English 1110: Accelerated Composition

(UNM Main and Valencia Campus are located on the original land of the indigenous Puebloans, and located adjacent to the reservation lands of the Shiewhibak tribe, otherwise known as the Isleta Pueblo. Your instructor supports the Land Back movement.)

Fall 2021

Instructor: Anne Turner, M.A.
Class: ENGL 1110-502
Office Hours: Tuesday 11 a.m.-12 p.m. (and gladly by appointment) https://turner-office-hours-unm.youcanbook.me
Contact: annetturner@unm.edu

I am passionate about student success in my courses, partly because I have experienced several life-altering events during my educational experience, including losing a parent, being pregnant, raising children, and being diagnosed with mental and neurological disabilities. This course is designed to be completely accessible to students of all experiences and abilities and to provide flexibility when you encounter those situations yourself. I also acknowledge that higher education is a colonized system that is not easily accessible to students of color, students with disabilities, LGBTQIA+ students, and female students. I pledge to do my best to break down the systemic barriers in our classroom and ask for your feedback so I can meet your needs. You can succeed in this course if you 1) stay in communication with me, 2) submit assignments regularly, and 3) meet labor-based grading criteria for assignments.

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.

REQUIRED TEXT

No Required Text. All links to Open Educational Resources will be provided.

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

All assignments will be due on Saturday nights, with the exception of the Peer Assessments. Please log into the class early in the week to check on due dates and return to complete the work.

READING: You are required and expected to read <u>every</u> 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 two essays/projects written during the semester.** A thorough revision of each essay based on your professor's comments is required.

WRITING CENTER, CONFERENCES AND OFFICE HOURS

You will have multiple assignments to book a visit with the Writing Center. You may do so virtually or in-person, if current regulations allow

One time this semester, you will be required to meet with me.

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.

GRADING

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

Small Writing Assignments (6)	5%
Literacy Narrative Project	20%
Rhetorical Analysis Project	20%
Community Writing Project	20%
Participation and Attendance	15%
Reading Responses and Drafts	15%
Final	5%
Total	100%

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 1120 until you earn a passing grade in English 1110. A passing grade in English 110 is "C" or higher; **a grade of "C-minus" or lower is a failing grade**.

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 the online classroom, attendance and participation refer to your participation in discussions and blog threads. You are expected to submit those assignments just as any other assignment.

I do monitor your last-day logged in and you should be logged in at least 2 times in a given week.

LATE WORK POLICY

I do accept late assignments. There are two ways to qualify:

1. Be NO MORE than 2 weeks behind in all work (individually late assignments do not count against you, but whole weeks will)
2. If you inform me as soon as you can of your need for an extension in the case of an emergency.

COMMUNICATION POLICY

All communication with me should be conducted through email at annetturner@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.

If you do not receive a response within 24 hours, please resend the email to me.

STYLE, DOCUMENTATION, AND CITATION

I expect all of your papers to conform to MLA 8th 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 8th 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.

ONLINE BEHAVIOR

- Our class is an inclusive environment where everyone is welcome. Treat each other with **respect**. Derogatory remarks, name-calling, trolling, bullying, and bigotry are prohibited.
- Students may discuss with me complaints about the course; however, the students must do so in the proper environment, such as via email or during office hours.
- Discussion boards are a professional learning environment. Treat them as such.
- Sexual harassment will not be tolerated.
- Students violating any of these rules may be dropped.

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.
- 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 to make an appointment.

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.

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.
2. **The graded drafts of the student's first two essays with professor comments.**
3. **Transcribed Feedback**
4. **Revisions of first two essays written during the semester.** A thorough revision of each essay based on your professor's comments is required.
   All final drafts must be typed and in MLA format.

Please Note: You need a "C," at least 73% to pass the course: 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. The federal 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 UNMVC registrar: (505) 925-8580
http://www.unm.edu/~unmvc/Admissions/admiss.htm

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.

- 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 to make an appointment.

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/.

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.

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), 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. 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

ENGLISH 1110 Schedule

Project #1: Literacy Narrative (August 30- September 25)		
Week	**Assignments**	**Due Date**
Week 1	Review Project #1 Criteria Slack Discussion 1.1 Slack Discussion 1.2 Small Writing Assignment #1: Writer Profile	August 28
Week 2	Slack Discussion 2.1 Small Writing Assignment #2: Writing Self-study	September 4
Week 3	Slack Discussion 3.1 Blog 3.1 Blog 3.2 Draft of Project #1: Literacy Narrative	September 11
Week 4	Slack Discussion 4.1 Blog 4.1 Project #1 Outcomes Reflection **Project #1: Literacy Narrative**	September 18

Project #2: Discourse Community Evaluation (September 26 -October 2)		
Week	**Assignments**	**Due Date**
Week 5	Review Project #2 Criteria Slack Discussion 5.1 Blog 5.1 Blog 5.2 Small Writing Assignment #3: Community Narrative	September 25
Week 6	Slack Discussion 6.1 Blog 6.1 Small Writing Assignment #4: Community Evaluation	October 2
Week 7	Peer Assessment of Discourse Community (Upload on Tuesday) Blog 7.1 Slack Discussion 7.1	October 9
Week 8	Slack Discussion 8.1	October 16

	Feedback Reflection Project #2: Discourse Community Evaluation due Project #2 Outcomes reflection	

Project #3: Community Research Project (October 24-November 20)		
Week	**Assignments**	**Due Date**
Week 9	Slack Discussion 9.1 Blog 9.1 Small Writing Assignment #5: Research Proposal	October 23
Week 10	Slack Discussion 10.1 Blog 10.1 Small Writing Assignment #6: Genre Analysis	October 30
Week 11	Slack Discussion 11.1 Slack Discussion 11.2 Draft of Project #3: Community Research	November 6
Week 12	Slack Discussion 12.1 Blog 12.1 Peer feedback (due WEDNESDAY) Feedback Reflection Project #3 Outcomes reflection Project #3: Community Research due	November 13

Final (December 5-11)		
Week	**Assignments**	**Due Date**
Week 13	Portfolio Proposal	November 20
Week 14	Writing Center Visit	November 29
Week 15	Slack Discussion Final Final Portfolio Due	December 4

COVID-19 SYLLABUS LANGUAGE
UNM Administrative Mandate on Required Vaccinations

All students, staff, and instructors are required by UNM Administrative Mandate on Required Vaccinations to be fully vaccinated for COVID-19 as soon as possible, but no later than September 30, 2021, and must provide proof of vaccination or of a UNM validated limited exemption or exemption no later than September 30, 2021 to the UNM vaccination verification site. Students seeking medical exemption from the vaccination policy must submit a request to the UNM verification site for review by the UNM Accessibility Resource Center. Students seeking religious exemption from the vaccination policy must submit a request for reasonable accommodation to the UNM verification site for review by the Compliance, Ethics, and Equal Opportunity Office. For further information on the requirement and on limited exemptions and exemptions, see the UNM Administrative Mandate on Required Vaccinations.

UNM Requirement on Masking in Indoor Spaces

All students, staff, and instructors are required to wear face masks in indoor classes, labs, studios and meetings on UNM campuses, see [masking requirement](). Vaccinated and unvaccinated instructors teaching in classrooms must wear a mask when entering and leaving the classroom and when moving around the room. When vaccinated instructors are able to maintain at least six feet of distance, they may choose to remove their mask for the purpose of increased communication during instruction. Instructors who are not vaccinated (because of an approved medical or religious exemption), or who are not vaccinated yet, must wear their masks at all times. Students who do not wear a mask indoors on UNM campuses can expect to be asked to leave the classroom and to be dropped from a class if failure to wear a mask occurs more than once in that class. With the exception of the limited cases described above, students and employees who do not wear a mask in classrooms and other indoor public spaces on UNM campuses are subject to disciplinary actions.

Communication on change in modality: The university may direct that classes move to remote delivery at any time to preserve the health and safety of the students, instructor and community. Please check your email and your UNM Learn site regularly for updates about our class, and please check https://bringbackthepack.unm.edu regularly for general UNM updates about COVID-19 and the health of our community.

Acceptable masks and mask wearing in class: A two-layer mask that covers the nose and mouth and that is cleaned regularly is acceptable, as are disposable medical masks, KN95, KF94, FFP1 and FFP2 masks. A face shield is not sufficient protection. It is vital that you wear your mask correctly, covering your nose and mouth. Removing your mask for an extended period to eat or drink in class violates the university mask requirement and endangers others.

Consequences of not wearing a mask properly: If you don't wear a mask, or if you do not wear a mask properly by covering your nose and mouth, you will be asked to leave class. If you fail to wear a mask properly on more than one occasion, you can expect to be dropped from the class. If you insist on remaining in the classroom while not wearing a mask, class will be dismissed for the day to protect others and you will be dropped from the class immediately.

The instructor will try to have a few disposable masks available in the classroom on a first-come, first-served basis.