



**2018 SUMMER SESSION** w/ Dr. Juliette Cunico-juliette@unm.edu or 505.268.0585

**SU18\_ENGL\_219\_502\_CunicoJ**



English 219-502 Technical and Professional Writing (CRN: 27237) Summer 2018. Online  
**Second 4 weeks, July 2-July 28**

**Course Description:** This second four weeks "semester in-a-month" summer course introduces students to the types of documents found in a variety of workplace and academic settings. Students focus on evaluating research sources as well as developing a coherent structure, clear style, and compelling page layout on a variety of documents. From one-page memos to multi-page reports, students will learn how to analyze the purpose of a document, assess a target audience, and navigate the constraints that apply to professional writing genres. Students will use multiple mediums and technologies to present information effectively to twenty-first century readers and viewers as they learn useful writing and research strategies as they compose memos, official correspondence, blogs, descriptions, procedures, résumés, presentations, analytical, reports, proposals, and lab reports derived from studies in Science, Technology, Engineering, and Math. The course is ideal for Chemistry, Biology, Geology, Math, IT, Business, English and Engineering majors.

**Prerequisite:** English 110 with a “B” or better, or English 120 with a “C” or better.

### Required Materials

Markel, Mike. *Technical Communication*. 11th Edition, New York, Bedford/St.

Martin’s, 2015. ISBN: 978-1-4576-7337-

Net ID and password

**Internet and Blackboard Learn access and basic word processing, writing, and research skills.**

**Regular access to a computer with Microsoft Word**

**A digital storage device (thumb drive or flash); cloud service; or other method to save documents and multimodal projects.**

**Contact Information:** Contact me anytime through Course Messages in Blackboard LEARN. Click on “Course Messages” to send me a message. I will respond in a timely manner. If Learn is having issues, use LoboMail - [juliette@unm.edu](mailto:juliette@unm.edu). Please feel free to call me at **505-268-0585**. Leave a message. I will return your call.

**Instructor: Juliette Cunico, Ph.D.**

**Office Hours: by appointment**

**Office: UNMVC Academic Building, Phone: (505) 925–8600**

**Leave message: (505) 268-0585 (landline)**

**Email: [juliette@unm.edu](mailto:juliette@unm.edu)**

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### **Policy Syllabus**

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**Instructor Biography:** I can think of nothing that I'd rather do more than, in Geoffrey Chaucer's words, “gladly learn and gladly teach.” That is why after working as a Speech-Language Pathologist and in semi-professional theatre, I went back to school for a Ph.D. in English Literature. While in school, I worked one summer as a script writer / tech writer in Motion Picture and Video Services at Sandia National Laboratories and co-authored “What You Will: A Shakespeare Study Guide for Secondary Teachers” and “A Handbook for Secondary School Speech-Language Pathologists.” After graduation, I was fortunate to be hired by the English Department at Bradley University as the Department's Shakespeare specialist. I came back to New Mexico (ever try to find green chile in north central Illinois?), I am a political junkie, environmental activist, and a HUGE Godzilla / Kaiju/ monster / Sci-fi / horror film fan. Except for my sojourn at Bradley, I'm a lifelong New Mexican and am interested in ice hockey, and fly fishing. I have two children, two grandchildren, and two cats - Sam the Norwegian Forest Cat (Thumper Kitty), Lucy Littlecat, and the spirit of the recently departed Penelope the black cat.

### **Student Learning Outcomes (SLOs)**

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**Analyze Rhetorical Situation:** Students will analyze the subject, purpose, audience, and constraints that influence the documents they you write to ensure they achieve specific and useful results [NM HED Area I Core Competency 3].

**Find and Evaluate Information:** Students will gather information from professional, academic, and government sources, evaluating the information they find for quality, validity, and usefulness [NM HED Area I Core Competency 5].

**Compose Information:** Students will develop strategies for generating content and organizing it into a logical structure that is appropriate for their intended users; they will consider ethical

influences for the documents they compose; they will work effectively with others to create documents [NM HED Area I Core Competencies 3 and 4].

**Present Information:** Students will edit and revise their writing to provide unambiguous meaning and coherent structure; they will incorporate visual elements to improve the reader's understanding; they will create an overall design that enhances readability and shows professionalism [NM HED Area I Core Competency 4].

### **Access to Learn**

**You will complete a tutorial (video in the Start Here! link on Learn) teaching you how to use this site during the first week of class. The syllabus is posted there as well as writing assignments, grading standards, assigned readings, quizzes, and discussion questions. In addition, you will use Learn for submitting your homework and writing assignments. All writing assignments must be completed in Microsoft Word and submitted electronically (through the Assignment Drop Box) via Learn unless otherwise notified. Do not submit assignments in any other word processor format (such as Microsoft Works, Pages, Word Online, or WordPerfect).**

### **Technical Support**

If you are having technical problems with Learn, you can contact free technical support by phone (505) 277-0857 or toll free 1-877-688-8817, anytime day or night (24/7), or on the Web at <http://online.unm.edu/help/learn/students/>

### **Equal Access**

**In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), accommodations may be made for qualifying students. If you qualify for ADA or have a disability that I need to provide accommodation for, please let me know, as I am not legally permitted to inquire. Contact either UNM's Main Campus Accessibility Services at 277-3506 or online at: [as.unm.edu/home](http://as.unm.edu/home) or the UNM-VC Student Services, Accessibility Services at 505-925-8560, or at <http://www.unm.edu/~vcadvise/equalaccess.htm>.**

If you believe you need accommodations but have not documented a disability, please contact Jeanne Lujan, the coordinator for Equal Access Services at 925-8910 or [jmlujan@unm.edu](mailto:jmlujan@unm.edu).

### **Academic Support**

Free tutoring 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.

## Policies and Requirements

### Syllabus

**This syllabus and Assignment Schedule represent a contract between us. Please recognize that you are responsible for the policies on these pages.** The assignment syllabus is a tentative schedule of assignments. Assignments may be deleted, added, or changed based upon class needs. Any changes will be posted in the Announcements Module and e-mailed through Course Messages. Changes are usually made to give students more time.

### Respectful Campus Policy

The English Department affirms its commitment to the joint responsibility of instructors and students to foster and maintain a positive learning environment. **UNM students and instructors are bound by the terms of the Student Code of Conduct, which is published in the UNM Pathfinder: <https://pathfinder.unm.edu/campus-policies/student-code-of-conduct.html>. All communication with me and with your classmates (by Course Messages, email, Discussion Board, or Learn comments features) must be in compliance with the Respectful Campus Policy: <http://policy.unm.edu/university-policies/2000/2240.html>.**

### Equal Opportunity and Title IX

#### 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](http://oeo.unm.edu)). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>.

### SafeZone Policy

Racism, classism, sexism, homophobia/heterosexism, ableism, ageism, or any other discriminatory attitude will not be tolerated in this class. Please feel free to share in private any concerns you might have.

### Course Participation and Conduct

You are expected at all times to contribute constructively to the learning environment. In order for everyone to participate fully, and in accordance with UNM campus policy, **you are**

**responsible for expressing utmost respect for your classmates and for your instructor at all times.**

**Do not text, message, or post material that is unrelated to course content or inappropriate to share with the class. If your communication contains language, images, or behavior that violates the Respectful Campus Policy, you will be dropped from the course.** Students are entitled to receive instruction free from interference by other members of the class. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process.

**Please use professional etiquette when sending e-mails or course messages during the course.** All messages should be addressed with a subject heading including the type of question you are asking. For example, "Technical Description" would be an appropriate subject heading for a question regarding the Technical Description. E-mails and course messages should also include a salutation. For example, "Dear Professor Cunico" or "Dear Dr. C" would be an appropriate salutation for an electronic message. Be sure to sign your first and last name and proofread for grammatical errors. Please avoid text-speak.

- 1) If you ever feel unsafe on campus, please call security at (505) 925-8570.**
- 2) Full participation is required. Students are expected to check Blackboard Learn regularly. Check the assignment schedule and the Announcements to find out what is due and whether assignments have been modified, omitted, or added.**

### **Attendance**

**Drop Policy:** Students who do not log in or contact the instructor and / or do not submit assignments by the Friday of the first week of the class without an approved reason will be dropped from the class.

**Attendance is monitored via Learn login.**

### **Writing Requirements**

**Requirements:** The following are the general requirements for any written material.

**Assignments must contain a** Works Cited unless otherwise indicated; 2) include support from outside sources when appropriate; 3) use MLA formatting for both parenthetical citations and the works cited page; 4) address the questions asked, and 5) not be plagiarized (See Plagiarism section).

**Use MLA Parenthetical Citation (no footnotes) and a separate Works Cited.** For the works cited page, use the title **Works Cited**; "Bibliography" is used only when the writer provides a lengthy list of everything major written about the topic!

**Dates:** **ALL dates** must accurately reflect the date the assignment was submitted.

**Revisions:** You may revise some of your assignments. Sometimes I will ask individuals to do so; other times, students will have that option. In such cases, the revision grade REPLACES the original.

**The revision is due three days from the time of the graded original's return.** Revisions must illustrate substantial work, including both revising and editing and a **date change in the identifying information.**

**Revising** includes work on organization, argument, analysis, development, and focus. **Editing** includes correcting grammatical and mechanical errors. Revisions must be submitted together with original documents including rough draft and any rubrics. Revisions must be attached to the first graded draft. Some revisions may be graded holistically. **For final grade averaging, the revision grade replaces the original.**

### **Assignment Submission and Late Work**

**Make-Up Policy:** Missed quizzes, tests, and assignments can be made up. I will accept late assignments, but only under certain conditions:

- a. you must contact me at least two days prior to the assignment due date
- b. in case of personal or family emergency

**I am happy to work with you before the deadline if you have questions or concerns about an assignment.** Feel free to message or call me if you need assistance with an assignment. Technology does fail, so please back up your work (on a thumb drive, disc, cloud service, or by emailing yourself your assignments). **Failure to meet the deadline will result in zero points for the assignment.**

### **Websites and other Sources for MLA and APA formatting MLA Handbook (PN 203.G53 2016 Library Reserve)**

- **Pocket Style Manual by Diana Hacker (On Reserve at the Library).**
- [MLA Style and Formatting \(Purdue Owl\)](#)
- [MLA Rules \(UNM-Valencia Campus Library\)](#)
- [MLA 8th ed. guide](#)
- [APA help from APA](#)
- [OWL Purdue Writing Lab](#)
- [EasyBib.com](#)
- [KnightCite \(Calvin College\)](#)

**Nota bene: Do not use Wikipedia as a source. It is a good place to go to for an overview and for references, but since anyone can edit it, it is not to be used as a reliable source itself.**

**Dates: ALL dates** must accurately reflect the date the assignment was **submitted.**

**ALL sources must be cited; plagiarism, whether intentional or unintentional is not acceptable.**

### **Plagiarism**

**Plagiarism** is defined as presenting someone else's work, including the work of other students, as one's own, or submitting **your own work completed for another class.** Any ideas or

materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.

### **Academic Honesty and Integrity**

Having academic integrity is paramount to success in any class. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment. **The University considers plagiarism a serious form of academic dishonesty.** 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.

**This means that you are expected to write your own papers, and to provide full and accurate citations when you use others' specific language (words, phrases, sentences) visuals, or ideas.**

**If you do plagiarize, you will face one or more of the following consequences: failing the assignment, failing the course, or facing disciplinary action taken by the University. Any infraction of UNM's policies on academic integrity and honesty will be documented and may also be reported to the English Department Coordinator and / or Chair of CHESS. For more about plagiarism, check out The Owl at Purdue website <http://owl.english.purdue.edu/owl/resource/589/01>.**

**The departmental policy on cheating is as follows: If a paper is intentionally plagiarized, all or in part, the student will receive a "0" for that assignment and may be reported to the Chair of the English Department. Plagiarism is an offense that meets with dire consequences; simply put, it is theft.**

**Consequences:** I check each paper for plagiarized material. Any paper which is intentionally plagiarized, either whole or in part will receive an automatic grade of 0. Students will NOT be allowed to redo the assignment. **Plagiarism in this course will result in one or more of the following: failure of the assignment, failure of the course, or disciplinary action by the University.**

1. A student **must not** adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.



2. A student **must** give credit to the originality of others and **acknowledge** indebtedness whenever:

- a. Directly quoting another person's actual words, whether oral or written;
- b. Using another person's ideas, opinions, or theories;
- c. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
- d. Borrowing facts, statistics, or illustrative material; or
- e. Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

(modified from *Code of Student Rights, Responsibilities, and Conduct*, [Part II, Student Responsibilities, Academic Misconduct](#), By action of the University Faculty Council (April 12, 2005) and the Trustees of Indiana University (June 24, 2005).

This is not to say that students cannot use other sources; they should! Sources provide support for ideas. When using **any** sources, however, students **must** cite them properly. Students should also consult with the instructor and use the sources listed below to discover how to avoid plagiarism.

<http://library.camden.rutgers.edu/EducationalModule/Plagiarism/whatisplagiarism.html>

**To avoid plagiarism, students can speak to the instructor, consult a tutor, and complete two Plagiarism Tutorials.**

**Success in online classes: Here are some ways to help you be successful in this class.**

1. **Set and keep to an established study schedule that fits in with your individual schedule.**
2. **Login to the course twice a day to check for announcements, scheduling changes, etc.**
3. **Make the most of online discussions.**
4. **Ask thoughtful questions of both instructor and other students.**
5. **Let the instructor know which techniques work best for you.**

### **Library Contact Information**

The UNM Valencia Campus library is an excellent resource for articles and books. Go to <http://valencia.unm.edu/library/> to search remotely (from home). Call (505) 925-8990 to ask for passwords available to UNM students. LeAnn Weller, the campus public service librarian, is always available to help students with research issues. She is also a Course Builder resource for our class.

### **Student Privacy**



**Student privacy is strongly protected by professors at all UNM Campuses. The federal statute called FERPA, The Student Privacy Act, strictly prohibits instructors or administrators from talking to anyone but the student about his/her grades, progress, or work. If a student has questions about a grade on an assignment**

**Course Messages should be used for all correspondence. Use UNM e-mail only when Learn is not available. Please use proper business format for all correspondence especially when sent electronically.**

### Grade Determination and Assignments

Student work is assessed based on the Student Learning Outcomes (SLOs) listed above. Assignment rubrics are utilized, which correspond to the SLOs. These describe whether student work meets the assignment requirements. The activities in the course teach students the skills needed to master the learning outcomes of the course. Rubrics will be made available to students in Blackboard Learn. In general, an “A” is given when work is of superior quality, a “B” is assigned for solid work, a “C” for acceptable work, a “D” for work that does not meet the assignment requirements in one or more ways, and an “F” for work that fully fails to meet the requirements of the assignment. Feedback in the form of rubrics and/or in-text comments will be provided to students so that they can see areas of potential improvement.

There are 1000 points possible in this course. Grades will be determined using a traditional percentage system, with the appropriate plus or minus sign: 100-90% = A (1000-900 points); 89-80% = B (899-800 points); 79-73%= C (799-700 points); 69-60% = D (699-600); and below = F.

**A passing grade in English 219 is “C” or higher; a grade of “C-minus” or lower is a failing grade. All assignments must be completed in order to pass the course.**

#### Points-to-Grade Conversion

<b>A+</b> 99-100+%	<b>B+</b> 86-89.9%	<b>C+</b> 76-79.9%	<b>D+</b> 66-69.9%	<b>F</b> 0-59.9%
<b>A</b> 93-98.9%	<b>B</b> 83-86.9%	<b>C</b> 73-76.9%	<b>D</b> 63.66.9%	
<b>A-</b> 90-92.9%	<b>B-</b> 80-82.9%	<b>C-</b> 70-72.9%	<b>D-</b> 60-62.9%	

**Assessment of Student Work:** Your semester grade will be determined as follows:

#### Points Allocation

Assignment List	Points
<b>Project #1 Résumé and Cover Letter</b>	<b>150</b>
<b>Project #2 Technical Description</b>	<b>150</b>

Professional Email and Memo, TD	25
<b>Project #3 Technical / Analytical Report</b>	<b>200</b>
Professional Email and Memo T/AR	25
Audience Analysis	50
Abstract	30
Annotated Bibliography	50
Technical /Analytical Report First Draft	25
Transmittal Memo	50
Business Letter	30
Online Discussions and brief quizzes	55
Corporate Ethics Memo	
Instructions Assignment	50
e-portfolio	110
<b>Total Possible Points =</b>	<b>1000</b>

**Extra Credit: This is an optional course feature, and carries a maximum of 2 points for each item. Extra credit points will be added to your overall points total.**

**Extra credit possibilities: 1) If you would like instructor feedback before submitting the assignment, Submit the rough draft to me as an attachment to a course message at least three (3) days before the assignment due date; 2) Compose an original discussion topic; 3) Tutoring.**

**Extra credit is not a substitute for a missing assignment. All assignments must be completed in order for extra credit to be granted.**

**English 219-502                      A Guide to Instructor Grading**

**What you should know:**

**I value “thinking outside the box” in discussions and in written work. Do not be afraid to take risks; my responsibility is to assist in figuring out how to think, not what to think (except in matters of grammar, punctuation, and organization).**

**I value content over matters of grammar, punctuation, and sentence division, but:**

- **when the above errors occur frequently, they become a distraction and interfere with the message the writer is trying to convey, they can lower the overall grade;**
- **correct use of standard English, grammar, and mechanics are the hallmark of clear and professional-grade writing, and**
- **proofreading is essential.**

**I read carefully for correct MLA format in all areas, citation of all sources, and for accurate Works Cited formatting.**

**I check for plagiarized material.**

**I use a specially designed grading rubric for each longer assignment.**

**Comments can appear in either bubbles in the right-hand margin of the paper (I use the Word Review function or as in-text comments, or a combination of both.**

**I highlight problem areas and use colors to emphasize same; if anyone finds this practice distracting, please let me know.**

**Conferences:** I want you to succeed in this class. If you are having difficulty, please contact me right away--don't wait until you feel completely lost. Keep the lines of communication open. Message me, call me, arrange a time to meet--whatever we need.

**MOST IMPORTANT!** This is your class. Do not hesitate to ask questions and / or voice your opinions. It is not my intention to tell you **what** to think.

## **Student Support Services**

### **Technical Support from the UNMVC or UNM Main Campus**

**All Campuses Computer Support 505-277-5757**

**UNMVC Computer Support 505-925-8911**

**Learn Support** <http://online.unm.edu/help/learn/support/index.html> (505) 277-0857  
[learn@unm.edu](mailto:learn@unm.edu)

**Library: Contact LeAnn Weller, Public Services Librarian at the UNM Valencia Campus Library.** [lweller1@unm.edu](mailto:lweller1@unm.edu) 505-925-8993.

### **Accessibility Support**

**UNM's Accessibility Resource Center** <http://as2.unm.edu> 505-277-3506

### **Academic Services Support, and Student Services Support**

**Veterans Resource Center** (<http://vrc.unm.edu/>) (505) 277-3181

**Student Services Affairs UNMVC** Hank Vigil [vigilh@unm.edu](mailto:viglih@unm.edu) (505) 925-8560

**Student Support Services-TRiO** (<http://ceop.unm.edu/sss/index.html>)

**LGBTQ Resource Center** (<http://lgbtqrc.unm.edu/>) [277-5428](tel:277-5428), [277-LGBT](tel:277-LGBT)

## **Alternate Format Course Materials**

If you are a student with a disability who is having problems with any of the content delivered through UNM Learn, you should contact your instructor and the UNM [Accessibility Resource Center](#). Your instructor may be able to provide you with a more accessible version of the information or make other accessibility accommodations. Resource Center staff can help both of you determine the best format.

## **Adaptive Technology Support**

Resource Center staff also may be able to provide you with access to adaptive technology that can help you use UNM Learn course sites. The [Accessibility Resource Center](#) website contains a listing of computer labs and adaptive software available to Resource Center clients.

**Contact Details for ARC** Phone: (505) 277-3506 Fax: (505) 277-3750 Email: [arcsrvs@unm.edu](mailto:arcsrvs@unm.edu)

## **Blackboard Learn**

Blackboard, the company that develops the Learn software, is committed to ensuring that the software is usable and [accessible](#). Blackboard measures and evaluates accessibility levels using two sets of standards: Web Content Accessibility Guidelines (WCAG) issued by the World Wide Web Consortium (W3C) and Section 508 of the Rehabilitation Act issued in the United States federal government. The Learn software has been awarded Non-visual Accessibility Gold Certification by the National Federation of the Blind.

If you have any concerns regarding the functionality of the UNM Learn application in relation to accessibility, please [contact the UNM Learn Support team](#).