

University of New Mexico-Valencia Campus
English 120: Composition III
Spring 2018 Syllabus

Course: ENGL 120 507
 Days: Tuesdays and Thursdays
 Time: 12:00 PM – 1:15 PM
 Rm. C113

Instructor: Dr. Natalie Kubasek
 Email: nkubasek@unm.edu
 Office Hours: 3:15- 4:45 PM
 Tuesdays and Thursdays

Course Description

Welcome to English 120!

This course emphasizes academic writing, research, and argumentation. You will design and research a project of your own and will summarize, synthesize, evaluate, and integrate secondary sources to support your own argument. You will also analyze the writing and research approaches (e.g., quantitative v. qualitative v. textual) of an academic discipline that is of interest to you.

You will build on the rhetorical approach introduced in English 110, 111/112 or 113 by continuing to analyze rhetorical situations in terms of audience, contexts, purpose, mediums, and technologies and apply this knowledge to your reading and writing. You will also extend your understanding of how writing and other modes of communication (such as visual and audio elements) work together for rhetorical purposes.

Course Objectives

Throughout the semester in English 120, 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^[1]_[SEP]

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^[1]_[SEP]

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

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^[1]_[SEP]

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

Library Literacy Outcomes

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

Tutoring

Free tutoring is available at the Learning Center (505) 925-8907 <http://www.unm.edu/~tutor/>. Writing Lab tutoring sessions are scheduled weekly for all English classes. Students may receive 5 points extra credit per session for attending tutoring or Writing Center workshops.

Required Texts and Materials

- *Practical Argument*, Third Edition, Eds. Laurie G. Kirszner and Stephen R. Mandell. ISBN-13: 978-1457683886; ISBN-10: 1457683881
- UNM email address and access to UNM Blackboard Learn (mandatory and critical to your participation in this course)
- Access to Internet and Microsoft Office Online (available on UNMVC computers)
- A flash drive for saving assignments

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 make an appointment with me if you have questions about the material. DO NOT email me to ask me for information about missed classes; I will not respond to these inquiries. **Students who miss the first week will be dropped. Students who miss more than 4 classes will be dropped. Arriving 15 minutes after class begins, or leaving 15 minutes before it ends count as an absence. If you arrive after the time class begins, you will be marked tardy. 4 instances of tardiness counts as an absence. These policies are strictly enforced and non-negotiable, so use your absences wisely and make a serious effort to come to class on time.**

Excused absences include documented hospitalization or other documented, unexpected extreme emergencies; if excessive absenteeism that falls under the purview of “excused absences” continues, I reserve the right to drop students from the course. **Please note: doctor’s appointments, child-care, court dates, and job scheduling conflicts do not count as excused absences.**

Plagiarism

Plagiarism means using language and/or ideas without acknowledging their source. Plagiarism includes the following activities:

- Copying another student’s papers or ideas
- Downloading and turning in papers from the Internet
- Copying passages from sources without proper documentation
- Rephrasing an author’s ideas and presenting them as the student’s new, original thoughts
- Turning in a paper that you wrote for another class

Plagiarism 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 plagiarism, students can speak to me, consult a tutor, or refer to <http://library.acadiu.ca/tutorials/plagiarism/>.

Classroom Behavior

While I do not expect problems when working with adult learners, these policies ensure a safe and productive classroom environment. The following policies are listed in the University of New Mexico Student Handbook.

- 1) Students must treat one another and the instructor with respect. Derogatory remarks or name-calling is prohibited.
- 2) Students should not interrupt classroom lectures or discussion with non-related comments.
- 3) Students may discuss complaints about the course with their instructor; however, the students must do so in the proper environment, such as the instructor’s office during office hours.

- 4) Class time is a professional learning environment. Obscene language will not be tolerated.
- 5) Sexual harassment will not be tolerated.
- 6) Behavior that threatens the safety of any class member, including the instructor, will not be tolerated. Intoxication, physical assault and or battery, violence, stalking, or threats fall into this category.
- 7) Students must not threaten the instructor concerning their grades. This type of behavior is considered harassment and/or verbal assault.
- 8) If you ever feel unsafe on campus, please call security at (505) 925-8570.

Students violating any of these rules will be asked to leave the class for the day and marked absent

Computer and Technology Policies

When in computer labs, refrain from using computers during class time for entertainment, social networking, doing work for other classes, or personal emailing. The same rule applies for cell phones. No texting or phone calls are allowed. This kind of behavior is very distracting and it will affect your work in this class. This is an hour and fifteen minute period where you are devoted to English. If you need to make an urgent call, please step outside of the classroom to do so.

Email Netiquette Policy

All email correspondence for this course will be made through UNM email, so it is imperative that you check your UNM email account regularly. Please make sure to send me emails via your UNM account as mail from other accounts can be automatically directed to Clutter or Spam boxes. Always feel free to email me with any questions you may have about the course, and I will respond as soon as possible. However, please be advised that I do not check email after 5:00 PM on week days, so any message received thereafter will be answered the following week day. I also do not answer emails during the weekend, so any message received on the weekend will be answered on Monday.

Email is considered professional correspondence; therefore, please keep the following in mind when you write emails to me and your other instructors:

- 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 also include a salutation. For example, "Dear Dr. Kubasek" or "Hello Dr. Kubasek" 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.

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 located 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>

NB: In order for me to best accommodate you, please submit the appropriate paperwork to me within the first two weeks of the semester.

Office of Equal opportunity and Title IX

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered responsible employees. This designation requires that any report made to a faculty member, TA, or GA regarding sexual misconduct or gender discrimination must be reported to the Office of Equal Opportunity and the Title IX Coordinator. For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

Required Work and Grading

This semester, we will practice following MLA and APA Style. Unless otherwise specified, all writing assignments must be typewritten, double-spaced in a 12pt, Times New Roman font. All writing assignments must be created using Microsoft Word (Microsoft Word Online is available to all students for free in your Outlook account—the same account for UNM email).

• 3 Essays: 100 points each	300 pts
• 1 Grammar group presentation	50 pts
• 10 Grammar quizzes: 5 points each	50 pts
• 6 Short Writing Assignments: 20 points each	120 pts
• Daily Homework and Writing Workshops	180 pts
• Final Grammar Examination	100 pts
• Portfolio	200 pts
• Total Possible Points	1000 pts

Grades will be determined on a traditional percentage system, with the appropriate plus or minus sign: 100-90% = A (1000-900 points); 89-80% = B (899-800 points); 79-70% = C (799-700 points); 69-60% = D (699-600); and below = F. You need a “C” (74% or 740 points) to pass this course.

Blackboard Learn

All assignments for this course will be turned in on Blackboard Learn. You need a UNM user ID and password to access Learn. Please know that if you experience difficulty logging in to Learn, it is your responsibility to contact the campus IT department immediately to resolve the issue. I will not accept late or emailed assignments due to issues with Blackboard Learn.

Participation

Participation is mandatory in this course. Participation means actively engaging in your education. In this class, I expect you to take notes in class, ask questions, and participate in class and group discussions. In addition, I expect you to complete drafts, assignments, quizzes readings, and collaborative projects by the deadlines stated in the unit schedules.

Essays

You are required to turn in 3 formal 4-6 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. If you receive a grade of “D” or lower, it is mandatory that you schedule an appointment with me to discuss the essay. Additionally, you have the option to revise if you receive a grade of “D” or below. I will not accept revisions after two class periods, and I cannot guarantee that this will improve the grade unless there are both major organizational, content, and surface revisions. The highest grade that a revised essay can receive is a “B.”

Late Policy

Absolutely no daily homework assignments, short writing assignments, or quizzes will be accepted late or made up under any circumstances. However, I will accept essays after the due date, but they will be considered late. **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 10 points, so make sure to turn in your essays in a timely manner. If you know that you will not be able to submit an essay on the assigned due date, make arrangements to submit your essay early.

Short Writing Assignments

You are also required to turn in short writing assignments, such as formal summaries, outlines, annotated bibliographies, etc. that will help you generate and organize information for your essays. There are two short writing assignments per unit and each short writing assignment is 20 points. Short writing assignments cannot be submitted late or made up.

Grammar Presentation

Students will be responsible for delivering one Powerpoint presentation on grammar and mechanics. The topics include: **1) parts of speech, 2) pronoun usage, 3) comma usage, 4) wordiness, 5) active vs. passive voice, 6) sentence fragments, 7) comma slices and fused sentences, 8) dangling and misplaced modifiers, and 9) parallelism.** Students should deliver a professional presentation to the class that is between 7-10 minutes long. The presentation must do the following: 1) define the assigned term(s), 2) explain key concepts, 3) provide original examples that will prepare the class for a short quiz on Learn, and 4) engage students in a short practice activity, and 5) incorporate the use of audio clips, video clips, or images. Before

students present, we will go over the features of a successful presentation, and I will do the first presentation on “Commonly Confused Words” 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. Please email me your Powerpoint presentation before the day you are scheduled to present so that I can put it on Learn in the “Grammar Resources” folder. The Powerpoints will be used as study guides for the grammar exam

Grammar Quizzes

Open-book and open-discussion grammar quizzes on Blackboard Learn must be completed by 11: 59 PM on the same day of grammar presentations. Links to the quizzes will be available under “Quizzes” on our class page. These links will expire promptly at 11: 59 PM on the scheduled due dates according to the unit schedules. Quizzes can be completed before the deadlines, but not after. Students have 30 minutes, and one attempt, to complete these quizzes. Quizzes cannot be made up.

Daily Homework Assignments

At the beginning of each unit, students will be assigned 10 point homework assignments, such as reading responses, or discussion boards that are designed to generate class discussion, promote further inquiry into our topics, and scaffold the higher stakes essays. Homework assignments are due before we meet as a class on the assigned due date; late posts cannot be turned in late or made up.

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. To receive credit for a workshop, students must be present, actively participating, and producing work. You must save the drafts of your essays on One Drive, which you can access on your Microsoft Outlook account (the same account that you use for UNM email). When conducting peer review, you will “share” your essay with a classmate via One Drive. You will also provide electronic comments via Word Online that will automatically be stored in One Drive. A demonstration of this procedure will be given before the first writing workshop.

Grammar Examination

In week 14, I will give a comprehensive grammar examination over all of 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 and contains one original and graded essay from the semester, a revision of this essay, and a cover letter.
- Portfolios receive a pass/fail and a letter grade. A team of instructors will determine the effectiveness of students’ overall expository writing ability and readiness for English 120. Portfolios will be evaluated using the learning outcomes.

Please Note: You need a “C,” at least 74% to pass the course:

A “C- ” means that the student has failed the course and must retake the course.

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 UNM-VC registrar: (505) 925-8580
<http://www.unm.edu/~unmvc/Admissions/admiss.htm>

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: (505) 925-8907 <http://www.unm.edu/~tutor/>

