
ENGLISH 1120: 504

Composition II

Spring 2023: 1/16 – 5/6

CRN: 50010

Asynchronous Online Course

Instructor: Kelsey Byrne (she/her)

Online Office Hours:

<https://unm.zoom.us/j/97518791521>

Phone: N/A

Email: kbyrne@unm.edu

Course Description (adapted from the catalog):

In this course, students will explore argument in multiple research-oriented genres. Students will learn research and writing practices emphasizing summary, analysis, evaluation, and integration of secondary sources. Students will analyze rhetorical situations in terms of audience, contexts, purpose, mediums, and technologies and apply this knowledge to their reading, writing, and research. Students will sharpen their understanding of how writing and other modes of communication work together for rhetorical purposes. The emphasis of this course will be on research methods.

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.

This course includes 16 modules. You will complete one module per week for the duration of the term (with the exception of Week 1, which has two modules, and Weeks 15 and 16, which include one module spread over both of them). Modules will open

Monday mornings at 12:00am, and they will close Sunday nights at 11:59pm. It is crucial that you stay up to date on your work and complete all parts of each module before it closes. You are responsible for managing your time in accordance with your individual responsibilities and study needs.

All assignments are due on the scheduled day at the scheduled time. Assignments must be submitted via the appropriate links on Canvas; assignments submitted via email WILL NOT BE ACCEPTED. Should your individual circumstances prevent you from completing your work on time, get in touch with your instructor to discuss a possible extension. You may be allowed additional time to complete your work on a case-by-case basis.

Students who do not log in in the first week will be dropped.

Don't hesitate to contact your instructor with any questions or concerns.

Grading

3 Major Assignments (100 points each)	300 points
Peer Reviews (1 for each Major Writing Assignment, 25 points each)	75 points
Reflective Responses (1 for each Major Writing Assignment, 25 points each)	75 points
General Coursework and Activities	350 points
Portfolio	200 points

TOTAL POINTS POSSIBLE: 1000

Score	Grade
930-1000	A
900-920	A-
870-890	B+
830-860	B
800-820	B-
770-790	C+
730-760	C
700-720	C-
670-690	D+
630-660	D
600-620	D-
0-590	F

You need at least a "C" (73% or 730 points) to pass this course. A C- is not passing.

All formal writing assignments must follow MLA format, be in Microsoft Word or PDF format and be double-spaced in 12pt, Times New Roman font.

Late Policy

Late work will not be accepted unless you and I have discussed an extension prior to the deadline. If you need more time due to personal circumstances, health issues, or an emergency situation, please contact me before the due date to discuss the matter.

Final Portfolio

The Portfolio 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 instructor with an MLA header.
2. **Graded drafts of two Major Writing Assignments with professor comments.**
3. **Revisions of the two Major Writing Assignments.** A thorough revision of each assignment based on your instructor's comments is required.
4. **Reflective Cover Pieces for both revisions.**

Navigating this Online Course

Because this class is administered fully online, it is important to have a high level of skill in operating computers. The following tips will help students navigate the course.

- For UNM Canvas Technical Support: visit <https://canvasinfo.unm.edu/support/index.html> or call (505) 277-0857 (24/7).
- For UNM-Valencia IT Support: call (505) 925-8911 or create a support ticket <http://valencia.unm.edu/campus-resources/technology-support/contact-ts.html>
- For UNM Web Conference Technical Help: (505) 277-0857
- For issues with Canvas courses, tutors in the Learning Center can advise you: email tutor@unm.edu to make an appointment.

Make sure you do all the following at the start of the term and throughout the course:

- Be familiar with your syllabus. It is linked on the Canvas home page for our class. Refer to the syllabus throughout the semester when you have questions. Feel free to log into my office hours for personal attention regarding assignment requirements, questions, or confusion (e-mail for an appointment if the regularly scheduled hours do not fit into your schedule).
- Become familiar with the Canvas platform. Click on all the menu items on the left-side navigation bar to discover what is available to you in your online course. You

may want to visit The Learning Center at UNM Valencia Campus if you need additional help learning how to navigate this new online learning system.

- Keep copies of all your work. Saving all writing is necessary. Learn how to save Word or PDF files to your desktop, a cloud drive, or a flash drive.
- Create a routine—here is a suggested routine to help you get started.
 1. Log in early! Modules open on Monday morning and close the following Sunday night. On Monday morning, log in and read the list of assignments for the week. Make sure you have all materials you need to complete the assignments, such as page numbers or links. Jot down due dates and print out assignments.
 2. Read the assignments actively, highlighting important ideas. Use available resources (dictionaries, encyclopedias, etc.) to help you acquire the information the document is trying to relay. Be pro-active and disciplined in your study habits.
 3. Log on periodically throughout the week to check course e-mails and read new posts, peer review responses, etc. Watch for new announcements.
 4. Check Discussions. Read questions I have posted for the week, your classmates' and my responses, and enter your own answers. Your responses are an important part of your grade, so please take these exercises seriously. In responses, respect others. Finally, run spell and grammar check on your postings.
 5. Importantly, give yourself ample time to submit work (well before the deadline). You can submit work right at 11:59pm, but this practice is very, very risky. For example, computer failures, corrupted discs, and Canvas outages are no excuse for work not completed (UNM VC policy). Plan for problems like these because meeting deadlines will help you successfully complete the course.

Instructor Information

My office hours are Monday afternoons between 1:30 and 2:30, and by appointment. They will be held via Zoom (see the link above or in the "Getting Started" module on Canvas). Email me anytime, but keep in mind that I am generally not online after 5:00 pm and before 9:00 am. Please give me 24 hours to respond, Monday through Thursday. I will respond to weekend emails on Monday.

Tutoring

Free online tutoring is offered for all UNM-Valencia students. Tutors are available through the Writing Center live in person, on videoconference or phone, or through email (you email a paper and the tutor responds. They can support you as you navigate Canvas 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 for 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>

Required Texts and Materials

- There is no required textbook for this course; all reading assignments will be provided via Canvas
- UNM email address and access to UNM Canvas
- Access to Internet and Microsoft Office (free via your UNM account)
- Access to Adobe Reader for PDF documents (downloadable for free)
- Pens and highlighters for annotation

Attendance Policy and Overall Participation

It is your responsibility to keep up with reading and assignments, and/or to contact me if you have questions about the material. **Students who fail to log in in the first week will be dropped.** Participation is mandatory in this course. Participation means actively participating in your education; **if you do not log-in to Canvas and complete assignments on a regular basis you will, most likely, be dropped.**

Citizenship and/or Immigration Status

All students are welcome in this class regardless of citizenship, residency, or immigration status. Your professor will respect your privacy if you choose to disclose your status. UNM as an institution has made a core commitment to the success of all our students, including members of our undocumented community. The Administration's welcome is found on our website: <http://undocumented.unm.edu/>.

Plagiarism

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 sources without proper documentation, or rephrasing an author's ideas and presenting them as the student's new, original thoughts. Plagiarism in this course may result in one or more of the following consequences: failure of the assignment, failure of the 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.acadiu.ca/tutorials/plagiarism/>

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 will be dropped.

Email Netiquette Policy

Keep the following in mind when you write emails and discussion posts:

- Please avoid text-speak. Learning to write professional emails is a skill you need as you progress to higher academic levels and career pursuits.
- Emails that you write to me during the semester should include professional language, addressed with a subject heading including the type of question you are asking. For example, "Major Assignment 1" would be an appropriate subject heading for a question regarding the first project.
- Emails should include a salutation. For example, "Dear Kelsey" or "Hello Professor" are appropriate salutations. Part of "composition" is learning when and how to use proper diction and registers of language, and in a formal setting like a college course, professional titles are appreciated.
- Please close with an appropriate phrase and sign your email with your name. Some examples of appropriate phrases are "Sincerely," or "Thank you for your help,".
- Use short paragraphs (in general, 3-4 lines maximum) to make the email easy to read. In addition, be sure to skip lines between paragraphs.
- Be sure to proofread your email for grammatical errors.

Equal Access

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.

Canvas

Students are responsible for posting responses to discussion questions and prompts that I post on our Canvas course. These questions are designed to generate discussion, promote further inquiry into our topics, and scaffold the writing assignments.

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>

Title IX Statement

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>). 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>

Tutorials

If you do not know how to use Canvas, try completing the tutorial available at <https://canvasinfo.unm.edu/students/meet-unm-canvas.html>.
