

**English 1110Z: Composition I (Enhanced)**  
**Meeting Time:** Mondays and Wednesdays VACTC 113  
**Instructor:** Dr. Jana Koehler | **Email:** [jmkoehler@unm.edu](mailto:jmkoehler@unm.edu)  
**Physical Office Hours:** Mon/Wed 12:15pm-1:15pm or by appointment  
**Virtual Office Hours:** Tues 1:00-2:00PM | **Skye ID:** janamkoehler

### 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 and Microsoft Office (Available on UNMVC computers)
- Flashdrive

You will need access to a computer with Internet so that you can access course assignments and readings. You will be expected to turn in assignments on Learn. Finally, your computer must have Microsoft Word (for submitting assignments) 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 1110Z, 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.

**Please note:** the final project for this class is a **Portfolio Project**. We will discuss the project more as the semester progresses.

**NOTE:** 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.

### **Attendance Policy**

Class attendance is mandatory for all English 1110Z students. Since participation is a critical component of your grade, absences should be kept to a minimum. Per department policy students cannot miss two weeks of class time. This means that earning a **fifth absence will earn you an automatic failure in the class**.

Students who miss the first week will be dropped (those registered at the immediate start of the semester.)

You should consult with your peers about the material you missed when you are absent. You may not make up missed assignments unless you have contacted me in advance; moreover, it is your responsibility to arrange a time with me to do so as I will not remind you. It is also your responsibility to keep track of your absences, but feel free to ask me as well since I will be keeping an attendance log. If you choose to leave class early, you are responsible for all missed information that may have been given in your absence.

In addition,

- if you come to class unprepared (e.g., without a draft on a peer-review day, without your textbook, etc.), I will mark you absent;
- if you are more than 10 minutes late, I will mark you for a half absence.

I understand that problems occasionally arise and absences or lack of preparation sometimes cannot be prevented. I highly encourage you to let me know as far in advance as possible. Whether you contact me or not, you are responsible for turning in all assignments and for preparing yourself for the next class.

### **Tardy Policy**

I take attendance during the first five minutes of class. If you arrive up to 10 minutes late to class, please see me so that I may mark you present for the class period. If you arrive more than 10 minutes late to class, you may be marked for one half of an absence, particularly if this is chronic behavior. If there is an obstruction to consistently arriving on time, please see me the first week of class. Arriving tardy to multiple class periods will adversely affect your participation grade. Additionally, you will receive an automatic half absence for leaving class early without notifying me prior to the start of that class unless it is an absolute emergency.

### **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.

### **Late and Makeup Work Policy**

There is no late work accepted for participation work (i.e., peer review, discussion boards, quizzes, etc.). Technology does fail, so please backup all of your work. I will not accept late participation work due to technological failures.

For the major essays, you will be docked 5 points for every 24 hours that it is late. In addition, if you turn in a project late, there is no guarantee that the instructor will have time to provide feedback before the next project is due.

**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>).

### **Class Behavior Policy**

Be respectful to your peers and instructor. Arrive on time and ready to participate. Bring your

textbooks, notes, and paper drafts if necessary. Do not consume food, beverages (water is fine), or tobacco products (include vaporizers or e-cigarettes) in the classroom. Do not speak during class discussions when someone else is talking. **Using a cell phone or other form of technology when not instructed during class time will result in an automatic half absence for the day.**

You may be asked to leave class if your behavior is distracting or disrespectful to your instructor and/or fellow students. This will earn you an absence for the day. If you feel that someone in class has disrespected you, please see me so we can discuss this issue.

### **Participation Policy**

You will be expected to contribute in **every class period** by participating in group work, completing in-class assignments and, importantly, contributing to class discussion. Your comments are expected to be thoughtful, respectful, and relevant. In order to participate fully in class, you will be expected to have:

- completed any assigned reading (and brought the notes you took on that reading as well as a copy of that reading, whether in print or electronically).
- completed any assigned homework prior to the beginning of class.
- brought any materials (books, paper drafts, etc.) necessary to function in class.

If you are uncomfortable with or unable to speak in class, please see me during the first week of class. Failure to consistently participate in class or to bring the necessary materials will adversely affect your **participation grade, which is worth 15% of your final grade.**

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 classroom obligations (students can freely switch sections during the drop/add period of the semester). 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 your instructor immediately.

### **Computer and Technology Policies**

Because the class occasionally meets in a computer lab, students must adhere to the following policies so that a professional learning environment is maintained. Students must save work and have a backup. Lost work is your responsibility and not an excuse for late work. The assignment will be graded using the late work/essay policy. Students who use computers for entertainment or social reasons will be counted absent. Please do not:

- Surf the web during lectures unless it is a part of the day's assignment.
- Work on other assignments for this or any other class during class time.
- Print assignments during lecture; I will let students know if printing time is available.
- Send/read/answer e-mail, visit chat rooms, answer phones, and text message.

### **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](http://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](mailto: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	10%
3 Major Essays	30%

Grammar Presentation	10%
Grammar Exam	10%
Final Portfolio	25%
Participation	15%
<b>Total</b>	<b>100%</b>

### 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.
- **[Grammar Presentation](#)**  
In groups, students will be responsible for presenting a grammar presentation on a specific feature of grammar and mechanics.
- **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 1110Z.**
- **Participation and Additional Assignments**  
You will be expected to turn in mini assignments periodically via Learn. These will affect your overall participation grade.

### Points-to-Grade Conversion

<b>A+</b>	97-100%	<b>B+</b>	87-89.9%	<b>C+</b>	77-79.9%	<b>D+</b>	67-69.9%	<b>F</b>	0-59.9%
<b>A</b>	93-96.9%	<b>B</b>	84-86.9%	<b>C</b>	74-76.9%	<b>D</b>	64.66.9%		
<b>A-</b>	90-92.9%	<b>B-</b>	80-83.9%	<b>C-</b>	70-73.9%	<b>D-</b>	60-63.9%		

**Note: A passing grade in English 1110Z 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 120 until you earn a passing grade in English 110. A passing grade in English 110 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.

### **Instructor Conferences**

Students will be required to meet with me for conferences to discuss their projects during the semester. Students should feel free to contact me for additional conference times both during my office hours and by appointment. During our 15 minute conferences, I will read over a draft of your current project and provide feedback on the strengths and weaknesses of your paper. Mainly, though, these conferences will be discussion-based. Students are expected to arrive prepared to conferences; this requires that they bring a writing instrument and additional paper to take notes on. In addition to bringing a hard copy of the draft you are working on, students will also be required to bring three written questions pertaining to their project or the assignment in general. Alternatively, students can bring a one page double spaced reflection on their experience with the assignment. Student will not receive full credit for the conference without submitting these questions or the reflection. **A missed conference equals a missed class period; an unprepared conference equals half an absence.**

If you find that you cannot make our conference, you must contact me 24 hours prior to our meeting to reschedule our conference or you will receive an automatic absence. If you are substantially late for our conference, you will earn a half an absence for that conference.

### **Policies on Feedback**

Not only will you receive extensive feedback on your assignments from your instructor, but you will also receive/provide feedback from/to your peers. Feedback is not only concerned with lower order issues (such as grammar and mechanics), but on higher order issues (such as argument and structure). We will discuss how to conduct a productive peer review in class. You will regularly be required to read the work of your peers and to share your own work with the class. 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.

When we are conducting a peer review in class, please post a copy of your project draft to Learn unless otherwise stated. **If you arrive at a peer review class session without having posted your draft, you will receive a half absence for the day.**

In addition to my feedback, you are expected to consult other university resources such as the library staff, CAPS Writing Center, or the computer labs.

### **Using Student Writing in the Classroom**

Additionally, I often bring student writing or Learn postings into the classroom for discussion or workshops. I do this because you can learn things from your colleagues' writing that are hard to learn from any other source. This means that each student will likely have his or her writing (anonymously) discussed by the whole class at some point. Please keep in mind that your writing will be shared with your classmates throughout the semester. If you turn something in that you do not want me to share with others, please let me know *when you turn it in*. 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 1110Z Course Calendar**

The following is an idea of major assignment due dates. 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/1Ty\\_ggsIFL\\_LGdkTpAUjjTLqFS-ow6faXsT5QHv2ZuA4/edit?usp=sharing](https://docs.google.com/document/d/1Ty_ggsIFL_LGdkTpAUjjTLqFS-ow6faXsT5QHv2ZuA4/edit?usp=sharing)