



ENGL 100: College Reading and Writing

Professor: Thomas F. Halloran, Ph.D.

Time: T/Th 10:30-12:10

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Office Hours: T/Th 12:20-1:20 or by appointment

Text: Graf & Birkenstein *They Say/I Say*, Cohen *50 Essays*

Description:

This course introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents.

Course Competencies:

By the end of the course, students should be able to:

- Read, comprehend, summarize, and analyze college texts as a source for writing
- Write correctly, fluently, and confidently to specific, real-life readers
- Generate, organize, express, develop, and support ideas in basic essay forms
- Strengthen writing through improving essay structure (e.g. thesis, paragraphs, transitions, and sentences), punctuation, grammar, and word usage
- Proofread, correct, and revise their own writing
- Use computers to word process, to revise, and to review skills

By the end of the course, students should be able to write essays that:

- are coherently organized by means of a recognizable structure, held together by a focus, a thesis, or an overall expository pattern of development
- Use separate paragraphs logically for separate ideas
- Develop paragraphs sufficiently with details, personal experience, or explanations
- Reveal sound sentences—avoiding fragments, run on sentences, comma splices, and mixed constructions
- Use parallel structure, adequate diction, and appropriate tone
- Use basic marks of punctuation adequately: coordinating conjunction commas,
- Commas after introductory elements, apostrophes, periods, and end marks.
- Include basically correct word usage and grammar skills (i.e., following the conventions of Standard Written English)

Core Abilities:

Students need knowledge, skills, and core abilities in order to succeed in a career and in life. The following core abilities are the general attitudes and skills promoted and assessed in this course:

- Act responsibly
- Communicate clearly and effectively
- Demonstrate essential computer skills
- Respect self and others as members of a diverse society
- Think critically and creatively
- Work cooperatively
- Value learning

Please Note the Following Regulations:

1. You are required to attend classes. A record of your attendance will be kept as one measure of your commitment to the class. If you miss several classes, I will urge you to drop the course and retake it when you will be able to attend more regularly.
2. If you must miss a class it is your responsibility to get all notes, handouts, etc. from your classmates and the instructor (in other words, I will not track you down to remind you that you need to turn in assignments and I will not re-teach classes in my office hours).
3. You are required to submit written work on the date it is due. **No late papers, no exceptions.** A paper not turned in at the deadline will be marked a zero.
4. Be prepared by having all reading assignments and writing assignments completed in time for class discussion.
5. UNM regulations concerning academic honesty are strict and fair. If you are at any time unsure about a debt to an outside source, ask me for assistance.

Academic Integrity:

Academic integrity is the foundation of a quality education. UNM expects that students will produce and submit their own work in all academic situations. Violations are a serious threat to the academic integrity of the institution.

A violation occurs if a student knowingly gives, receives, uses, or attempts to use, unauthorized assistance in any academic situation. These situations include, but are not limited to examinations, tests, quizzes, homework, papers, projects, presentations, and computer assignments.

I expect you to maintain the highest levels of academic integrity. This means you should not give other students answers for assignments or quizzes, cheat on quizzes or tests, or plagiarize words, ideas, or images from any other published or unpublished work (whether from a paper source or the Internet). The work that you do, in other words, must be your own work, created specifically for this class. You may use other authors' words or ideas only if you properly cite it. If you cheat on an assignment, quiz, or test, you will receive a zero on the assignment, quiz, or test. If you plagiarize most or all of an assignment, you will automatically fail the class. If you misquote or incorrectly cite a source, your assignment grade will be reduced to reflect your need to continue to develop that skill. If you have questions about how to cite the work of others, the time to ask is before you turn in the assignment.

Take a moment to review the University of New Mexico's policy on academic dishonesty:

"Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course."

Grading system:

<u>Excellent</u>	<u>Good</u>	<u>Satisfactory</u>	<u>Failure</u>
RA 90-100%	RB 80-89%	RCR 72-79%	RNC below 72%

All work must be completed on time. If the paper is not turned in on the due date it will be marked a zero. Any exceptions should be cleared with me beforehand, not after-the-fact.

Homework and in-class activities	10%
Self-Evaluations	10%

Essay assignments made up of:

1. Narration	10%
2. Definition	10%
3. Description	10%
4. Process analysis	10%
5. Assessment Exercise	10%
6. Argument	30%

Important Enrollment Dates:

1/25: Last Day to Add Courses or Change Sections

2/1: Last Day to Drop for 100% Tuition Refund/Last Day to Drop Without a "W"

4/12: Last Day to Withdraw Without Student Services Permission

5/3: Last Day to Withdraw With Student Services Permission

5/11: Semester Ends

Additional Resources:

You are responsible for taking charge of your learning. However, there are resources available to help you. Use them! Ask for help when you need it. Some of these resources include:

- Academic Support: Our campus has The Learning Commons where you can receive free tutorial assistance in many academic areas.
- Students with disabilities If you have a documented disability, the Equal Access Services office will provide me with a letter outlining your accommodations. I will then discuss the accommodations with you to determine the best learning environment. If you feel that you need accommodations, but have not documented your disability, please contact Jeanne Lujan, the coordinator for Equal Access Services at 925-8910 or jmlujan@unm.edu.
- Instructor support: Please remember that I am available to help you. Ask questions in class. If you're uncomfortable asking questions in front of your classmates, send me an email or talk to me before or after class. My role is to help you succeed. You are not imposing when you ask for help—it's my job and my pleasure to help you succeed in college.
- Your classmates: Your classmates can give you feedback on your assignments, since they are familiar with what we've covered in class. They may also be able to provide you with notes if you miss class or with information about missed assignments. You are not in competition with anyone in this course, so work together!

Accommodations:

Reasonable accommodations will be available for qualified students with documented disabilities according to the Americans with Disabilities Act (ADA). If you have any special educational needs or concerns, please contact your classroom instructor and the Disability Support Services

(DSS) Office as soon as possible.

Classroom Behavior:

Together, we can create a classroom atmosphere in which you can share ideas and express opinions. Please respect other's right to have different opinions. All students are expected to behave appropriately and to demonstrate common courtesy. Any student or group of students may be denied access to the classroom if, upon the instructor's determination, some behavior impedes student learning and/or the health and safety of peers, self, or the staff.

Attendance:

Punctual attendance is required. Come on time and stay until I dismiss class. I take attendance at the start of every class. I expect you in your seat and ready to work. If you are not, or if you leave early, your grade will be affected as follows:

- **Late arrivals/early departures:** You may be up to 15 minutes late (or leave up to 15 minutes early) **twice** during the semester without affecting your grade. Any late arrivals or early departures after that—even a couple of minutes—will count as an absence.
- **Absences:** There are no exceptions, and there are no “excused” absences except mandatory (and documented) field trips for school or absences covered under Disability Support. The same rule applies to everyone. Track your time carefully and save your absences for illnesses or other unexpected, unavoidable events. Missing class greatly reduces your chances of passing this course.

Canceling Classes:

Very rarely, I may have to cancel class if I am ill or otherwise unable to attend. Monitor our Blackboard page and your college email to stay aware of any cancellations.

School is rarely closed because of weather. However, it does happen occasionally. You can find out about school closings by checking the UNM Valencia website, monitoring your email, and checking the Blackboard page for this course.

Technology Use:

Use technology appropriately. Using technology for non-class purposes is not allowed. This is disruptive and disrespectful. **If you do not follow this rule, your grade, and possibly your enrollment in the class, will be affected.**

Do not check your e-mail, use the internet, send text messages, or use any other technology device for anything other than assigned work in the classroom.

Turn your cell phone off and make sure it is not visible.

*****Food and drink are not allowed in the classroom.***

General Outline for the semester:

I reserve the right to change assignments as I see appropriate.

Please bring both of our textbooks to class.

Week 1: Week of January 15 & 17

Syllabus, Overview, Blackboard, Writing History, Review
Getting Started
Narration: Writing that tells stories
Chimamanda Ngozi Adichie “To My One Love” (17)

Week 2: Jan. 22 & 24

George Orwell “Shooting an Elephant” (272)
David Sedaris “Me Talk Pretty One Day” (333)
Find a topic for Narration essay

Week 3: Jan. 29 & 31

Peer edit of rough drafts
Final copy of **Narration** due

Week 4: Feb 5 & 7

Definition: Writing that explains a complex term or idea
Gloria Anzaldua “How to Tame a Wild Tongue” (27)
Jamaica Kincaid “The Ugly Tourist” (206)
Preview and outline Definition essay

Week 5: Feb. 12 & 14

Peer edit
Definition essays due

Week 6: Feb. 19 & 21

Description: Writing that creates pictures in words
Discuss Description essay
Cristina Henriquez “Lunch”
E.B. White “Once More to the Lake”

Week 7: Feb. 26 & 28

Peer edit
Description essay due

Week 8: March 5 & 7

Process Analysis: Writing that explains how things happen
Discuss Process Analysis essay
Sherman Alexie “The Joy of Reading and Writing: Superman and Me”
Stephen King “Reading to Write”
Malcom X “Learning to Read”

SPRING BREAK: March 12 & 14

Week 9: March 19 & 21

Peer edit
Process Analysis Due

Week 10: March 26 & 28

Argument: Writing that persuades
Doing Research: Preparing to write a research essay
Writing the Research Essay: Using Outside sources
Nicholas Carr “Is Google Making Us Stupid?”
Ta-Nehisi Coates “The Paranoid Style of American Policing”

Week 11: April 2 & 4

Discuss Assessment Exercise
They Say, I Say: Part One
Grammar Review

Week 12: April 9 & 11

Assessment Exercise
They Say, I Say: Part Two

Week 13: April 16 & 18

Peer edit/workshop
They Say/I Say: Part Three

Week 14: April 23 & 25

Final conferences

Week 15: April 30 & May 2

Argument essay due

Finals Week: May 7 & 9

END OF THE COURSE