

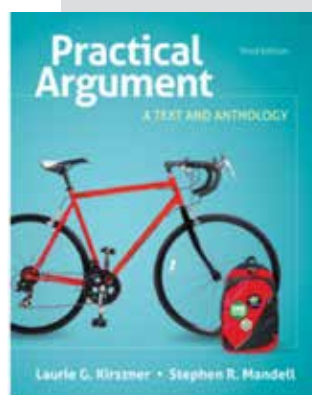
WELCOME TO ENGLISH 1110, DUAL CREDIT!

In this course, you will read, write, and think about a variety of issues and texts. You will develop reading and writing skills that will help with the writing required in your field of study and other personal and professional contexts. You will learn 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

gain an understanding of how writing and other modes of communication work together for rhetorical purposes. You will learn to analyze the rhetorical context of any writing task and compose with purpose, audience, and genre in mind. You will reflect on your own writing processes, learn to workshop drafts with other writers, and practice techniques for writing, revising, and editing.

REQUIRED TEXT

Available at the UNM-Valencia Bookstore and in your high school classroom:



Practical Argument
Third Edition,
Editors Laurie
G. Kirszner
and Stephen R.
Mandell, Bedford/
St. Martins, 2017.
ISBN-10: 131902856X;
ISBN-13: 978-1319028565

ABOUT YOUR INSTRUCTOR

Ana N. June is an Assistant Professor of English at UNM-Valencia. She earned her Bachelor of Arts degree in Humanities and Creative Writing from Prescott College in 2013 and her Master of Fine Arts degree in Creative Writing, with a focus on nonfiction, from UNM in 2017. Prof. June has been teaching

writing at the undergraduate level since 2014, and in 2017 was the recipient of two UNM teaching awards: The Susan-Deese Roberts Teaching Assistant of the Year award and the College of Arts & Sciences Teaching Excellence award. Prof. June grew up in Santa Fe and now lives with her family in Belen.

You also need reliable computer and internet access outside of your high school classroom. All of your assignments are to be completed in Word and turned in through assignment portals on Blackboard Learn. Please talk to me as soon as possible if you anticipate having trouble accessing any of the required resources.

It is **NOT** advisable to use your smartphone to complete work in this class.

ENG 1110 COURSE OVERVIEW

You will write short, informal assignments that lead to three major essays. We will workshop drafts through the discussion boards and you will reflect on your writing and writing process frequently. You'll read a lot, and complete a grammar presentation. At the end of the semester, you'll take a grammar exam and complete a Final Portfolio that will include revisions of two of your major essays plus a reflective cover letter.

Writing Guidelines & Cover Letters

Your three essays must be typed and saved in a Word document in order to facilitate revision. Use 12 pt., Times New Roman font for all your work. ALL documents should be double-spaced with one-inch margins. Be sure to proofread every paper you turn in. Drafts—early and final—will usually be accompanied by a self-assessment and reflection: a cover letter or answers to questions I pose. Papers which are handwritten or lack a required reflection will not be graded. Emailed papers will not be graded.

Final Portfolio

The end-of-semester portfolio consists of a self-assessment and final revisions of semester essays. We will spend a considerable amount of time discussing portfolio requirements and working on revision during the latter half of the semester. To facilitate your portfolio, save ALL of your writing over the course of the semester.

NOTE: Your portfolio consists of revisions of work you turn in during the semester. If you don't turn in your major essays, you will have nothing to revise for your portfolio.

GET TO KNOW THE SLOS: ENG 1110 Student Learning Outcomes

Analyze communication through reading and writing skills.

Employ writing processes such as planning, organizing, composing, and revising.

Express a primary purpose and organize supporting points logically.

Use and document research evidence appropriate for college-level writing.

Employ academic writing styles appropriate for different genres and audiences.

Identify and correct grammatical and mechanical errors in their writing.

Library Information Literacy Outcome

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.

Students will be able to identify what type of database source they have found, e.g. magazine, journal, newspaper, website.

Students will write a correctly formatted Works Cited page.

The UNM Valencia Campus library contact info is:

<http://valencia.unm.edu/library/> and (505) 925-8990.

DON'T PANIC! JUST WRITE!

Grades will be determined using a traditional percentage system, with the appropriate plus or minus sign. To pass this course, students must earn a final grade of C (73%) or higher.

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

**Three Assignment Sequences:
300 PTS (30%)**

**Participation:
250 PTS (25%)**

**Grammar Presentation:
100 PTS (10%)**

**Grammar Exam:
100 PTS (10%)**

**Final Portfolio:
250 PTS (25%)**

Total: 1000 PTS (100%)



Our Community Agreements

WELCOME!

You've signed up for English 1110 because you want to become a better writer and communicator! Of course, for degree-seeking students this is also a core class, not an elective, BUT...! This will be an energizing and challenging class in which you will get to explore ideas, think outside the box, engage your creative side, and become a stronger, more empowered writer. Strong writing and communication skills will serve you in all aspects of both your personal and professional life.

Classroom Community

This class will be conducted respectfully at all times. This means that, while we might disagree sometimes (in fact, discussion and debate are part of the university experience; part of a well-rounded education!), we will always communicate with respect for each other as human beings.

Kindness is the unalienable rule in our class. I do not use shame in my classroom, and I expect that you will not interact with each other or me in a way that invokes or perpetuates shame or disrespect. We will *all* show respect for each other in every circumstance, and actively honor the risks we take in sharing our experiences through discussions and writing.

To those ends, I will not tolerate *any* expressions of racism, homophobia, transphobia, xenophobia, ableism, ageism, classism, sexism, religious prejudice **or any other form of speech or interaction that in any way diminishes another person or people.** I will not tolerate such things in anybody's written work either. There are some topics that are not up for debate or written argument, and we will discuss what I mean by that during the semester. If you do not know what the terms in the paragraph above mean, please Google them. This applies to any other words you don't know this semester!

If you have a pronoun preference or are at all concerned that you will be misgendered, I welcome you to let me know by email or course message.

It is my strict policy to never disclose any student's personal information, including immigration status, to *anyone* without explicit student consent. Our classroom is a safe and dynamic space, and I expect you to *respectfully* push the boundaries of your ideals, beliefs, and thoughts. I will, in return, protect and respect your personal integrity to every degree possible. If you have any questions about any of this, please let me know.

Attendance

If you signed up for this course, I assume that you plan to log in to Learn and do the work! To pass this class, you must prepare and participate fully in the activities listed in each week's agenda, and log in frequently.

Students who miss the first major essay assignment will be dropped.

Office Hours

My office hours are listed at the bottom of page one on this syllabus. If those hours do not work for you, please send me a course message so we can find a mutually agreeable time. Students who schedule time to meet with outside of class typically do better overall. Our meetings will take place through Blackboard Collaborate.

Assignment Deadlines

Work that is turned in by the stated due date is eligible for full grading. Once that due date passes, your work is eligible for partial grading (10% point deduction) until the grading portal closes. Essays will not be accepted after that.

I will not accept late final portfolios.

Please double check all your assignment submissions to ensure they've uploaded correctly and completely, and save your submission receipts.

Extra Credit

I sometimes tack extra credit opportunities in to assignment rubrics, but don't rely on extra credit to help you pass this class. You must make a complete, well-revised portfolio based on your semester work, and you can't do that if you don't turn in your sequence assignments.

Grammar Presentation

You will design a grammar presentation using Powerpoint. Required topics include: 1) fragments, 2) comma splices/run-ons, 3) parts of speech, 4) pronouns, 5) dangling and misplaced modifiers, 6) commas, 7) passive voice, and 8) parallelism.

Final Portfolio

A final portfolio of your work is required in this course. The portfolio includes a collection of essays and I will provide the guidelines to you ahead of time.

Please keep a copy of all graded work and rubrics for this purpose. Part of the portfolio grade is based on revision abilities.

Students must receive a 73% or higher overall grade in the course in order to pass English 1110.

A final note about “Incomplete” grades—this grade is rarely given as it is reserved for students who have completed all of the coursework, but due to some unforeseen emergency, are unable to complete the Final Portfolio. If you have a special circumstance that might qualify you for an incomplete, please message me.

Credit-Hour Statement

This is a three credit-hour course. Class meets online for twelve weeks during the Fall 2019 semester. Students are expected to complete a minimum of six hours of out-of-class work (or homework, study, assignment completion, and class preparation) each week.

Student Privacy

Student privacy is strongly protected by professors at UNM-Valencia. In fact, a federal statute called FERPA strictly prohibits the instructor or administrators from talking to anyone but the student and the appropriate high school classroom teachers 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 and his/her high school classroom teacher are the **ONLY ONES** who may speak to the instructor regarding their grades.

In sum, parents, relatives, and friends will not be allowed access to information about student per-

formance. All other outside requests for information release must be sent to and approved by the UNM-VC registrar: (505) 925-8580.

Technical Assistance

If you have questions about computer-related issues, please call (505) 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. For Blackboard Learn Assistance click on the tab entitled, “How to use Learn,” which is located on the left-hand menu bar of our course page.

Equal Opportunity & Non Discrimination

The following statement is from UNM Main Office of Equal Opportunity:

“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>.”

In other words, if you tell me (out loud or in writing) about an incident or experience of “sexual harassment, sexual misconduct [and/or] sexual violence” which is based in gender—which can include stalking, and which may have occurred on or off campus—then I am obligated to share that information with our OEO folks. They will follow up with you and provide support and resources you can access.

Accessibility and Universal Design

If you have a documented disability, the Equal Access Services office at UNM-Valencia 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. I also encourage you to approach me with any other life circumstances that may affect your participation in the course.

Academic Support

Free tutoring, both in-person and online, is available at the Learning Resources Center (L Building) on the UNM-Valencia Campus or through the Main Campus tutoring program. Please call (505) 925-8907 for an appointment at the Valencia Campus.

I am also available to help you with individual writing issues during my office hours or by appointment.

Dropping a Class

Here are a few things you need to know before you consider dropping a class in college:

A drop before the end of the third week in a sixteen week semester session will not appear on your transcript, and you will not earn credit hours or a grade in the course.

Your instructor can drop you from the course at any point in the semester before finals for violating the attendance policy.

If you, your instructor, or the Dean of Students initiates a drop after the third week, you will receive a W.

If no drop is initiated by the end of the semester by any party, then based on your performance and attendance your instructor will use his/her discretion to decide whether to assign you a grade from A+ to F or a W.

In Core Writing at UNM, a C or above is passing. When trying to decide whether or not to drop a course, consider the outcome of earning a grade below C as opposed to a W, and vice versa. For grades C- to D-, you will earn credit hours, but you will have to repeat the course, and the grade will appear on your transcript and factor into your Grade Point Average.

EMAIL ETIQUETTE

Learning to write professional emails early on is a skill you need as you progress to higher academic levels and career pursuits. Please practice this skill whenever you write to me or anyone else in the University via email or Blackboard Learn Course Messages.

Keep in mind the following:

Avoid text-speak

Use professional language

Include a subject heading that addresses the question you're asking (for example, "Essay 1 question" would be an appropriate subject heading for a question regarding the first essay).

Include a salutation. For example, "Dear Professor June" or "Hello Ms. June," would be appropriate salutations. Part of English 1110 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.

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.

Proofread your email for grammatical errors.

Academic Integrity

UNM Academic Dishonesty Policy

“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.”

Academic integrity is paramount to your success in any class. Plagiarism or cheating is never tolerated. Any instance of this could result in a grade of zero for that assignment.

“Academic dishonesty” includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

> RESOURCES:

The UNM Academic Dishonesty Policy can be found here: <https://policy.unm.edu/regents-policies/section-4/4-8.html>.

Plagiarism

Plagiarism is a type of academic dishonesty. It occurs when writers deliberately use another person’s language, ideas, or materials and present them as their own without acknowledging the source.

Types of Plagiarism

Failing to quote material taken from another source.

Failing to cite material taken from another source.

Submitting writing that was written by another person or for another class.

Submitting writing that was substantially edited by another person.

Possible Consequences

Adequately redo or revise the assignment in question;

Fail the assignment in question;

Be dropped from the class with a W

Fail the class.

Be subject to more severe sanctions by the University.

THE ANNOTATED BIBLIOGRAPHY: A helpful tool for avoiding plagiarism

Many times, plagiarism is unintentional—the result of not keeping track of your research. To avoid unintentional plagiarism, start an **annotated bibliography** when you begin your research. Here are some steps to get you started:

Set aside space in a notebook or start a Word document you dedicate to your annotated bibliography.

Name and save your document using a convention that connects to your paper.

Using this document, write down information about your sources. This info includes page numbers and verbatim quotations (also with page numbers) that you might choose to use in your writing.

Write your thoughts about your source information and your quotes. Your goal, here, should be to restate the information in your own way using your own words.

Pro tips:

Quoting too often or using long blocks of text can also amount to plagiarism. *Your* words should come first; quotes should serve only as evidence to support *your* claims

If you can’t restate a quote in your own words, you probably don’t understand it well enough to use it. Again, your words come first! Wise words: If in doubt, leave it out!