ENGLISH 1120: 508
Composition II
Spring 2025: 3/24 – 5/17
CRN: 57608
Asynchronous Online Course

Instructor: Kelsey Byrne (she/her)
Online Office Hours: W 11:30 to 12:30
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Course Description (adapted from the catalog):

In this course, students will explore argument in multiple research-oriented genres. Students will learn research and writing practices emphasizing 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 (SLOs)

This course is designed to help students progress toward the following objectives:

Rhetorical Situation and Genre

A. analyze, compose, and reflect on arguments in a variety of genres, considering the strategies, claims, evidence, and various mediums and technologies that are appropriate to the rhetorical situation

Writing as a Social Act

B. describe the social nature of composing, particularly the role of discourse communities at the local, national, and international level

Writing as a Process

C. use multiple approaches for planning, researching, prewriting, composing, assessing, revising, editing, proofreading, collaborating, and incorporating feedback in order to make your compositions stronger in various mediums and using multiple technologies

Grammar and Usage

D. improve your fluency in the dialect of Standardized Written American English at the level of the sentence, paragraph, and document

E. analyze and describe the value of incorporating various languages, dialects, and registers in your own and others' texts

Reflection

F. evaluate your development as a writer over the course of the semester and describe how composing in multiple genres and mediums using various technologies can be applied in other contexts to advance your goals

Research

G. use writing and research as a means of discovery to examine your personal beliefs in the context of multiple perspectives and to explore focused research questions through various mediums and technologies

H. integrate others' positions and perspectives into your writing ethically, appropriately, and effectively in various mediums and technologies

Research

I. compose a research-based academic argument in one of various mediums and technologies by identifying, analyzing, evaluating, and synthesizing sources, which must include secondary sources

J. analyze and describe the writing and research conventions of an academic field in order to understand the different ways of creating and communicating knowledge

Course Information and Requirements

We'll be working through 9 modules together this term, each designed to guide you through the content step by step (the exception to this is Week 1, when we'll kick things off by completing 2 modules). Your goal is to complete one module per week, which includes reviewing all the materials and completing all the assigned tasks; the materials in the modules are there to help you, and it's important for your learning and success that you engage with all of them.

Modules will open Monday mornings at 12:00 am, and you'll have the week to dive into the content and finish the assignments by the deadlines. It's vital to stay on track, as each module builds on what you've learned before, and staying current will help you succeed. Please submit your assignments on time through the designated Canvas links; **submissions via email won't be accepted**. You will need to carefully manage your time in accordance with your individual responsibilities and study needs.

Keep in mind that this is an accelerated 8-week course, and therefore the per-week workload is significantly bigger than a typical 16-week course. You will need to be diligent and practice good time management.

That being said, I recognize that life can present unexpected challenges, and unforeseen circumstances may arise. Therefore, you may submit up to **two assignments** late, a maximum of **three days** beyond the due date, **without penalty**. However, **no assignment will be accepted more than three days late**, and **no more than two late submissions are allowed**. Please note that Discussions and Peer Reviews are exempted from this policy; these can never be completed late due to their time sensitive nature, as well as the collaborative requirements. Students may be excused from a Peer Review if they have a documented personal emergency such as illness or injury.

Assignments must be submitted via the appropriate links in Canvas; **assignments submitted via email will not be accepted**. Unless otherwise specified, all formal assignments should be formatted according to the rules in the MLA Style Guide and should be submitted in either Word or PDF format.

Students who do not log in during the first week will be dropped.

Grading

Grades and feedback will typically be available within one week of assignment due dates. Please note, however, that late assignments will be graded whenever time allows and will receive minimal feedback.

I do not offer extra credit. However, if you earn a score below 70% on any of the Major Assignments, I encourage you to redo and resubmit that assignment. (NOTE: You must highlight your changes when resubmitting. I will not grade resubmissions without highlighted changes.) Resubmitting does not guarantee a better grade; I strongly advise you consult me during Office Hours to discuss a revision plan.

Category	Portion of Grade
Class Activities	20%
Major Assignment 1 Writing Process	20%
Major Assignment 2 Writing Process	20%
Major Assignment 3 Writing Process	20%
Portfolio Project	20%

Score Earned	Letter Grade
90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
0% - 59%	F

You need at least a "C" (73% or 730 points) to pass this course. A C- is not passing.

Please monitor your grades in Canvas and contact me to discuss any concerns you may have about them. If a grade is missing, incorrectly recorded, or otherwise questionable, please let me know ASAP.

Final Portfolio

The Portfolio contains a collection of your writing that indicates whether you have mastered the learning objectives of the course. The Final Portfolio must contain the following items:

1. **Cover Letter:** This letter is addressed to your instructor with an MLA header.
2. **Graded drafts of two Major Writing Assignments with professor comments.**
3. **Revisions of the two Major Writing Assignments.** A thorough revision of each assignment based on your instructor's comments is required.
4. **Reflective Cover Pieces for both revisions.**

Navigating this Online Course

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

- For UNM Canvas Technical Support: visit https://canvasinfo.unm.edu/support/index.html or call (505) 277-0857 (24/7).

- For UNM-Valencia IT Support: call (505) 925-8911 or create a support ticket http://valencia.unm.edu/campus-resources/technology-support/contact-ts.html

- For UNM Web Conference Technical Help: (505) 277-0857

- For issues with Canvas courses, tutors in the Learning Center can advise you: email tutor@unm.edu to make an appointment.

Make sure you do all the following at the start of the term and throughout the course:

- Be familiar with your syllabus. It is linked on the Canvas home page for our class. Refer to the syllabus throughout the semester when you have questions. Feel free to log into my office hours for personal attention regarding assignment

requirements, questions, or confusion (e-mail for an appointment if the regularly scheduled hours do not fit into your schedule).

- Become familiar with the Canvas platform. Click on all the menu items on the left-side navigation bar to discover what is available to you in your online course. You may want to visit The Learning Center at UNM Valencia Campus if you need additional help learning how to navigate this new online learning system.

- Keep copies of all your work. Saving all writing is necessary. Learn how to save Word or PDF files to your desktop, a cloud drive, or a flash drive.

- Create a routine—here is a suggested routine to help you get started.

  1. Log in early! Modules open on Monday morning and close the following Sunday night. On Monday morning, log in and read the list of assignments for the week. Make sure you have all materials you need to complete the assignments, such as page numbers or links. Jot down due dates and print out assignments.

  2. Read the assignments actively, highlighting important ideas. Use available resources (dictionaries, encyclopedias, etc.) to help you acquire the information the document is trying to relay. Be pro-active and disciplined in your study habits.

  3. Log on periodically throughout the week to check course e-mails and read new posts, peer review responses, etc. Watch for new announcements.

  4. Check Discussions. Read questions I have posted for the week, your classmates' and my responses, and enter your own answers. Your responses are an important part of your grade, so please take these exercises seriously. In responses, respect others. Finally, run spell and grammar check on your postings.

  5. Importantly, give yourself ample time to submit work (well before the deadline). You can submit work right at 11:59pm, but this practice is very, very risky. For example, computer failures, corrupted discs, and Canvas outages are no excuse for work not completed (UNM VC policy). Plan for problems like these because meeting deadlines will help you successfully complete the course.

Instructor Information

My office hours are Wednesdays between 11:30 and 12:30, and by appointment. They will be held via Zoom (see the link above or in the "Getting Started" module on Canvas). Email me anytime, but keep in mind that I am generally not online after 5:00 pm and before 9:00 am. Please give me 24 hours to respond, Monday through Thursday. I will respond to weekend emails on Monday.

Tutoring

Free online tutoring is offered for all UNM-Valencia students. Tutors are available through the Writing Center live in person, on videoconference or phone, or through email (you email a paper and the tutor responds. They can support you as you navigate Canvas and other platforms, make sense of writing assignments, brainstorm approaches and topics, structure appropriate to your genre, revise, edit, and figure out MLA. Tutors will support your choices and will not make them for you.

To make an appointment, email tutor@unm.edu. You can also email the Writing Center Director, Patricia Gillikin, with questions or for help getting connected to a tutor. This link has full information on UNM-Valencia tutoring, including math and other subjects: https://valencia.unm.edu/campus-resources/the-learning-center/learning-center.html

Required Texts and Materials

- There is no required textbook for this course; all reading assignments will be provided via Canvas
- UNM email address and access to UNM Canvas
- Access to Internet and Microsoft Office (free via your UNM account)
- Access to Adobe Reader for PDF documents (downloadable for free)
- Pens and highlighters for annotation

Attendance Policy and Overall Participation

It is your responsibility to keep up with reading and assignments, and/or to contact me if you have questions about the material. Students who fail to log in in the first week will be dropped. Participation is mandatory in this course. Participation means actively participating in your education; if you do not log-in to Canvas and complete assignments on a regular basis you will, most likely, be dropped.

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. 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/.

Academic Honesty

Students in college classes are expected to complete their course work in accordance with a high level of honesty and integrity. Academic dishonesty on the part of a student, such as cheating on a quiz or aiding other students' cheating, plagiarism, falsification, fabrication, unauthorized collaboration, or submitting a piece of work from another course for credit, will be subject to academic sanctions. Dishonesty in this course may result in one or more of the following consequences: failure of the assignment, failure of the course, or disciplinary action by the University. To learn how to avoid academic dishonesty, students can speak to me, consult a tutor, or refer to http://library.acadiau.ca/tutorials/plagiarism/

Students are not to use any AI tools for any assignments unless specifically directed to do so, and then only in the way specified by the task instructions; this includes Grammarly's AI and other programs that "correct" your writing, as well as platforms like Claude and ChatGPT, which produce text for you. Students suspected of plagiarism or unauthorized use of AI tools will receive an automatic 0 on the assignment in question. For detailed information about academic dishonesty and how it will be handled, read the

Online Behavior

- Our class is an inclusive environment where everyone is welcome. Treat each other with **respect**. Derogatory remarks, name-calling, trolling, bullying, and bigotry are prohibited.
- Students may discuss with me complaints about the course; however, the students must do so in the proper environment, such as via email or office hours.
- Discussion boards are a professional learning environment. Treat them as such.
- Sexual harassment will not be tolerated.
- Students violating any of these rules will be dropped.

Email Netiquette Policy

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

- Please avoid text-speak. Learning to write professional emails is a skill you need as you progress to higher academic levels and career pursuits.
- Emails that you write to me during the semester should include professional language, addressed with a subject heading including the type of question you are asking. For example, "Major Assignment 1" would be an appropriate subject heading for a question regarding the first project.
- Emails should include a salutation. For example, "Dear Kelsey" or "Hello Professor" are appropriate salutations. Part of "composition" is learning when and how to use proper diction and registers of language, and in a formal setting like a college course, professional titles are appreciated.
- Please close with an appropriate phrase and sign your email with your name. Some examples of appropriate phrases are "Sincerely," or "Thank you for your help,".
- Use short paragraphs (in general, 3-4 lines maximum) to make the email easy to read. In addition, be sure to skip lines between paragraphs.
- Be sure to proofread your email for grammatical errors.

Equal Access

Student Services provides academic support to students who have disabilities. If students think they need alternative formats for completing coursework, they should contact this service right away to ensure their needs are met in a timely manner. Students are responsible for getting all documented forms to me as soon as possible. I cannot accommodate any special needs without the proper authorization from UNM Valencia Campus Accessibility Services. They are located at Advisement & Counseling Services, Student Services Building, 280 La Entrada Rd., Los Lunas, NM 87031, 505-925-8560. http://www.unm.edu/~vcadvise/equalaccess.htm . Pursuant to the American with Disabilities Act (ADA), I accommodate documented special needs and encourage students to discuss their concerns with me.

Student Privacy

Student privacy is strongly protected by professors at UNM-VC. The federal 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. All other outside requests for information release must be sent to and approved by the UNMVC registrar: (505) 925-8580 http://www.unm.edu/~unmvc/Admissions/admiss.htm

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

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Tutorials

If you do not know how to use Canvas, try completing the tutorial available at https://canvasinfo.unm.edu/students/meet-unm-canvas.html.
