

University of New Mexico-Valencia Campus
English 1110: Composition I
Syllabus

Spring 2020
English 1110-508
Composition I (Online)
Dates: 01/20 – 05/08

Dr. Natalie Kubasek
E-mail: nkubasek@unm.edu
Office Hours: T/TH—
10:30 AM – 11:30 AM

Course Description

Welcome to English 1110: Composition I. In this course, students will read, write, and think about a variety of issues and texts. They will develop reading and writing skills that will help with the writing required in their fields of study and other personal and professional contexts. Students will learn to analyze rhetorical situations in terms of audience, contexts, purpose, mediums, and technologies and apply this knowledge to their reading and writing. They will also gain an understanding of how writing and other modes of communication work together for rhetorical purposes. Students will learn to analyze the rhetorical context of any writing task and compose with purpose, audience, and genre in mind.

Student Learning Outcomes

Throughout the semester in English 1110, students will progress toward the following student learning outcomes:

1. Analyze communication through reading and writing skills.
2. Employ writing processes such as planning, organizing, composing, and revising.
3. Express a primary purpose and organize supporting points logically.
4. Use and document research evidence appropriate for college-level writing.
5. Employ academic writing styles appropriate for different genres and audiences.
6. Identify and correct grammatical and mechanical errors in their writing.

Library Information Literacy Outcome

1. Students will access Libros library database software and find a book relevant to the writing project. Students will learn how to skim the book and find quotations that are both relevant and appropriate for the paper.
2. Students will be able to identify what type of database source they have found, e.g. magazine, journal, newspaper, website.
3. Students will write a correctly formatted Works Cited page.
4. The UNM Valencia Campus library contact info is: <http://valencia.unm.edu/library/> and (505) 925-8990.

Instructor Information

For assistance with course-related questions, I am available to meet with you during regular office hours. (See office hours above.) If you cannot meet during these times, let me know and we can schedule an appointment. You can also reach me by e-mail at nkubasek@unm.edu during normal business hours from 8:00 AM to 5:00 PM, M-F. Please allow 24 hours for a response.

Biography: Dr. Natalie Kubasek has been teaching undergraduate English Literature and Writing for over 12 years. She teaches all levels of college writing, including English as a Second Language, Developmental English, Composition, American Literature, and Chicana Literature. Dr. Kubasek has held previous academic appointments at Bunker Hill Community College and Wheelock College in Boston, MA. Currently, she is the Education Specialist for UNM's Center for English Language and American Culture (CELAC), and she teaches ESL and English Courses at UNM-Main Campus and Valencia Campus. She also works closely with her students, serving as a mentor to UNM undergraduate and graduate students in the CELAC Fellows program and leading *The CELAC Student Voice*, a monthly digital publication of writing by ESL students.

Required Texts and Materials

- Kirszner, Laurie G., and Stephen R. Mandell. *Practical Argument* 3rd Edition. Boston: Bedford / St. Martin's, 2017.
- Access to Internet and Microsoft Office Online (*available through your UNM Outlook account; same as email*)

A note on the textbook: the textbook is available in the UNM-Valencia bookstore (it is not available in the bookstore on Main campus). You may also purchase the textbook online, but please make sure that you buy the 3rd edition. There is also an e-version available, but please make sure you buy the 3rd edition; do not buy the short edition.

Attendance Policy and Overall Participation

- Attendance and overall participation will be measured by weekly work on UNM Blackboard Learn. Students are responsible for submitting weekly assignments by Sunday 11:59 PM.
- 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 two weeks of class assignments will be dropped.**
- **If you do not intend to continue in the class, it is your responsibility to drop the course. If you continue to be enrolled in the course and do not turn in any work, you will receive a grade of "F" at the end of the term.**

Plagiarism

Any form of plagiarism is unacceptable and the paper in question will receive a failing grade. 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 outside sources without proper documentation. Furthermore, you may not submit any work previously turned in or graded in another class. This is also considered a form of plagiarism. Plagiarism may also result in failure of the entire 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/sites/default/files/library/tutorials/plagiarism/>.

Email & Netiquette Policies

All email correspondence for this course will be made through UNM email, so it is imperative that you check your UNM email account daily and make sure you have a working username and password. **Please send me emails via your UNM account ONLY.** In compliance with FERPA regulations, UNM email must be used for all correspondence between faculty, staff and students. If you send me an email from a non-UNM account, I will not open it.

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 usually 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 usually 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 appropriate salutations (please do not refer to me as Miss, Ms., or Mrs.). 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.

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>

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>

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/>

Academic Support

Free tutoring is available at the Learning Resources Center (L Building). Please call 925-8907 for an appointment. I am also available to help you with individual writing issues during my office hours or by appointment. Students who regularly seek tutoring usually see a great improvement in their grades.

Assignment Policy

Unless otherwise specified, all formal writing assignments must follow MLA format and be typewritten, double-spaced in a 12pt, Times New Roman font. Essay length requirements are 750-1000 words each, or 3-4 pages.

Required Work and Grading

3 Essays	300 points
1 Final Portfolio	200 points
9 Assignments	180 points
1 Grammar Exam	100 points
3 Information Literacy Workshops	90 points
9 Discussion Boards	90 points
4 Grammar Quizzes	40 points
TOTAL:	1000 points

Grades will be determined on a percentage system, with the appropriate plus or minus sign: 100%-98% = A+; 97%-94% = A; 93% - 90% = A-; 89%-88% = B+; 87%-84% = B; 83%-80% = B-; 79%-78% = C+; 77%-74% = C; 73%-70% = C-; 69%-68% = D+; 67%-64% = D; 63%-60% = D- 59%-Below = F

Weekly Grammar Quizzes & Grammar Exam

In week 16, you will take a grammar exam on the following concepts: **1) fragments, 2) comma slices and run-on sentences, 3) comma usage, 4) apostrophes, 5) subject-verb agreement, 6) shift in verb-tense, 7) parts of speech, 8) pronoun reference, and 9) parallelism.** The exam is composed of 50 multiple-choice questions and is worth 100 points. You have 60 minutes for the exam and one attempt.

To prepare for this exam, you will review Power Point presentations on the above topics and take 4 open-resource grammar quizzes. For each quiz, you have 30 minutes and one attempt. The quizzes are multiple-choice and 10 points each.

Assignments, Discussion Boards, Essays and Information Literacy Workshops

Students are responsible for posting all weekly work on UNM Blackboard Learn. **If you have difficulty submitting an assignment or essay due to technical issues, you must email me the assignment by the due date and time.** Please upload all assignments and essays as Word or PDF Attachments only. Weekly work is due by 11:59 PM on Sundays; **late work will not be accepted under any circumstances.**

All activities are available at the beginning of the semester; you can work on these activities anytime they are available, but not after the due date. To ensure that you turn in quality and timely work, please don't wait until the last minute on Sunday night. All work should be thoughtful, clear, and developed with relevant explanations and examples. Always write in complete sentences and check all submissions for grammar and spelling errors.

Assignments

You will submit nine assignments that will require you to respond to Power Point lectures and readings, develop ideas for the essays through pre-writing activities, and practice grammar exercises. To receive full credit on assignments, you must complete all parts and follow the instructions. Answers to questions on the assignments must be thoughtfully written in complete sentences. Please upload your assignments as Word or PDF attachments only. Each assignment is worth 20 points. **Assignments are due Sunday nights and cannot be made up.**

Essays

You are required to turn in 3 formal 3-4 page essays. You will write a Rhetorical Analysis due in Week 6, an Argumentative Essay due in Week 11, and a Cause-Effect Essay due in Week 15. Each essay must be organized with an introductory paragraph ending in a thesis statement, at least four body paragraphs offering claims and evidence supportive of the thesis statement, and a concluding paragraph. Additionally each essay requires credible academic sources to be incorporated in the form of properly documented quotations. Please upload essays as Word or PDF attachments only.

If you receive a grade of "D" or lower on an essay, you have the option to revise. I will not accept revisions after one week after the due date, 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." Each essay is 100 points. **Essays are due on Sunday nights and cannot be made up.**

Discussion Boards

You will participate in 9 discussion boards allowing you to analyze and discuss texts and key concepts. In order to receive full credit for the discussion boards, you must submit a post and respond to at least two of your peers' posts. Your post must be written in complete sentences. Responses to peers must go beyond simply saying "I agree/Disagree" with a peer. Explain your answers and give examples. Responses to peers must be written in complete sentences and be at

least 2-3 sentences in length. Discussion boards are 10 points each. **Discussion Boards close on Sunday nights and cannot be made up.**

Information Literacy Workshops

The week before an essay is due, you will complete a workshop on topics related to evaluating, integrating, and documenting source information in MLA style. The workshops will include brief readings, online tutorials and quizzes, and short assignments. Each workshop is 10 points.

Information Literacy Workshops are due on Sunday nights and cannot be made up.

Final Portfolio

A final portfolio of student work is required in this course. It is judged by a panel of UNM-Valencia professors. The portfolio includes a collection of essays, and the specific instructions are available to read in the Week 16 folder on Learn. The portfolio is 200 points. In the final week of the semester, you will work on the portfolio and submit your final portfolio by **11:59 PM on Sunday, May 10th. Absolutely no late portfolios will be accepted under any circumstances—this is a department policy and it is strictly enforced.** Part of the portfolio grade is based on revision abilities. Panel graders look to see whether students have responded to instructor comments and whether students have made substantial changes. The panel graders will determine student readiness for English 1120, based on the portfolio. Students must receive a 73% or higher overall grade in the course in order to pass English 1110. **Please be advised that you need a "C," at least 73%, to pass ENGL 1110 (even if you receive a passing score on the final portfolio). A "C-" means that the student has failed the course and must retake the course.**

Semester Schedule

(Subject to Change)

Practical Argument = PA

Week	Assignments	Due
Week 1 01/20 – 01/26	<ol style="list-style-type: none"> 1. Watch the navigation video on our course home page. 2. Read the course syllabus 3. Read the articles "What I Wish Someone Told Me Before Taking Online Classes" and "Discussion and Blog Netiquette" 4. Complete Assignment #1 5. Participate in Discussion 	<p>Sunday, Jan. 26th by 11:59 PM:</p> <ul style="list-style-type: none"> • Assignment #1 • Discussion Board #1

	Board #1	
Week 2 01/27 – 02/02	<ol style="list-style-type: none"> 1. Read the instructions for Essay #1: Rhetorical Analysis 2. Read Chapter 4 “Writing a Rhetorical Analysis,” pp. 99-113 in <i>PA</i> 3. Review the Power Point lecture, <i>An Overview of the Rhetorical Analysis</i> 4. Review the Power Point Presentation, <i>Types of Sentences</i> 5. Complete Assignment #2 6. Participate in Discussion Board #2 	Sunday, Feb. 2nd by 11:59 PM: <ul style="list-style-type: none"> • Assignment #2 • Discussion Board #2
Week 3 02/03 – 02/09	<ol style="list-style-type: none"> 1. Review the Power Point lecture, <i>Organizing a Rhetorical Analysis</i> 2. Review the Power Point Presentation on <i>Fragments, Comma Splices and Run-Ons</i> 3. Complete Assignment #3 4. Participate in Discussion Board #3 	Sunday, Feb. 9th by 11: 59 PM: <ul style="list-style-type: none"> • Assignment #3 • Discussion Board #3
Week 4 02/10 – 02/16	<ol style="list-style-type: none"> 1. Review the Power Point Presentation on <i>Fragments, Comma Splices and Run-Ons</i> 2. Complete Assignment #4 3. Participate in Discussion Board #4 	Sunday, Feb. 16th by 11: 59 PM <ul style="list-style-type: none"> • Assignment #4 • Discussion Board #4 • Grammar Quiz #1

	4. Take Grammar Quiz #1	
Week 5 02/17 – 02/23	<ol style="list-style-type: none"> 1. Watch the video <i>Parts of Speech</i> 2. Complete Information Literacy Workshop #1 	Sunday, Feb. 23rd by 11: 59 PM <ul style="list-style-type: none"> • Information Literacy Workshop #1
Week 6 02/24 – 03/01	<ol style="list-style-type: none"> 1. Write Essay #1 	Sunday, Mar. 1st by 11: 59 PM <ul style="list-style-type: none"> •
Week 7 03/02 – 03/08	<ol style="list-style-type: none"> 1. Read the instructions for Essay #2: Argumentative Essay 2. Read Chapter 5 "Understanding Logic and Recognizing Logic," pp. 123-146 in <i>PA</i> 3. Review the Power Point lecture, <i>Overview of the Argumentative Essay</i> 4. Review the Power Point Presentation, <i>Subject-Verb Agreement</i> 5. Complete Assignment #5 6. Participate in Discussion Board #5 7. Take Grammar Quiz #2 	Sunday, Mar. 8th by 11: 59 PM <ul style="list-style-type: none"> • Assignment #5 • Discussion Board #5 • Grammar Quiz #2
Week 8 03/09 – 03/15	<ol style="list-style-type: none"> 1. Read "Recognizing Logical Fallacies," pp. 147-160 in <i>PA</i> 2. Review the Power Point lecture, <i>Choosing a Topic for the Argumentative Essay</i> 3. Review the Power Point Presentation, <i>Shifts in Verb Tense</i> 4. Complete Assignment #6 	Sunday, Mar. 15th by 11:59 PM <ul style="list-style-type: none"> • Assignment #6 • Discussion Board #6

	5. Participate in Discussion #6	
Week 9 03/16 – 03/22 SPRING BREAK	<ol style="list-style-type: none"> 1. Review the Power Point Presentation, <i>Pronoun Errors</i> 2. Complete Assignment #7 3. Participate in Discussion Board #7 	Sunday, Mar. 22nd by 11:59 PM <ul style="list-style-type: none"> • Assignment #7 • Discussion Board #7
Week 10 03/23 – 03/29	<ol style="list-style-type: none"> 1. Complete Information Literacy Workshop #2 2. Review the Power Point Presentation, <i>Parallel Structure</i> 3. Take Grammar Quiz #3 	Sunday, Mar. 29th by 11:59 PM <ul style="list-style-type: none"> • Information Literacy Workshop #2 • Grammar Quiz #3
Week 11 03/30 – 04/05	<ol style="list-style-type: none"> 1. Write Essay #2 	Sunday, Apr. 5th by 11:59 PM <ul style="list-style-type: none"> • Essay #2
Week 12 04/06 – 04/12	<ol style="list-style-type: none"> 1. Read the instructions for Essay #3: Cause-Effect 2. Review the Power Point lecture, <i>An Overview of Cause-Effect Writing</i> 3. Review the video: <i>How to Use a Comma</i> 4. Complete Assignment #8 5. Participate in Discussion Board #8 	Sunday, Apr. 12th by 11:59 PM <ul style="list-style-type: none"> • Assignment #8 • Discussion Board #8

<p>Week 13 04/13 – 04/19</p>	<ol style="list-style-type: none"> 1. Review the Power Point lecture, <i>Developing a Research Question for a Cause-Effect Essay</i> 2. Review the Power Point presentation, <i>The Rules of Apostrophes</i> 3. Complete Assignment #9 4. Participate in Discussion Board #9 5. Take Grammar Quiz #4 	<p>Sunday, Apr. 19th by 11:59 PM</p> <ul style="list-style-type: none"> • Assignment #9 • Discussion Board #9 • Grammar Quiz #4
<p>Week 14 04/20 – 04/26</p>	<ol style="list-style-type: none"> 1. Complete Information Literacy Workshop #3 	<p>Sunday, Apr. 26th by 11:59 PM</p> <ul style="list-style-type: none"> • Information Literacy Workshop #3
<p>Week 15 04/27 – 05/03</p>	<ol style="list-style-type: none"> 1. Write Essay #3 	<p>Sunday, May 3rd by 11:59 PM</p> <ul style="list-style-type: none"> • Essay #3
<p>Week 16 05/04 – 05/10</p>	<ol style="list-style-type: none"> 1. Take the Grammar Exam 2. Submit the Final Portfolio 	<p>Sunday, May 10th by 11:59 PM</p> <ul style="list-style-type: none"> • Grammar Exam • Final Portfolio