

**English 1110: 508**  
**Composition I**  
**11am Spring 2020**  
**8-weeks**  
**CRN: 5003**  
**Online Course**

**Professor Kristian Macaron**  
**Office Hrs: Tues 10am-**  
**or by apt—all online**  
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Welcome to English 1110 Composition I. I look forward to working with you this semester as we learn how to use the English language with research and writing to develop arguments and seek deeper understanding of topics that you choose to write about. You will become a writer and a thinker.

Course Description: 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. Students will reflect on their own writing processes, learn to workshop drafts with other writers, and practice techniques for writing, revising, and editing.

- The assignment syllabus is a tentative schedule, any changes will be announced and or posted on the Blackboard Learn calendar.
- All weekly assignments are due at Sunday at 10pm.
- Late work is not accepted unless you have a documented emergency.
- Students who do not log in the first week will be dropped.
- I will not accept late essays more than 2 days late.
- For each day the essay is late you will be marked down a full letter grade.
- The following abbreviation is used to identify our text PA= *Practical Argument*.
- Don't hesitate to contact me with any questions or concerns navigating this course online.

Grading:

3 Essays: 100 pts each	300 pts
7 Discussion Posts (30 pts each)	210 pts.
3 outlines (5 pts each)	15 pts
1 Introduction Essay + 3 First Drafts (25 pts each)	100 pts
9 Grammar Quizzes (10 pts each)	90 pts
Final Grammar Exam: 100 pts	100 pts

Portfolio: 200 pts	200 pts
Total Possible Points: 1000 pts	1000 pts
<i>Possible Extra Credit: 30 pts total</i>	<i>30 pts</i>

### Textbooks:

- *The Pocket Style Manual*, Seventh Edition, Diana Hacker. ISBN-13: 978-1-4576-0293-9; ISBN-10: 1-4576-0239-3 (Optional)
- ***Practical Argument, Third Edition, Kirzner & Mandell* ISBN: 978-1-319-06375-7 (Required)**

### Course Calendar

	Activities & Readings	Due Sunday at 10:00 PM
Week 1: March 23-29	Syllabus, Introduction Essay (25pts), Grammar 1: Read: PA Ch 1 (pp23-31) & PA Ch 4 (pp 99-115)  Introduce Essay 1: Rhetorical Analysis	Discussion 1, Outline 1, Contract, Quiz 1, Introduction Essay (1page)  <b>Essay 1 First Draft Due (25 pts)</b>
Week 2: March 30-April 5	Peer Review 1  Grammar 2: Sentence Fragments  Read PA Ch 7 (pp258-259) & Ch 10 (p. 360)  Revise Rough Draft.	Discussion 2, Quiz 2, Introduction Essay (1page)  <b>Essay 1 Final Draft Due (100 pts)</b>
Week 3: April 6-12	Introduce Essay 2: Evaluation Argument  Grammar 3: Comma Splices & Fused Sentences  Grammar 4: Capitalization & Italics	Discussion 3, Outline 2, Quiz 3, Quiz 4, Introduction Essay (1page)  <b>Essay 2 First Draft Due (25 pts)</b>

	Ch 14 (pp. 518-526); Ch 7 (pp. 254-258)	
Week 4: April 13-19	Peer Review 2  Grammar 5: Pronouns Grammar 6: Subject-Verb Agreement  Revise Rough Draft 2  Read: Ch 14 (pp. 527-529); Ch 7 (pp. 254-258); Ch 9, all	Discussion 4, Quiz 5, Quiz 6,  <b>Essay 2 Final Draft (100 pts.)</b>
Week 5: April 20-26	Introduce Essay 3: Proposal Argument  Quiz 7: Apostrophes Quiz 8: Verb Tense  Read: PA Ch 15, all & Ch 8 (pp288-307)	Discussion 5, Outline 3, Quiz 7, Quiz 8,  <b>Essay 3 First Draft Due (25 pts)</b>
Week 6: April 27-May 3	Peer Review  Grammar 9: Parallelism  Read: PA Ch 8, all  Revise Rough Draft 3.	Discussion 6, Quiz 9  <b>Essay 3 Final Draft (100 pts.)</b>
Week 7: May 4-10	Grammar Review  Portfolio Cover Letter Draft 1.  Read: Portfolio Instructions & PA Ch 10 (skim)	Discussion 7;  <b>Grammar Final Exam (100 pts.)</b>
Week 8: May 11-16	Read: Portfolio Instructions & Ch 10 (skim)  Revise 2 essays.	Discussion 8,  <b>Portfolio Due (200 pts)</b>

Navigating this Online Course:

Because This class is administered fully online, it is important to have a high level of skill and operating computers. It is not recommended for students with limited computer skills to take an online course The following tips will help students navigate the course if you have computer problems, log in or technical issues call 277-5757. For issues with Blackboard Learn tutors in the Learning Center can advise you at 925-8907.

Please:

- Be familiar with your syllabus. It is located on the Blackboard Learn homepage for the English 120. Refer to the syllabus throughout the semester. When you have questions. Feel free to see me in my office hours as well for personal attention regarding essay requirements or email for an appointment if the hours do not fit into your schedule.
- Become familiar with Blackboard Learn software. Click on all course tools to develop and discover what is available to you in your online course. You may want to visit the Learning Center at UNM Valencia campus or the Writing Center at you and in Valencia campus if you need additional help learning how to navigate the course, and or writing your papers.
- Keep copies of all your work saving already is necessary learn how to save word or RTF files to your desktop or flash drive. If You do not know how to save files, go to the Learning Center or call 277-5757.
- Take advantage of the “Message” function in Blackboard to communicate with the professor, get help during office hours, and to participate in small group discussions on a weekly basis.
- Create a routine here is a suggested routine to help you get started.
  1. Log on! Lessons open on Monday morning and close the following Sunday night at 10pm. On Monday log in and read the list of assignments for the week. Make sure you have all materials you need to complete the assignment such as page numbers or links down due dates and print out assignments.
  2. Read the assignment actively highlighting important ideas, use any resources dictionaries asking questions etc. To help you acquire the information the session is trying to relay. Be proactive and disciplined in your study habits.
  3. Log on periodically throughout the week to check course emails and review new threaded discussions or blog responses. Watch for new announcements from your professor.
  4. Check discussions, read questions I have posted for the week and your classmates and my responses and enter your own answers. Your responses are an important part of your grade so please take these exercises seriously. In responses, respect others finally read spelling grammar check on your postings.
  5. Importantly give yourself ample time to submit work while before the deadline. You can submit work right at 10pm but this practice is very very risky.

For example, computer failures corrupted disk Blackboard Learn outages are no excuse for work not completed (UNM-VC policy). Plan for problems like these because meeting deadlines will help you successfully complete the course.

### **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.

OTHER INFORMATION:

### **Library Literacy**

- Students will access Libros and find a book relevant to the writing project.
- Students will learn how to skim a text or document 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 or website.
- Students will write a correctly formatted Works Cited page.

**Instructor Information:** I will be available during my office hours and on Blackboard “Message”. You can also make appointments for office visits or can e-mail me at [Kristianm@unm.edu](mailto:Kristianm@unm.edu). Please keep in mind that you may not receive immediate answers and should give me at least 24 hours to respond.

**Tutoring (& Extra Credit):** Free tutoring is available at the UNM-Valencia Writing Center or Learning Center. Writing Lab tutoring sessions are scheduled weekly for all English classes and appointments can be in-person or online. **Students may receive up to 30 points (5 points each session) for attending tutoring sessions or Writing Labs.**

### **Required Texts & Materials**

- *Practical Argument, Third Edition, Kirzner & Mandell* ISBN: 978-1-319-06375-7
- UNM e-mail address and access to UNM Blackboard Learn
- Access to Internet and Microsoft Office (available on UNMVC computers)

Attendance Policy & Overall Participation: It is your responsibility to keep up with reading and assignments. **Students who fail to log in the first week or submit the diagnostic essay will be dropped.**

**Citizenship and/or Immigration Status:** All students are welcome in this class regardless of citizenship, residency, or immigration status. Your professor will respect your privacy if you choose to disclose your status. As for students in the class, family emergency-related absences are normally excused with reasonable notice to the professor, as noted in the attendance guidelines above. UNM, as an institution, has made a core commitment to the success of all our students, including members of our undocumented community. The Administration's welcome is found on our website: <http://undocumented.unm.edu/>.

**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/>.

### **Online Behavior:**

- Students must treat one another and the instructor with **respect**. Derogatory remarks, name-calling, trolling, bullying, and bigotry are prohibited.
- Students may discuss complaints about the course with their instructor; however, the students must do so in the proper environment, such as via email or during office hours.
- Discussion Boards are a professional learning environment.
- Sexual harassment will not be tolerated.
- Students violating any of these rules may be dropped.

### **Email Netiquette:**

Please keep the following in mind when you write emails and discussion posts:

- Please avoid text-speak. Write professionally.
- 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.
- Emails should include a salutation: "Dear Professor Macaron", as an example.
- Please close with an appropriate phrase and sign your email with your name. Some examples of appropriate phrases are "Sincerely", "Best", "Thank you".
- Use short paragraphs (in general 3-4 sentences is a paragraph).
- Be sure to proofread for grammar errors and spelling.

### **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.

### **Required Work and Grading:**

All formal writing assignments must follow MLA format, be in Microsoft Word, and be double-spaced in a 12 pt, Times New Roman font.

Grades will be determined on a traditional percentage system, with the appropriate plus or minus sign: 100-90%= A; 89-80%=B; 79-73%=C; 69-60=D; and below=F. **You need a “C” or a 73% to pass this course.**

### **Essays:**

You are required to turn in 3 formal 3-4 page essays (not including the Works Cited page). These essays are assigned by me and written specifically for this class: an Rhetorical Analysis essay, a Cause and Effect essay, and a Proposal essay. 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. Rough drafts must have significant changes/revisions or they will not pass.

### **Late Policy:**

I will not accept late essays more than 2 days after the assigned due date. For each day the essay is late you will be marked down a full letter grade.

### **Grammar Quizzes:**

Open-book grammar quizzes will be posted on Blackboard.

### **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 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 8, 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. The best portfolio effectively showcase a student's ability to research, write, and revise. Portfolios will be evaluated using the learning outcomes. They are worth 25% of your final grade.

## **Student Privacy**

Student privacy is strongly protected by professors at UNM-Valencia. 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](http://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/>
- 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.