



A Quality Education –A Lifetime of Success

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

Semester: Fall 2022 (8/22/22-12/17/22)

Course Number and Time: 1120.501-503, 66347, 66348, 66349

Prerequisites: Engl 1110 or 110 (C or higher), ACT 26-28, Compass 75-100, or SAT 610-640

Office Hours: Online – T, 7 PM Class Meeting; or by scheduled personal Zoom appointment;
Face-to-face – TR 12:00-1:15 PM

Office: Academic Office, 505-925-8600, leave message



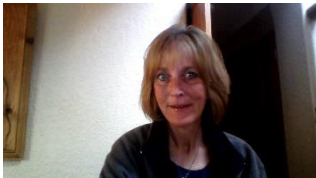
Course Description

Welcome to Composition II (English 1120)! In 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 about how writing and other modes of communication work together for rhetorical purposes. Another 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, my Dachshund who loves to eat socks, and Mia, my 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 several Christmases ago.



Heidi



Mia



Dawn Noel



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

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

The Learning Outcomes for Composition II (Engl 1120)

Students should be able to do the following UNM 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 and to provide background information, such as evidence/examples, illustrate an alternative view.
7. Use an appropriate voice, including syntax and word choice.

To meet these UNM outcomes in English 1120, we will focus on the following skills:

- 1. Read and analyze difficult texts accurately.** **Reading critically**, summarizing accurately, and **analyzing** insightfully, helps 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 evident when you 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 quizzes, all of which are a part of Daily Work 10%. 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: <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>)

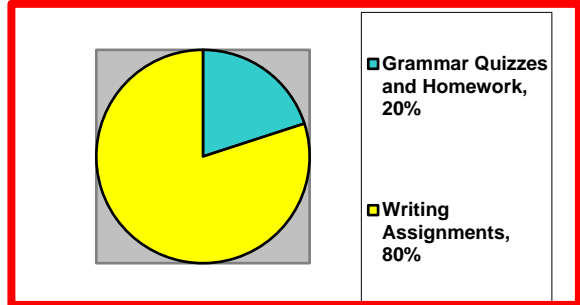
- **Other Supplies Needed** An available computer, computer memory stick (thumb drive), a reliable way to save documents for backup UNM Net ID and password, pens, paper, Adobe Read, and Word.

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 CANVAS.
<p>Dr. Huntsinger</p>	<p>My office hours are held in BL Mail, in my office, or by Zoom appointment. You may contact me anytime with "Mail" in CANVAS 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>CANVAS 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 CANVAS? If you do not know how to use one of the tools, try one of the tutorials available on the CANVAS information page called "How to Use CANVAS." Tutors: At The Writing Center at UNM Valencia Campus, tutors are available to help you navigate CANVAS. Call for an appointment: 925-8848.</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>The Writing Center will be happy to help you with your writing problems. You can make appointments. Other services available. This link contains contact information (for writing, contact Patricia Gillikin): https://valencia.unm.edu/campus-resources/the-learning-center/learning-center.html.</p>

Grading Scale

Not all assignments are equal in value. Some are worth more than others and have more weight. For example, **Homework and Quizzes (or Daily Work)**, is worth **20%**. Grammar quizzes cover competency in sentence knowledge and grammar; homework includes but is not limited to, discussion or blog postings on material covered in lessons. **Writing Assignments**, final revised drafts of essays, short formal multimodal writing assignments, and portfolio are worth **80%**; in this category, major essays assigned are weighted more heavily because you have the benefit of comments to help you revise; these major essays are also more difficult. (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 portfolio during the following semester, or the University automatically converts the **I** to an **F**. Strict UNM policy guidelines concerning are followed for students requesting incompletes.

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 all major essays assigned or complete grammar quizzes or homework.**
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 come to class or submit work in the first week 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

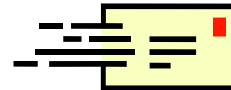
If a student doesn't attend class and/or submit work for two weeks, he/she/they may be dropped from the course and grade will be affected negatively.

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 CANVAS for the Final Grade 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 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 at least 3 pages in length. These essays must include outside sources, use parenthetical documentation, and have Works Cited pages. You will also complete a few smaller, multimodal writing assignments. These writing assignments are worth 80% of your grade; some writing assignments are weighted more heavily than others. 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 CANVAS or at * <https://library.acadiau.ca/research/tutorials/you-quote-it-you-note-it-2.html>. (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/avoiding_plagiarism/plagiarism_faq.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. Students can read the UNM policy on plagiarism at <https://policy.unm.edu/regents-policies/section-4/4-8.html>.



Due Dates and Late Policy

- Due dates for work will be posted in CANVAS folders and in the Blackboard Calendar. I do accept late Daily Work and Quizzes; however, grades may be dropped to 50% for properly completed quizzes and Daily Work, and 0 for incorrectly completed Daily Work and Quizzes. I do not accept late essays unless students have a documented excuse, e.g. hospitalization for COVID, deployment.
- Essays are due during a period of several days and are not accepted after that period.
- If students wish to discuss late work, they must request a personal Zoom meeting for a grade review and discussion of absences and plan for late work submission or for being dropped from the course.

Extra Credit

Extra credit is available throughout the course. Students can complete any extra credit exercises they wish, since these are not required, to improve their grades. The Extra credit is averaged into the Daily Work/Quizzes 20% portion of the grade. Students should submit all Extra Credit in Assignments, Extra Credit. The deadline is listed there.

Library Policy

Students will be required to get a journal article from the library. Instructions will be provided in the lesson.

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 ~~in~~
life as Mom and apple pie. ~~and they have a good~~
~~tendency~~ to bring ~~us~~ people together. They encourage team
members to cooperate with one another. ~~and~~ 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.

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, 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.



Required Equal Opportunity and Non-Discrimination Policies

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>.

Required Citizenship and/or Immigration Status Policies

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/>

Required Announcement for UNM COVID Policies

UNM Administrative Mandate on Required Vaccinations: UNM requires COVID-19 vaccination and a booster for all students, faculty, and staff, or an approved exemption (see: UNM Administrative Mandate on Required Vaccinations). Proof of vaccination and booster, or a medical, religious, or online remote exemption, must be uploaded to the UNM vaccination verification site. Failure to provide this proof may result in a registration hold and/or disenrollment for students and disciplinary action for UNM employees.

Booster Requirement: Individuals who received their second dose of a Pfizer or Moderna vaccine on or before June 15, 2022, or their single dose of a Johnson & Johnson vaccine on or before October 15, 2022, must provide documentation of receipt of a booster dose no later than January 17, 2022. Individuals who received their second dose of a Pfizer or Moderna vaccine after June 15, 2021 or who received their single dose of Johnson & Johnson after November 15, 2021 must provide documentation of receipt of a booster within four weeks of eligibility, according to the criteria provided by the FDA (6 months after completing an initial two-dose Moderna vaccine, 5 months after completing the Pfizer sequence, and 2 months after receiving a one-dose Johnson and Johnson vaccine).

International students: Consult with the Global Education Office.

Exemptions: Individuals who cannot yet obtain a booster due to illness should request a medical, religious, or online remote exemption (which may have an end date) and upload this to the vaccination verification site. Medical and religious exemptions validated in

Fall 2021 (see your email confirmation) are also valid for Spring 2022 unless an end date was specified in the granting of a limited medical exemption. Students must apply for a remote online exemption every semester.

UNM Requirement on Masking in Indoor Spaces: All students, staff, and instructors are required to wear face masks in indoor classes, labs, studios, and meetings on UNM campuses, see the masking requirement. Students who do not wear a mask indoors on UNM campuses can expect to be asked to leave the classroom and to be dropped from a class if failure to wear a mask occurs more than once in that class. Students and employees who do not wear a mask in classrooms and other indoor public spaces on UNM campuses are subject to disciplinary actions. Medical/health grade masks are the best protection against the omicron variant and these masks should be used, rather than cloth.

COVID-19 Symptoms and Positive Test Results: Please do not come to a UNM campus if you are experiencing symptoms of illness or have received a positive COVID-19 test (even if you have no symptoms). Contact your instructors and let them know that you should not come to class due to symptoms or diagnosis. Students at UNM Valencia Campus have access to a counselor through the PASOS Resource Hub. To schedule an appointment with a counselor, students at UNM Valencia should call 505-925-8591. Students at Main Campus who need support addressing a health or personal event or crisis can find it at the Lobo Respect Advocacy Center. Students on other UNM campuses should contact their Student Services and request information for support.

Required Accessibility and Privacy Policies

See a list of policies and accessibility provisions for all programs in the course in CANVAS, Course Menu, Accessibility and Privacy Policy.

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 CANVAS e-mail called Inbox.
- **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 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 CANVAS, 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. (Check to see if the lab is open given COVID.)



Course Map and Lesson Outcomes and Objectives

Students can find Course Maps and Lesson Outcomes and Objectives in CANVAS.

Assignment Syllabus

Dr. Jami L. Huntsinger

Note: Lesson assignments are in CANVAS. These assignments are not listed here because I am revising, changing, and adjusting course materials as I rebuild the course in CANVAS. **Please ALWAYS assume the Checklists in CANVAS lessons or the posted assignments in the Calendar are correct and timely.**

