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(she, her, hers)
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Office/Campus Hours:
Tuesdays and Thursdays 10:30 to 12:00 and Wednesday 12 to 1:30 , as well as other times we mutually arrange.

ENGLISH 298: Intensive Writing

Fall 2017

16 week course, Monday, August 21, 2017 – Wednesday, December 6, 2017

Section 501, MW 11:00 to 11:50

Room: HS 105

Course description:

This course is designed to support your writing and your success in English 113. You will learn strategies for reading difficult college-level texts, especially texts you will be writing about and quoting, and you will become more aware of your own writing processes and effective approaches to composing writing.

Objectives:

In order to support your successful achievement of English 101 objectives, you will:

- practice strategies for successful active reading
- demonstrate that you can plan reading, writing, and study time effectively
- negotiate multiple academic demands
- identify what revision processes are most useful for you, and implement those processes:
- identify and implement multiple strategies for editing your own writing
- demonstrate initiative in your own learning and take responsibility for your own learning
- demonstrate awareness of campus resources for success in writing classes, and make extensive and judicious use of them
- identify areas as writers which you wish to improve, and take steps toward improvement

Course Materials

The following texts are required and may be purchased at the UNM-Valencia Bookstore:

Graff, Gerald, and Cathy Birkenstein. *They Say/I Say: The Moves that Matter in Academic Writing, 2nd Edition*. W. W. Norton and Company, 2010.

NOTE: I will accept ANY edition you have or can get of this book, no matter how old: the chapters relevant to us are early and do not change significantly from edition to edition.

Practical Argument, Third Edition, Editors Laurie G. Kirszner and Stephen R. Mandell, Bedford/St. Martins, 2017.

Required Materials

- A lightweight folder with pockets specifically for this class
- Loose-leaf paper
- A UNM e-mail address
- A paperback college dictionary to be brought to class for in-class writing
- USB flash drive to save your writing

The Importance of Mistakes: Informal writing you do in this course—and you will do a lot of it!—is PRACTICE, and will be evaluated accordingly. You need to and are expected to make many different kinds of mistakes in this writing. Why? I can think of at least three reasons: first, you and I need to know what sorts of mistakes you make, so you can then know what you need to learn in order to revise and edit final drafts of formal papers; second, you want to get many of your mistakes out of your system before you do the formal papers; third, and most important, making mistakes is how you learn. If you never make any mistakes, you'll never learn from them. All of us have many, many things to learn about writing, and so we have lots of mistakes to make.

This means I do NOT grade informal in class writings for spelling, usage, grammar, structure, paragraph unity, or even whether they make any sense. I do ask that you do them, and that you try to make them readable. You may want to read them later to use in formal papers.

If you do the work of the course and turn it all in on time, and if you participate in figuring out what it is you need to learn, talk with me and your tutors about that, and work to learn it, you have a strong chance of completing this class successfully. The course is designed so that by doing the work, you practice what you need to learn.

Evaluation and contract grading:

In this course, you get to decide what grade you want to earn.

If you want to earn an **A** then do the following:

- **Attend** at least 28 of the approximately 30 class days we meet. If an **emergency** or illness prevents you from attending, and you keep in touch with me, keep up with regular assignment due dates, AND do the Make Up assignment for that days in a timely fashion, then I will excuse the absence. I don't require a detailed explanation, justification, or even documentation of why you miss class, just some sense that you are still alive and still willing to do the work to be part of the class.
- **Participate** fully in class, and **prepare** thoroughly for class (readings, writings, and group contributions). You don't have to be an outgoing person, and you aren't required to share everything that you write for the class (see "Respect and Classroom Community"). However, I ask that you do the work I ask you to do in

class, respect other students, support them as learners and writers, accept support from them, and refrain from doing homework for other classes or other things that don't have anything to do with English 298 or English 113.

- **Complete** all inside and outside of class work I ask you to do on time and following directions, and keep a record of all this work you do. Don't throw ANYTHING away!

If you want to earn a **C** grade, then do the following:

- **Attend** at least 25 of the 30 class days that we meet—that's missing over two full weeks of class.
- **Participate** in class, and **prepare** more or less for class. Also to earn the C, you'll be supporting other students' learning, and you won't be interfering in that learning.
- **Complete, turn in on time, and follow directions on more than 80 percent** of all inside and outside of class work I ask you to do.

To earn a **D or F**, refrain from achieving the requirements of C. A D or F is likely if you stop showing up for class or if you fail to do the work of the class.

In other words...

I am hoping that, having read the above, you will see that it is worth going for the A in this class. If you are willing and can take the time to do all that this course asks of you, *you can earn an A in this class*—I'm rigging the game in your favor, and I have full confidence in your abilities.

Class Policies:

Deadlines: I expect to receive written assignments on or before their due dates. If you arrange with me in advance, alternate assignments and/or due dates are possible; however, expect replacement and/or rescheduled assignments to be more challenging and more lengthy than the original assignments.

CAUTION: Late papers will receive some end comments but little to no internal comments, and internal comments are important to your revision process. If you know that you are not going to attend class on a day that a rough draft is due, you may make arrangements with me to turn it in early so that you avoid late penalties.

Lost Paper Policy: You are responsible for keeping a copy of ALL papers you turn in. This is a wise policy, in fact, for any class you take. Also, for papers that you word process, always save the document on disk and/or on the hard drive or student folder (and make a back-up). Also, it's much easier to revise a paper that's already on the screen than one you have to completely retype.

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.

A few things to consider:

- A drop before the end of the third week in a sixteen week semester session will not appear on your transcript, and you will not earn credit hours or a grade in the course.
- Your instructor can drop you from the course at any point in the semester before finals for violating the attendance policy.
- If you, your instructor, or the Dean of Students initiates a drop after the third week, you will receive W.
- If no drop is initiated by the end of the semester by any party, then based on your performance and attendance your instructor will use his/her discretion to decide whether to assign you a grade from A+ to F or a W.

In Core Writing, a C or above is passing. When deciding whether or not to drop a course, consider the outcomes of earning a grade below C as opposed to a W, and vice versa. For grades C- to D-, you will earn credit hours, but you will have to repeat the course, and the grade will appear on your transcript and factor into your GPA.

Academic Integrity

Having academic integrity is paramount to your success in any class. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment. Here is the link to the UNM Academic Dishonesty Policy:

<https://policy.unm.edu/regents-policies/section-4/4-8.html>. The policy states:

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic Dishonesty is defined as:

"Academic dishonesty" includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

Plagiarism

“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.

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.

Deadlines: I expect to receive written assignments on or before their due dates. If you arrange with me in advance, alternate assignments and/or due dates are possible; however, expect replacement and/or rescheduled assignments to be more challenging and more lengthy than the original assignments.

Attendance Policy: Attendance is extremely important: if you want to pass this course, you must attend class regularly, prepare for class, and participate fully in class activities.

If you miss class, you are responsible for keeping in touch with me, and finding out about and making up missed work. (Some teachers will require documentation of excused absences; I do not, I just want to hear from you and see your work!) I may drop students who miss class sessions without being in touch with me, or who do not keep up with the work, or who fail to do the make up assignments (see below). Similarly, if you consistently fail to participate in the class by not turning in a significant number of assignments or not contributing to group work, or by not doing silent in class work, you will be dropped.

The bottom line: if you have missed four or more class sessions without keeping in touch with me AND making arrangements with me, you are likely to be dropped. If you miss a few sessions and keep in touch/keep up, but then miss several more without keeping in touch and keeping up, adding up to four overall, you may be dropped.

An exception to the above: In the first three weeks of the course, you may be dropped for missing two class sessions without contacting me, or for failing to keep up with the work.

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 do a Make Up assignment. If you know about the absence ahead of time, talk with me and we can negotiate alternate Make Up assignments. You will have to do this assignment, in addition to other regular assignments, within one week of the day you miss; **if the absence occurs within the third week of class, however, noon on Friday of that week is the very latest you can turn in this assignment, or you will be dropped.** 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. **The typical make up assignment is for you to work with a Writing Center Consultant; however, I am open to both of us designing additional make up assignments.**

“Extra Credit” or ALTERNATE Credit: I once had a colleague who said, “It’s not an extra credit world.” That may be true, but in this class I am open to your earning some credit in alternate ways. First, you may attend, and write about, a cultural event on this campus or in Albuquerque. I especially recommend slam poetry events: ask me for details. Second, and for even more credit, you may *perform* at an open mike at a cultural event, in a coffeehouse, or in another venue. You will also need to write about this event—

and tell me about it ahead of time, so I can come cheer you on! Additional events on campus—career workshops, study skills workshops, special presentations—can also count: ask me.

Finally, you may work with a Writing Consultant in the Writing Center on one of your writings for this class, including weekly responses.

Tardiness: Arriving to class late or departing early can count as an absence.

Children on Campus: According to the Catalog, at UNM-Valencia, “Parents must not bring children to University classes or leave children unattended while at campus activities or conducting business on campus.” This is an insurance issue and cannot be waived. If you experience an emergency involving a child in your care that prevents you from attending class, please be in touch with me.

Respect and Classroom Community: We are all going to write together and get to know each other fairly well, and so the following is particularly necessary: the class will be conducted on the basis of respect. This means that, while we might disagree (and in fact discussion and debate are part of the university experience, part of our education) we will do so courteously and with care for each other as human beings. We will all be learning from each other, and we all have things to learn from each other.

I would ask especially that we respect each others’ writing, offering encouragement and specific positive response before constructive criticism, making a place where we can write what we need to and share it when we write together. Part of this respect is your right *not* to share what you write. If we are writing and reading aloud, you may opt to pass. If you have written a rough draft for workshop and do not wish to share that draft with other classmates, let me know and I will look at it myself and return it directly to you.

Technology and Food and Drink: I ask you also to respect this classroom space appropriately. This includes turning off cell phones in the classroom and refraining from social media—on our classroom computers and on hand-held devices—during class time, except when needed for academic purposes. (Cell phones may be set to vibrate if you expect an urgent call, which you may take after stepping outside of the classroom.) I also ask you not to bring food near our computers in our computer lab classrooms. You may, however, bring drinks with screw caps—but take care to keep them away from keyboards.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION: The following statement is from UNM Main Office of Equal Opportunity:

“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>.”

In other words, if you tell me (out loud or in writing) about an incident or experience of “sexual harassment, sexual misconduct [and/or] sexual violence” which is based in gender—which can include stalking, and which may have occurred on or off campus—then I am obligated to share that information with our OEO folks. They will follow up with you and provide support and resources you can access. (Ignore the part of the statement above about TAs and GAs—those are just folks who can be your teachers once you are taking Main Campus classes.)

Technical Assistance

If you have questions about computer-related issues, please call (505) 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. For Blackboard Learn Assistance click on the tab entitled, “How to use Learn,” which is located on the left-hand menu bar of our course page.

SAFEZONE: I have been Safe Zone trained by the LGBTQ Resource Center at UNM-Main. This means I have some knowledge of issues and terminology for folks who are lesbian, gay, bisexual, transgender, and/or queer/questioning (that’s what the acronym stands for), I am familiar with resources and support available, and I am committed to being a support and advocate.

Accessibility and Universal Design

Your success in this class is important to me. If there are circumstances that may affect your performance in this class, please let me know as soon as possible so that we can work together to develop strategies for adapting assignments to meet both your needs and the requirements of the course.

If you have a documented disability, the Equal Access Services office will provide me with a letter outlining your accommodations. I will then discuss the accommodations with you to determine the best learning environment. If you feel that you need accommodations, but have not documented your disability, please contact Jeanne Lujan, the coordinator for Equal Access Services at 925-8910 or jmlujan@unm.edu.

I also encourage you to approach me with any other life circumstances that may affect your participation in the course. These may be personal, health- or family-related issues, or other concerns. The sooner I know about these, the earlier we can discuss possible adjustments or alternative arrangements as needed in assignments or in the classroom.

Office Hours/Writing Consultation: I am happy to meet with you to discuss your work when I am on campus and our schedules coincide. Free writing consultation (tutoring) is also available on campus through the Writing Center.