

University of New Mexico-Valencia Campus
English 1110Z: Composition 1
Policy Syllabus

Fall 2020
English 1110Z
Composition 1
Online
CRN: 66321 (16-Week Course)

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Or by Appointment
Dates: 8/19/2020-12/14/2020

Classroom: Online

Course Description

Welcome to English 1110Z: Composition 1. 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.

Student Learning Outcomes

Throughout the semester in English 1110Z, students will progress toward the following 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.

Library Information Literacy Outcome

1. Students will access Libros library database software and find a book relevant to the writing project. Students will learn how to skim the book and find quotations that are both relevant and appropriate for the paper.
2. Students will be able to identify what type of database source they have found, e.g. magazine, journal, newspaper, website.
3. Students will write a correctly formatted Works Cited page.
4. The UNM Valencia Campus library contact info is: <http://valencia.unm.edu/library/> and (505) 925-8990.

Instructor Information

For assistance with course-related questions, I am available to meet with you during regular office hours. (See office hours) If you cannot meet during these times, let me know and we can schedule an appointment. You can also reach me by e-mail at jamesolson@unm.edu during normal business hours from 8:00 AM to 5:00 PM, M-F. Please allow 24 hours for a response.

Required Texts and Materials

- Kirszner, Laurie G., and Stephen R. Mandell. *Practical Argument*. 4th Edition. Boston: Bedford / St. Martin's, 2020. (ISBN-13: 978-1319194451; ISBN-10: 1319194451)
- A notebook to write class notes and journal entries.
- Access to Internet, Blackboard Learn, Zoom and Microsoft Office (available on UNM-VC computers).
- UNM e-mail address.
- Flash Drive.

Basic Course Policies

No late work is accepted in this course. In-class writing assignments cannot be made up if a student is absent. Students are expected to arrive to class early so they are prepared to work when class begins. Open up your notebook, have your pen ready, and be prepared to take notes when class begins. When you first arrive, make sure your computer is on and that you are logged in to begin work in Microsoft Word/Blackboard Learn. **Because we use the computers every day, having your NetID and password is mandatory for success in the course.** No talking is allowed during the lecture. No cellphones are allowed in class. There is a zero tolerance policy for any of these actions. Students who do not comply will be asked to leave without warning and will receive a zero for the day's activities.

Attendance Policy

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 if you have questions about the material. Students who miss the first week of classes will be dropped. Students who miss more than 4 classes will be dropped. Arriving 10 minutes after class starts counts as an absence. Excused absences include documented hospitalization or other documented, unexpected extreme emergencies. If excessive absenteeism that falls under the purview of "excused absences" continues, I reserve the right to drop students from the course. Please note: doctor's appointments, child-care, court dates, and job scheduling conflicts do not count as excused absences.

Plagiarism

Any form of plagiarism is unacceptable and the paper in question will receive a failing grade. 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, or copying passages from outside sources without proper documentation. We will have a class discussion and assignment on Plagiarism. There will be additional resources on Blackboard as well. Plagiarism may also result in failure of the entire course or 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/sites/default/files/library/tutorials/plagiarism/>.

Online Classroom Behavior

While I do not expect problems when working with adult learners, these policies ensure a safe and productive classroom environment. The following policies are listed in the University of New Mexico Student Handbook.

- 1) Students must treat one another and the instructor with respect. Derogatory remarks or name-calling is prohibited.
- 2) Students should not interrupt Zoom classroom lectures or discussion with non-related comments.
- 3) Students may discuss complaints about the course with their instructor; however, the students must do so in the proper environment, such as the instructor's office during office hours. Constant complaining in a Zoom class may result in the student being asked to leave for the day's lesson; continued complaining after the first warning may result in the student being dropped from the course.
- 4) Students should not yell or curse at other students or at the teacher. Class time is a professional learning environment. Obscene language 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 will be asked to leave for the day and may be dropped from the course. Security will be called. Intoxication, physical assault and or battery, violence, stalking, or threats fall into this category.
- 7) Students must not threaten the instructor concerning their grades. This type of behavior is considered harassment and/or verbal assault. Security will be called.
- 8) If you ever feel unsafe on campus, please call security at (505) 925-8570.
- 9) No food or drink is allowed in class.

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>

Computer and Technology Policies

Students must arrive at class on the scheduled class time with materials and a flash drive in hand. Save your work often and have a back-up file so as to avoid losing your work. Using computers during class time for entertainment, social networking, or personal e-mailing is strictly forbidden. Students who violate this policy will be asked to leave and counted absent for the day. The same rule applies for cell phones. Cell phones must remain off and stored away from work areas. No texting or phone calls are allowed. Be prepared to dedicate this hour and fifteen minutes exclusively to English.

E-Mail Etiquette

In general, e-mails 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. E-mails should also include a salutation. For example, "Dear Professor Wood" would be an appropriate salutation for an electronic message. Be sure to sign your first and last name, and proofread your e-mail for grammatical errors. Please avoid text-speak. Learning to write professional e-mails early on is a skill you need as you progress to higher academic levels and further career pursuits.

Equal Access

Pursuant to the Americans with Disabilities Act (ADA), students with documented special needs will be accommodated in this course. Students with disabilities should visit Accessibility Services to obtain an Equal Access form, which needs to be sent to the professor within the first two weeks of class. The contact information for the Student Services Office is (505) 925-8560 and <http://www.unm.edu/~vcadvise/equalaccess.htm>.

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.

Assignment Policy

Unless otherwise specified, all formal writing assignments must follow MLA format and be typewritten, double-spaced in a 12pt, Times New Roman font. Essay length requirements are 750-1000 words each, or 3-4 pages. MLA specifications and help are available on our Blackboard in the Course Content and Resources section and are clearly laid out in Diana Hacker's *Pocket Style Manual*.

Required Work and Grading

- | | | |
|-----------------------------------------------|---------|-------|
| • 3 Major Essays: 100 points each | 300 pts | (30%) |
| • 3 Essay Proposals & Annotation Exercise | 100pts | (10%) |
| • Daily Writing Assignments & Journal Entries | 200 pts | (20%) |
| • Journal Entries | 100 pts | (10%) |
| • Grammar Presentation | 50 pts | (5%) |
| • Portfolio | 250 pts | (25%) |

There are 1000 points possible in the course. 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 (899-800 points); 79-73% = C (799-700 points); 69-60% = D (699-600); and below = F.

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

PowerPoint Grammar Presentation

In groups, students will be responsible for presenting a grammar presentation on one of the following features of grammar and mechanics: 1) fragments, 2) comma splices/run-on sentences, 3) pronoun reference, 4) point of view, 5) capital letters and italics, 6) commas, 7) apostrophes, 8) pronouns, or 9) parallelism. Students should deliver a professional presentation to the class (no longer than 10 minutes) that defines their assigned term. Acceptable formats for the presentation include: digital presentations, blogs, collages, video or audio essays, comic strips, and storyboards. Presentations cannot be made up if a student is absent.

Participation

Participation is mandatory in this course. Participation means actively participating in your education, including class discussions, in-class writing workshops, and other exercises. Make sure to bring course materials and take notes during every class meeting. In the case of absence, in-class writing assignments cannot be made up regardless of the reason.

Final Portfolio

A final portfolio of student work is required in this course. It is judged by a panel of UNM-Valencia professors. The portfolio includes a collection of essays and the professor will provide the guidelines to students ahead of time. Please keep a copy of all graded work and rubrics for this purpose. Part of the portfolio grade is based on revision abilities. Panel graders look to see whether students have responded to instructor comments and whether students have made substantial changes. The panel graders will determine student readiness for English 120, based on the portfolio. Students must receive a 73% or higher overall grade in the course in order to pass English 1110. A final note about “Incompletes”—this grade is rarely given as it is reserved for students who have completed all of the coursework, but due to some unforeseen emergency, is unable to complete the Final Portfolio.

Student Privacy

Student privacy is strongly protected by professors at UNM-Valencia. In fact, a federal statute called 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. In sum, parents, relatives, or friends will not be allowed access to information about student performance. All other outside requests for information release must be sent to and approved by the UNMVC registrar: (505) 925-8580.

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.

Class Calendar

Week 1 – August 18th

Tuesday

Introduction to English 1110, Syllabus Overview, Student Introductions

Assignments: Read Syllabus; Purchase Book and Flash Drive; Secure Internet/E-Mail Access;

Week 2 – August 25th and 27th

Tuesday

Introduction to Rhetorical Analysis Essay 1, Discussion of Thesis Writing & Five-Paragraph Essay Format

Introduction to Blackboard Learn, Diagnostic Essay-Literacy Narrative, Writing Lecture

Assignments: Essay Proposal Draft,

HW: Read Chapter 1 "The Four Pillars of Argument" (*Practical Argument [PA]* PP. 23-56)

Thursday

Overview of Research Methods & MLA Format Requirements, Plagiarism, Sample Works Cited Page.

Assignments: Read "Documenting Sources/MLA" (*PA* PP. 345-355); Read Chapter 4 "Writing a Rhetorical Analysis (*PA* PP. 99-121). Read Chapter 2 "Thinking & Reading Critically" (*PA* PP. 59-81) Read "Supporting a Thesis, & "Avoiding Plagiarism" (*APSM* PP. 107-114)

Due: Essay Proposal Draft done in class

HW: Work on synthesizing sources and first Draft of Essay 1

Week 3 – Sept. 1st and 3rd

Tuesday

Discuss & pick groups for Workshop Session for Essay 1: Use Workshop Guidelines from Blackboard Course Content & Resources.

Assignments: Read Chapter 9 "Summarizing, Paraphrasing, Quoting, and Synthesizing Sources" (*PA* PP. 329-343); Read "Plagiarism & BuzzFeed's Achilles Heel" (*PA* PP 398-400),

Due: First Draft Essay 1

HW: Continue work on Essay 1 (have draft and 3-4 copies ready for next class)

Thursday

Workshop day - Group essay workshop.

Analysis essay – how does this differ from research?

Assignments: Read “Punctuation/The Comma” (APSM PP. 57-64 and on Blackboard); Read “Research” (APSM PP. 99-105), Read Chapter 11 “Using Sources Responsibly” (PA PP. 369-411);

Due: Workshop Day - Please bring 3-4 printed copies of your Essay to class

HW: Finish Essay #1 - Due Tuesday at 10:00pm on Blackboard (2/11 at 10pm).

Week 4 - Sept. 8th and Sept. 10th

Tuesday

Source Citation and Annotation Workshop

Assignments: Annotation Links on Blackboard in Course Content & Resources – in class properly cite and annotate

HW: Finish essay 1

Due: Final Draft of Essay 1

Thursday

Introduce literary analysis Essay, Amiri Baraka

(PA PP. 253-284); Scan Sections 33A & B “MLA Documentation Style” (APSM PP. 124-173)

Due: Essays of interest - pick two

HW: Pick two Essays of interest and properly cite and annotate

Week 5 – Sept. 15th and 17th

Tuesday

The Literary Analysis Essay discussion, Proposal draft discussion

Assignments: Read “Mechanics” (APSM PP. 78-89); Read Chapter 8 “Finding and Evaluating Sources” (PA PP. 287-327)

Due: Annotations in assignment area on Blackboard

HW: Essay Two Proposal draft

Thursday

Film: *The Motorcycle Diaries*, Essay 2 Topic discussion and annotations

Assignments: Read “Other Punctuation Marks” (APSM PP. 65-77)

Due: Essay Proposal - finish in class

HW: Essay Proposal Due

Week 6 – Sept. 22nd and 24th

Tuesday

Reflective Writing Prompt - Essay #2 Work Continues, Discussion on Grammar

Assignment: Read synthesizing research sources (PA PP 341-343) and be prepared to discuss your essay topic. Check into your workshop group #2 and post your essay topic.

HW: Essay 2 draft

Thursday

Assignments: Read Chapter 6 “Rogerian Argument, Toulmin Logic, and Oral Arguments” (PA PP. 191 227)

HW: Reflection on *The Motorcycle Diaries*

Due: Draft of Essay 2

Week 7 – Sept. 29th and Oct. 1st**Tuesday**

Assignments: Read Appendix A (Writing “Literary Arguments” (PA A-1 to A-11)

HW: Begin Work on Essay Proposal 3;

Due: Second Essay Draft and Workshop Comments

Thursday

Assignments: Independent Writing and Research on Essay 3 Proposal, Grammar goodies

HW: Essay Proposal 3

Week 8 – Oct. 6th and 8th**Tuesday**

In class Group Peer Review Session- Essay Proposal 3

Assignments: Review on MLA Manuscript format (Blackboard);

Due: Essay #2 final

HW: Begin work on Essay 3 (Make revisions based on essay proposal peer review)

Thursday

No Class – Fall Break

Week 9 – Oct. 13th and 15th**Tuesday**

In-Class Essay Proposal Workshop

Assignments: Read “A Plea For Close Learning” (PA PP. 236-240) in Blackboard Homework reading Essay #3 Discussion and in class writing

HW: Start working on draft of Essay # 3

Thursday

Individual Student Assessments, Review core rules of Netiquette (www.albion.com/netiquette/corerules.html)

Assignments:

HW: Work on Essay #3

Due: Draft of Essay #3

Week 10 – Oct. 20th and 22nd**Tuesday**

Assignments: Read Chapter 3 “Decoding Visual Arguments” (PA PP. 83-97)

Read “Adjectives & Adverbs,” “Sentence Fragments,” “Run-On Sentences” & “Concerns of Multi-Lingual Writers” (APSM PP. 22-55) Read “Subject-Verb Agreement,” “Verb Problems,” & “Pronoun Usage” (APSM PP. 22-39 and on Blackboard)

HW: Finish Essay #3

Due: Essay #3 in Assignments area on Wednesday, April 1 by 10:00pm

Thursday

Discussion on Oral Presentations- Essay of choice

HW: Prepare for Grammar Module (links on Blackboard in Class Content & Resources)/

Week 11- Oct. 27th and 29th

Tuesday

Introduce Group Grammar Presentations

Assignments: Read “Clarity” (APSM PP. 3-20)

HW: Meet with team to plan Group Grammar Presentation, Read Chapter 5 “Understanding Logic and Recognizing Logical Fallacies” (PA PP. 123-189)

Due: Extra Credit Assignment - Paper (250 word paper – Topic To Be Announced)

Thursday

In-Class Workshop-Group Grammar Presentations – costumes optional

Assignments: Read “Glossary of Grammatical Terms” (APSM PP. 298-305); Continue work on Group Grammar Presentations

HW: Finalize Presentations

Week 12 – Nov. 3rd and 5th

Tuesday

Grammar goodies - Sentence Structure, four types of sentences, grammar worksheet

Due: Handmaid's Tale Essay draft must be in assignments

HW: Prepare for Grammar Exam

Thursday

Grammar Review-Run On Sentences, Parallelism, Subject Verb Agreement

Assignments: Review (APSM PP. 21-55)

Due: Grammar Homework - Types of Sentences

HW: Review (APSM PP. 21-55)

Week 13 – Nov. 10th and 12th

Tuesday

More Grammar review - using *Handmaid's Tale* essay - sentence structure, subject verb agreements, Parallelism

Assignments - prepare for Grammar Quiz, begin re-write on Handmaid's tale essay

HW: Work on Research Essay, study for grammar Quiz

Thursday

Grammar Presentation discussion

Assignments: Prepare for Grammar Exam

Due: Research Essay Final – Email no later than Friday at midnight.

HW: Review Grammar Goodies - PDF's Do Sample Quizzes at CommNet

Week 14 Nov. 17th and 19th**Tuesday**

Grammar Review/Final Portfolio Discussion

Assignments: Pick essays for revision papers for portfolio; Review all *Grammar* readings

HW:

Thursday

Grammar Review

Assignments: Review Grammar readings;

HW: Study for Grammar Exam

Week 15 – Nov. 22nd**Tuesday**

Grammar Examination

HW: Work on Portfolio Revisions

Thursday: Thanksgiving! No Class

Week 16 Dec. 1st and Dec. 3rd (Last Week of Class)**Tuesday**

In-Class Essay Exam-English 100 Cover Letter

Assignments: Work on Portfolio Revisions

HW: Work on Portfolio Revisions

Thursday

Final Day of Class/Portfolio Workshop

DUE: Final Portfolio (**No late portfolios will be accepted**)