

## English 1110Z: Composition I

Fall 2020: Aug. 17 - Dec. 6

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Virtual Office Hours: Monday 3:00-5:00PM | Zoom ID: 5808773635

### 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

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 (SLOs):

### 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).

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

### Library Information Literacy Outcomes

1. Students will access Libros library database software and find a book relevant to the writing project.

2. Students will learn how to skim the 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.

### **Navigating this Online Course**

Because this class is administered fully online, it is important to have a high level of skill in operating computers. The following tips will help students navigate the course.

#### **Technical Support**

If you have questions about computer-related issues, please use the following contact information:

- For UNM Learn Technical Support: (505) 277-0857 (24/7) or use the “Create a Tech Support Ticket” link in your course.
- For UNM-Valencia IT Support: (505)925-8911. Hours are 10 to 2 Tuesday through Thursday, or you can leave a message or create a support ticket <http://valencia.unm.edu/campus-resources/technology-support/contact-ts.html>. For assistance with creating a support ticket or reaching IT, email Kristie Martinez, Administrative Assistant, [kmartinez8@unm.edu](mailto:kmartinez8@unm.edu).
- For UNM Web Conference Technical Help: (505) 277-0857
- For issues with Blackboard Learn, tutors in the Learning Center can advise you: email [tutor@unm.edu](mailto:tutor@unm.edu) to make an appointment.

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/>

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

#### **Please:**

- Be familiar with your syllabus. It is located on the Blackboard Learn home page for English 1110Z. Refer to the syllabus throughout the semester when you have questions. Feel free to stop by my office hours, as well, for personal attention regarding essay requirements or e-mail for an appointment if the hours do not fit into your schedule.
- Become familiar with Blackboard Learn software. Click on all the Course Tools to discover what is available to you in your online course. You may want to visit The Learning Center at UNM Valencia Campus if you need additional help learning how to navigate.

- Keep copies of all your work. Saving all writing is necessary. Learn how to save Word files to your desktop or a flash drive.
- Create a routine—here is a suggested routine to help you get started:
  1. Log on! On Monday, log in and read the list of assignments for the week. Make sure you have all materials you need to complete the assignments, such as page numbers or links. Jot down due dates and print out assignments.
  2. Read the assignments actively, highlighting important ideas. Use any resources (dictionaries, asking questions, etc.) to help you acquire the information the session is trying to relay. Be pro-active and disciplined in your study habits.
  3. Log on periodically throughout the week to check course e-mails and review new threaded discussions or blog responses. Watch for new announcements.
  4. Check Discussions. Read questions I have posted for the week, your classmates' and my responses, and enter your own answers. Your responses are an important part of your grade, so please take these exercises seriously. In responses, respect others. Finally, run spell and grammar check on your postings.
  5. Importantly, give yourself ample time to submit work well before the deadline. You can submit work right at 11:59PM, but this practice is very, very risky. For example, computer failures, corrupted discs, and Blackboard Learn outages are no excuse for work not completed (UNM VC policy). Plan for problems like these because meeting deadlines will help you successfully complete the course.

### **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 fail to log in in the first week will be dropped.***

## **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. In particular, keep in mind:

- Our class is an inclusive environment where everyone is welcome. Treat each other with respect. Derogatory remarks, name-calling, trolling, bullying, and bigotry are prohibited.
- Students may discuss with me complaints about the course; however, the students must do so in the proper environment, such as via email or during office hours.
- Discussion boards are a professional learning environment. Treat them as such.
- Sexual harassment will not be tolerated.
- Do not disclose any knowledge of criminal activity, as I am obligated to report it.

Students violating any of these rules may be dropped.

## 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.

**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.**

## 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	30%
3 Major Essays	45%
Final Portfolio	25%
<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.
- **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.**

*Score-to-Grade Conversion*

Score	Grade
93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-

0-59	F
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**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.**

### **Plagiarism**

Plagiarism means using language and/or ideas without acknowledging their source. Plagiarism includes such activities as:

- Copying another student’s papers or ideas
- Downloading and turning in papers from the Internet
- Copying passages from sources without proper documentation
- Rephrasing an author’s ideas and presenting them as the student’s new, original thoughts
- 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.

Plagiarism in this course may result in one or more of 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.acadiau.ca/tutorials/plagiarism/>

### **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.

### **Netiquette Policy**

Keep the following in mind when you write emails and discussion posts:

- Please avoid text-speak. Learning to write professional emails 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. For example, "Dear Dr. XXX" or "Hello Professor XXX" are appropriate salutations. 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.

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 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:

Logging on, 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 and submit a **Final Portfolio** 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
- 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.

### **Equal Access**

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. They are located at Advisement & Counseling Services, Student Services Building, 280 La Entrada Rd., Los Lunas, NM 87031, 505-925-8560. <http://www.unm.edu/~vcadvise/equalaccess.htm> . Pursuant to the American with Disabilities Act (ADA), I accommodate documented special needs and encourage students to discuss their concerns with me.

### **Citizenship and/or Immigration Status**

All students are welcome in this class regardless of citizenship, residency, or immigration status. Your professor will respect your privacy if you choose to disclose your status. As for all students in the class, family emergency-related absences are normally excused with reasonable notice to the professor, as noted in the attendance guidelines above. UNM as an institution has made a core commitment to the success of all our students, including members of our undocumented community. The Administration's welcome is found on our website: <http://undocumented.unm.edu/>.

### **Title IX Statement**

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see page 15 -<http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). This designation

requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see:  
<https://policy.unm.edu/university-policies/2000/2740.html>

### **Writing Center Tutors Online**

Tutors are available through the Writing Center live in videoconference or phone, or through email (you email a paper and the tutor responds) to support you as you navigate Blackboard Learn and other platforms, make sense of writing assignments, brainstorm approaches and topics, structure appropriate to your genre, revise, edit, and figure out MLA. Tutors will support your choices and will not make them for you.

To make an appointment, email [tutor@unm.edu](mailto:tutor@unm.edu). You can also email the Writing Center Director, Patricia Gillikin, with questions or help getting connected to a tutor. This link has full information on UNM-Valencia tutoring, including math and other subjects:

<https://valencia.unm.edu/campus-resources/the-learning-center/learning-center.html>

### **English 1110Z 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](https://docs.google.com/document/d/1oiCO3OGd8t_qHHTvOUwIKriIXQHju-9rER07bAaHsos/edit?usp=sharing)