



A Quality Education –A Lifetime of Success

Professor: **Dr. Jami L. Huntsinger**; **Course Title:** **Intermediate Composition**

Semester: **Fall 2021 (8/23/21 – 12/18/21)**

Course Number and Time: **2120.501 (Old number – 220), CRN 64625, Online**

Prerequisites: **Engl 1110 and 1120 (C or higher)**

Office Hours: **Online Zoom Meeting, T, 8:00-9:00 PM; and by personal Zoom appointment**

Office: Academic Office; 505-925-8600

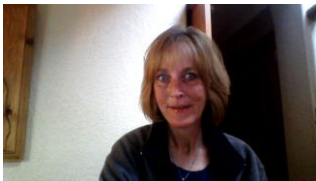


Course Description

Finding Your Voice: Entering Writer's Discourse, or English 2120 is an intermediate writing course designed for students who wish to improve their writing skills to meet the demands of academic writing across the disciplines. Course readings and assignments provide students with opportunities to study and practice various rhetorical forms and require students to implement rhetorical foundations necessary for adapting writing to any situation. In this course, we will be reading many New Mexican texts, responding, comparing, or disagreeing with points to explore individual identity.

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.



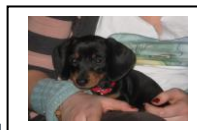
Heidi



Mia



Dawn Noel



The University of New Mexico's Learning Outcomes For Intermediate Composition

All students registered at any of the University of New Mexico campuses must meet the following goals and objectives to pass Intermediate Composition (Engl 2120).

Students should be able to do the following UNM outcomes:

- Analyze Rhetorical Situation: Students will analyze the subject, purpose, audience, and constraints that influence and determine what kind of document (genre) they will write [NM HED Area I Core Competencies 2 and 3].
- Find and Evaluate Information: Students will develop research strategies for their rhetorical situation, and then gather information from primary and secondary sources; they will evaluate the sources for quality, validity, and appropriateness for the rhetorical situation [NM HED Area I Core Competency 5].
- Compose Documents: Students will develop strategies for generating content, organizing it into a logical structure, and otherwise shaping it to address the needs of their audience within particular disciplines [NM HED Area I Core Competencies 3 and 4].
- Present Documents: Students will edit and revise their writing to provide clear meaning and coherent structure; they will use effective document and paragraph structure, documentation and genre conventions, and document design to create a rhetorically complete presentation [NM HED Area I Core Competencies 3, 4, and 5].
- Reflection: In reflecting on major writing assignments, students will be able to explain course outcomes and how they have achieved them [NM HED Area I Core Competency 1].

Materials and Supplies Needed




Books are available at UNM Valencia’s bookstore: <http://bookstore.valencia.unm.edu/home>.



Textbooks and Supplies Required



- **Text:** Kirshner, Laura G. and Stephen R. Mandell. *Patterns for College Writing*. (See 1102 in the UNM Valencia Bookstore: <http://bookstore.valencia.unm.edu/Home>)
- **Other Supplies Needed** An available computer, a reliable way to save documents for backup, UNM Net ID and password, pens, paper, Adobe Read, and Word.

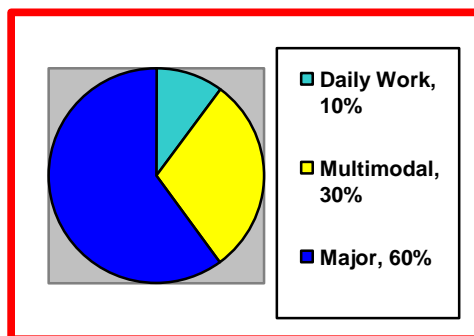
Support for Student Success: Getting Help

Resources	Description of Services Here are several ways that you can get help with the course material or with Blackboard Learn.
<p>Dr. Huntsinger</p> 	<p>My office hours are held in BL Mail 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. ☺</p>
<p>Blackboard Learn Support Services</p> 	<p>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 277-0857, 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 Writing Center at UNM Valencia Campus, tutors are available to help you navigate Blackboard LEARN. Contact Patricia Gillikin for information: https://valencia.unm.edu/campus-resources/title-v-next-generation/writing-center.html.</p>
<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 https://valencia.unm.edu/students/advisement/equal-access-services.html, 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 evaluated and have had an appointment with Equal Access, you must request 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 contact the Writing Center to help you with your writing problems. You can make online Zoom appointments. Other services available: https://valencia.unm.edu/campus-resources/title-v-next-generation/writing-center.html.</p>

Grading Scale

Not all assignments are equal in value. Some are worth more than others and have more weight. For example, **Daily Work** is worth **10%** includes but is not limited to, discussion or blog postings on material covered in lessons. **Multimodal Writing Assignments** are worth **30%**; and **Major Writing Assignments** are worth **60%** (Missing work can lower your grades.)



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 (Incomplete)**, you have neither passed nor failed the course; you must complete the missing assignments during the following semester, or the University automatically converts the **I** to an **F.** Strict UNM policy guidelines for giving students an **I** are followed.

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. Students may fail if,

1. **They have an average of less than 73%,**
2. **They do not submit writing assigned or complete daily work.**
3. **They do not meet the Learning Outcomes outlined earlier in the syllabus.**

Reasons Students May Be Dropped

Students **may** be dropped from the course **if they,**

1. **Do not log in or submit work in the first two weeks of class,**
2. **Do not post assignments for more than two weeks.**
3. **Do not turn in any one of the major essay assignments.** (Please remember, **late papers are not accepted.**)
4. **Have a 50% grade average at the Midterm** (end of Week 8).
5. **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.
6. **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. Students will receive an e-mail informing them that they will be dropped.

Attendance Policy

In an online course, attendance is determined by work submitted. If a student doesn't submit work for two weeks, he/she/they may be dropped from the course and grade will be affected negatively.

General Policies for 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 for the Final Grade and you receive an F for the course, contact me immediately to fix the error -- jamilynn@unm.edu. You should also be familiar with one very 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 cannot speak to parents, relatives, or friends of the student about your grades, progress, or work if you are not present and give me written permission to speak with another person.

Writing Requirements: Major Essays and Writing Assignments

You must write two to three essays, which are 4-5 pages in length. These essays might include outside sources, use parenthetical documentation, and have Works Cited pages. You will also complete several smaller, multimodal writing assignments. These writing assignments are worth 90% of your grade. The longer and more difficult assignments are weighted more heavily. (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 MLA in the tutorial.) If you would like even more information about plagiarism, The Owl at Purdue website offers sage advice:



https://owl.purdue.edu/owl/teacher_and_tutor_resources/preventing_plagiarism/avoiding_plagiarism/index.html. 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

- Due dates for work will be posted in Blackboard Learn folders and in the Blackboard Calendar. I do accept late homework or essays unless students have an emergency.
- Essays are due during a period of several days and are not accepted after that period.
- If students want to submit late work for credit, they must schedule a personal Zoom appointment with the professor to review grades and reasons for late work.

Library Requirements

Students will be required to do research, including online and library sources. Directions are in the lessons. Information about the library is in Student Success.

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 your editor's 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. "Punctuation required with Quotes" should be set as "Inside."
3. You can then look through the items that Word is checking and add the ones you want.
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 check 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 is the type of revisions you should be doing (See below).



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 ~~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. 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 ~~the game in the comfort of our own living room.~~ We can see more games than if we had to attend each one in person. and we can follow ~~greater varieties of sports.~~

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, are not allowed. 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.

Equal Opportunity and Non-Discrimination

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>.

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/>

E-mail Netiquette

Please keep the following in mind when you write e-mails to your professors; these guidelines will help you in Technical and Professional Writing or in any work environment as well:

- 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.
- **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 Informal Language posting 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 a suitable phrase and sign your e-mail with your name. Signatures help me; I may not recognize your e-mail address. Some examples of proper 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 requires the use of a 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.
- **Make sure you clearly identify the problem you need solved or the question you need answered.** E-mails should contain information necessary for me to help you with your problem. Be precise and clear.
- **DO NOT SEND ALL CAP MESSAGES.** All capital letters mean you are screaming at me. This is inappropriate behavior. To emphasize a point, underline it or put it in bold font.

Computer Policies

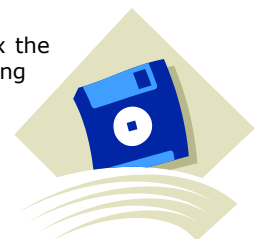
Technical Safeguards

Please save all your work. First, save all assignments on your hard drive or cloud 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.

Getting Computer Help

If you experience computer difficulties, you must call **(505) 277-0857** 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. (Also check with labs to see if they are open during COVID and what their hours are.)

Assignment Syllabus

Dr. Jami L. Huntsinger

Note: Assignments will be changed or adjusted to meet student needs, so use the Checklists or Calendar in Blackboard Learn I am also adding/revising materials to this course this semester. I will let you know when I post the Course Map in Resources, Syllabus and Resources. If you have problems with assignment due dates as we complete assignments, just let me know.

All assignments are due either Wednesday or Saturday, 11:59 PM, MST. Check the Blackboard Learn Calendar or Lesson folders for due dates of assignment, discussions, assessments, and blogs.

