Instructor
Monica Vanessa Martinez, MFA, ACUE
mvmartinez@utep.edu
(915) 747-6477
Blackboard Collaborate Office Hours: Mondays-Fridays 9:00am to 10:00am MST
To access office hours, enter the courses Blackboard Ultra homepage, on the left hand menu click “Office Hours,” from the list select “Prof Martinez Office Hours,” from the drop down menu select the day you are attending (it should be highlighted for you during the access time), on the new right hand menu select “Join Session.”

Student/Instructor Communication Plan: I prefer you come into office hours to discuss matters in person when possible. So, with teaching online, I’d love to have a video chat via Blackboard Collaborate. If you are unable to meet during my scheduled office hours, but still want a video conference, please send me an email and we can set up a meeting. If you’d rather email, please give me at least twenty-four hours to respond. Because the number listed above is an office line, I cannot answer when I’m not in my office. Please leave a detailed voicemail. The voicemail will go to my email. I can call you back from my cell/home line, but only if you leave a message.
For both verbal and written communications, I prefer to be addressed as Ms. Martinez or Professor Martinez. My preferred pronouns are she/her/hers. Please let me know if you have preferred pronouns or would like to be called something other than your official name from the roster.

Peer Leader
Sofia Carranza
scarranza2@miners.utep.edu
Blackboard Collaborate Office Hours: Tuesdays and Fridays 1:00pm-2:00pm
To access office hours, enter the courses Blackboard Ultra homepage, on the left hand menu click “Office Hours,” from the list select “Sofia Office Hours,” from the drop down menu select the day you are attending (it should be highlighted for you during the access time), on the new right hand menu select “Join Session.”

Student/Peer Leader Communication Plan: Students can meet with me virtually during my office hours via Blackboard collaborate, which will be available Tuesdays and Thursdays 1:00pm-2:00pm. I can also be reached via email(scarranza2@miners.utep.edu). If emailed, please provide me 24 hours to answer. As for verbal and written communication, I prefer to be addressed as Sofia and preferred pronouns are she/hers/Her.

Course Description:
In this course, you will read, analyze and investigate literature from *The Oxford Book of American Short Stories*. The analysis will enable the development of critical thinking skills.
Through a study of literature and literary techniques, you will begin to experiment in creating your own works of fiction. By sharing your analysis of literary works and workshopping your own writings, you will understand how writing and literature will become an essential part of your education. Additionally, through the course, you will learn and implement strategies for success in college, including time management, note taking and reading skills, as well as demonstrating use and familiarity with UTEP’s Learning Management System (LMS): Blackboard Ultra.

**Blackboard Statement**

Blackboard Ultra is the chosen LMS of UTEP. You will be expected to utilize Blackboard. If you have any questions regarding the use of this LMS, please see your instructor or peer leader during office hours. If you are having trouble with general access to the system, please visit the Technology Support Center, or Help Desk, for further information. As with everything, there is an app for that. The Blackboard App is great for course announcements, emails, and discussions. However, a desktop or laptop computer is recommended for downloading and/or reading course materials, uploading documents, or submitting assignments.

**UTEP Edge Statement:**

The UTEP Edge is our philosophy that acknowledges the many assets our students bring to the University. We provide a variety of high-impact experiences both in and out of the classroom through work of our faculty, staff, alumni, and community partners that build on these assets and talents. Many of the assignments and discussions in this class will further develop the talents you bring to this class such as developing your communication skills, teamwork, critical thinking, and problem solving. Participating in experiences such as research, civic engagement, student employment, and study abroad contribute to increasing your confidence, enhancing your personal and professional skills, and equip you with a competitive advantage for when you graduate and enter the workforce or pursue a graduate degree. It is this competitive edge that will prepare you for leadership and lifelong success.

**Course Goals and Objectives**

**Goal 1. Students will develop and apply elements of leadership through effective individual participation and meaningful team collaboration to empower them to be agents of change.**

1.1 Students will assess and reflect on their strengths and leadership skill development.
1.2 Students will engage in active learning through individual, team, and class activities that develop their leadership skills.
1.3 Students will learn more about collaboration, roles, and facilitation skills through faculty instruction and student practice.
1.4 Students will develop effective interpersonal communication skills to include listening, sharing diverse perspectives, and soliciting others’ viewpoints.
1.5 Students will improve their interpersonal conflict management strategies.

**Goal 2. Students will examine the roles and responsibilities crucial for their success in college and beyond.**

2.1 Students will examine personal and social transition issues affecting college success.
2.2 Students will become familiar with the importance of participating in high-impact practices identified in the UTEP Edge.
2.3 Students will engage in at least one academic and one professional goal-setting activity or exercise.
2.4 Students will develop a plan of study by participating in appropriate academic advising.
2.5 Students will demonstrate knowledge of the rules of academic integrity and will practice acceptable academic behavior.
2.6 Students will become familiar with major UTEP academic policies and requirements in order to remain in good academic standing and graduate in a timely manner.
2.7 Students will demonstrate regular use of university communication systems, such as email, bulletin broadcasts, websites, and Mobile Campus.

Goal 3. Students will identify, assess, and build on their strengths and experiences to develop academic and transitional strategies necessary for success in their academic, career, and life goals.

3.1 Students will reflect on their responsibility for and contribution to their own learning.
3.2 Students will work to improve their oral, written, and electronic communication skills.
3.3 Students will work to improve their academic success strategies such as note-taking, annotation, active reading, test taking, time management, and stress management.
3.4 Students will become familiar with learning management systems such as Blackboard.
3.5 Students will examine their academic, career, and life goals by participating in at least one self-assessment activity about their interests, abilities, and values.
3.6 Students will participate in at least one activity, exercise, or information session to become familiar with the steps, including post-graduate education, required to prepare for a career.

Goal 4. Students will engage in research and critical thinking activities that demonstrate their ability to effectively integrate their learning within, across, and beyond academic settings.

4.1 Students will engage in critical thinking and problem-solving through individual, team, and class activities.
4.2 Students will demonstrate the ability to develop an effective research strategy based on the specifications of the research assignment.
4.3 Students will engage in library and database research.
4.4 Students will locate and critically evaluate the reliability, validity, and accuracy of sources.
4.5 Students will develop a project that involves critical evaluation and effective integration of sources.
4.6 Students will demonstrate the ethical use of sources such as accurate paraphrasing, quotations, and citations.
4.7 Students will reflect on how the research process applies to their learning within, across, and beyond academic settings.

Goal 5. Students will engage in campus and community activities to increase their sense of academic and social belonging.

5.1 Students will begin to build networks of faculty, staff, and peers to create a supportive and positive learning environment.
5.2 Students will attend/participate in a minimum of two social, cultural, and intellectual events at UTEP.
5.3 Students will become aware of and use selected academic and student support resources.
5.4 Students will meet one-on-one in person or virtually at least twice with the instructional team to discuss and receive feedback about their academic progress and transition to UTEP.
5.5 Students will meet in person or virtually with at least two other faculty or staff members important to their academic progress such as their academic advisor, their other professors, teaching assistants and/or tutors.
5.6 Students will become familiar with the university’s student organizations.

**Required Materials**
- Borders: Crossing Into your Future, 8th Edition only (Available through the UTEP Bookstore)
- Regular (daily for summer classes) access to a computer, Blackboard Ultra, and your UTEP email account
- If you are unable to afford your materials, or will not have access to them within the first week, please speak to your teaching team within the first two days of class

**Course Assignments and Grading**

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**Writing Assignments**
- Group Contract: 30 points
- Email/Thesis Sentence Assignment: 30 points
- Critical Analysis Film: 200 points

**Group Documentary Project**
- Critical Analysis: 100 points
- Group Documentary Project: 200 points

**Other Assignments**
- Choices 360: 35 points
- Resume: 40 points
- Library Scavenger Hunt: 25 points
- Library Modules: 30 points
- Final Project: 250 Total

Because UNIV 1301 is a core curriculum course, you must earn at least a C to receive credit for this course. Specific assignment criteria can be found on Blackboard in the form of assignment sheets. These PDF files may be viewed and/or downloaded under the module folder where the assignment is tasked to you. Written work has grading rubrics which are visible to students on Blackboard, as well.
Creative Writing Assignment Rough Draft (50)
Creative Writing Assignment 2nd Draft (50)
Creative Writing Assignment Final Draft (100)
Personal Analysis (50)

Description of UNIV 1301 Assignments

Participation Assignment Descriptions:
Blackboard Introduction Assignment: You will need to post an introductory video answering a few questions that will help the teaching team and your classmates get to know you a little more.
Meeting with Instructor/Peer Leader: Via Blackboard Collaborate, you will have a video conference with each of your teaching team members. The teaching team will give you the opportunity to select a time during the week of meetings.
Discussion Board: For each short story, because this is an online course, you will be required to participate in discussion boards – both an initial post to predetermined questions and three responses to your peers. Should deadlines be missed, these points cannot be made up.
Workshops: Within your groups and the group discussion boards, you will be expected to read, edit, and comment on your group members’ short story in order to help them improve for their next draft.

Writing Assignment Descriptions:
Group Contract: Using a template, you and your group members will amend the template to come up with a contract to help facilitate group roles and set rules for the group to follow during the group project.
Email/Thesis Sentence Assignment: Displaying proper email etiquette, you will email your teaching team to select your short story for the critical analysis and get your thesis statement approved before you begin your research and analysis.
Critical Analysis: You will conduct research on a published short story from the textbook. You will begin by analyzing the short story for a prominent literary technique displayed in the writing and then use your sources to back up your findings.

Group Documentary Project Description:
Critical Analysis Film: As a group you will plan, write, film and edit a documentary film based on one group member’s critical analysis topic. The group will upload the film to YouTube and submit through Blackboard using the Mashup function.

Other Assignment Descriptions:
Choices 360: As part of the career exploration component of UNIV 1301, you will take and complete the Choices 360 Inventory and complete a Blackboard homework assignment.
Resume: You will also develop a Freshman Resume after completing a resume workshop module.
Library Tutorial: In terms of information literacy, you will be expected to complete the Library Tutorial videos and module quizzes.
Library Scavenger Hunt: Continuing with the information literacy, there will also be a virtual Library Scavenger Hunt.

Final Project Description: The final project for the course will detail your growth as a creative writer. Turned in separately, and over the course of the semester, the items in the project are listed below.
**Creative Writing Assignment Rough Draft:** Your rough draft should be an original short story idea and must be a minimum of three full typed pages. (Full means to hit the bottom of the third page. It’s best to put at least one line on a fourth page just to be sure.) At most, five pages. Do not go over the maximum. Reminder: Your group members will be reading these. By being mindful of the maximum you are being respectful of their time.

**Creative Writing Assignment 2nd Draft:** The second draft must contain a minimum of four full typed pages and incorporate the feedback from your teaching team and group members. The maximum for this draft is six pages.

**Creative Writing Assignment Final Draft:** Your final draft must be a minimum of five full typed pages with a maximum of ten pages, and incorporate the feedback from your teaching team and group members.

**Personal Analysis:** The personal analysis must be in MLA format, contain one peer-reviewed source and detail the importance of one literary technique you utilize in your short story. This should be a minimum of two full typed pages in length and include a works cited page, that is not included in the page count.

**Final Exam**
Exemption from final examinations cannot be given. Final examinations are scheduled to be two hours, forty-five (45) minutes in length and take place during the final examination period. It is the policy of the University not to administer a second final examination in a course. It is also University policy that students shall not have more than two final examinations in a single day. In the unlikely event that the examination schedule results in a student having three final examinations on a single day, the faculty member upon the request of the student shall reschedule the second of that student’s three examinations.
In lieu of a final exam, you will be expected to submit your Critical Analysis, Critical Analysis Film, and final parts of the creative writing project during the designated final day.

**Class Policies**

**Format of Written Work**
Written assignments, other than discussion board posts, must be in MLA format, typed using black ink, 12 pt. Times New Roman font, 1” margins, double-spaced and submitted as a PDF or Microsoft Word file. Work that does not meet these stipulations will not be accepted. For more information you can go the Purdue Owl website.

**Extra Credit**
Student can earn 20 extra credit by viewing the [https://youtu.be/x8XUVqvjX_IA](https://youtu.be/x8XUVqvjX_IA) video and completing the Hero’s Journey Worksheet. All information will be found on Blackboard under the “Extra Credit” module. Another extra credit opportunity may be announced on Blackboard, and by email. So it is important to check your UTEP email regularly.
You can receive extra credit for providing the instructor with a screenshot of your my.utep.edu “classes” page showing completion of the Course Evaluation for your UNIV 1301 course. Screenshot can be emailed to the instructor for 10 extra credit points. Please use proper email etiquette. For credit, please see the example above to see the information required: First name, course list, and status reading: Evaluation Complete.

**Due Dates and Late Work Policy**

**Major Writing Assignments**
- Major writing assignments will be due on Sundays at midnight (11:59 PM MST). No late work will be accepted.

**Discussion Assignments**
- All discussion board assignments, whether group discussion boards or class discussion boards, are due at midnight (11:59 PM MST). No late work will be accepted.
  - Initial post will be due on Wednesdays.
  - Response posts will be due on Sundays.
- If you miss your workshop discussion board posts you will still be required to comment on your group members’ work, but you will not be graded on it.

**Other Assignments**
- Assignments will be due by midnight on the day stated in the course calendar. No late work will be accepted.

**Attendance Policy**
Because this is an online course, attendance is determined by class participation in Blackboard and the discussion boards. You must be prepared for and participate in online individual/group discussions, and complete the course modules in order to succeed in the course.
- To preserve your GPA, you will be dropped from the course for failure to turn in two or more major writing assignments, and/or missing the deadlines on three of the short story discussion board posts (initial and/or response).
- I will also drop you if you fail to login to Blackboard for more than three days.
- This is covered by the Neglect and Lack of Effort section of the University Course Drop form.

**Drop Policy**
If you cannot complete this course for whatever reason, please contact me. You may drop the class (student-initiated drop) and receive a “W” any time prior to June 26, 2020. Keep in mind that you are only allowed six (6) drops over the course of your entire college career. However, due to the individual nature of Financial Aid, Visa status, etc. dropping and/or being dropped may not be in your best interest. Please consult the instructor and/or your academic advisor before dropping the course.

However, your faculty member may drop you from the course (faculty-initiated drop) for any of the following reasons:
1. Excessive absence – You exceeded the allowed absences in your course
2. Neglect – You did not pay attention or care
3. Lack of effort – You did not meet course requirements.

In this course, excessive absence means failure to turn in two or more major writing assignments or missing the deadlines on three discussion board posts. Neglect means not accessing Blackboard in a timely manner since that would mean you are not participating in your educational experience. Finally, lack of effort means you are not submitting your work and/or
the work you are submitting is not meeting the standards of the course (not meeting word requirements, deadlines, or posting so close to deadlines that you are not significantly adding to the conversation in the discussion boards).

Technology Requirements
Course content is delivered via the Internet through the Blackboard Ultra LMS. Ensure your UTEP e-mail account is working and that you have access to the internet. You may use any of the primary Web browsers—Explorer, Google Chrome, Firefox, Safari, etc. When having technical difficulties, try switching to another browser. I prefer Chrome and have had very little difficulty with using Blackboard in that browser.

You will need to have or have access to a computer/laptop, printer, scanner, a webcam, and a microphone. You will probably want to purchase a USB (flash drive) to store files you create for your classwork. You will need to download or update the following software: Microsoft Office, Adobe, Flashplayer, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course. Reminder: As a UTEP student you can get Microsoft Office for free. If you encounter technical difficulties of any kind, contact the Help Desk.

Netiquette
- Always consider your audience. Remember that members of the class and the instructor will be reading what you are posting.
- Respect and courtesy must be provided to classmates and to instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else’s message, address the ideas, not the person. Post only what you would comfortably state in a face to face situation.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space. If you wish to do so, you have the ethical obligation to first request the permission of the writer(s).

University Policies
Copyright Statement
Some of the materials in this course are copyrighted. Violation of US copyright law can result in civil damages up to $100,000 for each work copied. Copying of textbooks is not “fair use” under the Copyright Act. The “fair use doctrine” only permits non-commercial copying of part (in general, not more than 10%) of a copyrighted work. Do not bring a copied textbook to this class. Your cooperation is expected.

Student Conduct
[From the Handbook of Operating Procedures: Section 2, Chapter 1]: All students are expected and required to obey federal, state, and local laws, to comply with the Regents' Rules and Regulations, with The University of Texas System and University rules and regulations, with directives issued by an administrative official of the U.T. System or The University of Texas at El Paso in the course of his or her authorized duties, and to observe standards of conduct appropriate for an academic institution.
Accommodations Policy
The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University.
If you have or suspect a disability and need an accommodation you should contact the Center for Accommodations and Support Services (CASS) at 747-5148 or at cass@utep.edu or go to Room 106 Union East Building. Please visit CASS and see me personally in the first week to discuss any special needs you might have.

Academic Integrity
Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to: cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as one's own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action.

Plagiarism
"Plagiarism" means the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own academic work offered for credit, or using work in a paper or assignment for which the student had received credit in another course without direct permission of all involved instructors. Plagiarism is considered academic dishonesty and will be reported to the OSCCR, as mentioned above. Instructor Note: Because this is a creative writing course, and I, myself am a writer, I take plagiarism very seriously and will not tolerate it. Your creative works must be your own original idea and writing. However, if you are inspired by another creative work, please talk to me before submitting any drafts to ensure that inspiration does not lead to plagiarism.
When it comes to your academic works, namely your critical analysis, it is best to make sure the analysis portion is your original ideas analyzing your topics. That being said, when it comes to the research portion, you are going to want to ensure that any sources that are quoted or paraphrased (summarized) are properly cited, both on a properly formatted MLA Work Cited page and as in-text citations, which should also meet MLA standards.

Special Notes from Prof Martinez
Online Method
There are two main types of online classes. Synchronous and Asynchronous. Synchronous learning is online or distance education that happens in real time. An example would be courses where you must log in and view a live lecture as it is happening. Asynchronous learning occurs
through online channels without real-time interaction. I have chosen Asynchronous. You will be able to login on your own time, and as long as you meet the deadlines you essentially have a “free” schedule.

**Weekly Wrap-Up Videos**
Though not for a grade, I create short (10-minute max) videos to sum up what we learned the previous week, and tips for what’s coming up. Think of these as the announcements at the end of a face-to-face class. Important information will be shared; it is your responsibility to watch the videos.

**Warnings**
*Because we are an asynchronistic course, it is up to you to manage your time.* I am very strict on deadlines, and “I forgot” is not a valid excuse. Having said that, I am also human and know that life happens. So, should life happen, please send an email or visit office hours at your earliest convenience to discuss your options.

*We will have frequent discussions on topics that are sometimes controversial. You are expected to tolerate and respect the opinions of others and to behave as responsible adults.*

I have never had any issue with my students. However, if you are being unprofessional or rude during a class discussion on a sensitive topic, this will mean reporting you to the Office of Student Conduct and Conflict Resolution, who will review your discussion board post/assignment and determine the proper course of action.

**Student Resources**
UTEP provides a variety of student services and support:

- **UTEP Library:** Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- **Help Desk:** Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.
- **University Writing Center (UWC):** Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- **Math Tutoring Center (MaRCS):** Ask a tutor for help and explore other available math resources.
- **History Tutoring Center (HTC):** Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- **Military Student Success Center:** UTEP welcomes military-affiliated students to its degree programs, and the Military Student Success Center and its dedicated staff (many of whom are veterans and students themselves) are here to help personnel in any branch of service to reach their educational goals.
- **RefWorks:** A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.