

University of New Mexico - Valencia Campus  
Syllabus for English 1110.554Z Enhanced Composition

Instructor: Carol Stokes  
Office Hours: T 9:00-10:00 & by appointment  
e-mail: [cstokes1@unm.edu](mailto:cstokes1@unm.edu)  
Zoom link: will be emailed to each student

Class meets: Synchronous & asynchronous  
Synchronous Remote Meetings in Zoom  
Dates: Jan. 18-May14, 2021  
CRN#: 57578

### Course Description:

Welcome to Composition English 1110! To be successful in college and beyond, you need to become adept in writing on a variety of topics, for a variety of purposes and audiences. 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 information in this syllabus outlines the policies and procedures for English 1110 and it serves as a contract between myself, the instructor, and you, the student. **You are responsible for familiarizing yourself with these policies and procedures and ensuring that you follow them.** Please feel free to ask questions and alert me to any concerns you may have. I also encourage you to visit me during my office hours listed above. If you are not available during those times, feel free to e-mail me and we can try to set up an appointment.

### Student Learning Outcomes:

By the end of the semester, you should be able to:

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

1. Students will access Libros library database software and find a book relevant to the writing project.
2. Students will learn how to skim the 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.

### Required Materials:

1. Computer access in order to access zoom meetings, Canvas, and the UNM library system
2. *Letters to my Daughter* by Maya Angelou, paperback or e-book
3. *A Pocket Style Manual, 8<sup>th</sup> Edition*. By Diana Hacker (Not required, but strongly suggested)
4. *The Great Gatsby* by F. Scott Fitzgerald, paperback or e-book

### Canvas

This class is supplemented by the Canvas Learning Management System, where I will post the syllabus and other information. You will receive an invitation to access the class Canvas page in your email.

**Attendance:**

Class attendance is mandatory for all English 1110 students. Each class in the course is designed to progress into the next. If you do not come to class, you will not only miss that day's instruction but also the background and preparation for the next class. Occasionally problems arise and absences cannot be prevented. I highly encourage you to let me know as far in advance as possible, especially if it is a peer-review day or the due date for an assignment. Whether you contact me or not, you are responsible for turning in all assignments on the day they are due and the preparation for the next class. More than four absences in a semester may result in being dropped from class.

**Required Work and Grading:** All formal writing assignments must follow MLA format, be in Microsoft Word (or Word compatible), and be double-spaced in a 12pt, Times New Roman font. Grading will be based on the evidence of skills learned as assessed using the rubric provided for each writing assignment.

**Essays** You are required to submit 3 formal 3-5 page essays (page count does not include 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.

**Late Work:**

Written Assignments are due at the beginning of class on the scheduled day, whether or not you come to class that day. I understand that emergencies and sick days happen, so I will accept most work up to five days late unless I indicate otherwise.

**Conferences**

Several times this semester, you will be required to meet with me outside of class to discuss your papers. These conferences are mandatory and will be set up at a mutually agreeable time.

**Final Portfolio**

The Final Portfolio packet contains a collection of your writing that indicates whether you have mastered the learning objectives of the course. The Final Portfolio must contain the following items:

- Cover Letter: This letter is addressed to your professor with an MLA header.
- The graded drafts of one essay with professor comments.
- Revisions of the same essay written during the semester. A thorough revision of the essay based on your professor's comments is required.

**\*\*All final drafts must be typed and in MLA format.\*\***

**Please Note: You need a "C," at least 73% to pass the course; a "C -" means that the student has failed the course and must retake the course.**

**Equal Access:**

Equal Access Services phone (505) 925-8560 and website <https://www.unm.edu/~vcadvice/equalaccess.html> provides academic support to students with disabilities. If you need alternative formats for completing course work, you should contact this service immediately to ensure your success. Once you have been with Equal access, you must send all documented forms to me ASAP. I cannot accommodate any special needs without the proper authorization from UNM Valencia Campus Accessibility Services, who tell me how to help you best. Once I receive your paperwork, pursuant to the American with Disabilities Act (ADA), I accommodate all documented special needs.

**Participation**

Participation is dependent on thorough preparation. Preparation requires thoughtfully reading the texts, writing down key points and/or questions, and being willing to share your thoughts and reactions during class discussion. Discussions become difficult and quite boring when all members of the class have not read the assigned texts. **Respect yourself as a necessary member of this community, as well as your fellow classmates, by being prepared every day.** Please note that many in-class writing exercises assume (and depend upon the fact that) you have read the assigned material. Review your syllabus frequently, and plan your workload accordingly.

## 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 Mrs. Stokes” or “Hello Professor Stokes” 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.

**Assignments:** The assignment syllabus is a tentative schedule. Any changes will be announced and/or posted on Canvas.

**Grade Determination:** Your semester grade will be determined as follows:

Class Grade Percentage Allocation

Assignment	Points
Vocabulary Building	120
Small Writing Assignments and oral presentations	100
3 Major Essays	300
Discussion Boards	200
Final Portfolio	200
TOTAL	920

UNM Grading Scale

A+ 97-100%	A 93-96.9%	A- 90-92.9%
B+ 87-89.9%	B 83-86.9%	B- 80-82.9%
C+ 77-79.9%	C 73-76.9%	C- 70-72.9%
D+ 67-69.9%	D 63-66.9%	D- 60-62.9%
F 0-59.9%		

**NOTE: Students must have a “C” average in order to pass English 1110 (meaning 73% or higher).**

**Grading standards for individual writing assignments will be distributed as separate handouts.**

## Academic Integrity

Having academic integrity is paramount to your success in any class. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment. Here is the link to the UNM Academic Dishonesty Policy: <https://policy.unm.edu/regents-policies/section-4/4-8.html>. The policy states:

*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 Dishonesty is defined as:

*"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 non-disclosure or misrepresentation in filling out applications or other University records.*

## **Plagiarism Policy**

"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. Every first-year writing class covers plagiarism in great detail, so there is little excuse for failing to understand what constitutes plagiarism or the consequences that will result.

### **Types of Plagiarism**

Plagiarism can include any of the following:

- Failing to quote material taken from another source.
- Failing to cite material taken from another source.
- Submitting writing that was written by another person.
- Submitting writing that was substantially edited by another person.

### **Possible Consequences**

The instructor decides the academic consequence to be imposed, depending on the seriousness of the violation. Sanctions include the following:

1. Adequately redo or revise the assignment in question;
2. Fail the assignment in question;
3. Be dropped from the class with a W; or
4. Fail the class.
5. Be subject to more severe sanctions imposed by the University.

## **Tutoring**

Face-to-face and online tutoring is available through The Learning Resources Center. You may call 925-8907 for information, or you may visit <http://www.unm.edu/~tutor/> where you can arrange tutoring sessions. But before visiting a tutor, remember, don't wait until the last minute to bring your paper and expect someone to "fix it"; the tutors work with you, not for you.

## **Drop Policy**

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 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.
- Your instructor can drop you from the course at any point in the semester before finals for lack of attendance.
- 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 on your transcript, and you will not earn any credit hours for the course
- 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.

## **Important Dates:**

January 17: MLK Birthday - no class

February 4: Last day to drop class without a grade

March 13-20: Spring Break—no classes

April 15: Last day to drop without Dean's Permission

May 6: Last day to drop with Dean's Permission

May 9-14: Final Examination Week

## **UNM Administrative Mandate on Required Vaccinations**

**Dual Credit students: Follow the guidelines of your school district.**

UNM requires COVID-19 vaccination and a booster for all students, faculty, and staff, or an approved exemption (see: UNM Administrative Mandate on Required Vaccinations). Proof of vaccination and booster, or a medical, religious, or online remote exemption, must be uploaded to the UNM vaccination verification site. Failure to provide this proof may result in a registration hold and/or disenrollment for students and disciplinary action for UNM employees.

**Booster Requirement:** Individuals who received their second dose of a Pfizer or Moderna vaccine on or before June 15, 2021, or their single dose of a Johnson & Johnson vaccine on or before October 15, 2021, must provide documentation of receipt of a booster dose no later than January 17, 2022.

Individuals who received their second dose of a Pfizer or Moderna vaccine after June 15, 2021 or who received their single dose of Johnson & Johnson after November 15, 2021 must provide documentation of receipt of a booster within four weeks of eligibility, according to the criteria provided by the FDA (6 months after completing an initial two-dose Moderna vaccine, 5 months after completing the Pfizer sequence, and 2 months after receiving a one-dose Johnson and Johnson vaccine).

**International students:** Consult with the Global Education Office.

**Exemptions:** Individuals who cannot yet obtain a booster due to illness should request a medical, religious, or online remote exemption (which may have an end date) and upload this to the vaccination verification site.

Medical and religious exemptions validated in Fall 2021 (see your email confirmation) are also valid for Spring 2022 unless an end date was specified in the granting of a limited medical exemption. Students must apply for a remote online exemption every semester.

### **UNM Requirement on Masking in Indoor Spaces**

All students, staff, and instructors are required to wear face masks in indoor classes, labs, studios and meetings on UNM campuses, see the masking requirement. Students who do not wear a mask indoors on UNM campuses can expect to be asked to leave the classroom and to be dropped from a class if failure to wear a mask occurs more than once in that class. Students and employees who do not wear a mask in classrooms and other indoor public spaces on UNM campuses are subject to disciplinary actions. Medical/health grade masks are the best protection against the omicron variant and these masks should be used, rather than cloth.

### **COVID-19 Symptoms and Positive Test Results:**

Please do not come to a UNM campus if you are experiencing symptoms of illness, or have received a positive COVID-19 test (even if you have no symptoms). Contact your instructors and let them know that you should not come to class due to symptoms or diagnosis. Students who need support addressing a health or personal event or crisis can find it at the Lobo Respect Advocacy Center.