

Fall 2019  
CRN: 53606

VCTC 113; MW, 10:30-12:10 am  
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8/19/19 -  
12/14/19

# WELCOME TO ENGLISH 100!

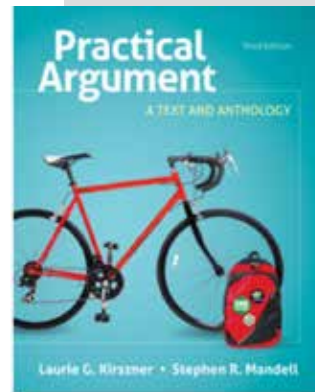
In this course, you will become an astute reader and confident writer who can adapt writing to a wide variety of audiences, contexts, purposes, media, and technologies. In the world at large, you will analyze new situations and respond to them with appropriate and effective written communication. This course helps you learn how to engage with

complex reading materials and to produce effective written analyses.

A variety of readings will be utilized within this course, and a range of writing modes will be explored including personal reflections, exercises in critical analysis, academic essays, book reviews, PowerPoint presentations, and more.

## REQUIRED TEXT & MATERIALS

Available at the UNM-Valencia Bookstore:



***Practical Argument***  
Third Edition,  
Editors Laurie  
G. Kirszner  
and Stephen R.  
Mandell, Bedford/  
St. Martins, 2017  
ISBN-10: 131902856X;  
ISBN-13: 978-1319028565

## ABOUT YOUR INSTRUCTOR

**Ana N. June is an Assistant Professor of English at UNM-Valencia.** She earned her Bachelor of Arts degree in Humanities and Creative Writing from Prescott College in 2013 and her Master of Fine Arts (MFA) degree in Creative Writing, with a focus on nonfiction, from UNM in 2017. Prof. June has been teaching writing at the undergraduate level since 2014, and in

2017 was the recipient of two UNM teaching awards: The Susan-Deese Roberts Teaching Assistant of the Year award and the College of Arts & Sciences Teaching Excellence award.

Prof. June grew up in Santa Fe and spent 15 years working as a graphic designer, photographer, and writer before earning her MFA. She now lives with her family in Belen.

### **50 Essays**

Fifth Edition, Samuel Cohen, Bedford/St. Martins, 2017

ISBN: 978-131904372-8

A one- or two-inch, three-ring binder.

One pack of college-ruled notebook paper with reinforced holes.

You will also need reliable computer and internet access outside of class. All assignments are completed in Word and turned in through assignment portals on Learn. Talk to me if you have trouble accessing any of the required resources. It is **NOT** advisable to use your smartphone to complete work in this class.

## ENG 100 COURSE OVERVIEW

Your class and homework assignments will lead to three essays. We will workshop drafts in class and you will reflect on your writing and writing process frequently. You'll read a lot, do at least one presentation to the class, and engage in a small group project that will result in a grammar zine. After you've completed each major paper, you'll work on a revision and reflection based on instructor feedback. At the end of the semester, you'll take a grammar exam and complete a Final Portfolio that will include a revision of one of your major essays plus a reflective cover letter.

### Writing Guidelines & Cover Letters

Your major essays must be typed and saved in a Word document in order to facilitate revision. Use 12 pt., Times New Roman font for all your work. ALL documents should be double-spaced with one-inch margins. Be sure to proofread every paper you turn in. Drafts—early and final—will usually be accompanied by a self-assessment and reflection: a cover letter or answers to questions I pose. Papers which are handwritten or lack a required reflection will not be graded. Emailed papers will not be graded.

### Final Portfolio

The end-of-semester portfolio consists of a self-assessment and a final revision of a semester essay. We will spend a considerable amount of time discussing portfolio requirements and working on revision during the latter half of the semester. To facilitate your portfolio, save ALL of your writing over the course of the semester. **NOTE:** Your portfolio consists of revisions of work you turn in during the semester. If you don't turn in your major essays, you will have nothing to revise for your portfolio.

## GET TO KNOW THE SLOS: ENG 100 Student Learning Outcomes

Read, comprehend, summarize, and analyze college texts as a source for writing

Write correctly, fluently, and confidently to specific, real-life readers

Generate, organize, express, develop, and support ideas in basic essay forms

Strengthen writing through improving essay structure (e.g. thesis, paragraphs, transitions,

and sentences), punctuation, grammar, and word usage

Proofread, correct, and revise their own writing

Use computers to write, revise, and to review skills

**By the end of the course, students should be able to write essays that...**

Are coherently organized by means of a recognizable structure, held together by a focus, a thesis, or an overall expository pattern of development

Use separate paragraphs logically for separate ideas

Develop paragraphs sufficiently with details, personal experience, or explanations

Reveal sound sentences—avoiding fragments, run on sentences, comma splices, and mixed constructions

Use parallel structure, adequate diction, and appropriate tone

Include basically correct word usage and grammar skills (i.e., following the conventions of Standard Written English)

## DON'T PANIC! JUST WRITE!

Grades will be determined using a traditional percentage system, with the appropriate plus or minus sign. To pass this course, students must earn a final grade of C (73%) or higher.

| 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     |

**Three Assignment Sequences:**

**300 PTS (30%)**

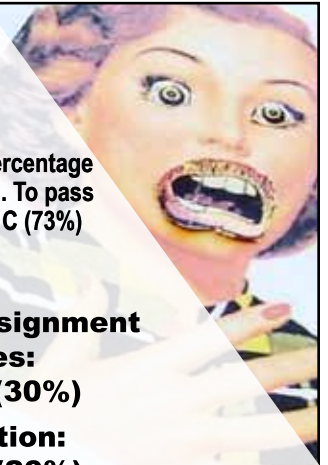
**Participation:**  
**250 PTS (20%)**

**Grammar Project:**  
**100 PTS (5%)**

**Grammar Exam:**  
**100 PTS (10%)**

**Final Portfolio:**  
**250 PTS (25%)**

**Total: 1000 PTS (100%)**



# Our Community Agreements

## WELCOME!

You've signed up for English 100 because you want to become a better writer and communicator! Though this class does not count towards a degree, it does prepare you for English 1110 which you should be ready to take the following semester! This class will be energizing and challenging. Together, we will explore ideas, think outside the box, and write a lot. You will become a stronger, more empowered reader and writer, skills that will serve you in all aspects of both your personal and professional life. I look forward to getting to know you and reading your work!

### Classroom Community

This class will be conducted respectfully at all times. This means that, while we might disagree sometimes (in fact, discussion and debate are part of the university experience; part of a well-rounded education!), we will always communicate with respect for each other as human beings.

Kindness is the unalienable rule in our class. I do not use shame in my classroom, and I expect that you will not interact with each other or me in a way that invokes or perpetuates shame or disrespect. We will *all* show respect for each other in every circumstance, and actively honor the risks we take in sharing our experiences through discussions and writing.

To those ends, I will not tolerate *any* expressions of racism, homophobia, transphobia, xenophobia, ableism, ageism, classism, sexism, religious prejudice **or any other form of speech or interaction that in any way diminishes another person or people**. I will not tolerate such things in anybody's written work either. There are some topics that are not up for debate or written argument, and we will discuss what I mean by that during the semester. If you do not know what the terms in this paragraph mean, please Google them. This applies to any other words you don't know this semester!

If you have a pronoun preference or are at all concerned that you will be misgendered, I welcome you to let me know by email or in person during office hours.

It is my strict policy to never disclose any student's personal information, including immigration status, to *anyone* without explicit student consent. Our classroom is a safe and dynamic space, and I expect you to *respectfully* push the boundaries of your ideals, beliefs, and thoughts. I will, in return, protect and respect your personal integrity to every degree possible. If you have any questions about any of this, please let me know.

### > A FEW MORE THINGS:

Students should not interrupt classroom lectures or discussion with unrelated comments or conversations. If side conversations occur, I will stop the class and wait. If they continue I will ask those who are conversing to take their conversation somewhere else.

You may discuss complaints about the course with me; however, you must do so in the proper environment. My office during office hours is the best place for this. Constant complaining in class may result in you being asked to leave for the day's lesson; continued complaining after the first warning may result in you being dropped from the course.

You should not yell or curse at other students or at me. Class time is a professional learning environment. Obscene language will not be tolerated.

Sexual harassment will not be tolerated.

Behavior that threatens the safety of any class member will not be tolerated. You will be asked to leave for the day and may be dropped from the course. Security may be called. Intoxication, physical assault and/or battery, violence, stalking, or threats fall into this category.

You must not threaten me concerning grades. This type of behavior is considered harassment and/or verbal assault. Security will be called.

If you ever feel unsafe on campus, please call security at (505) 925-8570.

No food or drink allowed in class.

UNM-Valencia campus policy prohibits students from bringing children to class. This is a liability and insurance issue and cannot be waived. In addition, unenrolled adults are not allowed to visit.



## Attendance

If you signed up for this course, I assume that you plan to show up and want to pass! To do so, you must prepare for class and participate fully in scheduled activities. Missing class is not an excuse for being unprepared. If you are absent, it is your responsibility to keep up with the assignments, as detailed on Learn, get class notes from a fellow student, and /or see me during office hours if you have questions about the material. Students who miss the first week of classes will be dropped. Students who miss more than four (4) classes may be dropped. Arriving after the First Moment Freewrite is over will result in a 0 for the daily participation grade. Leaving more than ten minutes before the end of class with also result in a 0 for participation for the day.

First Moment Freewrites may NOT be made up if a student is late or absent. Students are expected to arrive to class early so they are prepared to work when class begins. Open up your binder, have your pen ready, and be prepared to write when class begins. Because we might use the computers, having your NetID and password is mandatory for success in the course.

**Out of respect for me and your fellow students, no cellphones are allowed in class.** You are only required to ignore your cell phone for just under three and a half hours per week while you're in class. If you do not comply I will ask you to leave and you will receive a zero for the day's activities. And yes, I know when students are gazing at their phones under the table.

Excused absences include documented hospitalization or other documented, unexpected extreme emergencies. If excessive absenteeism that falls under the purview of "excused absences" continues, I reserve the right to drop students from the course.

If you anticipate trouble being in class on time consistently, please see me during my office hours or make an appointment to talk with me during a mutually agreed upon time. If you have questions or concerns about any of my policies, let's talk! Your success is important to me.

## Office Hours

My office hours and location are listed at the bottom of page one on this syllabus. If those hours do not work for you, please send me a course message so we can find a mutually agreeable time. Students who schedule time to meet with outside of class typically do better overall.

## Assignment Deadlines

Work that is turned in by the stated due date is eligible for full grading. Once that due date passes, a "Late Pass" portal will be open and available for twenty-four (24) hours. Work turned in through this portal will be eligible for partial grading (10% point deduction) under one condition only: That the work is accompanied by a 250 word (minimum) reflection on the reason for lateness. **Work that is not submitted with this reflection will earn a 0. Once the late-pass portal closes, the work is ineligible for grading and is, thus, also ineligible for inclusion in the final portfolio.**

The only exception to the late-pass policy is for the final portfolio. Because the final portfolio falls at the end of the semester, and grading happens quickly, **I will not accept late final portfolios.**

## Extra Credit

I sometimes tack extra credit opportunities in to assignment rubrics, but don't rely on extra credit to help you pass this class. You must make a complete, well-revised portfolio based on your semester work, and you can't do that if you don't turn in your sequence assignments.

## Grammar Zine

In small groups, students will design a grammar "zine." Required topics include: 1) fragments, 2) comma splices/run-ons, 3) parts of speech, 4) pronouns, 5) dangling and misplaced modifiers, 6) commas, 7) passive voice, and 8) parallelism. Students will stage a showcase of their work toward the end of the semester.

## Final Portfolio

A final portfolio of student work is required in this course. The portfolio includes a collection of essays and the professor will provide the guidelines to students ahead of time.

Please keep a copy of all graded work and rubrics for this purpose. Part of the portfolio grade is based on revision abilities.

Final note: An "Incomplete" grade is reserved for students who have completed all of the semester coursework, but due to some unforeseen emergency, are unable to complete the Final Portfolio in time. You must request an incomplete, and do so by speaking to me directly.

## Student Privacy

Student privacy is strongly protected by professors at UNM-Valencia. 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. All other outside requests for information release must be sent to and approved by the UNMVC registrar: (505) 925-8580.

## 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.

## Equal Opportunity & 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](http://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.

## Accessibility and Universal Design

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](mailto:jmlujan@unm.edu). I also encourage you to approach me with any other life circumstances that may affect your participation in the course.

## Academic Support

Free tutoring is available at the Learning Resources Center (L Building) on the UNM-Valencia Campus or through the Main Campus tutoring program. Please call (505) 925-8907 for an appointment at the Valencia Campus. I am also available to help you with individual writing issues during my office hours or by appointment.

# Academic Integrity

## UNM Academic Dishonesty Policy

“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 integrity is paramount to your success in any class. Plagiarism or cheating is never tolerated. Any instance of this could result in a grade of zero for that assignment.

“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.

### > RESOURCES:

The UNM Academic Dishonesty Policy can be found here: <https://policy.unm.edu/regents-policies/section-4/4-8.html>.

## 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

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

Adequately redo or revise the assignment in question;

Fail the assignment in question;

Be dropped from the class with a W

Fail the class.

Be subject to more severe sanctions by the University.

## THE ANNOTATED BIBLIOGRAPHY: A helpful tool for avoiding plagiarism

Many times, plagiarism is unintentional—the result of not keeping track of your research. To avoid unintentional plagiarism, start an **annotated bibliography** when you begin your research. Here are some steps to get you started:

**Set aside space in a notebook or start a Word document you dedicate to your annotated bibliography.**

Name and save your document using a convention that connects to your paper.

**Using this document, write down information about your sources.** This info includes page numbers and verbatim quotations (also with page numbers) that you might choose to use in your writing.

**Write your thoughts about your source information and your quotes.** Your goal, here, should be to restate the information in your own way using your own words.

### **Pro tips:**

Quoting too often or using long blocks of text can also amount to plagiarism. *Your* words should come first; quotes should serve only as evidence to support *your* claims

**If you can’t restate a quote in your own words, you probably don’t understand it well enough to use it.** Again, your words come first! Wise words: If in doubt, leave it out!