



A Quality Education –A Lifetime of Success

Professor: Dr. Jami L. Huntsinger **Course Title:** Composition II : English 1120

Semester: Fall 2019 (8/19/19- 12/14/19)

Course Number and Time: 1120.508, CRN 24003, Online, 2nd Eight-week Course

Prerequisites: English 110 (C or higher), ACT 26-28, Compass 75-100,
or SAT 610-640\

Office Hours: T, W, R, 8:00-9:00, PM Online; T, R, 1:30-2:45 PM, Academics Office;
And by Zoom Appointment



Course Description

Welcome to Composition II: English 1120! In this Composition II, 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.

Your Professor

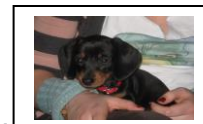
I am Dr. Jami L. Huntsinger (pronounced Hun-singer). I grew up in South Dakota (I am Lakota French), and I moved to New Mexico in 1989. After graduating from the University of New Mexico in 1997, with a Ph.D. in English, I chose to work at a two-year college because I enjoy teaching. In 1997, I accepted a position as a professor at Valencia Campus. I am now a tenured full professor, who enjoys teaching such classes as Composition 110 (face-to-face and online), 1120 (face-to-face and online), Composition 220, Grammar 240 (face-to-face and online), Introduction to Literature 150 (face-to-face and online), Southwest Literature 211, Expository Writing 220 (face-to-face) and Native American Literature 264 (face-to-face and online). I am a resident of Belen, New Mexico. I love my life in the valley; I especially enjoy hearing the braying of the burro, Chelsea, who lives next door. She is my 6:00-am alarm clock. To make my life complete, I have three special animal friends – Heidi, an eight-year-old Dachshund who loves to eat socks; and Mia, a Dachshund cross who loves to race about the yard. The newest addition to the family is Dawn Noel (Noe), a dachshund who Santa Claus dropped down the chimney two Christmases ago.



Heidi



Mia



Dawn Noel



The University of New Mexico's Learning Outcomes For Composition II: English 1120

All students registered at any of the University of New Mexico campuses must meet the following goals and objectives to pass Composition II: English 1120.

The Learning Outcomes for Composition II: English 1120

Students should be able to do the following:

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).

To meet these goals at the 1120 level, we will,

- 1. Read and analyze difficult texts accurately.** **Reading critically**, summarizing accurately, and **analyzing** insightfully help you to interpret a variety of interesting texts that you or famous authors create. When reading critically, you find thesis statements, topic sentences, main ideas, and premises that reveal the writer's point of view and ensures your presenting ideas accurately in quotations and in analysis. Developing this skill gives you a keen eye for revising and editing (**analyzing**) your own work, which will make you a more successful writer.
- 2. Establish organization in your analysis or argument essays.** You establish **organization** when you answer one central question throughout the essay. **Organization** is evidenced by a maintained focus (a strong thesis statement, good topic sentences, and solid transitions). Importantly, **organization** must help your audience understand easily what you are accomplishing in your writing.
- 3. Choose a rhetorical strategy.** For writing tasks, you need to choose the appropriate **type of argument**. You can choose several **rhetorical strategies**, such as definition, cause and effect, proposal, rebuttal, reflection, comparison/contrast, and evaluation arguments. These structures are evident in the overall **organization** or your paragraph structure. You can also reveal a strong **rhetorical strategy** by providing transitions, which create unity – these signal words tell your reader how your ideas are connected and related.
- 4. Develop and support your argument.** When writing, you need to consider **development**, which means supporting your ideas. You need to meet length requirements, but more importantly, you must provide appropriate quotations and examples to illustrate your assertions. To do so, you make choices about what and how much information your audience needs to understand your points. Additionally, you must consider how that information should be presented to convince readers and to answer their objections.
- 5. Research effectively and use sources properly and ethically.** For your essays, you need to gather information by conducting **research** in the library and on the internet. After you gather information, you must integrate quotations from these credible sources throughout your essays to support your arguments. Using proper **MLA** in-text citations and Works Cited or Consulted pages are important when writing argument or analysis essays.
- 6. Employ the conventions of Standard English by expressing ideas clearly, writing sentences well, and using good grammar.** To be good writers, you need to express yourself clearly, to write well-constructed **sentences**, and to use good **grammar**; mastering these skills will result in your communicating with your audience well. In English 1120, you are required to focus on five grammar competencies, all of which address complex sentence structure used for writing sophisticated arguments: **1) fragments, 2) comma splices/run-ons, 3) passive voice, 4) parallelism, 5) wordiness, 6) parts of speech, 7) dangling and misplaced modifiers, 8, commas, and 9) pronoun usage.** Good grammar also includes **voice, tone, and accurate word choice.** You will be tested on these competencies in both quizzes and a final examination, all of which are worth 10% of your final grade. Hint: If you have problems with **grammar** or with any of the areas in the **grammar competency**, seek tutoring immediately, use grammar/spell check often, and practice on recommended websites.
- 7. Use revision to improve writing.** Donald M. Murray describes the process of **revision** and its importance, noting that, "A piece of writing is never finished. It is delivered to a deadline, torn out of the typewriter on demand, sent off with a sense of accomplishment and shame and pride and frustration. If only there were a couple more days, time for just one more run at it, perhaps then. . . (86). To improve your writing, you need to peer edit papers and to **revise** drafts repeatedly before you turn them in for credit. You will also be required to **revise** (one more time) the essays that you wrote during the semester, which becomes the Final Portfolio that determines whether you pass the course.

Materials and Supplies Needed

Books are available at UNM Valencia's bookstore. You can find the materials needed at <http://bookstore.valencia.unm.edu/Home>.

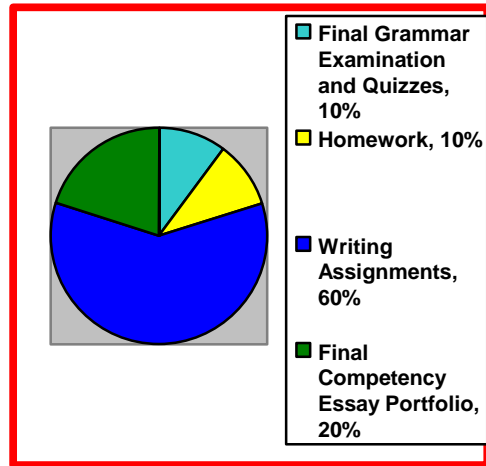
Textbooks and Supplies Required



- **Text:** Kirsner, Laura G. and Stephen R. Mandell. *Practical Argument*. (See 102 in the UNM Valencia bookstore for updated information on ISBN and edition: <http://bookstore.valencia.unm.edu/Home>)
- **Other Supplies Needed** A computer memory stick (thumb drive), a UNM Net ID and password, pens and paper, and importantly, an available computer.

Grading Scale

Not all assignments are equal in value. Some assignments are worth more or weighted more heavily than others. For example, [grammar quizzes and the Grammar Examination](#), which are over grammatical competencies, are worth **10%**; these multiple-choice tests cover fragments, run-ons/CS comma splices, parallelism, passive voice, and wordiness. Another type of assignment, which has a different weight, is [homework](#), which includes, but is not limited to, reading quizzes, reading worksheets, online discussions, rough drafts, peer editing, and template assignments; homework is worth **10%**. [Writing assignments](#), final revised drafts of essays and short formal multimodal writing assignments, are worth **60%**; I expect more when grading major essays because you have the benefit of comments to help you and you have revised your writing. [The Final Portfolio](#) is worth **20%**. You submit this portfolio to the English Panel Evaluators, who determine if you are ready to pass 1120. You must put effort into this essay because if you fail this revision evaluation, you could fail the course with a 72% or less.






Types of Grades

You can earn **A, B, C, D (fractionated), W, F, or I**. **C through A+** is passing, and **C- or lower** is failing. Students who are failing at a 60% or lower or who are not submitting work earn a **W or F**. If you earn an **I**, you have neither passed nor failed the course; you must complete the missing portfolio during the following semester, or the University automatically converts the **I** to an **F**.

Support for Student Success: Getting Help

Resources	Description of Services <i>Here are a number of ways that you can get help with the course material or with Blackboard Learn.</i>
Dr. Huntsinger 	My office hours are held online, face-to-face, or by Zoom appointment. You may contact me anytime with "Mail" in Blackboard LEARN by clicking on "Mail" to send me a message. I will respond within 24 hours. Please do not wait for responses on Sunday – I rest. 😊
Blackboard Learn Support Services 	Computer Technicians: Password problems? Trouble with files opening? Can't figure out why your browser doesn't work? What is a browser, anyway? If you have questions about computer 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: Having problem with one of the Course Tools in Blackboard LEARN? If you do not know how to use one of the tools, try one of the tutorials available on the Blackboard LEARN information page called "How to Use Learn." Tutors: At The Learning Center at UNM Valencia Campus, tutors are available to help you navigate Blackboard LEARN. Call for an appointment: 925-8848.

<p>Library Resources</p> 	<p>The UNM Valencia Campus library is available for our online learners..You can find articles and books by going to http://valencia.unm.edu/library/. If you research remotely (from home), you will need passwords, which are on the library website. Call (505)-925-8990 if you need help.</p>
<p>Equal Access Services/ADA</p> 	<p>Equal Access Services, (505) 925-8560 and http://www.unm.edu/~vcadvise/equalaccess.htm, provides academic support to students with learning needs. If you require alternative formats for completing coursework, contact this service immediately to ensure your success. Once you have been tested and have had an appointment with Equal Access, you are responsible for requesting that all documented forms to me as soon as possible. Once I receive your paperwork, I will help you in all ways specified. Pursuant to the American with Disabilities Act (ADA), I accommodate documented special needs, and I encourage students to discuss their concerns with me.</p>
<p>Tutoring</p> 	<p>You may call 925-8848 for information. The Writing Center will be happy to help you with appointments and services available. The Writing Center can help you with your writing problems.</p>

Reasons for Failing

The sad fact is that some students will fail the course. Logging in, trying hard, and/or turning in work does not ensure you a passing grade. You must write at an acceptable level of competency, and if you do not, your writing will fail.

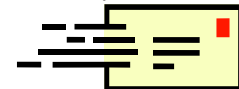
1. **If the Final Portfolio does not pass the final evaluation, you could fail the course.**
2. **If you have an average of less than 73% on work completed, you will fail the course.**
3. **If you do not submit all major essays assigned, take the Grammar Examination, or submit the Final Portfolio, you will fail the course. To avoid failing, you must meet the Learning Outcomes included above.**

Reasons Students May Be Dropped If They. . .

1. **Do not post assignments for more than two weeks.**
2. **Do not turn in any one of the major essay assignments.** Please remember, **no late papers are accepted and must be submitted correctly by the deadline.**
3. **Have a 50% grade average at the Midterm** (end of Week 4).
4. **Threaten the mental or physical safety or well-being of any member of the class.** This includes stalking, cyber stalking, or threats of/actual physical violence, online or face-to-face.
5. **Are disrespectful to me or other classmates** in correspondence, such as discussions, e-mails, or peer editing sessions. This behavior includes rude comments, swearing, or threats.
6. **Students will receive an e-mail informing them that they will be dropped.**

Grade Disputes

If you wish to challenge your final grade, follow the procedure in **The Student Handbook**. Always discuss grade concerns with your instructor first. If an error has been made, the problem can often be solved quickly. For example, if you had B in Blackboard LEARN in the Final Grade column and you receive an F for the course, contact me immediately to fix the error -- jamilynn@unm.edu.



General Policies for Grade Disputes

You should be familiar with one particularly important rule regarding disputes: 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. Therefore, if you have questions about a grade on an assignment or about the final grade for the course, FERPA dictates that **you** are the **ONLY ONE** who may speak to me 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 your grades, progress, or work if you are not present.

Writing Requirements: Major Essays and Writing Assignments

You must write two major writing assignments, Essays 1 and 2, which are 4-5 pages in length. These essays must include outside sources, use parenthetical documentation, and have Works Cited pages. You will also complete several smaller, multimodal writing assignments. These writing assignments (WR) are

worth 60% of your grade. The longer and more difficult assignments will be a worth more. (Plagiarized papers will not be accepted—see the section in this syllabus on plagiarism for more information.)

Avoiding Plagiarism

Your writing assignments must not be plagiarized. Plagiarism means using or copying language and/or ideas without acknowledging where you got them. 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 then presenting them as your own original thoughts. To learn how to avoid plagiarism, talk to me, e-mail me, or consult a tutor. To learn more, complete the Plagiarism Tutorial in Course Materials in Blackboard LEARN or * at <http://library.acadiau.ca/tutorials/plagiarism>. (Pick Dylan in the tutorial.) If you would like even more information about plagiarism, The Owl at Purdue website offers sage advice: <http://owl.english.purdue.edu/owl/resource/589/01>. In addition, talk to me about methods of quoting that will help you avoid plagiarizing. In a world of high stress and busy schedules, coupled with ample resources on the Internet, you may be tempted to plagiarize. Stop! Ignore that temptation! Why? If you do plagiarize, you will face one or more of the following consequences: being dropped from the course, failing the assignment, failing the course, or facing disciplinary action taken by the University. Your actions may also be reported to the Dean of Instruction. Further disciplinary action, in addition to the actions taken for the plagiarism, may be taken based on the severity of the behavior. The University considers plagiarism a serious form of academic dishonesty or stealing.



Due Dates – Late Work

- Due dates for work will be posted in Blackboard LEARN folders. **I do not accept late homework or essays. If you have an emergency, and if you have consistently submitted work on time, contact me. I may ask for documentation to make an exception. Do not use consistent emergencies which are unverifiable to extend due dates.**
- Your essays are due during a period of several days and are not accepted after that period.

Revising Your Essays

All revisions you do throughout the semester should illustrate substantial work done on a writing assignment, such as working on organization, structure, or development. To revise, review peer editors' comments, ask your instructor questions, read comments on the assignment, or get help from face-to-face tutors at The Writing Center (See "Support for Student Success above). Revising means making substantial changes (see Example of Global Revisions below.)

EXAMPLE OF GLOBAL REVISIONS

Sports on TV--A Win or a Loss?

Team sports are as much a part of American life as Mom and apple pie, and they have a good tendency to bring people together. They encourage team members to cooperate with one another, they also create shared enthusiasm among fans. Thanks to television, this togetherness now seems available to nearly all of us at the flick of a switch. We do not have to buy tickets, and travel to a stadium, to see the World Series or the Superbowl, these games are on television. We can enjoy the game in the comfort of our own living room. After Thanksgiving or Christmas dinner, the whole family may gather around the TV set to watch football together. It would appear that television has done us a great service. But is this really the case? Although television does make sports more accessible, it also creates a distance between the sport and the fans and between athletes and the teams they play for. The advantage of television is that it provides sports fans with greater convenience.

[insert] ←

We can see more games than if we had to attend each one in person, and we can follow greater varieties of sports.



Editing Your Essay: Running the Spell and Grammar Checker

Before you submit any writing, run the spell/grammar check. While this is not a full "revision," it is a type of revision called line-by-line editing, a necessary step that will help you get a better grade.

In Word, click on Review, Check document. you can set the spell and grammar check to catch more errors. Once the "Editor" has appeared, find "Settings" at the bottom of the column.

1. Make sure Grammar and Refinements is chosen in "Writing Style."
2. Make sure all boxes are checked which you want checked.
3. "Punctuation required with Quotes" should be set as "Inside."
4. Click on "Ok."
5. Every time you check grammar and spelling, click on "Review," "Check Document," "Settings" and "Recheck Document." This will ensure that your document is checked thoroughly each time.

You are now ready to spell/grammar check your document. After you have run the "Check Document," in "Review," you must read your document carefully to catch any errors grammar and spell check may have missed – e.g. form/from. You may also want to consult lessons on grammar or helpful grammar sites, like "Grammar Girl" if you have questions about usage: [Grammar Girl](http://www.quickanddirtytips.com/grammar-girl), <http://www.quickanddirtytips.com/grammar-girl>. The following example illustrates the type of editing you should be doing:



EXAMPLE OF SENTENCE-LEVEL REVISIONS

~~Televised~~
Sports on TV -- A Win or a Loss?

Team sports, are as much a part of American life as Mom and apple pie, and they have a good tendency to bring people together. They encourage team members to cooperate with one another, they also create shared enthusiasm among fans. Thanks to television, this togetherness now seems available to nearly all of us at the flick of a switch. It would appear that television has done us a great service. But is this really the case? Although television makes sports more accessible, it also creates a distance between the sport and the fans and between athletes and the teams, they play for.

The advantage of television is that it provides sports fans with greater convenience. We do not have to buy tickets/ and travel to a stadium/ to see the World Series or the Super Bowl/ these games are on television. We can enjoy any game in the comfort of our own living rooms. We can see more games than if we had to attend each one in person. and we can follow a greater variety of sports.

Assessment of The Final Portfolio: Passing 1120

For this assessment, revise one essay you have written during the semester thoroughly and carefully. In this essay, you must demonstrate that you have met the learning outcomes listed at the beginning of this syllabus. You will be evaluated on learning outcomes.



The Final Portfolio must include one essay that is at least 4 to 5 pages in length (minimum) and should contain **source(s)**. There are other requirements: A Self-evaluation and a Table of Comments. **The Final Portfolio essays** must not be plagiarized and must use MLA for formatting and documentation. (See section on "Plagiarism.")

Submitting the Final Portfolio

The Final Portfolio must be submitted online as Word documents in Assignments. In the folder, you will include your Grammar Examination Score, a final self-evaluation essay, and one revised essay.



Passing or Failing the Portfolio Evaluation

Once you submit the portfolio, it will be graded and averaged into the Course Average. You must have a 73% Course Average to pass the course.

General Policies for English 1120: Student Responsibilities

While I do not expect problems when working with adult learners, these policies ensure a safe and productive online environment. These policies are also in University of New Mexico Student Handbook:

1. Students must treat one another and the instructor with respect. Nasty remarks and name-calling are prohibited.
2. Students should not post non-related comments or questions about matters that are not a part of course curriculum.
3. Students may discuss complaints about the course with their instructor; however, they must do so in the proper environment, e.g. in the instructor's office or in a private e-mail to the instructor.
4. Students should use appropriate, polite language. Class time, e.g. discussion postings, is a professional learning environment, so obscene or offensive language, such as cursing, will NOT be tolerated.
5. Sexual harassment will not be tolerated.
6. Behavior that threatens the safety of any class member, including the instructor, will not be tolerated. The offending student may be dropped from the course. Threats, cyber stalking, or stalking fall into this category.
7. Threatening the instructor to get a change of grade is prohibited. This behavior is harassment and/or verbal assault. Grades can be disputed; students should use the process outlined in the UNM Student Handbook.
8. Students violating any of these rules will be given a written warning and may be dropped from the class. They may be required to meet with the Chair of CHES and the Dean of Instruction.

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>.

E-mail Netiquette

Please keep the following in mind when you write e-mails:

- Send messages to me through Blackboard LEARN e-mail, not through my UNM e-mail account. Please use UNM e-mail for emergencies ONLY. If you must use UNM e-mail for an emergency, type "**____ (Your Name) ____ from English 1120: E-mail Concerning ____ (fill in blank) ____**" in the subject line. I am not expecting e-mails from you in the general account, and I do not want to delete your message as spam. Also, I may not answer e-mails in UNM e-mail immediately.

- **Include an informative subject line.** In **every e-mail you write to me**, the subject line should contain a descriptive phrase specifically about the problem. For example, **"Problems with Nouns Worksheet in Lesson 5, question 4"** is clear and helpful, but **"Homework"** is not. Unclear subject lines slow my response because I may not have enough information to help you without having to asking you for clarification.
- **Include a salutation.** E-mails do not usually include "Dear," as a letter does, but they do include titles and last names. When you write to me, call me **Dr. Huntsinger or Professor Huntsinger**. Informal words of address, such as **"Hey,"** are never appropriate and are often rude.
- **Include a closing.** Please close with an appropriate phrase and sign your e-mail with your name. Signatures help me; I may not recognize your e-mail address. Some examples of appropriate phrases are "Sincerely" or "Thank you for your help."
- **Capitalize only the first word of a complimentary close.** If you close your e-mail with a multi-word phrase such as "Thank you," only the first word takes an initial capital letter.
- **Use short paragraphs.** Because legibility on the screen is not as good as legibility on paper, use short paragraphs (3-4 lines maximum) to make the e-mail easy to read. In addition, be sure to skip lines between paragraphs.
- **Do not use instant-messaging spelling.** BTW, if u want 2 b treated like a pro, write like 1@.
- **Adhere to the conventions of Standard English.** Please edit and proofread for spelling errors and grammatical mistakes. Use your spell/grammar check in Blackboard Learn, located above the right-hand side of the text box. In addition, the computer does not catch all errors (form/from), so give your document one final read before submitting or sending it.
- **DO NOT SEND ALL CAP MESSAGES.** All capital letters mean you are screaming at me. This is inappropriate behavior. To emphasize a point, underline or use bold font for an important point.

Computer Policies

Technical Safeguards

Please save all your work. First, save all assignments on your hard disk and then save copies to memory sticks. For even better protection, print out hard copies of your work. **Important Note:** At UNM Valencia, losing a file or computer problems is not an excuse for late work. Have a back-up file and an available computer if you have problems with yours. The UNM, UNM VC, Los Lunas, and Belen libraries have computers available if you have computer problems.

Getting Computer Help

If you experience computer difficulties, you must call **(505) 277-5757** for help and fix the problem. These computer technicians can answer questions you may have concerning specific software, hardware, and other procedural issues related to this course.

Computer Policies in a UNM VC Lab

If you use the computers on campus, you must adhere to all policies set forth by the University of New Mexico at Valencia Campus. Check with the person who oversees the lab for a copy of the policies.



Assignments Syllabus Dr. Jami L. Huntsinger

Note: The outlines here will appear again in Blackboard Learn. These represent the types of major assignments (this section does not include reading, shorter writing assignments, or practice exercises). IMPORTANT: These assignments may be changed or adjusted to meet student needs, so please ALWAYS assume the Checklists in Blackboard Learn or Blackboard Learn Calendar are the most correct and timely. This only gives you an overview of the type of work you will be doing; I am adding materials to this course this semester, so changes to this list can be expected. All assignments are due either Wednesday or Saturday, 11:59 PM, MST (See folders or calendar in Lessons in Blackboard Learn for due dates) EXCEPT THE PORTFOLIO, which is due on FRIDAY.



Week One

1. Write and post your Essay Diagnostic in Assignments, "A1: Essay Diagnostic." (Do not post in Blackboard Learn Mail.)

2. Post an introduction of yourself in "Blogs, B1: Intro."
3. Take the "Grammar Diagnostic," located in Assessments, GR Q1: Grammar Diagnostic 2015.
4. Post an answer in "D1: Analysis and Analyze" in Discussions.
5. Complete Blog posting "B2: Evaluation of Essay Diagnostic."

Week Two

6. Take "GR Q2 Parallelism" quiz in Assessments.
7. Submit "GR(A) Q3: Dangling and Misplaced Modifiers in Assignments.
8. Complete "D2: Informal Writing" in Discussions.
9. Complete "A2: Introduction for Analysis Essay" in Assignments.

Week Three

10. Complete "A3: MLA Formatting" in Assignments.
11. Complete "D3: Defining Ethos, Pathos, and Logos" in Discussions.
12. Post an answer in Assignments in "A5: Defining Ethos, Pathos, or Logos."
13. Take "GR Q4: Wordiness" quiz in Assessments.

Week Four

14. Complete the comma splices and run-ons quiz, "GR Q4 CSRO" in Assessments.
15. Finish the essay you are working on. Use the MLA formatting, parenthetical documentation rules, introduction, first body paragraph, and Works Cited page as the beginning for your essay.
16. Complete at least 2 more body paragraphs (you may have more) and the conclusion. Add them to the document you have been building. Be prepared to submit at the end of the week.
17. Submit your first draft of Analysis Essay #1 in Assignments – "A6: Submitting Essay #1."

Week Five

18. Take the Active and Passive Voice Quiz, "GR Q5 ActPass," in Assessments.
19. Write the introduction for your essay and submit it in Assignments, "A7: Introduction for Definition Assignment."

Week Six

20. Take the Fragments Quiz, "QR Q6 Frags."
21. Submit your clustering in "DW B4: Cluster" in Blogs.
22. Submit your formal outline, "DW B3 Outline," in Blogs.
23. Write either a general definition paragraph or a characteristic/symptom paragraph for your Definition Essay and submit your paragraph in "A9: Writing a General Definition or Characteristic/Paragraph for the Definition Essay" in Assignments.

Week Seven

24. Submit Definition Essay #2 in "WR A10: E#2" by Wednesday, 11:59 PM.
25. Take the Final Grammar Examination in Assessments called "GR Final Grammar Examination."

Week Eight

26. Begin revising and editing an essay. The Final Portfolio is due Week Eight.
27. **Submit the Final Portfolio by Friday (UNUSUAL DUE DATE), 11:59 PM. No late portfolios accepted.**