

University of New Mexico-Valencia Campus
Composition II-Professor Heather Wood
Course Syllabus-Fall 2020

English 1120-509
CRN: 71324 (2nd 8-Week Course)
Dates: 10/12/2020-12/6/2020
Online Course-Blackboard Learn
Technical Support: (505) 277-5757
[Click here](#) for link to REMIND
software for online office hours

Dr. Heather Wood
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Online Office Hours: Mondays
& Wednesdays 9:00AM-12:00PM,
and by appointment

Course Description

Welcome to English 1120—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.

Student Learning Outcomes

By the end of this course, students will be able to:

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).

Required Materials

- Kirszner, Laurie G., and Stephen R. Mandell. *Practical Argument*. Fourth Edition. Boston: Bedford / St. Martin's, 2020. (ISBN-13: 978-1319194451; ISBN-10: 1319194451)
- Access to Internet, Blackboard Learn, and Microsoft Office (Free version available through Microsoft Outlook/MyUNM)
- UNM e-mail address.

Instructor Information

Instructor Biography: Dr. Heather Wood is Associate Professor of English at the University of New Mexico-Valencia Campus. She has been teaching undergraduate English for fifteen years, motivating her students with a true passion for the written word. Dr. Wood has taught all levels of college writing including Developmental English, English as a Second Language and Accelerated Composition in hybrid, face-to-face, and online formats. She now specializes in Multi-Cultural Women's Writing and Technical Writing. Her pedagogy embraces a commitment to Service Learning, Social Justice, and Equity/Inclusion.

Attendance Policy

Regular logins to our course Blackboard page are necessary for success in the course. Assignments open on Monday mornings and close on Sunday nights. Sunday night at midnight is the deadline to turn in the week's assignments. Assignments must be turned in on the Blackboard page in the appropriate assignment area. You can e-mail me at any time through the Blackboard Mail function for assistance with course-related questions. I can also help you via telephone or in person during office hours. If you have questions, it is to your advantage and your responsibility to get the answers you need early, so you don't fall behind in the course. If you like, we can set up an appointment that accommodates your schedule. My contact information is listed at the top of the syllabus and under the faculty profile page on Blackboard Learn.

Plagiarism

Plagiarism is the practice of appropriating someone else's work or ideas and passing it off as one's own. Copying information from the internet is one of the most common forms of plagiarism and is strictly forbidden in college writing. Plagiarism can also include such activities as copying another student's paper, downloading and turning in papers from the Internet, or copying passages from outside sources without proper documentation. Any of these forms of plagiarism is unacceptable. All outside sources will be tracked by internal electronic source trackers on Blackboard Learn. All research must be properly cited or the offending paper will receive a failing grade. Students who plagiarize may also receive an "F" in the course and may be reported to the judicial affairs office for disciplinary action by the University.

E-Mail Etiquette

Please use professional etiquette when sending e-mails to me during the semester. E-mails should be addressed with a subject heading including the type of question you are asking. For example, "Writing Assignment 1" would be an appropriate subject heading for a question regarding the first writing assignment. E-mails should also include a salutation. For example, "Dear Professor Wood" would be an appropriate salutation for an electronic message. Be sure to include your first and last name and proofread your e-mail for grammatical errors. Please avoid text-speak.

Navigating Your Online Course

Because this class is administered fully online, it is important to have a high level of skill in operating computers. It is not recommended for students with limited computer skills to take an online course. The following tips will help students navigate the course. If you have computer problems, including log in or technical issues, please call (505) 277-5757. For issues with Blackboard Learn, tutors in the Learning Center can advise you at (505) 925-8907.

Below Are Student Success Tips for this Online Course:

- Be familiar with your syllabus. This document is located on the Blackboard Learn Course home page. Please print it out and refer to it throughout the semester when you have questions. Feel free to e-mail, call or stop by my office hours, as well, for personal attention regarding assignment requirements. If you are not free during my scheduled office hours, please call or e-mail for an appointment. I will be happy to schedule a meeting time that works for you.

- Become familiar with Blackboard Learn software. Click on each of the Course Tools to discover the navigation system of your online course. You may want to visit The Learning Center at UNM-Valencia Campus if you need additional help learning how to interact with the course.
- Keep copies of your assignments organized logically on your flash drive or desktop computer. If you do not know how to save files, please go to The Learning Center or call for assistance. It is important to name all files based on their assignment title so you can easily access and upload them. All documents must be submitted in Microsoft Word file format. Students have access to free Microsoft Office Suite through Outlook Express.
- Be proficient using the Course Messages system in Blackboard Learn. If you need to send me a message, do the following: 1) click on “Course Messages” in Course Tools, 2) then click on “Browse for Recipients,” 3) choose my name, 4) type your message and 5) click “Send.”
- Create a routine—here is a suggested routine to help you get started.
 1. Log on! Lessons open on Monday morning and close the following Sunday night at midnight. 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. Write down due dates and print out assignments.
 2. Read the assignments actively, highlighting important ideas. Use any resources (dictionary, thesaurus, etc.) to help you acquire necessary information. 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. If discussions are required, please take these exercises seriously. In responses, respect the opinions of others. Finally, run spell and grammar check on your postings.
 5. Importantly, give yourself ample time to submit work well before the deadline. No late work is accepted in the course, so submitting your assignments well before the deadline is highly advised.

Technical Assistance

If you have questions about computer-related problems, 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. If you do not know how to use one of the Blackboard tools, try one of the tutorials available on the [Blackboard LEARN information page](#). In addition, tutors are available at UNM-Valencia The Learning Center to help you navigate the course. Please call for an appointment at: (505) 925-8907.

Equal Access

In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor’s attention, as I am not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow. Contact [Accessibility Services](#) at (505) 925-8560 to obtain an Equal Access form. This needs to be sent to the professor within the first two weeks of class.

Student Privacy

Student privacy is strongly protected by professors at the UNM-Valencia Campus. In fact, a federal statute called FERPA (Family Educational Rights and Privacy Act) strictly prohibits the instructor or administrators from talking to anyone but the student about his/her progress. In sum, parents, relatives, or friends will not be allowed access to information about student performance. There are no exceptions to this policy.

Incompletes: (I) Grade

Incompletes are reserved for extreme circumstances and are rarely granted at UNM-VC. An "I" is assigned if students have completed all of the coursework, but due to some unforeseen emergency (the instructor may ask for documentation concerning the emergency), are unable to complete the Final Essay and Evaluation. Students must complete the work by the end of the following semester, or the University automatically converts the "I" to an "F."

Classroom Behavior

Though this is an online course, the rules below still govern all behavior at UNM campuses. Please be aware of the UNM Student Handbook policies listed below.

- 1) Students must treat one another and the instructor with respect. Derogatory remarks or name-calling is prohibited.
- 2) Students should not interrupt 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 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](#). 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). [Click here](#) for more information on the campus policy regarding sexual misconduct.

Assignment Syllabus

- The assignment syllabus is a tentative schedule of assignments. The professor reserves the right to make changes, add assignments, or delete assignments from this syllabus. Changes will be announced in class. Regular attendance is crucial for success in this course.
- The following abbreviations are used to identify our text:
 - *PA = Practical Argument*

Required Work and Grading

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|---|---------|-------|
| • 3 Major Essays: 100 points each | 300 pts | (30%) |
| • Writing Assignments (4 @ 50 pts each) | 200 pts | (20%) |
| • Discussion Posts (4 @ 25 pts each) | 100 pts | (10%) |
| • Grammar Presentation | 100 pts | (10%) |
| • Portfolio | 300pts | (30%) |

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

Assignment Policy

All formal writing assignments must follow Modern Language Association format and be typewritten and double-spaced using 12 PT-Times New Roman font. Please use an MLA formatted header. Microsoft Word documents with the file extensions .doc and .docx are the required formats. Other document types do not properly upload. You can find the MLA guidelines under the Writing Support Links tab on our Blackboard Learn course page.

Assignment Calendar

Week 1 (October 12-18)

Introduction to English 1120, Syllabus Overview, Student Introductions

Assignments: Read Syllabus; Purchase Book; Secure Internet/E-Mail Access; Read Chapter 1 “The Four Pillars of Argument” (*Practical Argument [PA]* PP. 23-58)

Due: Student Contract, Discussion Post 1, Writing Assignment 1

Week 2 (October 19-25)

Introduction to Essay 1

Assignments: Read Chapter 2 “Thinking & Reading Critically” (*PA* PP. 61-86); Overview of Research Methods & MLA Format Requirements; Read Chapter 10 “Documenting Sources/MLA” (*PA* PP. 329-352)

Due: First Draft of Essay 1, Writing Assignment 2

Week 3 (October 26-November 1)

Avoiding Plagiarism and Synthesizing Research Overview

Assignments: Read Chapter 11 “Using Sources Responsibly” (*PA* PP. 353-388); Read Chapter 9

“Summarizing, Paraphrasing, Quoting, and Synthesizing Sources” (*PA* PP. 313-328); Continue Essay 1

Due: Final Draft of Essay 1, Discussion Post 2

Week 4 (November 2-8)

Introduce Argumentative Essay 2 (Subject: Technology)

Assignments: Read Chapter 7 “Planning, Drafting, and Revising an Argumentative Essay” (*PA* PP. 251-282)

Due: First Draft of Essay 2, Writing Assignment 3

Week 5 (November 9-15)

Finding, Evaluating and Documenting Sources

Assignments: Read Chapter 8 “Finding and Evaluating Sources” (*PA* PP. 285-312); Review Chapter 10 “Documenting Sources: MLA” (*PA* PP. 329-352)

Due: Final Draft of Essay 2, Discussion Post 3

Week 6 (November 16-22)

Introduce Literary Analysis Essay 3

Assignments: Read Appendix A Writing “Literary Arguments”

Due: First Draft of Essay 3, Writing Assignment 4

Week 7 (November 23-29)

Introduce Grammar Presentations

Assignments: Read “Glossary of Grammatical Terms”; Purdue Owl Guide to Presentations; Read Chapter 3 “Reading and Responding to Visual Arguments” (*PA* PP. 87-102)

Due: Final Draft of Essay 3, Grammar Presentation

Week 8 (November 30-December 6)

Introduction to Final Portfolio

Assignments: Read and Review Portfolio Requirements; Assemble Portfolio

Due: Final Portfolio, Discussion Post 4