

**University of New Mexico-Valencia Campus**  
**English 220-Expository Writing**  
**Course Syllabus**

Summer 2017  
English 220-501  
Expository Writing  
Online Course-Blackboard Learn  
CRN: 25920 (8-Week Course)  
Dates: 06/05/2017-07/29/2017  
Blackboard Learn Support: (505) 277-0857  
or e-mail learn@unm.edu

Dr. Heather Wood  
Office Location: A142B  
Phone: (505) 925-8514  
E-mail: hdwood@unm.edu  
Office Hours: Please e-mail  
for an appointment

**Course Description**

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**Welcome to English 220-Expository Writing.** This course surveys American Women Writers who have gained prominence in the literary world from 1850 to the present. In this online class, students will practice their critical thinking and expository writing skills while focused on the works of renowned authors like Sandra Cisneros, Ana Castillo, Maya Angelou, Toni Morrison, Joy Harjo, and Willa Cather. Poems, stories, and non-fiction essays will be shared and may be supplemented with audio, video and PowerPoint presentations to fully bring their writings to life. Students will write short analyses of these writers throughout the semester, examining how their works express intersections of race, class, and gender in American society through the 20<sup>th</sup> Century. Research, composition, exposition and presentation skills will be practiced and developed. Prerequisite: English 110 with a “B” or better, or English 120 with “C” or better.

**Student Learning Outcomes**

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Throughout the semester in English 220, students will progress toward the following student learning outcomes:

**Analyze Rhetorical Situation:** Students will analyze the subject, purpose, audience, and constraints that influence and determine what kind of document (genre) they will write [NM HED Area I Core Competencies 2 and 3].

**Find and Evaluate Information:** Students will develop research strategies for their rhetorical situation, and then gather information from primary and secondary sources; they will evaluate the sources for quality, validity, and appropriateness for the rhetorical situation [NM HED Area I Core Competency 5].

**Compose Documents:** Students will develop strategies for generating content, organizing it into a logical structure, and otherwise shaping it to address the needs of their audience within particular disciplines [NM HED Area I Core Competencies 3 and 4].

**Present Documents:** Students will edit and revise their writing to provide clear meaning and coherent structure; they will use effective document and paragraph structure, documentation and genre conventions, and document design to create a rhetorically complete presentation [NM HED Area I Core Competencies 3, 4, and 5].

**Reflection:** In reflecting on major writing assignments, students will be able to explain course outcomes and how they have achieved them [NM HED Area I Core Competency 1].

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### Required Texts and Materials

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1. Baym, Nina, and Robert S. Levine, eds. *The Norton Anthology of American Literature*. Shorter Eighth Edition. New York: W.W. Norton and Company, 2013. Print. ISBN 978-0-393-91887-8
2. Access to the Internet, Blackboard Learn, and Microsoft Office Suite (available on UNM-VC computers and at the campus bookstore)
3. UNM NET-ID
4. Flash Drive

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### Summer Office Hours

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I am available by e-mail throughout the course. All questions will receive a response within 24 hours. If you would like to set up a face-to-face appointment, simply contact me and let me know a good time for you to meet. We can schedule an appointment to meet in the office at the UNM-Valencia Campus. The office location is listed above.

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### Instructor Biography

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Dr. Heather Wood has been teaching undergraduate English and Writing for over ten years, motivating her students with a true passion for the written word. Dr. Wood teaches all levels of college writing, including English as a Second Language, Developmental English, Rhetoric, Composition, American Literature, and Multi-Cultural Literature. Heather has held previous academic appointments at University of Texas at Dallas, Collin College, Santa Fe Community College, and Dallas County Community College. Her fiction and non-fiction writing has been presented recently at The American Popular Cultural Association Annual Conference, Dallas Institute of Humanities and Culture, Borders Books Poetry in Motion Series, and The Undermain Theatre. She has won several grants, including The Texas Public Educational Grant Award, The Armstrong Fellowship, and the Brettell Travel Grant for Art Historical Research.

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### Attendance Policy

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Regularly logging in and participating in online discussions reveals to the instructor your commitment to the class. Students who fail to log in after the first week of class are dropped to make room for late additions. Blackboard Learn reports each student's log in times and on-line work to the professor.

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### Plagiarism

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Plagiarism is the practice of appropriating someone else's work or ideas and passing it off as one's own. Copying information from the internet is one of the most common forms of plagiarism and is strictly forbidden in college writing. Plagiarism can also include such activities as copying another student's paper, downloading and turning in papers from the Internet, or copying passages from outside sources without proper documentation. Any of these forms of plagiarism is unacceptable. All outside sources will be tracked by internal electronic source trackers on Blackboard Learn. All research must be properly cited or the offending paper will receive a failing grade. Students who plagiarize may also receive an "F" in the course and may be reported to the judicial affairs office for disciplinary action by the University.

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## **Equal Access**

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Pursuant to the American with Disabilities Act (ADA), professors accommodate documented special needs of students on campus. If students have a disability, they should contact Accessibility Services to gain knowledge of the academic support services available to them and to sign the proper documentation for the service. Students who have Equal Access are responsible for ensuring the professor receives their form at the start of class. The Equal Access Office is located in Student Services on the UNM Valencia Campus and their phone number is (505) 925-8580. Please [click here](#) to access their website. For students who have a documented disability, the professor will put you on a schedule for completing your work in a timely fashion. Students who do not fulfill the requirements of the course may be dropped and are subject to the same coursework requirements as other students enrolled.

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## **Navigating Your Online Course**

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Because this class is administered fully online, it is important to have a high level of skill in operating computers. It is not recommended for students with limited computer skills to take an online course. The following tips will help students navigate the course. If you have computer problems, including log in or technical issues, please call (505) 277-5757. For issues with Blackboard Learn, tutors in the Learning Center can advise you at (505) 925-8907.

### **Below Are Student Success Tips for this Online Course:**

- Be familiar with the syllabus. This document is located on the Blackboard Learn Course home page. Please print it out and refer to it throughout the semester when you have questions. Feel free to e-mail, call or stop by my office hours, as well, for personal attention regarding assignment requirements. If you are not free during my scheduled office hours, please call or e-mail for an appointment. I will be happy to schedule a meeting time that works for you.
- Become familiar with Blackboard Learn software. Click on each of the Course Tools to discover the navigation system of your online course. You may want to visit The Learning Center at UNM-Valencia Campus if you need additional help learning how to interact with the course.
- Keep copies of your assignments organized logically on your flash drive or desktop computer. If you do not know how to save files, please go to The Learning Center or call for assistance. It is important to name all files based on their assignment title so you can easily access and upload them. All documents must be submitted in Microsoft Word file format. Students have access to free Microsoft Office Suite through Outlook Express.
- Be proficient using the Course Messages system in Blackboard Learn. If you need to send me a message, do the following: 1) click on “Course Messages” in Course Tools, 2) then click on “Browse for Recipients,” 3) choose my name, 4) type your message and 5) click “Send.”
- Create a routine—here is a suggested routine to help you get started.
  1. Log on! Lessons open on Monday morning and close the following Sunday night at midnight. On Monday, log in and read the list of assignments for the week.

- Make sure you have all materials you need to complete the assignments, such as page numbers or links. Write down due dates and print out assignments.
2. Read the assignments actively, highlighting important ideas. Use any resources (dictionary, thesaurus, etc.) to help you acquire necessary information. Be proactive and disciplined in your study habits.
  3. Log on periodically throughout the week to check course e-mails and review new threaded discussions or blog responses. Watch for new announcements.
  4. Check Discussions. If discussions are required, please take these exercises seriously. In responses, respect the opinions of others. Finally, run spell and grammar check on your postings.
  5. Importantly, give yourself ample time to submit work well before the deadline. No late work is accepted in the course, so submitting your assignments well before the deadline is highly advised.

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### **Technical Assistance**

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Technical assistance for Blackboard Learn issues is provided through the UNM-Main Campus at the contact info above on the top of the syllabus. However, if you have log-in problems specific to your UNM Valencia account, please call the Help Desk at (505) 277-5757, M-F, 8:00 am-12:00 noon and M-F, 1:00 pm-5:00 pm MST.

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### **E-Mail Etiquette**

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Please use professional language in electronic communications to the professor throughout the course, using subject headings that refers 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 Wood" 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 pursue your career goals.

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### **Assignment Policy**

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All formal writing assignments must follow MLA format and be typewritten, double-spaced using 12 PT-Times New Roman font. Microsoft Word documents with the file extensions .doc and .docx are the required formats. Other document types do not properly upload.

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### **Required Work and Grading**

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| • Weekly Expository Writing Assignments (8) | 800 pts (80%) |
| • Final Reflection Paper (1)                | 100 pts (10%) |
| • Discussion Posts (4)                      | 100 pts (10%) |

There are 1000 points possible in the course. Grades will be determined on a traditional percentage basis, 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. You need a "C" (73% or 730 points) to pass this course.

Grading: Rubrics are used to determine whether students meet the learning outcomes of the assignment. Rubrics score areas of student performance that correspond to the learning outcomes above: Rhetorical Analysis, Evaluation of Information, Composition, Presentation, and Reflection.

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

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### **Late Policy**

All work must be turned in by the due date in this course. No late homework, essays, assignments, or quizzes will be accepted.

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### **Student Privacy**

Student privacy is strongly protected by professors at UNM-VC. 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. There are no exceptions to this policy.

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### **Incompletes: (I) Grade**

Incompletes are reserved for extreme circumstances and are rarely granted at UNM-VC. 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 course requirements. If an incomplete is granted, students must complete the remaining assignments by the end of the following semester, or the University automatically converts the "I" to an "F."

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### **Classroom Behavior**

Though this is an online course, the rules below still govern all behavior at UNM campuses. Please be aware of the UNM Student Handbook policies listed below.

- 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 the instructor's office during office hours. Constant complaining in class may result in the student being asked to leave for the 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.
- 9) No food or drink is allowed in class.

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 leave the class for the day 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.

### **Library Contact Information**

[The UNM Valencia Campus library](#) is an excellent resource for articles and books. Students can search remotely from home for resources related to their academic work. If you need further assistance, please call (505) 925-8990 to speak with the campus librarian.

### **Course Calendar**

**\*\*Below is the assignment calendar for English 220. Specific assignment instructions as well as additional readings, and/or audio/video tutorials will be provided on Blackboard Learn.**

**NA=Norton Anthology of American Literature**

#### **Week 1**

Introduction to English 220

Readings: Virginia Woolf, Chapter One of *A Room of One's Own* (Available Under Author Links)

Assignments: **Weekly Writing Assignment 1**, Student Contract, Print Out & Read Syllabus

**Due: Student Contract, Weekly Writing Assignment 1, Discussion Post 1**

#### **Week 2**

Introduction to the Writings of Ana Castillo

Readings: Various Readings on Ana Castillo (Available Under Author Links)--Ana Castillo Biographical Information, Poem "Women Don't Riot," Poem "While I Was Gone," Bibliography, Interview, and Ana Castillo Professional Website

Assignments: Weekly Writing Assignment 2

**Due: Weekly Writing Assignment 2**

### **Week 3**

History of Women's Rights and Global Gender Equality

Readings: Article "Declaration of Sentiments & Resolutions" by Elizabeth Cady Stanton *et. al.* & "Remarks at the UN Commission on the Status of Women" by Hillary Rodham Clinton (Available Under Author Links)

Assignments: Weekly Writing Assignment 3, Discussion Post 2

**Due: Weekly Writing Assignment 3, Discussion Post 2**

### **Week 4**

Introduction to the Writings of Sandra Cisneros

Readings: Selections by Sandra Cisneros (NA PP. 1587-1595); [Sandra Cisneros Website and Biographical Information](#)

Assignments: Weekly Writing Assignment 4

**Due: Weekly Writing Assignment 4**

### **Week 5**

Introduction to the Writings of Julia Alvarez

Readings: Excerpt from "Yo!" by Julia Alvarez (NA PP. 1569-1577); Please review the [Julia Alvarez Page](#) on the Poetry Foundation Site, [Julia Alvarez.com](#), and the [New York Times Review of "Yo!"](#)

Assignments: Weekly Writing Assignment 5, Discussion Post 3

**Due: Weekly Writing Assignment 5, Discussion Post 3**

### **Week 6**

Introduction to the Writings of Joy Harjo

Readings: Selections by Joy Harjo (NA PP. 1578-1581)-Biographical Essay, Poems "Call It Fear" and "White Bear"; [Joy Harjo Biography on Poets.org](#), [Joy Harjo Personal Website](#), and [Joy Harjo Page on the Poetry Foundation Website](#)

Assignments: Weekly Writing Assignment 6

**Due: Weekly Writing Assignment 6**

### **Week 7**

Introduction to the Writings of Leslie Marmon Silko

Readings: Selections by Leslie Marmon Silko (NA PP. 1543-1550); [Leslie Marmon Silko Page](#) on the Poetry Foundation Website

Assignments: Weekly Writing Assignment 7, Discussion Post 4

**Due: Weekly Writing Assignment 7, Discussion Post 4**

### **Week 8**

Introduction to the Writings of Willa Cather, Final Self Reflection Paper

Readings: The [prologue and Book One of "Death Comes for the Archbishop"](#); [New York Times Travel Article on "Death Comes for the Archbishop"](#), and [biography of Willa Cather](#)

Assignments: Weekly Writing Assignment 8, Final Self Reflection Paper

**Due: Weekly Writing Assignment 8, Final Self Reflection Paper**