

English 110: Accelerated Composition

Fall 2018

TEXT

Revel App *Writing Today* by 4th edition (available through Learn)

AIMS AND OUTCOMES OF ENGL 110

In English 110, you will develop reading and writing skills that will help you with the writing you will do in your own fields 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 (such as visual and audio elements) work together for rhetorical purposes.

You will learn to read complex nonfiction texts and to summarize, interpret, and draw inferences from them. You will conduct research using primary sources (e.g., observations, surveys, or interviews). And you will write in multiple genres, making rhetorical choices according to the purpose of the writing and your audience.

STUDENT LEARNING OUTCOMES

Rhetorical Situation and Genre

- A. Analyze, compose, and reflect on arguments in a variety of genres, considering the strategies, claims, evidence, and various mediums and technologies that are appropriate to the rhetorical situation.

Writing as a Social Act

- B. Describe the social nature of composing, particularly the role of discourse communities at the local, national, and international level.

Writing as a Process

- C. Use multiple approaches for planning, researching, prewriting, composing, assessing, revising, editing, proofreading, collaborating, and incorporating feedback in order to make your compositions stronger in various mediums and using multiple technologies.

Grammar and Usage

- D. Improve your fluency in the dialect of Standardized Written American English at the level of the sentence, paragraph, and document.
- E. Analyze and describe the value of incorporating various languages, dialects and registers in your own and others' texts.

Reflection

- F. Evaluate your development as a writer over the course of the semester and describe how composing in multiple genres and mediums using various technologies can be applied in other contexts to advance your goals.

Research

- G. Use writing and research as a means of discovery, to examine your personal beliefs in the context of multiple perspectives and to explore focused research questions through various mediums and technologies.
- H. Integrate others' positions and perspectives into your writing ethically, appropriately, and effectively in various mediums and technologies.

COURSE ASSIGNMENTS

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 responses and discussion and will be represented there. You will not be able to successfully complete the Response or Discussion for the week without doing the full reading.

READING RESPONSES: Reading and responses are based on the assigned text. Use this response to record your first thoughts/best thoughts to prepare you for the weekly discussions. Be prepared to discuss readings and your thoughts on the new knowledge/understanding you have gained. I will often ask students to read their work out loud for the class.

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

WRITING PRACTICE: I will frequently assign you drafts of papers to help you get ahead of deadlines. Sometimes these drafts fall on the same due date as a Reading Response, so please make note of the Blackboard Schedule and pace yourself. Writing practice will give you the opportunity to develop your ideas and ultimately save you time as you draft the final work.

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 3 major projects for this semester.

A written narrative employing plot structure that assesses a past experience with writing and the situation surrounding it.

CONFERENCES AND OFFICE HOURS

One time this semester, you will be required to meet with me outside of class to discuss your writing assignments. If you miss a conference, it will count as an absence.

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.

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 & PARTICIPATION

In my class, you are allowed three (3) absences without any questions before your final grade is penalized. After six (6) absences will be dropped/fail the course. Any tardies after ten (10) minutes of class starting will be logged as a half (1/2) absence. Participation points are assigned for each day's class, and if you are late, leave early, you are absent from class, or misuse electronic devices in class then you will lose participation points.

You, and you alone, are responsible to sign the roll sheet as it is passed around. I will not negotiate lost attendance points for failure to sign the roll. (I will take roll the first few weeks as I get to know you)

If you miss class, you are responsible to find out from another student what we discussed. I will not answer emails that ask me: "Did I miss anything in class today?" Interacting with your peers will not only help you gain the information you need, but it will also help you build your communication skills. You may be lucky enough to find notes from the missed class on our discussion board.

EXCEPTIONS

If you are seriously ill or contagious, or if you have to miss class or an assignment because of emergency circumstances beyond your control, but report it to me before or at the time it occurs, 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.

Excused absences for athletes and university organizations count toward the permitted number of absences. In accordance with university policy, you must bring me a letter during the first two weeks of the semester that outlines your absences so that we can negotiate an individual contract.

LATE WORK POLICY

Turning in a late paper and expecting full credit is unfair to other students who turn in their work on time. I will deduct the grade on your major project paper by a full letter for every day that it is late (If your paper was due on Saturday and you turn it in on Sunday, you will not get higher than a B). Project papers later than three (3) days will be given 50% credit, no exceptions. I will not accept submissions after day three (3) (EX: Tuesday @ 11:59 p.m.). All reading assignments are due before class (not during or after) along with the written journal. If you have not done the reading or the response, you have an opportunity for half credit as long as you have turned the paper in by the end of the week (Saturday @11:59 p.m.).

COMMUNICATION POLICY

All communication with me should be conducted through email at annettturner@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.

CELL PHONE AND ELECTRONICS ETIQUETTE POLICY

I believe that technology can be used to benefit the classroom; but technology can also be a double-edged sword. As such, my classroom policy regarding the appropriate use of electronics is as follows: Personal electronic devices should be turned to silent while in class and only used for class activities or emergencies. Personal computers and iPods/iPads or other like devices are allowed for taking notes or researching; the use of such devices for entertainment purposes is not allowed (including but not limited to: Instagram, World of Warcraft, Netflix, Amazon purchases, Pokémon Go, etc.).

The only reason your computer should be open during class (outside of planned writing/researching time designated by me) is for notes; you must prove you are taking notes by adding your notes to the discussion board at the end of every week. Failure to do so will result in significant loss of participation points. Any electronic use outside of these approved categories may result in dismissal from class. I would be sad to see that happen as you would miss valuable class content and discussion and we would miss your contributions as we learn and teach together.

DROP POLICY

September 7th 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

If you have a qualified disability that requires some form of accommodation to ensure your equal access to learning in this class, please see me as soon as possible so that we can work together to address your needs.

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.

Classroom conduct

UNM students and instructors are bound by the terms of the Student Code of Conduct, which is published in the UNM Pathfinder (<http://pathfinder.unm.edu/policies.htm#studentcode>). I expect you to enter class ready to learn and participate and with a positive and respectful attitude. If you disagree with someone or something, I expect you to handle the disagreement in a mature manner. And, of course, do not text/listen to your iPod/read a magazine/etc. when class is in session. If you need to take a break or deal with an important issue, go out in the hallway. I will ask you to leave the classroom (and take an absence) if you are disruptive, unprepared, or disrespectful.

Sexual Violence and Sexual Misconduct

If you or someone you know has been harassed or assaulted, you can find the appropriate resources from the UNM Sexual Assault Response Team here: Phone: (505) 277-3716 (Women's Resource Center); <http://sart.unm.edu/index.html>. There are several resources available outside UNM that may help as well, such as: Know your IX: <http://knowyourix.org/>; Not Alone: <https://www.notalone.gov/>; Clery Center for Campus Security: <http://clerycenter.org/>.

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 pg 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>.

Alternate option

Our classroom and our university should always be spaces of mutual respect, kindness, and support, without fear of discrimination, harassment, or violence. Should you ever need assistance or have concerns about incidents that violate this principle, please access the resources available to you on campus, especially the LoboRESPECT Advocacy Center and the support services listed on its website (<http://loborespect.unm.edu/>). Please note that, because UNM faculty, TAs, and GAs are considered "responsible employees" by the Department of Education, any disclosure of gender discrimination (including sexual harassment, sexual misconduct, and sexual violence) made to a faculty member, TA, or GA must be reported by that faculty member, TA, or GA to the university's Title IX coordinator. For more information on the campus policy regarding sexual misconduct, please see: <https://policy.unm.edu/university-policies/2000/2740.html>.

Undocumented students

As an educator (AND as a human being), I fully support the rights of undocumented students to an education and to live free from the fear of deportation. I pledge full confidentiality to any student who wishes to disclose their immigration status, and I will work with students who require immigration-related accommodations. For more information and/or resources, please contact the New Mexico Dream Team at info@nmdreamteam.org.

Departmental support statement

The English Department reaffirms a long tradition of civic engagement—including civil disobedience, dissent, resistance—and supports the academic freedom and civil rights of the faculty, instructors, staff, and students who practice forms of social activism.

Grade Determination

Every assignment will include an explanation of the assignment's grading standards (a grading "rubric"). Your semester grade will be determined as follows:

Percentage Allocation

Small Writing Assignment 1a	2.5%
Small Writing Assignment 1b	2.5%
Literacy Narrative	10%
Small Writing Assignment 2a	2.5%
Small Writing Assignment 2b	2.5%
Discourse Community Website	10%
Small Writing Assignment 3a	2.5%
Small Writing Assignment 3b	2.5%
Community Writing Project	15%
Participation and Attendance	10%

Reading Responses and Drafts	10%
Final portfolio	20%
Total	100%

Semester Assignments

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

Sequence 1: Literacy Narrative

Sequence 2: Discourse Community Website

Sequence 3: Community Writing Project

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		

Passing and failing grades

You cannot enroll in English 120 until you earn a passing grade in English 110. A passing grade in English 110 is “C” or higher; **a grade of “C-minus” or lower is a failing grade.**

Portfolio: This is the final project for the semester, and it will (and should!) be a reflection of your best work. It will consist of a written reflection on your growth as a writer as well as an extensive revision of two earlier major sequence assignments. We’ll talk more about the portfolio, but keep in mind the English Department dictates that **you cannot FAIL the portfolio and still pass English 110.**

Core Writing plagiarism policies and procedures

“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 or for another class.
- 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:

- Adequately redo or revise the assignment in question;
- Fail the assignment in question;
- Be dropped from the class with a W; or
- Fail the class.
- Be subject to more severe sanctions imposed by the Dean of Students.

All students who plagiarize will be reported to the Dean of Students, who maintains a file of past plagiarism cases. The instructor may use the Dean of Students Adjudication form or simply direct a memo to Rob Burford (rburford@unm.edu), Judicial Affairs Specialist, Dean of Students Office. The UNM Student Code of Conduct also addresses Academic Dishonesty at <http://pathfinder.unm.edu/policies.htm#studentcode>.

The CAPS Writing Center for additional writing assistance

You can get additional help from trained tutors on campus (CAPS: third floor of Zimmerman library) and online at www.unm.edu/~caps. See pages 13–14 of the UNM section in *Writing Today* for more information.

Write On! Workshops

Traditionally held on the Wednesday and Thursday before finals week each spring and fall semester, the Write On! Workshops (WOW) provide an opportunity for English 110 and 120 students to meet one on one with volunteer Core Writing instructors and CAPS tutors to workshop their drafts, revisions, and reflective documents before submitting them for a final grade in their end-of-semester portfolios. In conjunction, CAPS offers group workshops on strategies for revision.

Contacting the Directors of Core Writing

If you have questions that I cannot answer about departmental policies or the course, or if you have concerns about this course and my policies, you should feel free to email Professor Chuck Paine, Associate Chair for Core Writing, at fedirect@unm.edu.

Course Calendar

Available on Learn.