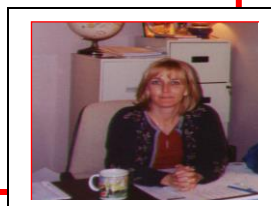**UNM** VALENCIA

A Quality Education –A Lifetime of Success

Professor: Dr. Jami L. Huntsinger
Course Title: Introduction to Literature
Course Number and Time: 1410.502 Online; CRN 64554
Office Hours : T, W, R, online, TR, 1:30-2:45 pm, f-to-f or by phone
(925-8600) or Zoom appointment; Semester Dates: 8/19/19-12/14/19

Course Description

Welcome to Introduction to Literature 1410! In Introduction to Literature, students will examine a variety of literary genres, including fiction, poetry, and drama. Students will identify common literary elements in each genre, understanding how specific elements influence meaning.

Your Professor

I am Dr. Jami L. Huntsinger (pronounced Hun-singer). After graduating from the University of New Mexico in 1997, with a Ph.D. in English, I chose to work at a two-year college because I enjoy teaching. In 1997, I accepted a position as a professor at Valencia Campus, where I teach many classes, such as Composition 101 (face-to-face and online), 102, Grammar 240 (face-to-face and online), Introduction to Literature 1410 (face-to-face and online), Southwest Literature 211, Native American Literature 264 (face-to-face and online), and American Literature 296.

I grew up in South Dakota (I am Lakota French), and I moved to New Mexico in 1989. I am now a resident of Belen, New Mexico, and I live in the country. I love life in the valley -- I especially enjoy hearing the braying of the burro, Chelsea, who lives next door – she is my 6:00-am alarm clock. To make my life complete, I have three special animal friends – Heidi, my Dachshund who loves to eat socks, Mia, my Dachshund cross who loves to hop about the yard, and Dawn Noel, my baby who came down the chimney on Christmas a few years ago.
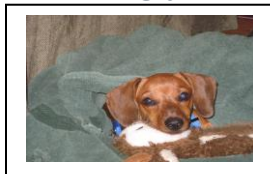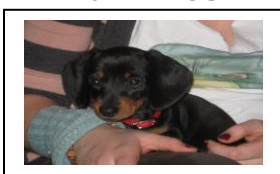
Heidi	**Dawn Noel**	**Mia**

## Learning Outcomes for Introduction to Literature 1410
- Identify, define, and understand basic literary conventions and themes in fiction, poetry and drama.
- Write reasonable, well-supported analyses of literature that ethically integrate evidence from texts.

By the end of the semester, you should be able to complete these tasks:

1) Read and analyze varied genres of literature,
2) Interpret and recognize important quotations in a text,
3) Define and employ literary terms when discussing a work,
4) Analyze literary conventions, such as plot, theme, character, setting, and point of view,
5) Understand and interpret figurative language,
6) Express ideas about the literature clearly in postings and writing assignments using Standard Written English, and
7) Use MLA conventions when quoting.

Grading Scale

Not all assignments and their grades are equal in value. **Daily Work and Discussions** are worth **20%**. **Quizzes** are worth **20%,** and **Test One**, which is given in week 8, is worth **30%.** The **Final Examination**, given during finals week, is worth **30%** of the Final Grade and is a comprehensive test over all material covered. All tests and quizzes are timed open note and open book assessments.
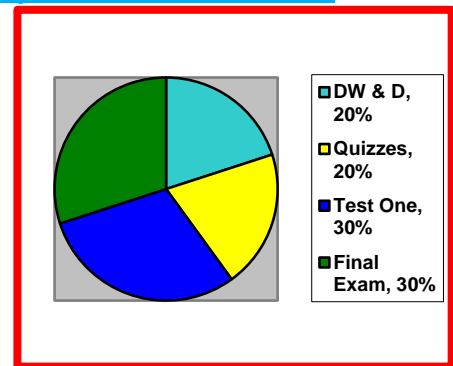
At UNM VC, you can earn a course grade of A, B, C, D (fractionated), F, W, or I. The Grading Scale is as follows: A+, 98-100%; A, 93-97%; A-, 90-92%; B+, 88-89%; B, 83-87%; B-, 80-82%; C+, 78-79%; C, 73-77%; C-, 70-72%; D+, 68-69%; D, 63-67%; D-, 60-62%, below 60% F or W. Incompletes, or I, are earned if students have completed all coursework, but are unable to complete the final examination or if a student is deployed. Documentation will be requested. Incompletes must be complete during the next year, or the university converts the I to an F.

- DW & D, 20%
- Quizzes, 20%
- Test One, 30%
- Final Exam, 30%

Support for Student Success

Begin with *Dr. Huntsinger*	My office hours for this course are held T/R, 8:00-9:00 online and TR, 1:30-2:45 pm, Academics Office where you can visit me or call me on the phone (925-8600). You can also schedule a Zoom appointment. You may contact me anytime with "Mail" in Blackboard LEARN. In Course Tools, click on **"Mail"** to send me a message. I will respond within 24 hours. Please do not wait for responses on Sunday – I rest. ☺
Blackboard LEARN Support Services	**Computer Technicians:** Password problems? Trouble with files opening? If you have questions about computer 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:** Having problem with one of the Course Tools in Blackboard LEARN? Consult one of the tutorials available on the Blackboard LEARN information page. http://Blackboard LEARNinfo.unm.edu/student/. **Tutors:** At the Writing Center at UNM Valencia Campus, tutors are available, both face-to-face and online, to help you navigate Blackboard LEARN. Call for an appointment: 925-8848.
Library Resources	The UNM Valencia Campus library is a resource for articles and books. Go to http://valencia.unm.edu/library/ to search remotely (from home). To search remotely, you will need passwords which are on the website. Call (505)-925-8990 to get help.

Equal Access Services/ADA	The UNM Accessibility Services, phone (505) 925-8560 and website https://valencia.unm.edu/students/advisement/equal-access-services.html, provides academic support to students with learning needs. If you need alternative formats for completing coursework, you should contact this service immediately to ensure your success. Once you have been to UNM Valencia Campus Equal Access Services and I have received your paperwork, I can accommodate your needs. I cannot accommodate any special needs without the proper authorization from UNM Valencia Campus Equal Access Services, which tells me how to help you best. I accommodate documented special needs required by the ADA. I encourage students to discuss their concerns with me!
The Writing Center: Tutoring	Face-to-face tutoring is available at The Writing Center. You may call 925-8848 for information, or you may visit https://valencia.unm.edu/campus-resources/title-v-next-generation/writing-center.html. Either Patricia Gillikin, Manager of The Writing Center, or any of the tutors will be happy to arrange tutoring sessions.

Assignments

Assignments are announced in individual lessons under "Checklist" in Blackboard Learn. Students will have readings, quizzes, and discussions, which may be due on Wednesday and/or Saturday, by 11:59 PM. The First Test will be submitted Saturday of Week Eight, by 11:59 PM, and the Final Examination will be submitted Friday of Week Sixteen, by 11:59 PM.

Due Dates – Late Work

- Due dates for work will be posted in Blackboard LEARN folders**. I do not accept late homework, postings, quizzes, or tests. If you have an emergency, and if you have consistently submitted work on time, contact me. I may ask for documentation to make an exception. Do not use consistent emergencies which are unverifiable to extend due dates.**
- Your assignments are due during a period of several days and are not accepted after that period.

Grade Disputes

If you wish to challenge your final grade, follow the procedure in **The Student Handbook**. Always discuss grade concerns with your instructor first. You should be familiar with one very important rule regarding disputes: the Student Privacy Act, a federal statute called **FERPA, strictly prohibits the instructor or administrators from talking to anyone but the student** about his/her grades, progress, or work.

Reasons for Failing

The sad fact is that some students will fail the course. Logging in, trying hard, and/or turning in work does not ensure you a passing grade. You must complete work at an acceptable level of competency, and if you do not, your work may fail. Students can fail if,

1. **If they have an average of less than 73% on work completed, or**
2. **If they do not submit assignments and quizzes on time, take the First Test and Final Examination, and have a passing average.**
3. **To avoid failing, meet the Learning Outcomes listed above.**

Reasons Students May Be Dropped If. . .

Students may be dropped from the course **if they,**

1. **Do not post assignments for more than two weeks,**
2. **Do not take the First Test or Final Examination,**
3. **Do not submit all assignments correctly by the deadline,**
4. **Have a 50% grade average at the Midterm** (end of Week 8).
5. **Are disrespectful to the instructor or other classmates** in correspondence, such as discussions, e-mails, or peer editing sessions. This behavior includes rude comments, swearing, or threats.
6. **Threaten the mental or physical safety or well-being of any member of the class.** This includes stalking, cyber stalking, or threats of/actual physical violence, online or face-to-face.

Avoiding Plagiarism

Your assignments must not be plagiarized. Plagiarism means using or copying language and/or ideas without acknowledging where you got them. Plagiarism includes copying another student's papers or ideas, downloading and turning in papers from the Internet, copying passages from sources without proper documentation, or rephrasing an author's ideas and then presenting them as your own original thoughts. To learn how to avoid plagiarism, talk to me, e-mail me, or consult a tutor. To learn more, complete the Plagiarism Tutorial in Course Materials in Blackboard LEARN or at http://library.acadiau.ca/tutorials/plagiarism. (Pick Dylan in the tutorial.) If you would like even more information about plagiarism, The Owl at Purdue website offers sage advice: http://owl.english.purdue.edu/owl/resource/589/01. In addition, talk to me about methods of quoting that will help you avoid plagiarizing. In a world of high stress and busy schedules, coupled with ample resources on the Internet, you may be tempted to plagiarize. Stop! Ignore that temptation! Why? If you do plagiarize, you will face one or more of the following consequences: being dropped from the course, failing the assignment, failing the course, or facing disciplinary action taken by the University. Your actions may also be reported to the Dean of Instruction. Further disciplinary action, in addition to the actions taken for the plagiarism, may be taken based on the severity of the behavior. The University considers plagiarism a serious form of academic dishonesty or stealing.

Materials, Supplies, and Skills Needed

Books are available at UNM Valencia's bookstore: http://bookstore.valencia.unm.edu/Home.

Materials and Skills Required
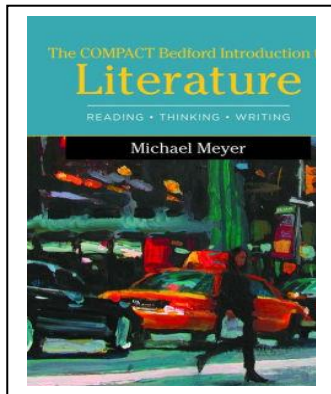
The Compact Bedford Introduction to Literature: Reading, Thinking, Writing

Films *(listed in Blackboard Learn.) You can acquire them through any means available to you, i.e. Amazon.com, Netflix, UNM libraries, public libraries, etc.)* I also provide links to these films.

A working computer, and thumb drive, and a UNM Net ID and password

Keyboarding and general computer skills, such as saving files, attaching files, and e-mailing

General Policies for English 120: Student Responsibilities

While I do not expect problems when working with adult learners, these policies ensure a safe and productive online environment. These policies are also in University of New Mexico Student Handbook:

1. Students must treat one another and the instructor with respect. Nasty remarks and name-calling are prohibited.
2. Students should not post non-related comments or questions about matters that are not a part of course curriculum.
3. Students may discuss complaints about the course with their instructor; however, they must do so in the proper environment, e.g. in the instructor's office or in a private e-mail to the instructor.
4. Students should use appropriate, polite language. Class time, e.g. discussion postings, is a professional learning environment, so obscene or offensive language, such as cursing, 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 may be dropped from the course. Threats, cyber stalking, or stalking fall into this category.
7. Threatening the instructor to get a change of grade is prohibited. This behavior is harassment and/or verbal assault. Grades can be disputed; students should use the process outlined in the UNM Student Handbook.

8. Students violating any of these rules will be given a written warning and may be dropped from the class. They may be required to meet with the Chair of Humanities and the Dean of Instruction.

Anti-Discrimination Policy

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). For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html.

E-mail Netiquette

Please keep the following in mind when you write e-mails:

- Send messages to me through Blackboard LEARN e-mail, not through my UNM e-mail account. Please use UNM e-mail for emergencies ONLY. If you must use UNM e-mail for an emergency, type **"___ (Your Name) ____ from English 120: E-mail Concerning___ (fill in blank) ____"** in the subject line. I am not expecting e-mails from you in the general account, and I do not want your message to go to spam. Also, I may not answer e-mails in UNM e-mail immediately.
- *Include an informative subject line.* In **every e-mail you write to me,** the subject line should contain a descriptive phrase specifically about the problem. For example, **"Problems with questions in Discussion DW 5A, question 4"** is clear and helpful, but **"Homework"** is not. Unclear subject lines slow my response because I may not have enough information to help you without having to asking you for clarification.
- *Include a salutation.* E-mails do not usually include "Dear," as a letter does, but they do include titles and last names. When you write to me, call me **Dr. Huntsinger or Professor Huntsinger**. Informal words of address, such as **"Hey,"** are never appropriate and are often rude.
- *Include a closing.* Please close with an appropriate phrase and sign your e-mail with your name. Signatures help me; I may not recognize your e-mail address. Some examples of appropriate phrases are "Sincerely" or "Thank you for your help."
- *Capitalize only the first word of a complimentary close.* If you close your e-mail with a multi-word phrase such as "Thank you," only the first word takes an initial capital letter.
- *Use short paragraphs.* Because legibility on the screen is not as good as legibility on paper, use short paragraphs (3-4 lines maximum) to make the e-mail easy to read. In addition, be sure to skip lines between paragraphs.
- *Do not use instant-messaging spelling.* BTW, if u want 2 b treated like a pro, write like 1☹.
- *Adhere to the conventions of Standard English.* Please edit and proofread for spelling errors and grammatical mistakes. Use your spell/grammar check in Blackboard Learn, located above the right-hand side of the text box. In addition, the computer does not catch all errors (form/from), so give your document one final read before submitting or sending it.
- *DO NOT SEND ALL CAP MESSAGES.* All capital letters mean you are screaming at me. This is inappropriate behavior. To emphasize a point, underline or use bold font for an important point.

Computer Policies
Technical Safeguards

Please save all your work. First, save all assignments on your hard disk and then save copies to memory sticks. For even better protection, print out hard copies of your work. **Important Note:** At UNM Valencia, losing a file or computer problems is not an excuse for late work. Have a back-up file and an available computer if you have problems with yours. The UNM, UNM VC, Los Lunas, and Belen libraries have computers available if you have computer problems.

Getting Computer Help If you experience computer difficulties, you must call **(505) 277-5757** for help and fix the problem. These computer technicians can answer questions you may have concerning specific software, hardware, and other procedural issues related to this course.

Computer Policies in a UNM VC Lab

If you use the computers on campus, you must adhere to all policies set forth by the University of New Mexico at Valencia Campus. Check with the person who oversees the lab for a copy of the policies.
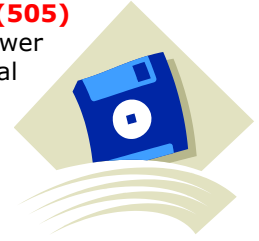
Assignments

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