SAN JUAN COLLEGE

ENGL **1110 G-Composition I section name section credit hours Credits Syllabus**

Course Information

Meeting times and location: section meeting_times section location

Catalog description: 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.

Prerequisites: ENGL-1110 by Placement

Terms offered: All Semesters

Section-specific Course Description:

Course Level Objectives

Student Learning Outcomes

1. Analyze communication through reading and writing skills.

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

3. Express a primary purpose and organize supporting points logically.

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

5. Employ academic writing styles appropriate for different genres and audiences.

6. Identify and correct grammatical and mechanical errors in their writing.

General Education Student Learning Outcomes

This course meets the requirements set forth by the state of New Mexico for a general education course that is transferable to any public institution of higher education in New Mexico. Each general education course addresses three essential skills as outlined in the table below.

General Education Content Area	Essential Skills Associated with the Content Area
Communication	Communication, Critical Thinking, Information & Digital Literacy
Creative and Fine Arts	Communication, Critical Thinking, Personal & Social Responsibility
Humanities	Critical Thinking, Information & Digital Literacy, Personal & Social Responsibility
Mathematics	Communication, Critical Thinking, Quantitative Reasoning
Science	Critical Thinking, Personal & Social Responsibility, Quantitative Reasoning
Social & Behavioral Sciences	Communication, Critical Thinking, Personal & Social Responsibility

For further information on the Essential Skills, visit the [General Education Essential Skills](#) page.

Required Texts and/or Materials

The standard textbook for ENGL 1110 is The Norton Field Guide to Writing with Readings and Handbook, 6th Edition. (ISBN: 9780393543773). Still, you can add the texts that you will be using in your class. For example, The I-Controversy Packet is an alternative to the textbook. Please contact the bookstore if you need it.

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at San Juan College Help Desk.

For tickets and password reset: San Juan College Help Desk

For Canvas support information: Canvas Support

Accessibility/Privacy Policies for all Technology Tools Used

Scroll to the middle of the linked page to view

Accessibility/Privacy Policies for all Technology Tools Used

Course Requirements

List the general activities and assignments students will complete in your course. As a rule of thumb, bear in mind that by the end of the semester, students who complete ENGL 1110 successfully should produce 12-14 pages of polished academic prose. Most instructors require a minimum of 3 major essays, but it is possible to have some variations on this requirement. It is imperative for all ENGL 1110 students to interact with texts. Students should also be able to use different kinds of sources. Apart from the 3

major essays, you may include different kinds of class activities like reading responses, freewriting, reflections, group discussions, presentations, debates, peer reviews, and any other classroom practices that can help your students improve their critical thinking and writing skills.

COVID Safe Practices for Being on Campus

COVID Safe Practices for Being on Campus

What to do if you have COVID-19 symptoms, are exposed or test positive:

- Do NOT come to campus, but continue to monitor your symptoms and stay home if you test positive for COVID-19 or when you are not feeling well.
- Contact your instructor.

There is no longer a requirement to complete the intake form if you test positive for COVID-19, experience symptoms, or come in contact with a confirmed positive COVID-19 case.

San Juan College continues to follow the NM Department of Health guidelines with regard to COVID-19. These guidelines can be reviewed by visiting their website at: https://cv.nmhealth.org/.

Additional SJC COVID-19 information and resources can be found on the [Coronavirus](https://cv.nmhealth.org/) webpage.

Student Support

Student Services and Support

At San Juan College, we support your academic success and overall health. We know that students often experience a range of stressors that can impact learning and well-being. If you, or someone you know is experiencing mental health concerns, or could benefit from effective academic strategies, there are free and confidential resources available to enrolled students through the Counseling Center. To learn more, visit the [Counseling Center website](#) or call 505-566-3404.

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Additional Requirements for Honors Students (Section 0H1)

On top of the general activities and assignments that all students will complete in your course, add any additional assignments/ activities for the honor students here.

Participation and Attendance Policy

Add your specific class participation and attendance policy.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC SunsAlert and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor. If you have not already done so, [Sign up for SJC SunsAlert](#) to stay up to date on weather alerts.

Other Classroom Policies and Expectations

Add your course policies, that is, the students dos and don'ts in terms of late work, cell phone/tablet/laptop use, online behavior, plagiarism/academic dishonesty, and son on. Please don't forget to also include the following English Department policies about wrap-around support and dual-credit. Please leave "College Expectations" as they are. However, you can modify the "Student Support" policy to meet the specific wrap-around support requirements of your class.

 College Expectations:

Please be advised that all students, including dual credit students and early college high school students, are subject to the same policies and standards regarding submission of late work,

participation, conduct, and academic honesty as outlined in this syllabus. By enrolling in this SJC course, students understand that complex subject matter may be covered and that course content may be intellectually and emotionally challenging.

In complying with FERPA, I cannot and will not discuss any matters regarding any student's performance or standing in this class with friends, parents or family members. A FERPA waiver entitles your parents/guardians access to your grade records, which they can access through Canvas with your help. All students are encouraged to contact me whenever they have questions or concerns about this class. Students should practice self-advocacy as part of the college experience. It is an important step to becoming an independent and responsible person. It also helps strengthen the student/instructor relationship and the classroom community. As a result of the concerns for student autonomy and to avoid potential liability, I will not conference with parents or guardians regarding this class. I am, however, always happy to meet with students.

Please customize your own policy to be sure all students are supported. The ideas below are options and suggestions.

Campus Support for Students: There are many campus resources that can be part of your success in this class.

- Students are required to take drafts of their papers to tutoring (either at the Student Success Center, through BrainFuse, or by taking advantage of one of the other campus tutoring resources) before submitting essays.
- Before submitting essays for grading, students must either conference with me or take drafts of their papers to tutoring (either at the Student Success Center, through Brainfuse, or by taking advantage of one of the other campus tutoring resources).

Faculty – Student Relationships: Because our relationship can be an important part of your success in this class, there are many opportunities to conference with me (in person or by phone) by appointment or during office hours:

- We will/may schedule a conference just after class begins to get to know each other and discuss your writing goals for the semester based on your first week writing sample.
- We will/may schedule a conference just after your first essay to discuss your strengths and areas for growth in your writing.
- If by midterm your grade is below 75%, I will reach out to you to schedule a conference to help you get on the right track.

- If you miss an assignment, you may make that assignment up for credit if you conference with me.
- If you would like to revise an essay for an improved grade, you may do so if you conference with me about that essay.
- Faculty feel free to insert other policies here regarding conferencing and the faculty-student relationship.
- Please feel free to reach out to me however works for you if you ever have questions or need help - come to office hours, text or call me with questions (if I am with family I may get back to you the next day), or message me through Canvas.

Canvas Participation and Expectations

Please explain how you will be using Canvas in your class. Include some instructions on what students should do in the event of campus closure, especially if they need to do alternative activities or meet through Zoom.

Instructor Response Times & Regular Interaction Expectations

Add your preferred form of communication with students and the approximate wait time for your response.

Course Time Commitment

Specify the amount of time outside of class that the students will need to spend on assignments. (For example, 10-15 hours per week.)

Grading

Give a clear breakdown of how you will determine the final grade in your class. Include the equivalence between points or percentages and letter grades.

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Please include your course activities calendar here. You may also direct your students to Canvas.

College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. **Academic Accommodations - American with Disabilities Act (ADA)**

   If you believe you need academic accommodations due to physical or other disabilities, you are encouraged to contact Accessibility Services as soon as possible. The coordinator can work with you to determine eligibility and appropriate accommodations strategies. Please go to your MY SJC portal page, click on Accessibility Services, and complete all the steps.

   You can also contact the college's Accessibility Services Coordinator at (505) 566-3271 or accessibilityservices@sanjuancollege.edu. More information is available on the website listed above.

2. **The Family Educational Rights and Privacy Act (FERPA)**

   Refer to the catalog for information regarding [FERPA](#).

3. **Academic Honesty Rules**

   San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College.

4. **Student Conduct Statement**

   College is preparation for professional opportunities, and professional conduct is expected in

courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. **Student Safety**

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages to you. SJC SunsAlert is San Juan College's Emergency Notification System that will provide you with real-time information about campus closures, extreme weather, and other emergencies through your San Juan College email, text alerts, and phone calls. Should an emergency occur prior to activating your SJC SunsAlert, you will only receive messages through your San Juan College email. To receive a phone call and text alert, you must activate your SJC SunsAlert account and register your phone number. To activate your SJC SunsAlert account, you will need to download the Everbridge App in the App Store or Google Play. Once the app is downloaded follow these steps:
• Open the app
• Click on "Find an organization or subscription" button
• In the search box, either type in San Juan College or 87402
• Click on "SJC SunsAlert"
• Sign on using your SJC email and password
• Once you sign in, you will want to click on "Manage My Profile"
• Click on "edit"
• Include your preferred communication methods.
• Enter your cell phone number in the personal text msg field to ensure you receive text messages.
• Confirm all information (phone number & email) is correct and up to date.
• If you need help with the app, please call John Myers at 505-566-4224 or Kenny Hibner at 505-566-3050.
                                                            In the event of an emergency, an SJC SunsAlert message will be sent, and depending on the situation, you will be instructed to do one of the following:
• Evacuate the building
• Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
• Lockdown (Campus doors are locked. All operations cease, and you should take cover in your

immediate area. No one other than law enforcement is allowed in or out of the campus.) The Department of Public Safety (DPS) is available 24 hours per day. In an emergency, you can reach DPS staff by calling (505) 566-4444.

6. Non-Discrimination, Sexual Harassment, and Retaliation.
San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's Title IX site for further details.
San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or allens@sanjuancollege.edu.

7. Drop for Non-Attendance and/or Non-Participation

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line

learners, logging in does not meet the attendance standard.

Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

8. Grading Policies

Incomplete: Incomplete Grade Assignment (Incomplete Grades Information)

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due.

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

9. Grade Appeals

The policy for grade appeals is in the Academic Catalog (Grade Appeal Policy).

Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

 A course fee of $5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.