

English 1120: Accelerated Composition

Fall 2020

Instructor: Anne Turner, M.A.

Class: ENGL 1120

Virtual Student Hours: MW 11 a.m.-12:00 p.m. (and gladly by appointment)

Contact: anneturner@unm.edu

TEXT & MATERIALS

Practical Argument 4th Edition by Kirsznner and Mandell

Various course readings: Instructor provided PDFs, web-based articles, and video.

UNM Email address and access to UNM Blackboard Learn

Access to Internet, Microsoft Office, Zoom, and Slack app

COURSE DESCRIPTION ENGL 1120

In this course, students will explore argument in multiple genres. Research and writing practices emphasize summary, analysis, evaluation, and integration of secondary sources. Students will analyze rhetorical situations in terms of audience, contexts, purpose, mediums, and technologies and apply this knowledge to their reading, writing, and research. Students will sharpen their understanding of how writing and other modes of communication work together for rhetorical purposes. The emphasis of this course will be on research methods.

STUDENT LEARNING OUTCOMES

1. Analyze the rhetorical situation for purpose, main ideas, support, audience, and organizational strategies in a variety of genres.
2. Employ writing processes such as planning, organizing, composing, and revising.
3. **Use a variety of research methods to gather appropriate, credible information.**
4. **Evaluate sources, claims, and evidence for their relevance, credibility, and purpose.**
5. **Quote, paraphrase, and summarize sources ethically, citing and documenting them appropriately.**
6. **Integrate information from sources to effectively support claims as well as other purposes (to provide background information, evidence/examples, illustrate an alternative view, etc.).**
7. Use an appropriate voice (including syntax and word choice).

LIBRARY INFORMATION LITERACY OUTCOMES

- 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.

COURSE ASSIGNMENTS

Assignments are due weekly on Saturday at 11:59 p.m.

Students who do not log in the first week will be dropped.
Late assignments are accepted with instructor notification.

READING: You are required and expected to read every reading assignment. Failure to do so will not only result in points lost, but also will keep you from succeeding in the major assignments. Reading points are tied to blogs and discussion and will be represented there. You will not be able to successfully complete the Blog or Discussion for the week without doing the full reading.

BLOGS: Blogs are often pre-writing and collaborative activities. You will use blogs to create drafts for assignments and complete peer assessments. Length is up to the particular assignment, but writing more is better for you in the long run.

DISCUSSIONS AND PARTICIPATION: I expect you to participate in discussions and class work. Points are assigned each week based on your participation levels.

SMALL WRITING ASSIGNMENTS: You will be asked to write a Small Writing Assignment (SWA) that helps build towards your major project.

MAJOR PROJECTS: These projects are the accumulation of knowledge gained from reading, reading responses, writing practice, and drafting. All project requirements will be noted in the assignment instructions, so please refer to those for requirements. All major projects are due on Saturday at 11:59 p.m. via Learn. You have 4 major projects for this semester.

FINAL PORTFOLIO: Your final portfolio will include a creative revision of an assignment where you choose a new rhetorical situation for your research project and you'll include a cover letter and copies of your outcome reflections.

CONFERENCES AND OFFICE HOURS

One time this semester, you will be required to meet with me over Zoom to discuss your writing assignments.

Also, it is to your benefit to use my office hours. Students who come to office hours often perform well because they become more familiar with the material and because they work on assignments earlier and discover potential obstacles and confusion early in the process. And if my regular office hours are not convenient for you, please talk with me about making an appointment for a different time.

GRADING

Percentage Allocation

Textual Analysis	10%
Comparative Analysis	10%
Annotated Bibliography	10%
Persuasive Research	20%
Final	10%
Discussions & Conferences	20%
Blogs & Drafts	20%
Total	100%

Semester Assignments

During the semester we will work in sequences. Below is brief information about your assignments this semester:

Project 1: Textual Analysis

- Project 2: Comparative Analysis Infographic**
- Project 3: Annotated Bibliography**
- Project 4: Persuasive Research**
- Final: Creative Revision**

Points-to-Grade Conversion

A+	970-1000	B+	870-899	C+	770-799	D+	670-699	F	0-599
A	930-969	B	840-869	C	740-769	D	640-699		
A-	900-929	B-	800-839	C-	700-739	D-	600-639		

NAVIGATING THIS ONLINE COURSE

Because this class is administered fully online, it is important to have a high level of skill in operating computers. The following tips will help students navigate the course.

Technical Support:

- For UNM Learn Technical Support: (505) 277-0857 (24/7) or use the “Create a Tech Support Ticket” link in your course.
- For UNM-Valencia IT Support: (505)925-8911. Hours are 10 to 2 Tuesday through Thursday, or you can leave a message or create a support ticket <http://valencia.unm.edu/campus-resources/technology-support/contact-ts.html>. For assistance with creating a support ticket or reaching IT, email Kristie Martinez, Administrative Assistant, kmartinez8@unm.edu.
- For UNM Web Conference Technical Help: (505) 277-0857
- For issues with Blackboard Learn, tutors in the Learning Center can advise you: email tutor@unm.edu to make an appointment.

Please:

- Be familiar with your syllabus. It is located on the Blackboard Learn home page for English 1120. Refer to the syllabus throughout the semester when you have questions. Feel free to stop by my office hours, as well, for personal attention regarding essay requirements or e-mail for an appointment if the hours do not fit into your schedule.
- Become familiar with Blackboard Learn software. Click on all the Course Tools to discover what is available to you in your online course. You may want to visit The Learning Center at UNM Valencia Campus if you need additional help learning how to navigate.
- Keep copies of all your work. Saving all writing is necessary. Learn how to save Word or RTF files to your desktop or a flash drive.

COURSE POLICIES AND REQUIREMENTS

This syllabus is a contract between us. Please recognize that you are responsible for the policies on these pages. However, I do reserve the right to change our schedule and/or assignments based on our class needs, but I will always let you know in advance.

ATTENDANCE & DROP POLICY

It is your responsibility to keep up with reading and assignments, and/or to contact me if you have questions about the material. **Students who fail to log in in the first week or submit the diagnostic essay will be dropped.** Students who miss up to 3 consecutive weeks of class will be dropped throughout the semester.

EXCEPTIONS

If you are seriously ill, experiencing a major life event or emergency circumstances beyond your control, we can work out a fair and reasonable solution to accommodate you. The key is communication. Talk to me as soon as possible to avoid grade penalties.

LATE WORK POLICY

Late work is accepted in this class without penalty. Note that you will be dropped from the course if you are 3 weeks behind in your work.

COMMUNICATION POLICY

All communication with me should be conducted through email at anneturner@unm.edu. I will respond to your question through email generally within 24 hours (see exception below). If your question is similar to other questions from students I will respond in class or via announcement on Blackboard. Because I strive for the all elusive work/life balance, I will not respond to any communication on the weekends from Friday at Noon to Monday at Noon. Please plan your communication accordingly.

STYLE, DOCUMENTATION, AND CITATION

I expect all of your papers to conform to MLA 8th Edition style, including 1” margins on all sides, 12 point Times New Roman font, double-spaced, with your last name and page number at the top of each page in a header. All citations will be in MLA 8th edition. These requirements may change based on the rhetorical nature of a specific assignment and those alterations will be clearly explained on those assignments’ instructions.

NETIQUETTE POLICY

Online Behavior

- Our class is an inclusive environment where everyone is welcome. Treat each other with **respect**. Derogatory remarks, name-calling, trolling, bullying, and bigotry are prohibited.
- Students may discuss with me complaints about the course; 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. Treat them as such.
- Sexual harassment will not be tolerated.
- Students violating any of these rules may be dropped.

Email Netiquette Policy: Keep the following in mind when you write emails and discussion posts:

- Please avoid text-speak. Learning to write professional emails 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 include a salutation. For example, “Dear Ms. XXX” or “Hello Professor XXX” are appropriate salutations. 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.

DROP POLICY

February 5th is the last day to drop without a W grade for 100% tuition refund.

Dropping or being dropped from a course can affect your GPA, enrollment status and financial aid/award status. Always talk to your instructor before it’s too late about the possible consequences of a drop and opportunities for avoiding it.

A few things to consider:

- A. A drop before the end of the third week in a sixteen-week semester will not appear on your transcript, and you will not earn credit hours or a grade in the course.
- B. Your instructor can drop you from the course at any point in the semester before finals for violating attendance policy.
- C. If you, your instructor, or the Dean of Students initiates a drop after the end of the third week in a sixteen-week semester, you will receive a W. Although a W will not earn you credit hours for the course or affect your GPA, it will appear on your transcript.
- D. 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.
- E. In Core Writing, a C or above is passing. When deciding whether or not to drop a course, consider the outcomes of earning either a grade below C or a W. 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 GPA. See the above description of a W.

COMPUTER REQUIREMENTS

Access to Learn. This class is supplemented by the Learn classroom management system. You can access it at <https://learn.unm.edu/>. You will complete a tutorial teaching you how to use this site during the first week of class.

I’ll post the syllabus there as well as writing assignments, grading standards, some assigned readings, quizzes, and discussion questions. In addition, you will need to use Learn for submitting most of your homework and writing assignments.

All writing assignments must be completed in Microsoft Word, and submitted electronically (through the assignment tab) via Learn. Do not submit assignments in any other word processor format (such as Microsoft Works or WordPerfect) because assignments I’ll use Word features to comment on your work.

Adobe Acrobat Reader. You will need Adobe Acrobat Reader (which can be downloaded free from the Internet) because you will need Acrobat Reader to access certain documents on Learn.

Technical Support. If you are having technical problems with Learn, you can contact free technical support one of the following ways:

- Phone: (505) 277-0857 (M-F, 8am–5pm),
- Web: <https://learn.unm.edu/>.

DEPARTMENT AND UNIVERSITY POLICIES AND RESOURCES

Equal Access: 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. They are located at Advisement & Counseling Services, Student Services Building, 280 La Entrada Rd., Los Lunas, NM 87031, 505-925-8560. <http://www.unm.edu/~vcadvise/equalaccess.htm>. Pursuant to the American with Disabilities Act (ADA), I accommodate documented special needs and encourage students to discuss their concerns with me.

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 UNMVC registrar: (505) 925-8580 <http://www.unm.edu/~unmvc/Admissions/admiss.htm>

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 all 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/>. For more information and/or resources, please contact the New Mexico Dream Team at info@nmdreamteam.org.

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/>

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- For UNM Learn Technical Support: (505) 277-0857 (24/7) or use the "Create a Tech Support Ticket" link in your course.
- For UNM-Valencia IT Support: (505)925-8911. Hours are 10 to 2 Tuesday through Thursday, or you can leave a message or create a support ticket <http://valencia.unm.edu/campus-resources/technology-support/contact-ts.html>. For

assistance with creating a support ticket or reaching IT, email Kristie Martinez, Administrative Assistant, kmartinez8@unm.edu.

- For UNM Web Conference Technical Help: (505) 277-0857
- For issues with Blackboard Learn, tutors in the Learning Center can advise you: email tutor@unm.edu to make an appointment.

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>

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/>

Writing Center Tutors Online: Tutors are available through the Writing Center live in videoconference or phone, or through email (you email a paper and the tutor responds) to support you as you navigate Blackboard Learn and other platforms, make sense of writing assignments, brainstorm approaches and topics, structure appropriate to your genre, revise, edit, and figure out MLA. Tutors will support your choices and will not make them for you.

To make an appointment, email tutor@unm.edu. You can also email the Writing Center Director, Patricia Gillikin, with questions or help getting connected to a tutor. This link has full information on UNM-Valencia tutoring, including math and other subjects: <https://valencia.unm.edu/campus-resources/the-learning-center/learning-center.html>

Course Calendar

Available on Learn.