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**ENGLISH 113: 503**  
CRN: 38930  
Asst. Professor Justin Bendell  
Classroom H105  
Spring 2018

Office Hours (in A142 E)  
TR: 11-11:45, 2-2:30; W: 12-2; or by request  
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Welcome to English 113 (Enhanced Composition). To succeed in college and beyond, students need to become agile writers who can adapt their writing to a wide variety of audiences, contexts, purposes, mediums, and technologies. You must learn to analyze new situations and respond to them appropriately. Instead of teaching one right way of writing, we seek to make students flexible writers who can transfer what they've learned in 113 to new contexts and new genres.

- The assignment syllabus is a tentative schedule. Any changes will be announced in class and/or posted on the Blackboard Learn calendar.
- If you miss class, check the syllabus to ensure they are prepared for the next class.
- All assignments must be read by the date indicated and students are expected to bring the texts we are discussing to class.
- Students absent for more than 4 classes will be dropped.
- Learn Posts are due on the posted due date.
- No emailed essays will be accepted.
- Late essays will be docked 5 points per day after due date.
- Abbreviations are used to identify our texts: *PA = Practical Argument*

### Required Work and Grading

- All formal writing assignments must follow MLA format and be typewritten, double-spaced in a 12pt, Times New Roman font.
- 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 (890-800 points); 79-73%= C (790-730 points); 69-60% = D (690-600); and below = F. You need a "C" (73% or 730 points) to pass this course

### Points Breakdown

3 Essays: 100 points each	300 pts
5 Learn Posts (20 each)	100 pts
4 Mini Essays (25 each)	100 pts
9 Grammar quizzes (10 each)	90 pts
3 Peer reviews (10 each)	30 pts
3 Writing Workshops (10 each)	30 pts
1 Grammar Group Presentation	50 pts
Participation / Attendance	100 pts
Final Grammar Exam	100 pts
Portfolio	200 pts
<b>Total Possible Points</b>	<b>1100 pts</b>
Possible Extra Credit:	30 pts

Date	Class Activities	Homework due next class
Jan 16	Introductions; Activity: Scavenger Hunt; Syllabi	Send email from <u>UNM email address</u> using proper netiquette; Read <i>PA</i> Chapter 1 (pp. 23-39)
Jan 18	<i>PA</i> Ch 1 Activity; Blackboard Learn 101	Finish Practice Quiz on Blackboard; Read “Why I Write” by Elie Wiesel
Jan 23	Grammar #1 Parallelism; Discuss Wiesel; Diagnostic Essay; Grammar Sign-up	Quiz #1; Read <i>PA</i> “Introduction” (pp. 3-22) and come ready to discuss.
Jan 25	Visit Writing Center; Critical Reading Activity	Read <i>PA</i> Chapter 4 (pp. 99-114); Take notes on the readings – annotate!
Jan 30	Grammar 2 “Comma Splices & Fused Sentences;” <b>Introduce Paper #1: Rhetorical Argument;</b> Class Activity	Learn post #1; Quiz #2; Find 1-3 opinionated articles or advertisements and bring them to class
Feb 1	Critical Reading Activity; small group discussion	Bring an opinionated article to next class;
Feb 6	Grammar 3 “Sentence Frags;” Outline Activity	Quiz #3; Read Chapter 7 (pp. 253-264)
Feb 8	Writing Workshop; Learn Post #2; Thesis Discussion	Typed draft including thesis, and three body paragraphs with quotes, and Works Cited
Feb 13	Grammar 4 “Subject Verb Agreement;” Class Activity, Writing Workshop	Quiz #4; <u>Three copies</u> of your draft (typed incl. intro, >3 body paragraphs with quotes, and Works Cited entries) due for PR.
Feb 15	Ch 7 (p. 277); Peer Review; Conferences	Essay Due next class!
Feb 20	<b>Essay #1 Due;</b> Reflection (Mini-Essay #2); <b>Intro Essay #2: Evaluation Essay;</b> Grammar 5 “Verb Tense Shifts;”	Read Essay Hand-out & Annotate! Quiz #5; Read <i>PA</i> Chapter 14 (pp. 517-529)
Feb 22	<u>No Class</u> – Professor Bendell at Conference	Read Chapter 8 (pp. 287-306);
Feb 27	Grammar 6 “Pronouns;” Sources Activity;	Quiz #6; Learn Post #3; Bring 1-page outline of your essay to class
Mar 1	Outline activity; <i>PA</i> Ch 10 (pp. 345-369);	Typed draft including thesis, three body paragraphs with quotes, and Works Cited page
Mar 6	Writing Workshop	No Class on Mar 8
Mar 8	<u>No Class</u> – Professor Bendell at Conference	<u>Three copies</u> of draft incl. intro, 3 body paragraphs with quotes, and Works Cited due.
Mar 20	Peer Review	Paper Due on Thursday; Learn Post #4;
Mar 22	<b>Essay #2 Due;</b> Reflection (Mini-Essay #3) <b>Introduce Essay #3 Cause-and-Effect</b>	Read handout essay and Annotate!
Mar 27	Grammar 7 “Apostrophes;” Class Activities	Learn Post #5; Quiz #7; Read <i>PA</i> Chapter 7 (pp. 265-272)
Mar 29	Class Activities; Ch 7 Discuss;	Bring a detailed 1-page outline of Cause and Effect Essay to next class
Apr 3	Grammar #8 “Capital letters & italics;” Outline Activity;	Quiz #8; Typed, complete introduction including thesis to next class

Apr 5	Writing Workshop / Conferences	Typed draft including thesis, at least 1 body paragraphs with quotes, and Works Cited page
Apr 10	Grammar #9 "Commas;" Writing Workshop	Quiz #9; <u>Three copies</u> of your draft (typed incl. intro, >3 body paragraphs with quotes, and Works Cited entries) due for PR.
Apr 12	Peer Review	Essay #3 Due next class
Apr 17	<b>Essay #3 Due;</b> Mini-Essay #4; Grammar Review	Study grammar
Apr 19	Grammar Review	Test next class!
Apr 24	<b>Grammar Exam</b>	See ya later, grammar! Read <i>PA</i> Chapter 7 (pp. 273-275)
Apr 26	Portfolio Revision	Revision
May 1	Portfolio Revision	Revision; Portfolio Due next class.
May 3	<b>PORTFOLIOS DUE</b>	Final Portfolio Due; <b>Last day of class!</b>

### Important Dates:

Monday, Jan 15	MLK Jr Day – No class
Tuesday, Jan 16	First day of classes
Friday, Jan 26	Last day to Add or Change Sections
Friday, Feb 2	Last Day to Drop with 100% refund
Mar 12-19	Spring Break - no classes
Friday, Apr 13	Last Day to Withdraw <i>w/o</i> approval of Student Services
Friday, May 4	Last Day to Withdraw <i>with</i> approval of Student Services
Thursday, May 4	Last Day of Class (before finals)

### Course Objectives

Throughout the semester in English 113, you will progress toward the following student learning outcomes:

#### 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

### Library Literacy Outcomes

- Students will access Libros and find a book relevant to the writing project.
- Students will learn how to skim that book and find quotations that are both relevant and appropriate for the paper.
- Students will be able to identify what type of database source they have found, e.g. magazine, journal, newspaper, website.
- Students will write a correctly formatted Works Cited page.

### Instructor Information

My office is Academics Affairs, Room 142E. You can email me anytime, but I generally check my email 8:00 am and 5:00 pm, M-F. Please give me 24 hours to respond, Monday through Friday. Note that I am offline during the weekend.

### Tutoring

Free tutoring is available at the Learning Center (505-925-8907) or the VC Writing Lab (505-925-8513). I am happy to meet with you to discuss your work when I am on campus and our schedules coincide. Students may receive up to 30 points (5 points per session) for attending tutoring sessions or writing labs.

### Required Texts and Materials

- *Practical Argument*, Third Edition, Eds. Laurie G. Kirszner and Stephen R. Mandell. ISBN-13: 978-1457683886; ISBN-10: 1457683881
- *The Pocket Style Manual*, Sixth Edition (another edition is fine), Diana Hacker. ISBN-13: 978-1-4576-0293-9; ISBN-10: 1-4576-0239-3
- UNM email address and access to UNM Blackboard Learn
- Access to Internet and Microsoft Office (available on UNM-VC computers)

### Attendance Policy and Overall Participation:

Attendance will be taken at the beginning of class. Missing class is not an excuse for being unprepared; if you are absent, it is your responsibility to keep up with reading, get class notes from a fellow student, and/or see me during office hours or by appointment if you have questions about the material. Students who miss the first week will be dropped. Students who miss 5 classes will be dropped.

Excused absences include documented hospitalization or other documented, unexpected emergencies. Doctor's appointments, child-care issues, court dates, and job scheduling conflicts do not count as excused absences. If you are frequently absent, for whatever reason, I reserve the right to drop you from the course.

### Participation

Participation is dependent on thorough preparation. Preparation requires thoughtfully reading the texts, writing down key points and/or questions, and being willing to share your thoughts and reactions during class discussion. Discussions become difficult and quite boring when all members of the class have not read the assigned texts. **Respect yourself as a necessary member of this community, as well as your fellow classmates, by being prepared every day.** Please note that many in-class writing exercises assume (and depend upon the fact that) you have read the assigned material. Review your syllabus frequently, and plan your workload accordingly.

### Tardiness

Arriving to class late or departing early can count as an absence.

### Drop Policy

Dropping or being dropped from a course can affect your GPA, enrollment status and financial aid/award status. Always talk to your instructor before it's too late about the possible consequences of a drop and opportunities for avoiding it.

A few things to consider:

- A drop before the end of the third week in a sixteen week semester session will not appear on your transcript, and you will not earn credit hours or a grade in the course.
- Your instructor can drop you from the course at any point in the semester before finals for violating the attendance policy.
- If you, your instructor, or the Dean of Students initiates a drop after the third week, you will receive W.
- If no drop is initiated by the end of the semester by any party, then based on your performance and attendance your instructor will use his/her discretion to decide whether to assign you a grade from A+ to F or a W.

In Core Writing, a C or above is passing. When deciding whether or not to drop a course, consider the outcomes of earning a grade below C as opposed to a W, and vice versa. For grades C- to D-, you will earn credit hours, but you will have to repeat the course, and the grade will appear on your transcript and factor into your GPA.

### Children on Campus

According to the Catalog, at UNM-Valencia, "Parents must not bring children to University classes or leave children unattended while at campus activities or conducting business on campus." This is an insurance issue and cannot be waived. If you experience an emergency involving a child in your care that prevents you from attending class, please be in touch with me.

### Plagiarism

Plagiarism means using language and/or ideas without acknowledging their source. 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 presenting them as the student's new, original thoughts. Plagiarism in this course may result in the following consequences: failure of the assignment, failure of the course, disciplinary action by the University. To learn how to avoid plagiarism, students can speak to me, consult a tutor, or refer to <http://library.acadiau.ca/sites/default/files/library/tutorials/plagiarism/>.

### **Types of Plagiarism**

Plagiarism can include any of the following:

- Failing to quote material taken from another source.
- Failing to cite material taken from another source.
- Submitting writing that was written by another person or for another class.
- Submitting writing that was substantially edited by another person.

### **Possible Consequences**

The instructor decides the academic consequence to be imposed, depending on the seriousness of the violation. Sanctions include the following:

- Adequately redo or revise the assignment in question;
- Fail the assignment in question;
- Be dropped from the class with a W; or
- Fail the class.
- Be subject to more severe sanctions.

### **Classroom Behavior**

While I do not expect problems when working with adult learners, these policies ensure a safe and productive classroom environment (and they are also listed in the University of New Mexico Student Handbook):

- Students must treat one another and the instructor with respect. Derogatory remarks, racism, sexism, and name-calling is prohibited.
- Students should not interrupt classroom lectures or discussion with non-related comments.
- Students may discuss complaints about the course with their instructor; however, students must do so in the proper environment, such as the instructor's office during office hours.
- Sexual harassment will not be tolerated.
- Behavior that threatens the safety of any class member, including the instructor, will not be tolerated. Intoxication, physical assault and or battery, violence, stalking, or threats fall into this category.
- Students must not threaten the instructor concerning their grades. This type of behavior is considered harassment and/or verbal assault.
- If you ever feel unsafe on campus, please call security at (505) 925-8570.
- Food and beverages (except for water) are generally not permitted in the classroom.

Students violating any of these rules will be asked to leave the class for the day.

### **Computer and Technology Policies**

When in computer labs, refrain from using computers during class time for entertainment, social networking, or personal emailing. The same rule applies for cell phones. No texting or phone calls are allowed. This is an hour and fifteen-minute period where you are devoted to English.

### **Email Netiquette Policy**

Please keep the following in mind when you write emails:

- Please avoid text-speak. Learning to write professional emails early on 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, "Essay 1" would be an appropriate subject heading for a question regarding the first essay.
- Emails should include a salutation. For example, "Dear Mr. Bendell" or "Hello Prof. Bendell" would be an appropriate salutation. 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.
- Also, feel free to send me the occasional riddle (nothing too weird or inappropriate). I like trying to solve riddles.

### Equal Access

Accessibility Services (located in 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. Pursuant to the American with Disabilities Act (ADA), I accommodate documented special needs and encourage students to discuss their concerns with me. They are in Advisement & Counseling Services Student Services Building, 280 La Entrada Rd., Los Lunas, NM 87031, 505-925-8560.

<http://www.unm.edu/~vcadvise/equalaccess.htm>

In other words, if you tell me (out loud or in writing) about an incident or experience of “sexual harassment, sexual misconduct [and/or] sexual violence” which is based in gender—which can include stalking, and which may have occurred on or off campus—then I am obligated to share that information with our OEO folks. They will follow up with you and provide support and resources you can access. (Ignore the part of the statement above about TAs and GAs—those are just folks who can be your teachers once you are taking Main Campus classes.)

### Essays

You are required to turn in 3 formal 3-4 page essays (not including the Works Cited page). Each essay requires at least one credible source to be incorporated in text and in the Works Cited page (Wikipedia does not count). Students may be dropped from the class for failure to turn in one of the major essays. I will provide instructions and rubrics for each assignment at the beginning of each new unit. Students have the option to revise if they receive a grade of “D” or below. I will not accept revisions after two class periods, and I will not guarantee that revisions will gain a higher grade. That’s up to the quality of your revision. The highest grade that a revised essay can receive is a “B.”

### Late Work Policy

I will not accept essays more than two days after the assigned date. For each day the essay is late, the assignment will be marked down half a letter grade, so make sure to turn in your essays in a timely manner. If you know that you will not be in class on a due date, plan to turn in your essay early, or have it turned into the Academic Affairs office with a stamp by 5:00 pm on the day the essay is due.

### Grammar Presentation

In groups, students will be responsible for delivering one multimodal presentation on grammar and mechanics. Podcasts, blogs, collages, video or audio essays, comic strips, and storyboards all fall under the category of multimodal composition (see the multimodal folder on our Learn site for examples). The grammar topics include: 1) fragments, 2) comma splices/run-ons, 3) 4) point of view, 5) capital letters and italics, 6) commas, 7) apostrophes, 8) pronouns, and 9) parallelism. Students should deliver a professional presentation to the class (no longer than 10 minutes) that defines their assigned term, explains key concepts that the text highlights, and provides original examples that will prepare the class

for a short quiz on Learn. Before students present, we will go over the features of successful presentation, and I will do the first presentation to demonstrate what I'm expecting.

Presentations cannot be made up; if you or a member of your group is absent, the absentee will not receive the points for the assignment. Make sure that everyone has copies of the presentation so that you can still present if one group member is absent.

### **Grammar Quizzes**

Open-book grammar quizzes on Blackboard Learn will be available at the beginning of the semester and will shut on the scheduled days per the syllabus. Quizzes can be completed before the deadlines, but not after. Students have half an hour, and one attempt, to complete these quizzes. Quizzes cannot be made up.

### **Blackboard Learn**

Students are responsible for posting responses to discussion questions/prompts that I have posted on our UNM Blackboard Learn site. These questions are designed to generate class discussion, promote further inquiry into our topics, and scaffold the higher stakes essays. Learn posts are due before we meet as a class on the assigned due date; students may not turn in late posts.

### **Writing Workshops and Peer Reviews**

Built into our schedule are writing workshops intended to give you a jumpstart on your essays, as well as help you get used to constructively evaluating your peers' work through brainstorming, questioning, group discussions, and other class exercises. To receive credit for a workshop, students must be present, actively participating, and producing work.

### **Participation**

Participation is mandatory in this course. Participation means actively participating in your education; just sitting in your seat and allowing everything to sink in (the "osmotic method") is not actively participating. I strongly urge you to take notes in class, ask questions, and participate in class and group discussions. In addition, I ask you to complete drafts, assignments, quizzes, readings, and collaborative projects.

### **Grammar Examination**

In week 14, I will give a comprehensive grammar examination over all the grammatical and mechanical terms that we've covered throughout the semester. This grade counts as 10% of your final grade.

### **Portfolio**

The portfolio is a collection of your work. A team of instructors will determine the effectiveness of students' overall expository writing ability. Portfolios will be evaluated using the learning outcomes. They are worth 20% of your final grade.

### **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.

### **Anti-Discrimination Policy**

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>.

In other words, if you tell me (out loud or in writing) about an incident or experience of “sexual harassment, sexual misconduct [and/or] sexual violence” which is based in gender—which can include stalking, and which may have occurred on or off campus—then I am obligated to share that information with our OEO folks. They will follow up with you and provide support and resources you can access. (Ignore the part of the statement above about TAs and GAs—those are just folks who can be your teachers once you are taking Main Campus classes.)

### **Technical Support**

- If you have questions about computer-related problems, call 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.
- Tutorials: If you do not know how to use Blackboard Learn, try one of the tutorials available on the information page at <http://online.unm.edu/help/learn/students/>
- Tutors: Tutors are available at The Learning Center, both face-to-face and online, to help you navigate Blackboard LEARN. Call for an appointment: 925-8907.