Dr. J. “The Crazy Cat Lady” White

Email: jwhite12@unm.edu
(This is the best way to reach me.)

Office Location: Online only

Office phone: Skype: “Dr. White @ ASU”
(I teach full-time at Arizona State University, which is why this is my Skype Name.)

Office Hours: T-Th 10:00 am – 1:00 pm*
and by appointment

*Please Note: I am in Arizona, which does not observe Daylight Savings Time. At the moment, we are on the same time. In April, when New Mexico goes on DST, we will be 1 hour apart (I’ll be 1 hour EARLIER than you). The times given here are for MY time, not yours.

English 150: The Study of Literature
Section 58433 (550)
Fall 2018 Online

Overview/Course Description

Welcome to English 150! English 150 is an introduction to the study and appreciation of literature and literary forms, specifically the genres of fiction, poetry, and drama. We will analyze, evaluate, and consider works of literature from a range of time periods, cultures, and authors to expand students' appreciation and enjoyment of literature. By critically exploring literary genres, techniques, and conventions, we will enhance our appreciation of literature and its themes by the end of the semester.

Course Objectives

1. **Read and analyze material.** To be successful writers and thinkers, you will consider a number of perspectives, read critically, summarize accurately, and analyze insightfully. These tasks require that students interpret, evaluate, and synthesize a variety of challenging and interesting texts.

2. **Practice a variety of genre writing.** Reading Journals, Quizzes and the Final Essay are designed for students to engage in different exercises that include identification, comparing and contrasting, as well as writing summary analyses and reviews.
3. **Identify and Apply Literary Terms.** Students will identify and apply literary terms in writing responses, quizzes, and in the Midterm and Final Essay.

**Instructor Information**

I will be available Tuesdays and Thursdays, 10:00 a.m. to 1:00 p.m., online only. What this means is that you can call me using Skype (more on this, below), or email me through the Blackboard/Learn or UNM Outlook sites to contact me during these times. This means that I am actually sitting at my desk, working on the computer, and will see your attempt to contact me immediately. This also means that I can respond immediately as well.

You can also make appointments for Skype or IM-chat (Skype has an IM feature) visits for times that are more convenient for you. However, be aware that if you make an appointment with me and do not keep it (you don’t call or email during the time we set up), I will not be happy because you will have wasted my time. This is very rude. If for any reason you cannot make the appointment, then, you should send me an email or leave me a Skype message, immediately re-scheduling (or just outright canceling) as soon as you realize that you cannot make the appointment.

You should also be aware that I am teaching this class remotely from Arizona. This means that I am not physically located in New Mexico. If you need in-person help, free tutoring is available at the Learning Center or at onTRAC. However, I have had really good success chatting with my online students on Skype. It’s amazing how just hearing me explain things verbally makes such a big difference. Please try it. I promise, you won’t regret it!

**Required Text**


*ISBN: 978-0205230389*

To Rent/Buy at: Amazon.com:

*Please Note: If you choose to buy your book from Amazon, please choose “expedited shipping,” so that it will arrive on time.*

To Rent from: Chegg.com:

*This will be your fastest, easiest option.*

**Required Work and Grading**

Students will write weekly Reading Journals. They will take four Reading Quizzes, each having a separate Essay component.
Weekly Journals (also counted for attendance)  40%
Reading Quizzes                        30%
Reading Quiz Essays                    30%

100%

This final average: equals this letter grade:

88.5-100    A
79.5-88.4    B
69.5-79.4    C
Below 69.4   E

Please Note: I will not be using +/- grades for semester averages, although I do use them for individual assignment grades.

Tutoring

Email Dr. Patricia Gillikin at gillkin@unm.edu for information about free tutoring at the Writing Center.

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.acadiau.ca/tutorials/plagiarism/

Email Netiquette Policy

Please keep the following in mind when you write emails:

✔ Please avoid text-speak. Learning to write professional emails early on 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, “Essay 1” would be an appropriate subject heading for a question regarding the first essay.
✔ Emails should also include a salutation. For example, “Dear Dr. White” or “Hello Dr. White” would be an appropriate salutation. Part of academic discourse 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

Accessibility Services located in 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. Pursuant to the American with Disabilities Act (ADA), I accommodate documented special needs and encourage students to discuss their concerns with me.

They are located in Advisement & Counseling Services Student Services Building, 280 La Entrada Rd., Los Lunas, NM 87031, 505-925-8560.
http://www.unm.edu/~vcadvise/equalaccess.htm

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 UNM-VC registrar: (505) 925-8580
http://www.unm.edu/~unmvc/Admissions/admiss.htm

Technical Support

If you have questions about computer-related 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: If you do not know how to use Blackboard Learn, try one of the tutorials available on the information page at http://online.unm.edu/help/learn/students/

Office of Equal opportunity and Title IX

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered responsible employees. This designation requires that any report made to a faculty member, TA, or GA regarding sexual misconduct or gender discrimination must be reported to the Office of Equal Opportunity and the Title IX Coordinator. For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html
Weekly Reading Journals and Quizzes

Reading Journals

Students are responsible for posting responses to Reading Journals that I have posted on our UNM Blackboard Learn site each and every week of the semester.

*Note: Responses should be well written, thoughtful, and clear. For full credit, respond to all questions. See the Rubric for more detail on grading.

Reading Quizzes

Open book quizzes on Blackboard Learn will be available at the beginning of the semester and will shut on the scheduled days according to the syllabus. Quizzes can be completed before the deadlines, but not after.

- All quizzes will include an essay component. You will be expected to write a coherent essay, following college-level guidelines, of at least 750 words.
- The essay will count separately from the objective (multiple choice/true false) portion of the quiz.
- On the last Reading Quiz, the essay will require at least one outside source to be incorporated in text and in the Works Cited page. This will be explained in the prompt.
- I will provide instructions and rubrics for each quiz’s essay.

Attendance Policy and Overall Participation:

It is vital that you understand that just because this is an online course, it is NOT one that can be completed on your own time, at your own pace. You will be expected to participate a MINIMUM of 2 days per week, to turn assignments in according to the dates set on the syllabus, and to communicate with me and with your classmates regularly. You may NOT simply complete the assignments whenever you want, turn them all in at the end of the semester, and expect to receive an “A.” This is not a correspondence course, and it is not self-paced. It is just like taking a class in person, on campus, except that we communicate via Blackboard/Learn. Therefore: Because this class is a performance course that depends upon student attendance for both the class and the student’s success, this policy is non-negotiable. All absences count equally, irrespective of the cause. In other words, there is no such thing as an “excused” absence. An absence is an absence. Students who exceed the allowed number of absences cannot pass the course and will fail with a grade of “F.”

Online classes: More than four (4) absences will result in failure.

Please Note: Taking an online class is not “easier.” It actually requires more self-discipline than a face-to-face course. It also requires that you have a certain level of skill with your computer. You have to know how to navigate the Blackboard course shell, the Practical Argument companion website, and other Internet skills. Taking an online class only because you think it will be easier than a face-to-face is often a recipe for disaster. You have be willing and able to log-in,
participate, and read and follow directions exactly, with no supervision. If you are not good at those things, then this is not the class for you.

Definition of attendance in online classes:

A student who fails to post an acceptable assignment to the class website during the assigned “window” of time will be counted absent. For this class, that “window” of time is one week, which is defined as 9:00 am Monday through midnight the following Monday (when Sunday night becomes Monday morning). To register your attendance during that window of time, you must post a blog entry of at least 500 words. There is more explanation of this policy below.

IMPORTANT: You must post your Blog entries by midnight Sunday, every week of the semester. I will ask you questions on our topic for the week. To get an A for the week, you must write your Blog entry of at least 500 words by Sunday. If you do not meet the word-count requirement, you will get partial credit, based on how many words your entry actually is.

Please note: Note that the above does not mean “minimum to get an A for the semester.” This minimum is the “minimum to avoid failing the class based on non-attendance and non-participation.”

In general, I will follow these guidelines:

<table>
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<tr>
<th># Words in Blog Entry</th>
<th>Grade</th>
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<tbody>
<tr>
<td>0-99</td>
<td>0/F (PLUS being charged with 2 absences)</td>
</tr>
<tr>
<td>100-199</td>
<td>65/D (PLUS being charged with one absence)</td>
</tr>
<tr>
<td>200-299</td>
<td>75/C (this is the minimum to avoid being counted absent)</td>
</tr>
<tr>
<td>300-399</td>
<td>85/B</td>
</tr>
<tr>
<td>400-499</td>
<td>95/A</td>
</tr>
<tr>
<td>500+</td>
<td>100/A+</td>
</tr>
</tbody>
</table>

There’s a LOT more information on How to Write Your Weekly Reading Journals and the grading rubric under Course Documents.

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.acadiau.ca/tutorials/plagiarism/.
Online Classroom Behavior:

Online environments are different from being face-to-face with people. We as a society are still working out ways to understand people’s online behaviors and how and why those are different from their “real” behaviors. We are discovering that people will often say things online that they would never say to a person if they were standing right in front of them (or sitting next to them in a classroom). Something about being online makes people feel safe behind a wall of cyberspace, and they say things they shouldn’t.

While I do not expect problems when working with adult learners, these policies ensure a safe and productive online 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 make any posts on the Discussion Board in a forum that are not directly related to the forum topic.

3) Students may discuss complaints about the course with their instructor; however, the students must do so in the proper environment, such as during the instructor’s office hours. Constant complaining on the Discussion Board about the class is considered off-topic; continued complaining after the first warning may result in the student being dropped from the course.

4) Students should not “yell” (using all capital letters when you type) or curse (using bad language) at other students or at the teacher, either on Skype or on the Discussion Board. Class time is a professional learning environment. Obscene language will not be tolerated.

5) Sexual harassment will not be tolerated under any circumstances.

6) Behavior that threatens the safety of any class member, including the instructor, will not be tolerated. The offending student will be asked to discontinue Discussion Board participation, and may be dropped from the course. Campus Security will be informed of the problem. Participating or posting while intoxicated, verbal threats of physical assault and/or battery, violence, stalking, or threats of any kind fall into this category. In an online environment, it’s called “cyberbullying,” and it is just as inappropriate online as it is in person.

7) Students must not threaten the instructor concerning their grades. This type of behavior is considered harassment and/or verbal assault. Campus Security will be informed. Be aware, also, that anything you type into a Blackboard/Learn shell remains there as evidence of inappropriate behavior, so you can’t very well claim that you didn’t “do it” when the evidence that you did exists forever on the UNM Blackboard/Learn servers—even well after the course is over.

Students violating any of these rules will be reported to the Division Head of CHESS and to the Chair of the English Department. Students will be asked to discontinue participation in the class and will be asked to meet with the instructor and the Chair of the English Department or the Division Head of CHESS concerning the behavior.
Computer and Technology Policies:

Because the class meets in the online environment, students must adhere to the following policies so that a professional learning environment is maintained: 1) Students must save work to the hard drives of their personal computers, or their own personal jump/flash/thumb drives if using a campus computer lab; 2) students should always have a backup, saved copy of any essay completed for this class; and 3) lost work is your responsibility and not an excuse for turning in an essay late. Any assignment turned in late, even those turned in late due to some computer malfunction, will be graded using the late work/essay policy.

Blackboard/Learn is sometimes subject to outages and regular maintenance. If an outage causes you to be unable to post to the Discussion Board by the deadline, depending on the circumstances, I can either extend the deadline or make some alternative arrangement for you to submit your posts. Please do not panic if Blackboard/Learn goes out; we can work it out. You do, however, have to remain in contact with me via email when these things happen. We cannot make arrangements if you are unreachable. Just be aware: Just because Blackboard/Learn is out does not mean that the entire Internet is gone. You should have a non-UNM-related email to use in the event of an Internet-related emergency. We can always contact each other using Lobo Mail/Outlook.

Equal Access:

Accessibility Services located in Student Services provides academic support to students who have disabilities. If students think they need alternative formats for completing course work, 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. Pursuant to the American with Disabilities Act (ADA), I accommodate documented special needs and encourage students to discuss their concerns with me.

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

Late Policy:

Late assignments will not be accepted. This includes Reading Journals, Reading Quizzes, and the Essay portion of the Reading Quiz.
**Participation:**

Participation is mandatory in this course. Participation means actively participating in your education; just sitting in front of your computer screen and allowing everything to sink in (the “osmosis method”) is not actively participating. Ignoring your online course for weeks at a time is also not actively participating in your education. You can’t be participating in class if you are at home watching TV, playing video games, or hanging out with your friends. You also can’t be participating in class when you are at work, or taking care of young children, sick spouses or elderly parents, or other things that call you away from your computer with Internet access and your Blackboard/Learn course shell. If you are juggling all these things, then I admire your courage and your commitment to your family; however, you also must be self-disciplined enough to carve out some time for your online course.

Because this is an online class, you have to make more of an effort to participate (not less), because no one is there, calling your attention to what the class is doing and requesting your participation. You have to be self-disciplined enough to log in to the Blackboard/Learn course shell on a regular basis (the actual “schedule” you use is up to you, but I strongly recommend that you decide on a schedule and stick to it for the entire semester). You should also read the course schedule carefully, marking due dates on a calendar, and setting up reminders for yourself for when you have to complete assignments and participate on the Discussion Board.

I recommend that you have a space in your home or dorm room that is strictly for school, homework, and logging on the Blackboard/Learn site. On the wall in front of you, have a calendar posted, on which you write down all your due dates and deadlines. Have a system or a method for keeping track of what to read and when, when to start brainstorming ideas for your next essay, when to take a grammar quiz, and things like that. The semester will go much easier this way.

**Some reasons students may fail the course:**

Most people who fail this course fail for one reason: they do not attend class regularly (which means posting to the Reading Journals). The second most-common reason for failing is not reading and not following directions. Posting to the Reading Journal, trying hard but not reading the instructions, and submitting your work does not ensure a passing grade.

Students must write at an acceptable level of competency, and if they do not, they fail. If you follow all the instructions exactly, you will have a better chance of writing at the acceptable level. You must turn in all three writing assignments, take the grammar competency, and submit a Final Essay and Evaluation to pass the course. The panel of 110 evaluators will determine if you have met this level of competency. If a student’s Final Essay and Evaluations do not pass the panel evaluation, the student fails the course.

To avoid failing, you must be able to, 1) read and analyze critically, 5) write good sentences, 6) use Standard English, and 7) follow directions.

IMPORTANT NOTE: 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. 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 grades, work, or progress. In other words, a UNM VC instructor or
administrator cannot speak to parents, relatives, or friends of the student about student grades,

Students can expect that a UNM-VC instructor or administrator will follow guidelines set forth by
FERPA. Students should know that the instructor and administrators,
1) MUST and WILL protect student privacy.
2) CANNOT and WILL NOT discuss a grade with or hand back assignments to a
   Student’s parents, friends, or relatives.
3) WILL NOT make any exceptions to this policy.

**Incompletes (I grade):**

Students may earn an “I,” or incomplete, which is neither a passing nor a failing grade. An “I” is
assigned if students have completed all of the coursework, but due to some unforeseen emergency
(the instructor may ask for documentation concerning the emergency), are unable to complete the
Final Essay and Evaluation.

Students must complete the work by the end of the following semester, or the University
automatically converts the “I” to an “F.” Be aware, however, that Incompletes are very rarely
granted.

**Using Skype**

Skype is simply the coolest thing ever. Don’t worry if you don’t have a webcam. They are
actually fairly inexpensive (I bought mine at Walmart for about $20), but if you don’t have an
extra $20, Skype works like a regular telephone, too. We can just call and talk, without the video
element. It also has an IM function, so we can chat in “real time” that way as well. But I really like
hearing my students’ voices—and I especially like seeing your smiling faces, too—so let’s give it
a shot! Most newer laptops have built-in webcams and microphones.

If you do not have Skype on your computer, it’s really easy to get. Follow this procedure:

1. Go to [www.skype.com](http://www.skype.com), and download and install the software (it’s free).
2. Then, you set up your account, using your User name
   and password. For our class, it would be nice if your
   User name were the same as your UNM account, but
   you can make it anything you want. You can also use
   any email address you want, too.
3. Once you have your account set up, then you’ll have
to search for me. Click on the Search box, and enter
   “Dr. White @ ASU,” and then click on “Add
   Contact.” Skype will send me a message with your
   request, which I will accept.
Then, when you need to call me, you simply click on me in your Contact list, click on “Video Call,” and I will answer (unless I’m away from my computer or something). Try to call during my office hours, if at all possible, but if you see me online when you are online, and you need to talk to me about something, feel free to call me.

The Writing Stuff Folder

Under the Essay Prompts button, there is a folder called “Writing Stuff.” These are the handouts that are in that folder:

1. Signal Phrases
2. Directly Engaging the Quoted Passage
3. Punctuating Quotations
4. Steps for Analysis
5. Transitions
6. Writing Templates
7. Paper Specs
8. Sample Works Cited
9. How to Write an Academic Essay
10. Comma Rules

You should download and save all of these handouts to your English 150 folder on your hard drive. Once they are in your English 150 folder, you should open and read them all carefully, and, if you prefer to hold things in your hand, print out hard copies for yourself.

Numbers 1, 3, 7, and 8 are simply shorter versions of what you will find in the MLA Handbook, the guide for All Things English. If you do not have a copy of the MLA Handbook, though, you can use these. Number 6 comes from a book called They Say/I Say, which I think is particularly helpful to less-experienced writers.

The others are handouts I have written myself over the years to help my students. My students tell me that these handouts are “life-savers,” and that when they follow the instructions on these handouts exactly, they always get better grades on their essay. They also tell me that when they continue to use these for classes other than English, they consistently get better grades in their other classes.

Final thoughts

1) Feel free to print out the schedule (in a separate document) and tape it to your calendar. Also, feel free to enter these due dates into your Smart Phones, as they are unlikely to change (however: stuff sometimes happens, which means we’d have to change it. But you’ll get plenty of notice if that happens).

2) Please create a folder on your hard drive that is specifically for this class. Call it “English 150” and keep it in “My Documents,” or, if you are using Windows 7 or 8, in your “Library.” (Mac users, you’ll have to figure out for yourself where to keep your folder for this class.) If you are
using a school computer in a campus computer lab, keep a folder called “English 150” on your 
jump drive, and save everything in that folder.

Any document in any folder in our Blackboard/Learn shell should be downloaded to that folder. 
You don’t necessarily have to print them out (unless you like hard copies and you have plenty of 
paper and fresh ink cartridges), but you should keep them in a folder on your hard drive or on your 
jump drive. Once this class is over, you will no longer have any access to these documents.

Support for Student Success: Getting Help

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<th>Dr. White</th>
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<td>My office hours for this course are held online, or you can Skype me. You may contact me anytime with “Send Email” in Blackboard/Learn. My online office hours for all classes are Mondays through Thursdays, 9:00-10:00 am by e-mail or Skype (by appointment only). I cannot hold face-to-face office hours because I am not located in New Mexico. In Course Tools, click on “Send Email” to send me a message. I will respond within 24 hours. Please do not wait for responses on Sunday – I do need time to rest. 😊</td>
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<th>Blackboard/Learn Support Services</th>
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<td>Computer Technicians: Password problems? Trouble with files opening? Can’t figure out why your browser doesn’t work? What is a browser, anyway? 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.</td>
</tr>
<tr>
<td>Tutorials: Having problem with one of the Course Tools in Blackboard/Learn? If you do not know how to use one of the tools, try one of the tutorials available on the Blackboard/Learn information page. <a href="http://Blackboard/LEARNinfo.unm.edu/student/">http://Blackboard/LEARNinfo.unm.edu/student/</a>.</td>
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<tr>
<td>Tutors: At The Learning Center at UNM Valencia Campus, tutors are available, both face-to-face and online, to help you navigate Blackboard/Learn. Call for an appointment: 925-8900.</td>
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<th>Library Resources</th>
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<td>The UNM Valencia Campus library is a resource for articles and books. Go to <a href="http://www.unm.edu/~unmvclib/">http://www.unm.edu/~unmvclib/</a> to search remotely (from home). You will need passwords. Call (505)-925-8990 to ask for passwords available to UNM students. These passwords are also posted in my Blackboard/Learn class. Our class will have a library link where LeAnn Weller, our contact librarian, will provide helpful resources. Our class</td>
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link is listed under my name on the UNM Valencia Library page → http://www.unm.edu/~unmvclib/.