

Syllabus¹
English 110: Accelerated Composition
Spring 2016 (1/18 – 5/14)

Instructor: Sandra Alden
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Course Description

Overview

There is no such thing as universally “good writing.” What counts as “good writing” in one situation may be completely inappropriate and ineffective in others. So, if you want to succeed in college and beyond, you’ll need to become an agile writer who can adapt your writing to a wide variety of audiences, contexts, purposes, mediums, and technologies. Therefore, we’ll focus on learning to analyze new situations and respond to them appropriately. Instead of learning one right way of writing, you’ll work on becoming flexible writers who can transfer what you’ve learned in 110 to new contexts and new genres.

Student Learning Outcomes

Throughout the semester in English 110, you will progress toward the following student learning outcomes:

Rhetorical Situation and Genre

- A. analyze, compose, and reflect on arguments in a variety of genres, considering the strategies, claims, evidence, and various mediums and technologies that are appropriate to the rhetorical situation

Writing as a Social Act

- B. describe the social nature of composing, particularly the role of discourse communities at the local, national, and international level

Writing as a Process

- C. use multiple approaches for planning, researching, prewriting, composing, assessing, revising, editing, proofreading, collaborating, and incorporating feedback in order to make your compositions stronger in various mediums and using multiple technologies

¹ Adapted from the *UNM Core Writing Handbook* 2015 – 2016.

Grammar and Usage

- D. improve your fluency in the dialect of Standardized Written American English at the level of the sentence, paragraph, and document
- E. analyze and describe the value of incorporating various languages, dialects and registers in your own and others' texts

Reflection

- F. evaluate your development as a writer over the course of the semester and describe how composing in multiple genres and mediums using various technologies can be applied in other contexts to advance your goals

Research

- G. use writing and research as a means of discovery, to examine your personal beliefs in the context of multiple perspectives and to explore focused research questions through various mediums and technologies
- H. integrate others' positions and perspectives into your writing ethically, appropriately, and effectively in various mediums and technologies

Additional Expected Outcomes

- increase your confidence in your reading and writing skills
- take an increasingly active role in your education

Policies and Requirements

Syllabus

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.

Required Texts and Materials

- *The Norton Field Guide to Writing with Readings and Handbook*, by Richard Bullock, Maureen Daly Goggin, and Francine Weinberg. W. W. Norton and Company. 2008. ISBN: 978-0-393-93020-7.
- UNM email address and access to UNM Blackboard Learn
- Access to Internet and Microsoft Office (available on UNMVC computers)
- Thumbdrive, flashdrive, or other digital storage

Equal Access

Accessibility Services provides academic support to students who have disabilities. 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>. 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.

Respectful Campus Policy

UNM students and instructors are bound by the terms of the Student Code of Conduct, which is published in the UNM Pathfinder: <https://pathfinder.unm.edu/campus-policies/student-code-of-conduct.html>. All communication with me and with your classmates (by email, discussion board, or in class) must be in compliance with the Respectful Campus Policy: <http://policy.unm.edu/university-policies/2000/2240.html>.

Drop Policy

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.

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 on 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 all of your homework and writing assignments.

All major 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 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

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/>

Tutors: Tutors are available at The Learning Center, both face-to-face and online, to help you navigate Blackboard LEARN. Call for an appointment: 925-8907.

Course Guidelines

Course Participation and Conduct

As a class, we will have weekly Discussion Boards, Chats, and email communication. I like to have lively discussions in the Online classroom: you are invited to contribute questions and comments, to debate and explore ideas. You are expected at all times to contribute constructively to the learning environment. In order for everyone to participate fully, and in accordance with UNM campus policy, **you are responsible for expressing utmost respect for your classmates and for me as your instructor at all times.** I will base your class-participation grade on the weekly homework assignments and discussions.

Do not text, email, or post material that is unrelated to course content or inappropriate to share with the class. If your communication contains language, images, or behavior that violates the Respectful Campus Policy, you will be dropped from the course. Be advised that if you disclose any knowledge of criminal activity, I am obligated to report it. Students are entitled to receive instruction free from interference by other members of the class. Racism, classism, sexism, homophobia/heterosexism, ableism, ageism, or any other discriminatory attitudes will not be tolerated in this class. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process.

In order for you to receive credit for your Discussion Board posts, you will need to do the following:

- Write substantive answers to the questions that contribute constructively to the class discussion.
- **Post your comments to the Discussion before 11:59 pm on Fridays and respond to at least two peers with substantive replies (at least 4 sentences) before 11:59 pm on Sundays:** be sure not to merely state that you “liked” or “enjoyed” your peer’s post. Rather, state specifically what you find interesting in their comments, note connections that you see, or ask your peer a question that acknowledges his or her statements and continues the discussion.

Public Nature of the Classroom

Please consider all writing for this class to be “public.” Part of becoming an effective writer is learning to appreciate the ideas and criticisms of others; in this course, our purpose is to come together as a writing community. Remember that students will often be expected to share writing with others. Avoid writing about topics that you may not be prepared to subject to public scrutiny or that you feel so strongly about that you are unwilling to listen to perspectives other than your own. Additionally, the feedback that is provided is intended to help improve your writing; be open to the suggestions from other writers.

That being said, please use appropriate netiquette when responding to the work of others. Be sure to always comment first on what works well in the project, and consider posing questions before offering criticism. For example, instead of saying, “This information in your paper is irrelevant,” you might first ask your partner why they included the

information before stating that it feels off-topic. You could also discuss how they might integrate the information in a way that makes more sense to their audience.

Being prepared

Maintaining a respectful presence Online, turning assignments in on time, and being well prepared for Discussions and other course activities are all forms of conduct that are important in the workplace and at the university. Due to the online format of this class, students must be self-motivated and attentive to the details to stay on track. In English 110 each assignment in the course is designed to progress toward the next. If you do not do the homework, or keep up with the class schedule, you will miss not only that particular lesson (and grade) but also the background and preparation for the next assignment.

Response Time and Instructor Feedback

Students will have a reasonable amount of time to complete all required work depending on the difficulty and specific requirements of each assignment. In return, I will respond to e-mailed concerns and questions in the Writers' Lounge within 24 hours Monday through Friday before 9 p.m. **All major projects will be provided feedback and returned prior to the following project cycle deadline. I will provide feedback with your graded assignments primarily through text comments in Word. This will be an attached document that you can access through the My Grades link.** I may provide additional feedback to the class and to students individually in a variety of media, including text comments, face-to-face communication, audio clips, and screenshots; all graded coursework will occur through the course platform.

UNM email must be used to transmit all correspondence; please do not use the email system in Blackboard Learn. Remember e-mails are not informal discourse; please use proper business format for all correspondence especially when sent electronically.

Nuts and Bolts

Assignment Submission

I do not accept late assignments; however, I am always happy to work with you before the deadline if you have questions or concerns about an assignment. Feel free to contact me via phone or email if you need assistance with an assignment. Also, you are invited to visit me in my office during my office hours on Tuesdays, from 8:00 – 9:00, or by appointment. **Technology does fail, so please back up all of your work (on a thumb drive, disc, cloud service, or by emailing yourself your assignments).** ***I will not accept late work due to technological failures. Failure to meet the deadline will result in zero points.***

We will have Discussion Boards and Quizzes that will help ensure you stay up with the readings and scheduled assignments. However, please note that you are responsible for all of the readings and for incorporating that information in your assignments. **Whether or**

not we have a quiz over the assigned readings, you are expected to read the material and demonstrate your understanding of it in your projects.

Grammar Examination

In week 14, I will give a comprehensive grammar examination over all of the grammatical and mechanical terms that we've covered throughout the semester. This grade counts as 100 points toward your final grade.

Grade Determination and Semester Assignments

My grading policy takes into account your responsibility to engage the course content: that is, your writing assignments and multimodal projects should demonstrate your understanding and application of the assigned readings, research, and discussion boards. Your semester grade will be determined as follows:

Points Allocation

Assignment	Points
Major Writing Assignment 1 Literacy Narrative	100
Major Writing Assignment 2 Review/Evaluation	100
Major Writing Assignment 3 Rhetorical Analysis	100
Discussion Boards (25 pts each)	175
Peer Review (25 pts each)	100
Portfolio	500
Grammar Exam	100
Quizzes (20 pts each)	140
Total	1,315

Points-to-Grade Conversion

A+ 97-100+%	B+ 87-89.9%	C+ 77-79.9%	D+ 67-69.9%	F 0-59.9%
A 93-96.9%	B 84-86.9%	C 74-76.9%	D 64.66.9%	
A- 90-92.9%	B- 80-83.9%	C- 70-73.9%	D- 60-63.9%	

Passing and Failing Grades

A passing grade in English 110 is “C” (74) or higher; **a grade of “C-minus” (73.9) or lower is a failing grade.**

Core Writing Plagiarism Policies and Procedures

“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.

The UNM Student Code of Conduct also addresses Academic Dishonesty at <http://pathfinder.unm.edu/policies.htm#studentcode>.

Where Can I Get Help?

Tutoring

Free tutoring is available at the Learning Center (505) 925-8907:

<http://www.unm.edu/~tutor/>. Writing Lab tutoring sessions are scheduled weekly for all English classes.

Supplemental Instruction

We will have an SI tutor available in the Learning Center during hours to be announced.

Office Hours

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 early in the process. If my regular office hours are not convenient for you, please talk with me about making an appointment for a different time. My office hours are Tuesdays from 12:00 – 1:00 in Academics, Room 113. My email address is salden@unm.edu. You can also contact me by phone at (505) 925-8634 or leave a message for me with the Academics Office at (505) 925-8600.

Technical Support

If you are having technical problems with Learn, you can contact free technical support one of the following ways:

- Phone: (505) 277-0857 (M-F, 8am–5pm),
- Web: <https://learn.unm.edu/>