

# English 1110: Accelerated Composition

Fall 2020

Instructor: [Anne Turner, M.A.](#)

Class: ENGL 1110-505 and -506

Office Hours: MW 11 a.m.-12 p.m. (and gladly by appointment) <https://turner-office-hours-unm.youcanbook.me>

Contact: [anneturner@unm.edu](mailto:anneturner@unm.edu)

## TEXT

*Practical Argument: A text and anthology. 4th edition. Lauri G Kirszner and Stephen R. Mandell ISBN: 978-1-319-19445-1*

### Course Description (per the catalog):

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

1. Analyze the rhetorical situation for purpose, main ideas, support, audience, and organizational strategies in a variety of genres.
2. Employ writing processes such as planning, organizing, composing, and revising.
3. Use a variety of research methods to gather appropriate, credible information.
4. Evaluate sources, claims, and evidence for their relevance, credibility, and purpose.
5. Quote, paraphrase, and summarize sources ethically, citing and documenting them appropriately.
6. Integrate information from sources to effectively support claims as well as other purposes (to provide background information, evidence/examples, illustrate an alternative view, etc.).
7. Use an appropriate voice (including syntax and word choice).

### Library Information Literacy Outcomes

- 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.
- Students will be able to identify what type of database source they have found, e.g. magazine, journal, newspaper, website.

- Students will write a correctly formatted Works Cited page.

The assignment syllabus is a tentative schedule. Any changes will be announced and/or posted on the Blackboard Learn calendar.

## COURSE ASSIGNMENTS

**READING:** You are required and expected to read every reading assignment. Failure to do so will not only result in points lost, but also will keep you from succeeding in the major assignments. Reading points are tied to responses and discussion and will be represented there. You will not be able to successfully complete the Blogs or Discussions for the week without doing the full reading.

**DISCUSSIONS:** I expect you to participate in discussions and classwork. Points are assigned each discussion based on your participation levels. You will need to post an original thread to the prompt and then you will need to respond to two of your peers' threads in order to get full points.

**WRITING PRACTICE BLOGS:** I will frequently assign you drafts of papers to help you get ahead of deadlines. Sometimes these drafts fall on the same due date as a Reading Response, so please make note of the Blackboard Schedule and pace yourself. Writing practice will give you the opportunity to develop your ideas and ultimately save you time as you draft the final work.

**MAJOR PROJECTS:** These projects are the accumulation of knowledge gained from reading, reading responses, writing practice, and drafting. All project requirements will be noted in the assignment instructions, so please refer to those for requirements. All major projects are due on Saturday at 11:59 p.m. via Learn. You have 3 major projects for this semester.

**FINAL PORTFOLIO:** The Final Portfolio packet contains a collection of your writing that indicates whether you have mastered the learning objectives of the course. The Final Portfolio must contain the following items:

1. **Cover Letter:** This letter is addressed to your professor with an MLA header. Explain what is in the portfolio and the revisions that you made.
2. **Revisions of the first two essays written during the semester.** A thorough revision of each essay based on your professor's comments is required.

## CONFERENCES AND OFFICE HOURS

One time this semester, you will be required to meet with me to discuss your writing assignments. If you miss a conference, it will count as an absence.

Also, it is to your benefit to use my office hours. Students who come to office hours often perform well because they become more familiar with the material and because they work on assignments earlier and discover potential obstacles and confusion early in the process. And if my regular office hours are not convenient for you, please talk with me about making an appointment for a different time.

You will need to set up an appointment during my available times or email me. Visit <https://turner-office-hours-unm.youcanbook.me> to set up your appointment.

## COURSE POLICIES AND REQUIREMENTS

This syllabus is a contract between us. Please recognize that you are responsible for the policies on these pages. However, I do reserve the right to change our schedule and/or assignments based on our class needs, but I will always let you know in advance.

## **ATTENDANCE & PARTICIPATION**

In my class, you are allowed three (3) absences without any questions before your final grade is penalized. After six (6) absences will be dropped/fail the course. Any tardies after ten (10) minutes of class starting will be logged as a half (1/2) absence. Participation points are assigned for each day's class, and if you are late, leave early, you are absent from class, or misuse electronic devices in class then you will lose participation points.

You, and you alone, are responsible to sign the roll sheet as it is passed around. I will not negotiate lost attendance points for failure to sign the roll. (I will take roll the first few weeks as I get to know you)

If you miss class, you are responsible to find out from another student what we discussed. I will not answer emails that ask me: "Did I miss anything in class today?" Interacting with your peers will not only help you gain the information you need, but it will also help you build your communication skills. You may be lucky enough to find notes from the missed class on our discussion board.

## **EXCEPTIONS**

If you are seriously ill or contagious, or if you have to miss class or an assignment because of emergency circumstances beyond your control, but report it to me before or at the time it occurs, we can work out a fair and reasonable solution to accommodate you. The key is communication. Talk to me as soon as possible to avoid grade penalties.

Excused absences for athletes and university organizations count toward the permitted number of absences. In accordance with university policy, you must bring me a letter during the first two weeks of the semester that outlines your absences so that we can negotiate an individual contract.

## **LATE WORK POLICY**

I do accept late work for all assignments. Due to the pandemic creating a difficult environment to work in, there will be no late penalties if you inform me as soon as you can of your need for an extension.

## **COMMUNICATION POLICY**

All communication with me should be conducted through email at [anneturner@unm.edu](mailto:anneturner@unm.edu). I will respond to your question through email generally within 24 hours (see exception below). I will not respond to messages in Learn. If your question is similar to other questions from students I will respond in class or via announcement on Blackboard. Because

I strive for the all elusive work/life balance, I will not respond to any communication on the weekends from Friday at Noon to Monday at Noon. Please plan your communication accordingly.

## **STYLE, DOCUMENTATION, AND CITATION**

I expect all of your papers to conform to MLA 8<sup>th</sup> Edition style, including 1” margins on all sides, 12 point Times New Roman font, double-spaced, with your last name and page number at the top of each page in a header. All citations will be in MLA 8<sup>th</sup> edition. These requirements may change based on the rhetorical nature of a specific assignment and those alterations will be clearly explained on those assignments’ instructions.

## **NETIQUETTE POLICY**

As far as communication goes, the online environment is very different from being face-to-face with someone. It is often difficult to understand meaning from tone online, and what you think may be clear in your writing may be exactly the opposite. To help us all understand one another better, I have a few ground rules for communication in this class:

### **1. Be Respectful**

Please be respectful of the privacy of other students, their time, and differences of opinions. It’s all right to disagree, but do so respectfully and provide evidence of your own opinion. We live in a beautifully diverse world and this classroom should reflect that.

### **2. Be Thoughtful**

Please take time to read your writing before sharing/posting. Read it out loud to listen to your own tone. If you feel that your writing is confrontational or sarcastic, please revise it to be more polite and consider using emojis to help express emotions if anything could be taken wrong. Also, please assume that your fellow students have good intentions. In addition, your language matters! You should never post offensive words or slurs in your discussions. Address your responses to the original poster and use their name to be more personal.

### **3. Be Professional**

Please keep all discussions focused on the topics provided. Check to make sure you have cited any sources referenced and please proofread before posting. Finally, please spell out all words (including acronyms for the first reference).

## **DROP POLICY**

**You must log in the first week or you may be dropped from the course.**

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. A drop before the end of the third week in a sixteen-week semester will not appear on your transcript, and you will not earn credit hours or a grade in the course.
- B. Your instructor can drop you from the course at any point in the semester before finals for violating attendance policy.
- C. If you, your instructor, or the Dean of Students initiates a drop after the end of the third week in a sixteen-week semester, you will receive a W. Although a W will not earn you credit hours for the course or affect your GPA, it will appear on your transcript.
- D. 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.
- E. In Core Writing, a C or above is passing. When deciding whether or not to drop a course, consider the outcomes of earning either a grade below C or a W. 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. See the above description of a W.

## COMPUTER REQUIREMENTS

*Access to Learn.* This class is supplemented by the Learn classroom management system. You can access it at <https://learn.unm.edu/>. You will complete a tutorial teaching you how to use this site during the first week of class.

I'll post the syllabus there as well as writing assignments, grading standards, some assigned readings, quizzes, and discussion questions. In addition, you will need to use Learn for submitting most of your homework and writing assignments.

All writing assignments must be completed in Microsoft Word, and submitted electronically (through the assignment tab) via Learn. Do not submit assignments in any other word processor format (such as Microsoft Works or WordPerfect) because assignments I'll use Word features to comment on your work.

*Adobe Acrobat Reader.* You will need Adobe Acrobat Reader (which can be downloaded free from the Internet) because you will need Acrobat Reader to access certain documents on Learn.

### *Technical Support.*

- For UNM Learn Technical Support: (505) 277-0857 (24/7) or use the “Create a Tech Support Ticket” link in your course.
- For UNM-Valencia IT Support: (505)925-8911. Hours are 10 to 2 Tuesday through Thursday, or you can leave a message or create a support ticket <http://valencia.unm.edu/campus-resources/technology-support/contact-ts.html>. For assistance with creating a support ticket or reaching IT, email Kristie Martinez, Administrative Assistant, [kmartinez8@unm.edu](mailto:kmartinez8@unm.edu).
- For UNM Web Conference Technical Help: (505) 277-0857
- For issues with Blackboard Learn, tutors in the Learning Center can advise you: email [tutor@unm.edu](mailto:tutor@unm.edu) to make an appointment.
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## DEPARTMENT AND UNIVERSITY POLICIES AND RESOURCES

### **Equal access**

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. They are located at Advisement & Counseling Services, Student Services Building, 280 La Entrada Rd., Los Lunas, NM 87031, 505-925-8560. <http://www.unm.edu/~vcadvise/equalaccess.htm>. Pursuant to the American with Disabilities Act (ADA), I accommodate documented special needs and encourage students to discuss their concerns with me.

### **Respectful campus policy**

The English Department affirms its commitment to the joint responsibility of instructors and students to foster and maintain a positive learning environment.

### **Classroom conduct**

UNM students and instructors are bound by the terms of the Student Code of Conduct, which is published in the UNM Pathfinder (<http://pathfinder.unm.edu/policies.htm#studentcode>). I expect you to enter class ready to learn and participate and with a positive and respectful attitude. If you disagree with someone or something, I expect you to handle the disagreement in a mature manner. And, of course, do not text/listen to your iPod/read a magazine/etc. when class is in session. If you need to take a break or deal with an important issue, go out in the hallway. I will ask you to leave the classroom (and take an absence) if you are disruptive, unprepared, or disrespectful.

### **Sexual Violence and Sexual Misconduct**

If you or someone you know has been harassed or assaulted, you can find the appropriate resources from the UNM Sexual Assault Response Team here: Phone: (505) 277-3716 (Women's Resource Center); <http://sart.unm.edu/index.html>. There are several resources available outside UNM that may help as well, such as: Know your IX: <http://knowyourix.org/>; Not Alone: <https://www.notalone.gov/>; Clery Center for Campus Security: <http://clerycenter.org/>.

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 pg 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>.

### ***Alternate option***

Our classroom and our university should always be spaces of mutual respect, kindness, and support, without fear of discrimination, harassment, or violence. Should you ever need assistance or have concerns about incidents that violate this principle, please access the resources available to you on campus, especially the LoboRESPECT Advocacy Center and the support services listed on its website (<http://loborespect.unm.edu/>). Please note that, because UNM faculty,

TAs, and GAs are considered "responsible employees" by the Department of Education, any disclosure of gender discrimination (including sexual harassment, sexual misconduct, and sexual violence) made to a faculty member, TA, or GA must be reported by that faculty member, TA, or GA to the university's Title IX coordinator. For more information on the campus policy regarding sexual misconduct, please see: <https://policy.unm.edu/university-policies/2000/2740.html>.

### Undocumented students

As an educator (AND as a human being), I fully support the rights of undocumented students to an education and to live free from the fear of deportation. I pledge full confidentiality to any student who wishes to disclose their immigration status, and I will work with students who require immigration-related accommodations. For more information and/or resources, please contact the New Mexico Dream Team at [info@nmdreamteam.org](mailto:info@nmdreamteam.org).

### Departmental support statement

The English Department reaffirms a long tradition of civic engagement—including civil disobedience, dissent, resistance—and supports the academic freedom and civil rights of the faculty, instructors, staff, and students who practice forms of social activism.

### Grade Determination

Every assignment will include an explanation of the assignment's grading standards (a grading "rubric"). Your semester grade will be determined as follows:

#### *Percentage Allocation*

<i>Percentage Allocation</i>	
Small Writing Assignment 1a	1%
Small Writing Assignment 1b	1%
Literacy Narrative Project	20%
Small Writing Assignment 2a	1%
Small Writing Assignment 2b	1%
Rhetorical Analysis Project	20%
Small Writing Assignment 3a	1%
Small Writing Assignment 3b	1%
Community Writing Project	20%
Participation and Attendance	12%
Reading Responses and Drafts	12%
Final	10%
Total	100%

## Semester Assignments

During the semester we will work in sequences. Below is brief information about your assignments this semester:

**Sequence 1: Literacy Narrative**

**Sequence 2: Rhetorical Analysis Website**

**Sequence 3: Community Writing Project**

## *Points-to-Grade Conversion*

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

## Passing and failing grades

You cannot enroll in English 120 until you earn a passing grade in English 110. A passing grade in English 110 is “C” or higher; a grade of “C-minus” or lower is a failing grade.

## 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. Every first-year writing class covers plagiarism in great detail, so there is little excuse for failing to understand what constitutes plagiarism or the consequences that will result.

*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 imposed by the Dean of Students.

All students who plagiarize will be reported to the Dean of Students, who maintains a file of past plagiarism cases. The instructor may use the Dean of Students Adjudication form or simply direct a memo to Rob Burford ([rburford@unm.edu](mailto:rburford@unm.edu)), Judicial Affairs Specialist, Dean of Students Office. The UNM Student Code of Conduct also addresses Academic Dishonesty at <http://pathfinder.unm.edu/policies.htm#studentcode>.

**Writing Center Tutors Online:** Tutors are available through the Writing Center live in videoconference or phone, or through email (you email a paper and the tutor responds) to support you as you navigate Blackboard Learn and other platforms, make sense of writing assignments, brainstorm approaches and topics, structure appropriate to your genre, revise, edit, and figure out MLA. Tutors will support your choices and will not make them for you.

To make an appointment, email [tutor@unm.edu](mailto:tutor@unm.edu). You can also email the Writing Center Director, Patricia Gillikin, with questions or help getting connected to a tutor. This link has full information on UNM-Valencia tutoring, including math and other subjects: <https://valencia.unm.edu/campus-resources/the-learning-center/learning-center.html>

## Course Calendar

Available on Learn.