

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

Spring 2024
English 1110-503
Composition I
M/W 10:30-11:45am VABS 124
CRN: 60805 (15-Week Course)
Dates: 01/17/2024-05/11/2024

Lizbeth Axelrod, MFA
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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.

Required Texts and Materials

- *The Mad Scientist's Guide to Composition*, By Jeffrey Andrew Weinstock, Broadview Press
 - UNM e-mail address & Canvas.
 - Access to ZOOM for possible classes put online (weather or covid issues)
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Library Information Literacy Outcome

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.

Instructor Information

For assistance with course-related questions, I am available to meet with you online 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 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 close to a decade, motivating her students to discover the passion and nuances of the written word. She teaches Writing & Rhetoric, Writing & Literature, Composition 1&2, Technical Communication 1 & 2, Contemporary Literature, and Creative Writing. She has held previous academic appointments at State University of New York, Westchester Community College, City Tech, The New York City College of Technology, and she currently teaches at CNM as well as UNM Valencia. Liz received her MFA from the New School for Public Engagement, NYC in 2013. She was Managing Editor of the [New School's Literary Journal - 12th Street](#). Her work has been widely published. Her first book of poetry, *Go Ask Alice* (June 2016) was a finalist (5th Place) in the Finishing Line Press New Woman's Voices Competition. She also writes book reviews, and her work has been published in The Brooklyn Review, Boog City Press, Kirkus Reviews, and Publisher's Weekly. She was founder, co-host and curator of the Cedarmere Reading Series in the home of William Cullen Bryant (2014-2018). You can find more about my creative writing life here: www.yourmoonsmine.com

UNM Health & Wellness Information

COVID-19 Health and Awareness. UNM is a mask friendly, but not a mask required, community. If you are experiencing COVID-19 or any illness symptoms, please do not come to class. If you do need to stay home, please communicate with me at laxelrod@unm.edu; I can work with you to provide alternatives for course participation and completion. Let me, an advisor, or another UNM staff member know that you need support so that we can connect you to the right resources. Please be aware that UNM will publish information on websites and email about any changes to our public health status and community response.

Support:

[PASOS Resource Center](#) (505) 925-8546, <mailto:pasos@unm.edu>. The Resource Center is an on-campus center that serves as a "one-stop" for all non-academic needs of UNM-Valencia students.

[Student Health and Counseling](#) (SHAC) at (505) 277-3136. If you are having active respiratory symptoms (e.g., fever, cough, sore throat, etc.) AND need testing for COVID-19; OR If you recently tested positive and may need oral treatment, call SHAC.

[LoboRESPECT Advocacy Center](#) (505) 277-2911 can offer help with contacting faculty and managing

Accommodations: UNM is committed to providing equitable access to learning opportunities for students with documented disabilities. As your instructor, it is my objective to facilitate an inclusive classroom setting, in which students have full access and the opportunity to participate. To engage in a confidential conversation about the process for requesting reasonable accommodations for this class and/or program, please contact Accessibility Resource Center at arcsrvs@unm.edu or by phone at 505-277-3506. The [UNM-Valencia Equal Access Services](#) (Sarah Clawson, Coordinator), at (505) 925-8840 or by email at sjclawson@unm.edu.

Support: Contact me via email (laxelrod@unm.edu) or Canvas messaging or in office/drop-in hours. Or Contact the [UNM-Valencia Equal Access Services](#) (Sarah Clawson, Coordinator), at (505) 925-8840 or by email at sjclawson@unm.edu., Or [Accessibility Resource Center](https://arc.unm.edu/) (<https://arc.unm.edu/>) at <mailto:arcsrvs@unm.edu> (505) 277-3506.

Basic Course Policies

No late work is accepted in this course without approval. Weekly assignments can be made up if a student is absent, but points will be taken off for lateness. Students are expected to attend class, to log in to Canvas at least three times a week and be prepared to work when class begins. Open up your notebook, have your pen ready, and be prepared to take notes when our class begin. Make sure your computer is on and that you are logged in to begin work in Microsoft Word/Canvas 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.

This is a three credit-hour course. Class meets for two 65-minute sessions of direct instruction for fifteen weeks during the Fall 2023 semester. Please plan for a *minimum* of six hours of out-of-class work (or homework, study, assignment completion, and class preparation) each week.

Resources to support study skill and time management are available through

[UNM-Valencia Learning Commons \(Tutoring\)](#)

Tutoring is available to you in math, science, writing, and other subjects through the Learning Commons: Learning and STEM Centers and Writing Center. In person tutoring is in these centers in the LRC (the building that also has the library). Tutoring in Zoom and, for writing, through email, is also available.

Making use of tutoring is a fantastic way to use your resources and set yourself up to learn deeply and well in your courses. **To schedule an appointment, please go to: [Learning Commons Bookings](#)** If you are making an email appointment with the Writing Center, email your draft to tutor@unm.edu after you fill out the form above. If you have difficulty with the scheduling link above, would like an appointment in a subject not listed at that link, or have a question, email tutor@unm.edu. You'll get answers during business hours Monday through Friday. The webpage, with more details about available hours, is here: [Learning Commons: Tutoring Services webpage](#).

[Center for Academic Program Support](#) (CAPS). Many students have found that time management workshops can help them meet their goals (consult ([CAPS](#)) website under "services").

Attendance Policy

Attendance will be taken at the beginning of each 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 unexcused 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 may not count as excused absences (always check with me first).

Plagiarism

Any form of plagiarism including using AI to write your papers is unacceptable and the paper in question will receive a failing grade. Plagiarism means using language and/or ideas without acknowledging their source, copying directly from websites and AI Generated writing. 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

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 via email to the instructor, or during private office hours. Constant complaining in class discussions or in ZOOM meetings may result in the student being asked to leave that 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.

NETIQUETTE STATEMENT:

Netiquette is a set of rules for behaving properly in the online environment in class.

In our class we will follow the following rules: Be considerate of your fellow students. No swearing or hate speech in the forums. All opinions are welcome, but they must be backed up by facts and reliable sources. No one is allowed to inflame or coerce another student's beliefs, ideas, or assumptions. Everyone has different points of view and debate is a large part of the discussions in this class. Speeches & Debate must be respectful, collegiate, informed and constructive – and it must stay in our class. Proper use of MLA format, grammar, and tone is required in all formats of this class (discussion boards, email, messages, written responses, workshops and writing assignments).

Computer and Technology Policies

Students must log in on the computer in our classroom during scheduled class meeting times with materials 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.

E-Mail Etiquette

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 Axelrod" 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.

Assignment Policy

Unless otherwise specified, all 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 in Canvas in the Course Content and Resources section with links and other resources to help you format your papers correctly.

MISSED WORK – *I will allow students to make up missed work with the proper exceptions and notifications.* Exceptions are limited to documented, serious, and inescapable emergencies, such as car accident or hospitalization. If you should miss an assignment, you would do well to submit it to me in *Canvas* ASAP (for partial credit only).

ENGAGEMENT – You can participate best when you are prepared, having done the reading and homework before class. Come ready to demonstrate what you've learned. I evaluate your level of engagement – *evidenced by active listening, quality contributions, and productive use of class time* – during and after each class.

Title IX – Support, Respect, Connection, and Land Acknowledgement

Title IX: 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. 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>.

Support: [LoboRESPECT Advocacy Center](#) and the support services listed on its website, the [Women's Resource Center](#) and the [LGBTQ Resource Center](#) all offer confidential services and reporting.

Land Acknowledgement: Founded in 1889, the University of New Mexico sits on the traditional homelands of the Pueblo of Sandia. The original peoples of New Mexico Pueblo, Navajo, and Apache since time immemorial, have deep connections to the land and have made significant contributions to the broader community statewide.

We honor the land itself and those who remain stewards of this land throughout the generations and also acknowledge our committed relationship to Indigenous peoples. We gratefully recognize our history.

Resource: [Division for Equity and Inclusion](#).

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. As for all students in the class, family emergency-related absences are normally excused with reasonable notice to the professor, as noted in the attendance guidelines above. 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/>.

Respectful and Responsible Learning: We all have shared responsibility for ensuring that learning occurs safely and equitably. UNM has important policies to preserve and protect the academic community, especially policies on student grievances (Faculty Handbook D175 and D176), academic dishonesty (FH D100), and respectful campus (FH CO9). These are in the *Student Pathfinder* (<https://pathfinder.unm.edu>) and the *Faculty Handbook* (<https://handbook.unm.edu>). Please ask for help in understanding and avoiding plagiarism or academic dishonesty, which can both have very serious consequences.

Support: [Center for Academic Program Support](#) (CAPS). Many students have found that time management workshops can help them meet their goals (consult (CAPS) website under "services").

Connecting to Campus and Finding Support: UNM-Valencia has many resources and centers to help you thrive, [including opportunities to get involved](#), [mental health resources](#), [academic support including tutoring](#), [resource centers](#), free food at [Valencia Campus Food Pantry](#), and [jobs on campus](#). Your advisor, staff at the resource centers and I can help you find the right opportunities for you.

Required Work and Grading

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|---------------------------------------|---------|-------|
| • 3 Major Essays: 125 points each | 400 pts | (40%) |
| • Daily Writing Assignments & Quizzes | 200 pts | (20%) |
| • Grammar Goodies | 100 pts | (10%) |
| • Writing 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

Participation

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

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.

Student Privacy

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.

TECHNICAL REQUIREMENTS

- Access to a computer (laptop, desktop, iPad, etc.), basically something that you can use to access the Canvas class and upload your required assignments.
- A high speed internet connection is highly recommended.
- Supported browsers include: Internet Explorer, Firefox, and Safari.
- Any computer capable of running a recently updated web browser should be sufficient to access your online course. However, bear in mind that processor speed, amount of RAM and Internet connection speed can **greatly** affect performance. Many locations offer free high-speed Internet access including [UNM's Computer Pods](#).
- Microsoft Office and Adobe products are available free for all UNM students (more information on the UNM IT Software Distribution and Downloads page: <http://it.unm.edu/software/index.html>)

For external Canvas Technical Support: Click the “Help” icon at the bottom of the left-hand sidebar in Canvas.

Class Calendar – ALL Assignments will be posted in weekly modules on Canvas
Assignments are subject to change – be sure to read weekly announcements and modules for updates

Week One:

Read Syllabus & Do Syllabus Quiz

Post your intro in the discussion board – Due Tuesday by 10:00pm

Read David Sedaris “Us & Them”

Writing Prompt – Protest Songs

Make sure you have purchased *The Mad Scientist’s Guide to Composition

Week 2:

Read Memoir - Kaveh Akbar

Read “The Year I Grew Wildly While Men Looked On” by Ashley Ford

Discussion Board – Memoir Topic

Watch Memoir Writing Video

Subject/Verb Quiz – 25 points

Writing Prompt TBD

Read *The Mad Scientist Guide To Composition* – Chapter One “Nuts & Bolts”

Essay 1 Assignment: *Memoir Writing Proposal* due Sunday at 11:59pm 50 points

Week 3:

Writing Prompt TBA in class

Grammar Goodies Review: Sentence Fragments; Comma Splices, Independent & Dependent Clauses and what causes clauses.

Discussion Board: Plot in essays – Paragraph summary of major points in one essay we read this week Begin

Work on First Draft of Memoir

Essay 1 Assignment: *Memoir Draft* Due Sunday at 11:59pm (50 Points)

Week 4:

Grammar Goodies: Parallelism

Memoir Draft Workshop

MLA Format Assignment

Journal Entry - TBA

Discussion Board – Memoir why

Essay 1 Assignment: *Memoir Essay Final Revision* Due Sunday @ 11:00pm

Week 5:

Grammar Goodies – Tense and Subject Verb Agreement

Read: *Mad Scientist* Chapter Two “Graverobbing”

Read list of Essays of Interest – pick one or two to look further into for 2nd Essay (Argument Research Essay)

Writing Prompt TBA

Discussion Board – post your choice of essay

MLA Format & Source Citations

Read MLA Format Guide and Sample MLA Research Papers

Week 6:

Mad Scientist Chapters TBD

Thesis Work

Thesis statement posted in Thesis Discussion board

Read Research Proposal Example

Writing Prompt – what is plagiarism

Essay 2 Assignment -*Research Argument Essay Proposal* due Wednesday by 11:59pm (50 points),

Week 7:

Read Works Cited Example, Do works Cited exercise

Read - Research Questions & Gathering reliable information and Compiling & Managing Research

Read Annotations Example

Works Cited & In-Text Citations Assignments in class

Journal Entry TBA

Essay 2 Assignment: *Essay 2 Annotations* due Sunday at 11:59pm (25 points)

Week 8:

Read David Foster Wallace's "Consider the Lobster" and do the assignment (25 points)

Journal Entry TBA

Discussion Board – Workshop Etiquette

Grammar: Comma Splices and Fused Sentences

Begin work on draft of essay 2

Week 9:

Writing Prompt – Research questions

Read "Is Google Making Us Stupid?"

Journal Entry TBA

Workshop Groups and blog directions

Draft of Essay 2 Research Argument Essay - Due in class Wednesday

Essay 2 Assignment: Research Essay Draft revised from Wednesday's workshop due on Sunday at 11:59pm (50 Points)

Week 10:

Revision Work

Works Cited and in text citations discussion

Work on revising final essay

Journal entry TBA

Essay 2 Assignment: Final Essay 2 Research Argument Essay due Sunday at 11:59pm (100 points)

Week 11:

Writing Prompt – Refection Exercise

Read Reviews

Writing Prompt: Watch Movie and write a 250 word review (25 points)

Read Evaluation Essay Directions

Pick topic to evaluate

Essay 3 Assignment: Essay 3 Evaluation essay Proposal Due Sunday at 11:59pm (50 points),

Week 12:

Read - Reports & Evaluations, 13 on Reflections

Discussion Board on Evaluations - Developing an Evaluation topic and plan; Opinions vs. Facts, Stating an informed opinion

Journal Entry TBA

Essay 3 Assignment: Essay 3 Draft Due Sunday at 11:59pm (50 points)

Week 13:

Read - Sample persuasive essay

Read Internet deception

Evaluation Essay Workshop groups assigned

Post in your workshop group by Weds at 10:00pm

Essay 3 Assignment: Essay 3 Final Evaluation Essay Due Sunday at 11:59pm (50 points)

Week 14:

Journal Discussion, Extra Credit Assigned

Catch up on Journal entries and discussion board posts

Final Essay Revision Project discussion board

Journal Entry TBA

Weeks 15:

Final Essay Revision Project

Final Grammar Goodies Review

Two paragraph evaluation of our class (25 points)

Final Journal Entries Due, Extra Credit Due by Friday at 11:59pm

Final Revision Project Due on Sunday by 11:59pm (150 points)