

**University of New Mexico-Valencia Campus**  
**English 120**  
**Assignment Syllabus**

Spring 2019  
English 120-504-38934

M, W, 1:30-2:45 PM  
(16-Week Course)  
Classroom: VABS 127  
Dates: 1/14/2019-5/11/2019

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Office Hours: M,W, 12:00-1:00PM  
(please make appointment)

**Course Description**

Welcome to English 120 (Composition III)!

English 120 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

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

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

#### **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.

#### **Instructor Information**

I am not online after 5:00 pm and before 8:00 am. Please give me at least 24 hours to respond, Monday through Friday. I am offline during the weekend.

#### **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 up to 30 points (5 points each session) for attending tutoring sessions or Writing Labs.

#### **Required Texts and Materials**

- *Practical Argument*, Second 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 Google Docs
- Access to Internet and Microsoft Office (available on UNMVC 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 more than 4 classes will be dropped. Two instances of arriving 10 minutes after class begins, or before it ends count as an absence.**

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.

Students who miss the first week will be dropped (those registered at the immediate start of the semester).

### **Plagiarism**

Plagiarism means using language and/or ideas without acknowledging their source. Plagiarism includes such activities as copying another student’s papers or ideas, downloading and turning in papers from the Internet, or 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 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.acadiau.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.
- 9) Food and beverages are not permitted in the classroom.

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

### **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 also include a salutation. For example, “Dear Mr. Serna” or “Hello Mr. Serna” 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**

### **Essays**

All formal writing assignments must follow MLA format and be typewritten, double-spaced in a 12pt, Times New Roman font. You are required to turn in 4 formal 5-7 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 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**

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, make arrangements to turn in your essay early, or have it turned into the Academic Affairs office with a stamp by 5:00 pm. I will not accept essays as email attachments.

### **Blackboard Learn**

Students are responsible for posting reading responses and 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 Lab**

The class has a writing lab element to it, please have work ready present or talk about when we are working in class. This is intended to give you a jumpstart on your essays, as well as give you the opportunity to ask questions one on one and show me if there are any problems you are having. Students are encouraged to 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

There will be two grammar examinations that will be required, one at the beginning of the semester and one at the end. There may be additional quizzes 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/>

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### Assignment Syllabus

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- The assignment syllabus is a tentative schedule of assignments. The professor reserves the right to make changes, add assignments, or delete assignments from this syllabus. Changes will be announced in class. Regular attendance is crucial for success in this course.
  - All assignments must be read by the date indicated.
  - Please bring all class materials to each meeting date, as well as a flash drive.
  - For computer-related issues, call 277-5757.
  - The following abbreviations are used to identify our texts:
    - PA = *Practical Argument*
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### Required Work and Grading

• 4 Major Essays: 100 points each	400 pts	(50%)
• 14 Daily Writing Assignments & Quizzes	350 pts	(25%)
• 2 Grammar Exam	200 pts	(10%)
• Portfolio	250 pts	(25%)

There are 1,050 points possible in the course. 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); 79-73%= C (799-700 points); 69-60% = D (699-600); and below = F. (Please feel free to inquire about grades. The numbers do not always reflect accurately)

Score	Grade
93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

\*Assignments are subject to change

### Calendar

#### Week 1

##### **Monday January 14**

Greetings, Blackboard accounts, syllabi overview

##### **Wednesday January 16**

Grammar Assessment

Look at Rule of 3, "Argumentative Essay" websites

Essay 1: "Technology and Humanity: Savior or Destroyer?"

HW: Writing Assignment #1 (Works Cited)

#### **Week 2**

##### **Monday January 21**

Martin Luther King Day – no class

Due: Writing Assignment #1 (Works Cited)

HW: Writing Assignment #2 (Outline)

**Wednesday January 23**

Review assignment & continue work on 1<sup>st</sup> draft

**Week 3****Monday January 28**

Library Visit, meet in LRC, room to be announced

Due: Writing Assignment #2 (Outline)

HW: Writing Assignment #3 (1<sup>st</sup> Draft)

**Wednesday January 30**

Review 1<sup>st</sup> draft & continue work on final draft

Due: 1<sup>st</sup> Draft

HW: Writing Assignment #3 (1<sup>st</sup> Draft)

**Week 4****Monday February 4**

Due: Writing Assignment #3 (1<sup>st</sup> Draft)

HW: Writing Assignment #4 (Final Draft)

**Wednesday February 6**

Review 1<sup>st</sup> draft and work on final draft

**Week 5****Monday February 11**

Introduce Ethical Argument prompt for Essay 2 (Subject: Surveillance Technology: What are the Ethical Issues?)

Read Chapter 16 “Ethical Argument” (PA),

Due: Writing Assignment #4 (Final Draft of Essay 1)

HW: Writing Assignment #5 (Works Cited)

**Wednesday February 13**

Review Assignment & look at draft

HW: Writing Assignment #5

**Week 6****Monday February 18**

Due: Writing Assignment #5 (Works Cited)

HW: Writing Assignment #6 (1<sup>st</sup> Draft)

**Wednesday February 20**

Review Works Cited & look at starting draft

**Week 7****Monday February 25**

Due: Writing Assignment #6 (1<sup>st</sup> Draft of Essay 2)

HW: Writing Assignment #7 (Final Draft)

**Wednesday February 27**

Review 1<sup>st</sup> draft & continue work on final draft

**Week 8**

**Monday March 4**

Introduce Essay 3: Literary Argument (Apocalyptic or Dystopic Literature: What about it?)  
Read: "Literary Argument," Appendix A (PA)

HW: Writing Assignment #8 (Works Cited)  
Due: Writing Assignment #7 (Final Draft of Essay 2)

**Wednesday March 6**

Review assignment and start on outlining

**Week 9**

**Monday March 11**

Spring Break  
Due: Writing Assignment #8 (Works Cited)

**Wednesday March 13**

Spring Break

**Week 10**

**Monday March 18**

Review works cited and start work on 1<sup>st</sup> draft

HW: Writing Assignment #9 (1<sup>st</sup> Draft)

**Wednesday March 20**

Review works cited and continue working on 1<sup>st</sup> draft

**Week 11**

**Monday March 25**

Due: Writing Assignment #9 (1<sup>st</sup> Draft)  
HW: Writing Assignment #10 (Final Draft of Essay 3)

**Wednesday March 27**

Review 1<sup>st</sup> draft and continue working on final draft

**Week 12**

**Monday April 1**

Introduce Prompt Essay 4 "Cause and Effect Argument" Topic: Terror  
Read Chapter 13 "Cause and Effect Argument" (PA)

Due: Writing Assignment #10 (Final Draft of Essay 3)  
HW: Writing Assignment #11 (Works Cited)

**Wednesday April 3**

Review 1<sup>st</sup> Draft and start on revisions for Final Draft

**Week 13**

**Monday April 8**

Due: Writing Assignment #12 (Works Cited)  
HW: Writing Assignment #13 (1<sup>st</sup> Draft of Essay 4)

**Wednesday April 10**

Review works cited page & continue work on 1<sup>st</sup> draft

**Week 14**

**Monday April 15**

Due: Writing Assignment # 13 (1<sup>st</sup> Draft of Essay 4)  
HW: Writing Assignment #14 (Final Draft of Essay 4)

**Wednesday April 17**

Review 1<sup>st</sup> draft and start on revisions of the final draft

**Week 15**

**Monday April 22**

Portfolios  
Grammar Review

Due: Writing Assignment #14 (Final Draft of Essay 4)

**Wednesday April 24**

Grammar Examination  
HW: Work on Portfolio Revisions

**Week 16**

**Monday April 29**

Work on Portfolio Revisions

**Wednesday May 1**

Final Day of Class  
Due: Final Portfolio (No late portfolios will be accepted)