read Chapter 2 “Thinking & Reading Critically” (*PA* PP. 59-81)

**Due:** Writing Assignment 1

**HW:** Finish/Edit Essay Proposal Draft

### Week 2

#### **Tuesday August 27, 2019**

Introduction to Rhetorical Analysis Essay 1 (Subject: Social Justice), Discussion of Thesis Writing & Five-Paragraph Essay Format

**Assignments:** Read Chapter 4 “Writing a Rhetorical Analysis” (*PA* PP. 99-121); Read “Supporting a Thesis, & “Avoiding Plagiarism” (*APSM* PP. 107-114 and on Blackboard)

**Due:** Essay Proposal

**HW:** Writing Assignment 3 (Thesis Writing Exercise)

#### **Thursday August 29, 2019**

Overview of Research Methods & MLA Format Requirements, Plagiarism, Sample Works Cited Page, Citation Worksheet (on Blackboard and in Class)

**Assignments:** Complete Citation Worksheet. Read “Documenting Sources/MLA” (*PA* PP. 345-355); Read Chapter 11 “Using Sources Responsibly” (*PA* PP. 369-411); Read and discuss Sample MLA papers (draft and finished paper) on Blackboard in Course Content & Resources,

Continue work on Essay 1

**Due:** Writing Assignment 3

**HW:** Finish First Draft of Essay 1

### Week 3

#### **Tuesday September 3, 2019**

Group Workshop Session for Essay 1: Use Workshop Guidelines from Blackboard Course Content & Resources.

**Assignments:** Read Chapter 9 “Summarizing, Paraphrasing, Quoting, and Synthesizing Sources” (*PA* PP. 329-343); Read “Plagiarism & BuzzFeed’s Achilles Heel” (*PA* PP 398-400),

**Due:** First Draft Essay 1 (Please bring three printed copies of your paper to class)

**HW:** Continue work on Essay 1 (Make revisions based on peer review)

#### **Thursday September 5, 2019**

Introduction to Valencia County Library Offerings, Meet in LRC Tutorial Room. Discuss Research essay – how does this differ from analysis?

**Assignments:** Read “Punctuation/The Comma” (*APSM* PP. 57-64 and on Blackboard); Read “Research” (*APSM* PP. 99-105 on Blackboard)

**Due:** List of Possible Research Essay topics

**HW:** Finalize Revisions of Essay 1



## **Week 4**

### **Tuesday September 10, 2019**

Grammar Review: (Comma Splices, Run-on Sentences, and Sentence Fragments);

Essay links on Blackboard, use with synthesizing research sources (Read *PA* PP 341-343)

**Assignment:** read and be prepared to discuss on of the blackboard essay links in Course content & Resources.”

**HW:** Research Essay Two Topic

**Due:** Final Draft of Essay 1

### **Thursday September 12, 2019**

Introduce Argumentative Essay

**Assignments:** Read Chapter 7 “Planning, Drafting, and Revising an Argumentative Essay”

(*PA* PP. 253-284); Scan Sections 33A & B “MLA Documentation Style” (*APSM* PP. 124-173)

**Due:** Essay 2 Topic to discuss in class

**HW:** Essay 2 Proposal

## **Week 5**

### **Tuesday September 20, 2016**

Writing Workshop Argumentative Essay 2

**Assignments:** Read “Mechanics” (*APSM* PP. 78-89); Read Chapter 8 “Finding and Evaluating Sources” (*PA* PP. 287-327)

**Due:** Writing Assignment 4

**HW:** Continue Work on First Draft Essay 2

### **Thursday September 17, 2019**

Group Peer Review Session-Essay 2

**Assignments:** Read “Other Punctuation Marks” (*APSM* PP. 65-77)

**Due:** First Draft Essay 2 (Please bring three printed copies of your paper to class)

**HW:** Read and begin work on Annotation Links on Blackboard in Class Content & Resources

## **Week 6**

### **Tuesday September 24, 2019**

Source Citation and Annotation Workshop

**Assignments:** Annotation Links on Blackboard in Course Content & Resources – Pick four and properly cite and annotate

**HW:** Finalize revisions of Essay 2

### **Thursday September 26, 2019**

Film Screening “The Handmaid’s Tale”

**Assignments:** Read Chapter 6 “Rogerian Argument, Toulmin Logic, and Oral Arguments” (*PA* PP. 191-227)

**HW:** Writing Assignment 5 (Film Review: “The Handmaid’s Tale”)

**Due:** Final Draft of Essay 2, completed Annotations on Blackboard

## **Week 7**

### **Tuesday October 1, 2019**

Continue screening “The Handmaid’s Tale”

Introduce Literary Analysis Essay 3

**Assignments:** Read Appendix A (Writing “Literary Arguments” (*PA* A-1 to A-11))

**HW:** Begin Work on Essay 3; Writing Assignment 6 (Handmaid’s Tale Questions and Essay Links on Blackboard)

**Due:** Writing Assignment 5

**Thursday October 3, 2019**

**Assignments:** Independent Writing and Research on Essay 3 Proposal

**HW:** Complete First Draft of Essay 3;

**Due:** Writing Assignment 6 (Introductory Paragraph & Thesis Statement for Literary Analysis)

**Week 8****Tuesday October 8, 2019**

Group Peer Review Session-Essay 3

**Assignments:** Review on MLA Manuscript format (Blackboard); Read “A Plea For Close Learning” (PA PP. 236-240)

**Due:** First Draft Essay 3 (Please bring three printed copies of your paper to class)

**HW:** Continue work on Essay 3 (Make revisions based on peer review)

**Thursday October 10, 2019**

No Class Today-Fall Break

**Week 9****Tuesday October 15, 2019**

In-Class Writing Workshop & Review of MLA Source Citation Requirements

**Assignments:** Review core rules of Netiquette ([www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html))

**Due:** Final Draft Essay 3

**HW:** Writing Assignment 7

**Thursday October 17, 2019**

Introduce Essay 4, Individual Student Assessments

**Assignments:** Read Chapter 3 “Decoding Visual Arguments” (PA PP. 83-97); Read “Subject-Verb Agreement,” “Verb Problems,” & “Pronoun Usage” (APSM PP. 22-39 and on Blackboard)

**HW:** Work On Essay 4

**Due:** Writing Assignment 7 (Complete First Paragraph of Essay 4)

**Week 10****Tuesday October 22, 2019**

Writing Workshop on Essay 4

**Assignments:** Read “Adjectives & Adverbs,” “Sentence Fragments,” “Run-On Sentences” & “Concerns of Multi-Lingual Writers” (APSM PP. 22-55)

**HW:** Continue Work on Essay 4

**Due:** Extra Credit Assignment 1

**Thursday October 24, 2019**

Oral Presentations-Essay 4

**Assignments:** Read Chapter 5 “Understanding Logic and Recognizing Logical Fallacies” (PA PP. 123-189)

**Due:** Essay 4 final draft

**HW:** Prepare for Grammar Module (links on Blackboard in Class Content & Resources)/

### **Week 11**

#### **Tuesday October 29, 2019**

Introduce Group Grammar Presentations

**Assignments:** Read “Clarity” (*APSM* PP. 3-20)

**HW:** Meet with team to plan Group Grammar Presentation

**Due:** Extra Credit Assignment 2 - Paper (250 word paper – Topic To Be Announced)

#### **Thursday October 31, 2019**

In-Class Workshop-Group Grammar Presentations – costumes optional

**Assignments:** Read “Glossary of Grammatical Terms” (*APSM* PP. 298-305); Continue work on Group Grammar Presentations

**HW:** Finalize Presentations

### **Week 12**

#### **Tuesday November 5, 2019**

Group Grammar Presentations

**Due:** Presentations (Please Upload to Blackboard Learn)

**HW:** Prepare for Grammar Exam; Do Sample Quizzes Online at CommNet (<http://grammar.ccc.commnet.edu/grammar.htm>)

#### **Thursday November 7, 2019**

Grammar Review-Parallelism, Pronoun Usage, Subject-Verb Agreement

**Assignments:** Review (*APSM* PP. 21-55)

**Due:** Grammar Quiz 1

**HW:** Review (*APSM* PP. 21-55)

### **Week 13**

#### **Tuesday November 12, 2019**

Overview of Portfolio Requirements, Portfolio Workshop

**Assignments:** Assemble Portfolio

**HW:** Work on Portfolio Revisions

#### **Thursday November 14, 2019**

Grammar Review-Punctuation

**Assignments:** Prepare for Grammar Exam

**Due:** Grammar Quiz 2

**HW:** Review (*APSM* PP. 56-77)

### **Week 14**

#### **Tuesday November 19, 2019**

Grammar Review/Portfolio Workshop

**Assignments:** Revise student papers for portfolio; Review all *APSM* readings

**HW:** Grammar Quiz 3; Revise Portfolio Papers

#### **Tuesday November 21, 2016**

Grammar Review

**Assignments:** Review *APSM* readings; Do Sample Quizzes at CommNet

**HW:** Study for Grammar Exam

**Week 15**

**Tuesday November 26, 2019**

Grammar Examination

**HW:** Work on Portfolio Revisions

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**Thursday November 28, 2019 Thanksgiving Holiday**

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**Week 16**

**Tuesday December 3, 2019**

In-Class Essay Exam-English 1110 Cover Letter

**Assignments:** Work on Portfolio Revisions

**HW:** Work on Portfolio Revisions

**Thursday December 6, 2019**

Final Day of Class/Portfolio Workshop

**Due:** Final Portfolio (No late portfolios will be accepted)