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Office Hours:

Monday/Wednesday: 1:30-3:00pm

Tuesday: 1:00-4:30pm

Thursday: 1:00-4:30pm

Friday: By appointment

ENGLISH 100: WRITING STANDARD ENGLISH

Fall 2017

COURSE DESCRIPTION AND OVERVIEW

English 100: Writing Standard English (4 credits) is a developmental writing course providing concentrated practice writing and revising basic essays, as well as intensive study of grammar, punctuation, and usage. This class is intended to prepare you for the kinds of writing that will be expected of you in your future college classes. Academic writing, in general, requires communication that is clear and responsive. In addition, most writing that you will do in college will require that you demonstrate your understanding of course concepts. To create such communication, you must be able to respond to a variety of situations. This course will focus on the tools, skills, and strategies necessary to the creation of academic writing. **Note: Credits for this course do not count towards a degree.**

STUDENT LEARNING OBJECTIVES

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

Rhetorical Situation

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

Writing as a Social Act

B. experience the social nature of composing recognizing that writing affects the world around us, including the role of discourse communities at the local, national, and international level.

Writing as a Process

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

Grammar and Usage

D. improve your fluency in academic writing at the level of the sentence, paragraph, and document.

E. recognize the value of incorporating various languages, dialects, and registers in your

own and others' texts.

Reflection

F. Reflect on your development as a writer over the course of the semester, paying attention to how writing can be used in many contexts to advance your goals.

Research

G. use writing to critically analyze research as a means of discovery and use writing to examine your personal beliefs in specific contexts.

H. integrate others' positions and perspectives into your writing ethically, with appropriate and effective documentation in various mediums and technologies.

ENGLISH 100 WEB COMPONENT

This class will require you to use Blackboard Learn and Google Docs. Nearly all assignments will be submitted electronically on Blackboard Learn and writing assignments will be shared with me and other classmates using Google Docs. To login to Learn, go to learn.unm.edu. There you will find the syllabus, additional course materials, assignments, etc. A Google login/Gmail account is needed to access Google Docs. This is a requirement of the class. If you do not have a computer at home, or do not have access to the internet, you must make time to visit the labs available on campus.

REQUIRED TEXTS AND MATERIALS

- ❖ Cohen, Samuel, ed. 50 Essays: A Portable Anthology. 4th ed. New York: Bedford/St.
- ❖ Martin's, 2014. Print.
- ❖ Graff, Gerald, and Cathy Birkenstein. They Say/I Say: The Moves that Matter Academic in Writing. New York: W. W. Norton and Company, 2014. Print.
- ❖ Faigley, Lester. Backpack Writing, 3rd ed..New Pearson/Longmont, 2012. Print.

- ❖ **Folder with pockets for portfolio**
- ❖ Paper-in-progress folders as needed
- ❖ Loose-leaf, notebook paper
- ❖ Different colored high-lighters
- ❖ A flash drive/thumb drive (for saving your work)
- ❖ *NOTE: Revisions of essays and portfolios must be backed up.*
- ❖ *Please, NO STAPLES*

SPECIFIC COURSE AND PROGRAM REQUIREMENTS FOR ENGLISH 100

University 101

UNIV 101 is a co-requisite to English 100. If you are dropped from UNIV 101 for lack of attendance or any other reason, you will be dropped from English 100.

Informal Notebook

This notebook will include your in-class writing journal, class notes, assignments, drafts and revisions, and resources (informational handouts and anything else I ask you to

include here). This notebook is intended to be used as a resource for your writing assignments. This notebook *must be coherently organized*.

Final Portfolio

The final portfolio will consist of a sampling of writing you have produced over the course of the semester. Your portfolio will include at least one fully revised essay, including all drafts and revisions. A more detailed description of the requirements for the final portfolio is available on Blackboard Learn.

Final Assessment

Student portfolios will be assessed by the English 100 grading panel on a pass/fail basis.

PEER REVIEW AND WORKSHOPS

Since you are working towards effective writing for a variety of audiences, it does not make sense for you to only receive feedback from me. With that in mind, all papers and drafts of papers will be peer reviewed and workshopped in class. If you miss a scheduled workshop, your paper will receive no credit. However, if you know you will have to miss, you may submit your paper early either by handing me a hard copy or emailing me the paper. If you are unable to submit the paper early, you may make up the workshop by scheduling an appointment with me or a tutor in the Learning Center. Each paper must go through this process to be considered for the final portfolio.

SUPPORT SERVICES

The Writing Center

I will be holding a weekly study group in the Writing Center on Wednesdays at 1:30pm. The study group is not required; however, attendance to a workshop can replace a class absence. I encourage you to attend because the readings you will be assigned will be difficult. The study group will help. In addition, the Writing Center offers free individualized tutoring and access to computers. I encourage you to make full use of the center.

Office Hours

My office is located in the Writing Center. If other times are needed, appointments can be made. This is time for students to discuss any issues relating to the class with me.

Attendance and Homework Policy for the First Two Weeks

Generally, how a student approaches attendance and homework in the first 2 weeks is a good indication of how the student will approach the entire semester. Attendance in this class is not just physical presence in the classroom; students must also attend to their homework. All students must attend and do all the homework assigned in the first 2 weeks, or they will be in danger of being dropped. 2 or more absences in the first 2 weeks will result in the student being dropped, unless the student has worked out a contract with me detailing how he or she plans to make up all work missed by the end of the third week. This means that if you find yourself in danger of being dropped in the first 2 weeks, you must make an appointment with me and make up ALL assignments by

the third week. Since attendance is not just being in class, if you are missing more than 1 assignment in the first 2 weeks, you will be dropped regardless of how many times you came to class.

Attendance and Homework Policy for the Rest of the Semester

Students will attend all classes and will be on time. Each class will be worth 10 points. A total of 10 extra points will be awarded to students with perfect attendance. Four (4) absences during the semester are considered to be excessive; ***this will result in the student being dropped from the course***. Closed classes have a waiting list, and any student that misses the first week will be dropped immediately. Absences will not be discussed in class. Students who are absent are responsible for all missed content and due assignments and should meet with the instructor in office hours or by appointment *before* the absence or *as soon as possible* after the absence. If the instructor is not contacted immediately, and an agreement reached, late work will not be accepted. Excessive absences are an indication that the student is at a high risk of failing the course. A student must meet with the instructor to create and complete a written contract to avoid being dropped from the course. If the student fails to meet with the instructor to create the contract, or does not complete the contract, the student will be dropped from the course when they accrue the absence limit.

Make Up Work: Attendance is crucial to your success. While you cannot “get back” the learning you miss out on when you miss class, I want you to get the most out of your semester. I am therefore requiring that, for each class session you miss, you chose a make-up assignment. Please see Blackboard Learn for details. You will have to turn in this assignment, in addition to other regular assignments, within one week of the day you miss. If you miss two days, you’ll be doing two additional assignments, and so on. This requirement stands whatever the reason for the absence, and I do not require notes from physicians, though other instructors may need such notes.

Dropping and being Dropped

The last day for a student to drop the class without a grade is September 8th, 2017. If a student drops before this date, then the class will not have an impact on his or her GPA; however, it may have an impact on Financial Aid in multiple ways. ***Students should discuss this with their advisor before making this decision.***

Respect and Classroom Community

In this class, all people (including the instructor) will be expected to treat each other with respect. *Sharing of writing and class discussions will be a large part of this class.* The only way for these activities to be effective is if the classroom atmosphere is positive and respectful. Disrespectful and/or disruptive behaviors will not be tolerated.

Students with Children

We are unable to allow children in class with their parents. This is an insurance issue and cannot be waived.

Students with Disabilities and Special Learning Needs

Student Services provides a number of services for students with documented special

needs. Please contact them at: 925-8560

Grading

The course is offered on the following basis: A+, A, A-, B+, B, B-, CR and NC. This grade will be figured based on the following:

Participation This includes the notebook, attendance, quizzes, and homework/blackboard learn assignments.

Writing assignments All writing assignments may be revised as many times as necessary.

Final Portfolio

Title IX policy

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>