

English 1120.503 Syllabus

Instructor: Dr. Natalie Kubasek
Time/Location: T/TH 9:00 AM – 10:15 AM
Rm. H105

Email: nkubasek@unm.edu
Office Hours: T/TH 10:30 AM-Noon

Welcome to **English 1120**. I look forward to working with you as we learn how to use the English language to convincingly argue in favor of things we care about and to use our brains to challenge and refute weak arguments when we see them. This will not be an easy-breezy class. I will make you read and I will make you write. My goal in this class is to build your confidence as a writer and thinker. If that's okay with you, stick with me.

Course Description (per the catalog):

In this course, students will explore argument in multiple genres. Research and writing practices emphasize summary, analysis, evaluation, and integration of secondary sources. Students will analyze rhetorical situations in terms of audience, contexts, purpose, mediums, and technologies and apply this knowledge to their reading, writing, and research. Students will sharpen their understanding of how writing and other modes of communication work together for rhetorical purposes. The emphasis of this course will be on research methods.

Some important stuff to keep in mind:

- The assignment syllabus is a tentative schedule. Any changes will be announced in class and/or posted on the Blackboard Learn calendar.
- If you miss class, check the syllabus to ensure they are prepared for the next class.
- All assignments must be read by the date indicated and students are expected to bring the texts we are discussing to class.
- Students absent for more than 4 classes will be dropped.
- Assignments due on Learn are due by the due date and time.
- No emailed assignments will be accepted after the due date and time.
- Late essays will be docked 5 points per day after due date.
- Abbreviations are used to identify our texts: *PA = Practical Argument*

Required Work and Grading

All formal writing assignments must follow MLA or APA format and be typewritten, double-spaced in a 12pt, Times New Roman font.

Grades will be determined on a traditional percentage system, with the appropriate plus or minus sign: 100-90% = A (1000-900 points); 89-80% = B (890-800 points); 79-73% = C (790-

730 points); 69-60% = D (690-600); and below = F. You need a “C” (73% or 730 points) to pass this course.

Points Breakdown

3 Essays: 100 points each	300 pts.
Weekly Homework Assignments (between 5-20 pts.)	200 pts.
9 Grammar quizzes (10 pts. each)	90 pts.
3 Peer Review Workshops (10 pts. each)	30 pts.
3 Writing Workshops (10pts. each)	30 pts.
1 Grammar Group Presentation	50 pts.
Final Grammar Exam	100 pts.
Portfolio	200 pts.
Total Possible Points	1000 pts

Important Dates:

Monday, Aug 19	First day of classes
Friday, Aug 30	Last day to Add or Change Sections
Monday, Sept 2	Labor Day – No classes
Friday, Sept 6	Last Day to Drop with 100% refund
Thur.-Fri., Oct 10-11	Fall Break - no classes
Friday, Nov 8	Last Day to Withdraw <i>w/o</i> approval of Student Services
Friday, Dec 6	Last Day to Withdraw <i>with</i> approval of Student Services

Course Objectives

In English 1120, you will progress toward the following student learning outcomes:

1. Analyze the rhetorical situation for purpose, main ideas, support, audience, and organizational strategies in a variety of genres.
2. Employ writing processes such as planning, organizing, composing, and revising.
3. Use a variety of research methods to gather appropriate, credible information.
4. Evaluate sources, claims, and evidence for their relevance, credibility, and purpose.
5. Quote, paraphrase, and summarize sources ethically, citing and documenting them appropriately.
6. Integrate information from sources to effectively support claims as well as other purposes (to provide background information, evidence/examples, illustrate an alternative view, etc.).
7. Use an appropriate voice (including syntax and word choice).

Library Literacy

- Students will access Libros and find a book relevant to the writing project.
- Students will learn how to skim a text or document and find quotations that are both relevant and appropriate for the paper.
- Students will be able to identify what type of database source they have found, e.g. magazine, journal, newspaper, website.
- Students will write a correctly formatted Works Cited page.

Course Policies

Instructor Information

My office hours are Thursday, 10:30 AM - Noon. My office space is located in the Academics Building. If you would like to meet during my office hours, please go to the front desk in Academics. Email me anytime, but keep in mind that I am generally not online after 5:00 pm and before 8:00 am. Please give me 24 hours to respond, Monday through Friday. I will respond to weekend emails on Monday morning.

Tutoring

Free tutoring is available at the Learning Center (505-925-8907) or the VC Writing Lab (505-925-8513). Students may receive up to 30 points (5 points per session) for attending tutoring sessions or writing labs.

Required Texts and Materials

- *Practical Argument*, Third Edition, Eds. Laurie G. Kirszner and Stephen R. Mandell. ISBN-13: 978-1-319-06375-7
- UNM email address and access to UNM Blackboard Learn (please email me through your UNM email account ONLY; I will not read messages sent from personal email addresses)
- Access to internet and Microsoft Office (available on through your Microsoft Outlook account and on all VC computers)

Attendance Policy and Overall Participation:

Attendance will be taken at the beginning of class. Missing class is not an excuse for being unprepared; if you are absent, it is your responsibility to keep up with reading, get class notes from a fellow student, and/or see me during office hours or by appointment if you have questions about the material. Students who miss the first week will be dropped. **Students who miss 5 classes will be dropped.** If you twice come in 15 minutes late, it will count as an absence.

Excused absences include documented hospitalization or other documented, unexpected emergencies. Doctor's appointments, child-care issues, court dates, and job scheduling conflicts do not count as excused absences. If you are frequently absent, for whatever reason, I reserve the right to drop you from the course.

Plagiarism

Plagiarism means using language and/or ideas without acknowledging their source. Plagiarism includes copying another student's papers or ideas, downloading and turning in papers from the Internet, copying passages from sources without proper documentation, or rephrasing an author's ideas and presenting them as the student's new, original thoughts. Plagiarism may result in the following consequences: failure of the assignment, failure of the course, disciplinary action by the University. To learn how to avoid plagiarism, students can speak to me, consult a tutor, or refer to <http://library.acadiu.ca/sites/default/files/library/tutorials/plagiarism/>.

Classroom Behavior

While I do not expect problems when working with adult learners, these policies ensure a safe and productive classroom environment (and they are also listed in the University of New Mexico Student Handbook):

- Students must treat one another and the instructor with respect. Derogatory remarks, racism, sexism, and name-calling is prohibited.
- Students should not interrupt classroom lectures or discussion with non-related comments.
- Students may discuss complaints about the course with their instructor; however, students must do so in the proper environment, such as the instructor's office during office hours.
- Sexual harassment will not be tolerated.
- Behavior that threatens the safety of any class member, including the instructor, will not be tolerated. Intoxication, physical assault and or battery, violence, stalking, or threats fall into this category.
- Students must not threaten the instructor concerning their grades. This type of behavior is considered harassment and/or verbal assault.
- If you ever feel unsafe on campus, please call security at (505) 925-8570.
- Food and beverages (except for water) are generally not permitted in the classroom.

Students violating any of these rules will be asked to leave the class for the day.

Computer and Technology Policies

When in computer labs, refrain from using computers during class time for entertainment, social networking, or personal emailing. The same rule applies for cell phones. No texting or phone calls are allowed. This is an hour and fifteen-minute period where you are devoted to English.

Email Netiquette Policy

Please keep the following in mind when you write emails:

- Avoid text-speak. Learning to write professional emails early on is a skill you need as you progress to higher academic levels and career pursuits.
- Emails that you write to me during the semester should include professional language, addressed with a subject heading including the type of question you are asking. For example, "Essay 1" would be an appropriate subject heading for a question regarding the first essay.
- Emails should include a salutation. "Dear Dr. Kubasek" or "Hello Prof. Kubasek" would be an appropriate salutation. Part of Composition is learning when and how to use proper diction and registers of language, and in a formal setting like a college course, professional titles are appreciated.
- Please close with an appropriate phrase and sign your email with your name. Some examples of appropriate phrases are "Sincerely," or "Thank you for your help."
- Use short paragraphs (in general, 3-4 lines maximum) to make the email easy to read. In addition, be sure to skip lines between paragraphs.
- Be sure to proofread your email for grammatical errors.
- Also, feel free to send me the occasional riddle. I like trying to solve riddles.

Equal Access

Accessibility Services (located in Student Services) provides academic support to students who have disabilities. If students think they need alternative formats for completing coursework, they should contact this service right away to ensure their needs are met in a timely manner. Students are responsible for getting all documented forms to me as soon as possible. I cannot accommodate any special needs without the proper authorization from UNM Valencia Campus Accessibility Services. Pursuant to the American with Disabilities Act (ADA), I accommodate documented special needs and encourage students to discuss their concerns with me. They are in Advisement & Counseling Services Student Services Building, 280 La Entrada Rd., Los Lunas, NM 87031, 505-925-8560.

<http://www.unm.edu/~vcadvise/equalaccess.htm>

Essays

You are required to turn in 3 formal 4-5-page essays (not including the Works Cited page). Each essay requires at least one credible source to be incorporated in text and in the Works Cited page (Wikipedia, and Pro-do not count). Students may be dropped from the class for failure to turn in one of the major essays. I will provide instructions and rubrics for each assignment at the beginning of each new unit. Students may have the option to revise if they receive a grade of “D” or below. I will not accept revisions after two class periods, and I will not guarantee that revisions will gain a higher grade. That’s up to the quality of your revision. The highest grade that a revised essay can receive is a “B.”

Late Policy

I will not accept essays more than two class days after the assigned date. For each day the essay is late, the assignment will be marked down 5 points, so make sure to turn in your essays in a timely manner. If you know that you will not be able to submit an assignment, plan to turn in your essay early, or have it turned into the Academic Affairs office with a stamp by 5:00 pm on the day the essay is due.

Grammar Presentation

Students will be responsible for delivering one power point presentation on grammar and mechanics. The grammar topics include: 1) commas, 2) fragments 3) comma splices / run-ons, 4) active and passive, 5) wordiness, 6) parallelism, 7) dangling modifiers, 8) parts of speech, and 9) pronouns. Students should deliver a professional presentation to the class (no longer than 10 minutes) that defines their assigned term, explains key concepts, and provides original examples that will prepare the class for a short quiz on Learn. Before students present, we will go over the features of successful presentation, and I will do the first presentation to demonstrate what I’m expecting.

Presentations cannot be made up; if you or a member of your group is absent, the absentee will not receive the points for the assignment. Make sure that everyone has copies of the presentation so that you can still present if one group member is absent.

Grammar Quizzes

Weekly open-book grammar quizzes on Blackboard Learn will be available at the beginning of every week on Monday and will shut on Friday at 11:59 PM. The first quiz will be available during Week 2. Students have half an hour, and one attempt, to complete these quizzes. Quizzes cannot be made up.

Blackboard Learn

Students are responsible for submitting assignments on Learn. All assignments must be submitted as Word or PDF attachments only. If you have trouble submitting an assignment on Learn due to technical issues, you must email me your assignment (as an attached Word or PDF file ONLY) by the due date and time. Assignments emailed after the due/date and time will not be accepted.

Weekly Homework Assignments

Weekly homework assignments will consist of reading responses, essay outlines and other short writing assignments. These assignments are designed to generate class discussion, promote further inquiry into our topics, and scaffold the higher stakes essays. Weekly homework assignments are due before we meet as a class on the assigned due date; students may not turn in late homework assignments.

Writing Workshops and Peer Reviews

Built into our schedule are writing workshops intended to give you a jumpstart on your essays, as well as help you get used to constructively evaluating your peers' work through brainstorming, questioning, group discussions, and other class exercises. To receive credit for a workshop, students must be present, actively participating, and producing work. You cannot receive full credit for a peer review workshop if you do not bring a draft of your essay.

Participation

Participation is **mandatory** in this course. Participation means actively participating in your education; just sitting in your seat and allowing everything to sink in (the "osmotic method") is not actively participating. I urge you to take notes in class, ask questions, and participate in class and group discussions. In addition, I ask you to complete drafts, assignments, quizzes, readings, and collaborative projects.

Grammar Examination

In week 14, I will give a comprehensive grammar examination over all the grammatical and mechanical terms that we've covered throughout the semester. This grade counts as 10% of your final grade.

Portfolio

The portfolio is a collection of your work. The best portfolio effectively showcase a student's ability to research, write, and revise. Portfolios will be evaluated using the learning outcomes. They are worth 20% of your final grade.

Student Privacy

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

Anti-Discrimination Policy

To meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see page 15: <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>.

Technical Support

- If you have questions about computer-related problems, call 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.
- Tutorials: If you do not know how to use Blackboard Learn, try one of the tutorials available on the information page at <http://online.unm.edu/help/learn/students/>
- Tutors: Tutors are available at The Learning Center, both face-to-face and online, to help you navigate Blackboard LEARN. Call for an appointment: 925-8907.

COURSE CALENDAR – FALL 2019 (subject to change)

Date	Class Topics	Homework due next class
Tues Aug 20	Introduction to the course	Read the handout “Twelve Tips for College Success”; Complete the “Twelve Tips” Reading Response Handout (5 points)
Thurs Aug 22	Analyze the rhetorical situation; Define and identify the means of persuasion Grammar: Simple Sentences	Read <i>PA</i> Chapter 4: “Writing a Rhetorical Analysis” pp. 100-112 (available on Learn in the Unit I folder); Read “A Powerful Call to Action” by Deniz Bilgutay, <i>PA</i> pp. 115-117 (available on Learn in the Unit I folder); Complete the Reading Response to “A Powerful Call to Action” on Blackboard Learn by 9:00 AM, 08/27 (10 points)
Tues Aug 27	Analyze a rhetorical analysis; Identify the parts of a rhetorical analysis; Grammar: Compound Sentences	Choose ONE of the Articles from <i>PA</i> , pp 33-54 and read it; Mini Rhetorical Analysis of chosen article due on Learn by 9:00 AM, 08/29 (15 points)
Thurs Aug 29	Analyze the means of persuasion; Quoting and citing sources; Grammar: Complex Sentences	Expanded outline of the Mini Rhetorical Analysis due on Learn by 9:00 AM, 09/03 (20 points) Weekly Grammar Quiz #1: Simple, Compound and Complex Sentences due on Learn by 11: 59 PM, Friday, 08/30
Tues Sep 3	Analyze the means of persuasion; Creating an MLA Works Cited List; Grammar Presentation: Parts of Speech	First draft of Essay #2 due on Learn by 9:00 AM on 09/05 (Typed, complete draft incl. intro. paragraph, 3 body paragraphs w quotes, conclusion and Works Cited); Bring a copy of Essay #2 (electronic or printed) to class for peer review

Date	Class Activities	Homework due Next Class
Thurs Sep 5	Peer Review Workshop	Bring all materials needed to revise Essay #1; On the last page of your revision plan, write down three questions to ask the instructor about how you can improve your essay; Revision plan due (calculated as part of your Revision Workshop grade); Weekly Grammar Quiz #2: Parts of Speech due on Learn by 11:59 PM, Friday, 09/06
Tues Sep 10	Revision Workshop; Instructor Conferences; Revision Plan due Grammar Presentation: Rules for Using Commas	Final Draft of Essay #1 due on Learn by 9:00 AM on 09/12
Thurs Sep 12	Essay #1 due; Review the Instructions for Essay #2; Examining a Thesis Statement for a Proposal; Brainstorming and Narrowing Topics;	Reading Response to <i>PA</i> Chapter 15: Proposal Arguments, pp. 552-557 due on Learn by 9:00 AM, 09/17 (10 points); Weekly Grammar Quiz #3: Rules for using commas due on Learn by 11:59 PM on Friday, 09/13
Tues Sep 17	Creating focused research questions for Essay #2; Grammar Presentation: Sentence Fragments	Reading and Discussion Board for “Self-Driving Cars Will Change the Rules of the Road” due on Learn by 9:00 AM, 09/19— Post a response and reply to two peers to receive full credit.(10 points)
Thurs Sep 19	Library Workshop	Annotated Bibliography due on Learn by 9:00 AM on 09/24 (20 points) Weekly Grammar Quiz #4: Fragments
Tues Sep 24	Proving Problems Exist and Presenting Feasible Solutions; Grammar Presentation: Comma Splices and Fused Sentences (run-ons)	Reading and Discussion Board of a sample student proposal due on Learn by 9:00 AM, 09/26—Post a response and reply to two peers to receive full credit (10 points)
Thurs Sep 26	Proving Problems Exist and Presenting Feasible Solutions, cont.	Reflection on the Rhetorical Situation of Essay #2 due on Learn by 9:00 AM, 10/01(10 points)

		Weekly Grammar Quiz #5: Comma Splices and Fused Sentences (run-ons) due on Learn by 11:59 PM, Friday 09/27
Tues Oct 1	Summarizing vs. paraphrasing sources; Grammar Presentation: Active vs. Passive Voice	Summary and Paraphrase Practice due on Learn by 9:00 AM on 10/03 (15 points)

Date	Class Activities	Homework due Next Class
Thurs Oct 3	Creating an effective refutation in a proposal	Outline of Essay #2 due on Learn by 9:00 AM on 10/08 (20 points) Weekly Grammar Quiz #6: Passive vs. Active Voice due on Learn by 11:59 PM, Friday 10/04
Tues Oct 8	APA vs. MLA Workshop	First draft of Essay #2 due on Learn by 9:00 AM on 11/7 (Typed, complete draft incl. intro. paragraph, 3 body paragraphs w quotes, conclusion and Works Cited); Bring a copy of Essay #2 (electronic or printed) to class for peer review
Thurs Oct 10	Fall Break	No Class
Tues Oct 15	Peer Review Workshop	Bring all materials needed to revise Essay #2; On the last page of your revision plan, write down three questions to ask the instructor about how you can improve your essay; Revision plan due (calculated as part of your Revision Workshop grade)
Thurs Oct 17	Revision Workshop; Instructor Conferences; Revision Plan due	Final draft of Essay #2 due on Learn by 9:00 AM on 10/22
Tues Oct 22	Essay #2 due; Review instructions for Essay #3 Defining ethics and reflecting on ethical principles; Grammar Presentation: Misplaced and Dangling Modifiers	Reading Response to <i>PA</i> Chapter 16: Ethical Arguments, pp. 590-596 due on Learn by 9:00 AM, 10/24 (10 points)
Thurs Oct 24	Understanding Ethical Principles and building an introduction for an ethical argument	Discussion Board for “The Ethics of Cloning,” due On Learn by 9:00 AM on

		10/29—Post a response and reply to two peers to receive full credit (10 points); Weekly Grammar Quiz #7: Dangling and Misplaced Modifiers due on Learn by 11:59 PM on Friday 10/25
Tues Oct 29	Synthesizing sources in an ethical argument; Grammar Presentation: Wordiness	Synthesis Practice due on Learn by 9:00 AM, 10/31 (15 points)
Thurs Oct 31	Refuting opposing arguments in an ethical argument; Grammar Presentation: Parallelism	Outline of Essay #3 due on Learn by 9:00 AM, 11/05 (20 points) Weekly Grammar Quiz #8: Wordiness & Parallelism due on Learn by 11:59 PM on Friday 11/01

Date	Class Activities	Homework due Next Class
Tues Nov 5	Refuting opposing arguments in an ethical argument, cont. Grammar Presentation: Correct Pronoun Usage	First draft of Essay #3 due on Learn by 9:00 AM on 11/7 (Typed, complete draft incl. intro. paragraph, 3 body paragraphs w quotes, conclusion and Works Cited); Bring a copy of Essay #3(electronic or printed) to class for peer review
Thurs Nov 7	Peer Review Workshop; Create a revision plan for Essay #3	Bring all materials needed to revise Essay #3; On the last page of your revision plan, write down three questions to ask the instructor about how you can improve your essay; Revision plan due (calculated as part of your Revision Workshop grade); Weekly Grammar Quiz #9: Correct Pronoun Usage due on Learn by 11:59 PM on Friday 11/08
Tues	Revision Workshop and instructor	Final draft of Essay #3 due on Learn by 11:59

Nov 12	conferences; Revision Plan due	PM on Thursday,11/14
Thurs Nov 14	Essay #3 Due; Grammar Review	Study grammar
Tues Nov 19	Grammar Review	Test next class!
Thurs Nov 21	NO CLASS - THANKSGIVING	
Tues Nov 26	Grammar Exam	Read the instructions for the final portfolio available on Learn > Portfolio folder
Thurs Nov 28	Portfolio Revision;	Revision!
Tues Dec 3	Portfolio Revision	Revision! Portfolio due at the end of the week!
Thurs Dec 5	Final Day of Class; Portfolio Revision PORTFOLIOS DUE	Final Portfolio Due by 11:59 PM on Learn, Friday, December 6