

English 1110: Composition I

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Required Resources

- *Practical Argument: A Text and Anthology* Second Edition, Eds. Laurie G. Kirszner and Stephen R. Mandell. [ISBN-13: 978-1457622373; ISBN-10: 1457622378](#)
- UNM Email address and access to UNM Blackboard Learn
- Access to internet, Microsoft Office and Adobe Acrobat Reader (to read certain homework texts).

Course Description

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 1110 and 1120 to new contexts and new genres.

In this course, students will read, write, and think about a variety of issues and texts. They will develop reading and writing skills that will help with the writing required in their fields of study and other personal and professional contexts. Students will learn to analyze rhetorical situations in terms of audience, contexts, purpose, mediums, and technologies and apply this knowledge to their reading and writing. They will also gain an understanding of how writing and other modes of communication work together for rhetorical purposes. Students will learn to analyze the rhetorical context of any writing task and compose with purpose, audience, and genre in mind. Students will reflect on their own writing processes, learn to workshop drafts with other writers, and practice techniques for writing, revising, and editing.

Throughout the semester in English 1110, you will progress toward the following student learning outcomes:

Student Learning Outcomes

1. Analyze communication through reading and writing skills.
2. Employ writing processes such as planning, organizing, composing, and revising.
3. Express a primary purpose and organize supporting points logically.
4. Use and document research evidence appropriate for college-level writing.
5. Employ academic writing styles appropriate for different genres and audiences.
6. Identify and correct grammatical and mechanical errors in their writing.

In addition, you will become familiar with the library sources offered at UNM-Valencia.

Library Literacy Outcomes:

1. Students will access Libros and find a book relevant to the writing project.
2. Students will learn how to skim that book and find quotations that are both

relevant and appropriate for the paper.

3. Students will be able to identify what type of database source they have found, e.g. magazine, journal, newspaper, website.

4. Students will write a correctly formatted Works Cited page.

Policies and Requirements

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.

Workload

Due to the online format of this class, students must be self-motivated and attentive to the details to stay on track. Additionally, students are expected to follow the guidelines of netiquette, located at: <http://www.albion.com/netiquette>.

Please note: the final project for this class is a **Portfolio Project**. In order to create a successful portfolio, **SAVE ALL** the writing you do during the semester. You never know what may prove useful during a revision or what I may require you work with or turn in. When you compose and revise major papers on a computer, periodically print out (in addition to saving electronically) versions of your drafts so that you have a record of its progress. Keep copies for yourself of all major assignments handed in to me. In addition, it is your responsibility to keep all drafts that I have commented on for the Final Portfolio.

Participation Policy

This is not a self-paced course; you should turn in assignments before or on the assigned due date as specified. We will have discussion boards in this class that require your participation. Make sure you respond to peers according to your instructor's direction in the discussion boards.

Students who participate in university-sanctioned activities and/or who will be unable to meet the first-week participation requirements for a particular section should move to another section where their activity schedules will not interfere with their English 1110 obligations (students can freely switch sections during the drop/add period of the semester). We have asked advisors across campus to help students enroll in appropriate sections. If you think that this course may conflict with a university-sanctioned activity in which you are involved—athletics or the debate team or another—please email me immediately.

Late and Missing Work

I cannot accept late work on discussion boards or peer review. These are considered participation, and your work in these boards directly has an effect on others in the class; therefore, it is important to post in these sections on time. For assignments besides discussion boards or peer review, in the event of an emergency, exceptions can be made on case-by-case basis. For late Instructor drafts, I will take off 5 points of the final grade for each day the project is late. I will not accept projects that are more than 1 week late. The final portfolio will NOT be accepted after the deadline.

Document Conventions

For any document that you submit to me as an attachment by email or through Learn must be saved as a .doc or .docx. I will NOT accept documents saved in Pages, for instance, because I

will not be able to view your submission. You must also save it and name it a specific way. This rule is important because it helps me keep the class organized. Second, the file name must be as follows: Lastname.Firstname_AssignmentName. Here's an example: Smith.Jane_Project1.

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.

Student Behavior

The rules and regulations of the University of New Mexico “Code of Conduct” will be followed in our classroom. Any behavior unbecoming, which is inappropriate in a collegiate atmosphere, will result in your dismissal from this class. While I support academic freedom, I expect businesslike behavior; therefore, students may not use offensive language in any forum of our class. Please do not disclose any knowledge of criminal activity, as I am obligated to report it. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process under these rules and regulations.

Feedback

For each essay (except the portfolio), you are required to participate in several rounds of feedback:

Peer Review: Writers need thoughtful feedback on their writing if they are to improve their writing skills. For each writing project, you will engage in peer review, responding to your peers' projects (see the peer review prompt from your instructor regarding instructions on how to give this feedback). We've labeled the peer review space “Peer Review Discussion Board,” and there's one of these discussion boards for each project. You'll upload your essay here and give feedback to your peers in this same space. Be mindful that this can be a vulnerable experience and to treat your classmates and their work with respect. Failure to complete a peer review on time or to provide adequate feedback will result in a 10 point deduction on your final paper draft.

Final Draft: Your final round of feedback will be for your instructor. In order to turn in each project, you should submit your essay as a Word doc. to the appropriate Learn submission portal. I will give you feedback and give you suggestions on how to improve your project.

Other Participation Requirements

Discussion Board Prompts: Within each project, you'll be responsible for participating in several discussion board forums. For each discussion board prompt, you are required to write a primary post and two secondary posts (aka peer responses)

Journal Entries: In each project, you'll be required to write journal entries for specific readings from our class textbooks or another text provided to you.

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 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 attendance policy.
- If you, your instructor, or the Dean of Students initiates a drop after the end of the third week in a sixteen-week semester, you will receive a W. Although a W will not earn you credit hours for the course or affect your GPA, it will appear on your transcript.
- 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 either a grade below C or a W. 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. See the above description of a W.

Note: You must turn in a final draft for each major assignment. Failure to do so will result in an automatic F for the course.

Respectful Campus Policy

The English Department affirms its commitment to the joint responsibility of instructors and students to foster and maintain a positive learning environment. UNM students and instructors are bound by the terms of the Student Code of Conduct, which is published in the UNM Pathfinder (<http://pathfinder.unm.edu/policies.htm#studentcode>).

ADA Accommodation Policy

If you have a qualified disability that requires some form of accommodation to ensure your equal access to learning in this class, please see me as soon as possible so that we can work together to address your needs. A qualified disability is one that has been diagnosed and documented through UNM's Accessibility Resource Center. See <http://as2.unm.edu/> for more information. If you have a disability and will be requiring assistance, please contact me as soon as possible to arrange for accommodations.

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/>.

If you have questions about course content, please direct them to me.

Sexual Violence and Sexual Misconduct

As Title IX ("Title Nine") makes clear, violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources

from the UNM Sexual Assault Response Team here: Phone: (505) 277-3716 (Women's Resource Center); <http://sart.unm.edu/index.html>.

There are several resources available outside UNM that may help as well, such as:

Know your IX: <http://knowyourix.org/>

Not Alone: <https://www.notalone.gov/>

Clery Center for Campus Security: <http://clerycenter.org/>

Under Title IX, I am considered a “responsible employee” by the Department of Education and therefore I am required to report any incidence of gender discrimination (including sexual harassment, sexual misconduct, and sexual violence) to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). **If you report any incidence of gender discrimination to me I must report it to the Office of Equal Opportunity.** Please be aware that in such cases the student-teacher relationship does not guarantee confidentiality. However, counselors at the Student Health and Counseling (SHAC) office can have confidential discussion with you, so we encourage you to reach out to them if you would like to have a confidential conversation. You can contact SHAC by calling, 505-277-3136, or visiting them in their building north of Johnson Center and across the mall from (east of) the Student Union Building.

Undocumented students

As an educator, I fully support the rights of undocumented students to an education and to live free from the fear of deportation. I pledge confidentiality to any student who wishes to disclose their immigration status, and I will work with students who require immigration-related accommodations. For more information and/or resources, please contact the New Mexico Dream Team at info@nmdreamteam.org.

Grade Determination

Every assignment will include an explanation of the assignment’s grading standards (a grading “rubric”). Your semester grade will be determined as follows:

Percentage Allocation

Assignment	Percentage
Quizzes/BB Posts	25%
3 Major Essays	30%
Grammar Exam	15%
Final Portfolio	30%
Total	100%

Semester Assignments

During the semester you will write three formal 3-4 page essays (not including the Works Cited page) essays assigned by me and written specifically for this class, as well as various discussion boards, quizzes, and reading responses. Below is brief information about your assignments this semester:

- **Sequence 1:** [Definition Essay](#)
Focuses on the process and types of argumentation as well as identifying and analyzing genres and rhetorical situations. This sequence culminates with a definition essay.

- **Sequence 2: [Rhetorical Analysis](#)**
Focuses on learning about the advertising industry and its effects on society as well as how to analyze advertisements. This sequence culminates with a rhetorical analysis analyzing a video commercial for a product.
- **Sequence 3: [Literary Analysis](#)**
Focuses on the process of literacy acquisition as well as identifying and analyzing genres and rhetorical situations. This sequence culminates with a literary narrative.
- **Final Portfolio: [Reflection and Revision](#)**
This is the final project for the semester, and it will (and should!) be a reflection of your best work. It will consist of a written reflection on your growth as a writer as well as an extensive revision of two earlier major sequence assignments. We'll talk more about the portfolio, but keep in mind the English Department dictates that **you cannot FAIL the portfolio and still pass English 1110.**
- **Participation and Additional Assignments**
You will be expected to turn in mini assignments periodically via Learn. These will affect your overall participation grade. Technology does fail, so please backup all of your work. I will not accept late participation work due to technological failures.

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%		

Note: A passing grade in English 1110 is “C” or higher; a grade of “C-minus” or lower is a failing grade.

Submission Guidelines

Please submit all applicable assignments using Microsoft Word—a pdf, rxt. or pages submission **will not be accepted.** If you submit your paper multiple times I will grade your most recent submission. I will not accept emailed papers unless stated. **Technological difficulties are not suitable excuses for late papers.**

Passing and failing grades

You cannot enroll in English 1120 until you earn a passing grade in English 1110. A passing grade in English 1110 is “C” or higher; **a grade of “C-minus” 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.

Using Student Writing in the Classroom

Please keep in mind that your writing will be shared with your classmates throughout the semester. If you have concerns about this, please let me know.

Email Policy

I am available for any questions, comments, or concerns via email during weekdays. When in doubt, **please email me before an assignment or project is due**. However, please allow for at least 24 hours for a reply to your message. Multiple messages will not compel me to respond any quicker. If emailed during the weekend, I will respond by Monday morning at the latest.

Moreover, you should word your emails using a respectful tone and proper emailing format. If you send me an improperly formatted email I may not reply. [Please see this document for e-mailing tips](#).

After I have returned my comments for a major assignment, please refrain from contacting me for 24 hours after receiving the feedback in order to allow for time to review comments and formulate concerns. You may wish to schedule an online or in-person conference with me if you would like to further discuss my comments or assessment of your paper.

Please Note: You need a “C,” at least 73% to pass the course:

A “C-” means that the student has failed the course and must retake the course. Some students may fail the course:

Coming to class, trying hard, and turning in work does not ensure a passing grade. Students must write at an acceptable level of competency, and if they do not, they fail. You must turn in all four writing assignments, take the grammar competency, and submit a Final Essay and Evaluation to pass the course. The panel of evaluators will determine if you have met this level of competency. If a student’s Final Essays and Evaluations do not pass the panel evaluation, the student fails the course. To avoid failing, you must be able to 1) identify the purpose, 2) address audience, 3) choose the best genre for writing assignment, 4) read and analyze critically, 5) write good sentences, 6) use Standard English, and 7) follow directions (See course objectives for full descriptions.)

Because a panel of instructors reads, evaluates, and passes or fails students’ final essays and evaluations, it is rare that students’ writing has been misevaluated. However, if a student wants to challenge his/her final grades, he/she must follow a set procedure for doing so. The student

should start by reading about how to dispute a grade, which is in The University of New Mexico Student Handbook. Below is a BRIEF outline of some of the policies:

- 1) Discuss the grade concerns with your instructor of record first.
- 2) If you discuss the problem with your instructor and if the problem has not been solved, then you must discuss the problem with the English Program Coordinator.
- 3) A full outline of grade disputes can be found in the Student handbook.

Instructors and administrators do not handle final grade disputes until AFTER finals week and until AFTER grades have been posted in Banner.

Student Privacy

The Student Privacy Act, a federal statute called FERPA, strictly prohibits the instructor or administrators from talking to anyone but the student about his/her grades, progress, or work. 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 grades, work, or progress. In other words, a UNM VC instructor or administrator cannot speak to parents, relatives, or friends of the student about student grades. Students can expect that a UNM VC instructor or administrator will follow guidelines set forth by FERPA. Students should know that the instructor and administrators:

- 1) MUST and WILL protect student privacy.
- 2) CANNOT and WILL NOT discuss a grade with or hand back assignments to a student's parents, friends, or relatives.
- 3) WILL NOT make any exceptions to this policy.

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.

Incompletes (I grade):

Students may earn an "I," or incomplete, which is neither a passing nor a failing grade. 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 Final Essay and Evaluation. Students must complete the work by the end of the following semester, or the University automatically converts the "I" to an "F."

Academic Support

Free tutoring is available at the Learning Resources Center (L Building). Please call 925-8907 for an appointment. I am also available to help you with individual writing issues during my office hours or by appointment. Students who regularly seek tutoring usually see a great improvement in their grades.

English 1110 Course Calendar

I reserve the right to change our calendar, but I will always let you know. It is the student's responsibility to keep up with changes, via their UNM email account and the class Learn site, as they are announced. Use the link below to access this calendar, which can also be found on Learn.

https://docs.google.com/document/d/1oiCO3OGd8t_qHHTvOUwIKriIXQHju-9rER07bAaHsos/edit?usp=sharing