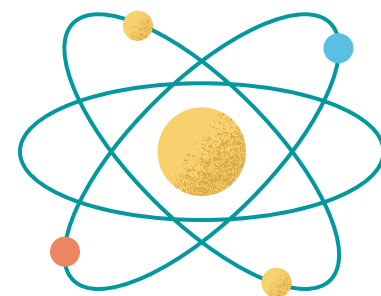


FIRST-YEAR Writing



ENGL 401.M1 | Spring 2025

Mon, 9:10-12:00 AM, P502

Welcome to First-Year Writing!

This course will help prepare you to enter various discourses, genres, and contexts that you'll encounter across the curriculum. **This section of ENGL 401 is designed for Life Science majors and Millyard Scholars.** As such, in addition to the outcomes listed below, you will be introduced to writing and research skills, genres, texts, and ways of thinking dominant in the sciences. In particular, you will read, analyze, and experiment with academic and professional modes of synthesis, analysis, research, argumentation, multimodal communication, and documentation (APA). Together, we'll approach this course as a community of practice, in which writing is a collaborative process. *Writing Intensive and Discovery requirement; 4 credits.*

Professor: C.C. Hendricks, PhD

Rm. #453; (603) 641.4162

Asst. Professor, CAS & WGS

*Prof. or Dr. Hendricks



c.c.hendricks@unh.edu



virtual office hours:

Tuesdays, 11 AM - 1 PM

I am available for face-to-face and virtual appointments at other times. Email is the best way to contact me. I typically respond to emails that are sent during business hours within 24-48 hours.

LEARNING OBJECTIVES

By the end of this course, you will be able to:

- Focus on a purpose
- Respond to the needs of different audiences
- Respond and revise appropriately to different kinds of rhetorical situations
- Use conventions (format & structure) appropriate to the rhetorical situation
- Adopt appropriate voice, tone, and level of formality
- Understand how genres shape reading and writing (particularly as they move into various disciplines and eventually the workplace)
- Write in several genres
- Acknowledge diverse perspectives, communicate with diverse audiences, think critically about issues of equity and inclusion, and develop other skills essential to engaging a complex world

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COVID-19 POLICIES

Unfortunately, COVID is still a part of our community. Please pay attention to messaging from the University (RAVE and Canvas and Email) in the event that any COVID protocols change. This course may shift to remote sessions. If this happens, we will continue to meet synchronously during our scheduled class time over Zoom. If additional adjustments to the assignment schedule are needed as a result of this shift, we will decide on such changes together. Monitor all Canvas announcements, campus email, UNH Police Twitter, RAVE alerts, and other UNH announcements to stay up to date with campus and course operations. You can always access current COVID protocols and requirements through the [Health and Wellness Website](#).

While masks are not mandated on the UNH Manchester campus, we will socially distance as much as the room allows. In addition, any instructor, employee or student also has the right to request that masks be worn by others in close contact in an indoor setting. If you would like to make this request, please contact Prof. Hendricks asap by email; your request will be kept anonymous. Most importantly, **please do NOT come to class if you are ill or suspect that you're ill**. You will not be penalized for absences due to illness and will not be required to provide documentation. See the attendance policy for more.



REQUIRED MATERIALS

- There are not any required textbooks for this course.
- I will post assigned readings to our Canvas course site. In addition, it is important that you consult the [course calendar](#) regularly.
- You will need access to a laptop or tablet during class. Laptops can be checked out (and used on campus) at the [UNHM library](#). If you need additional help, please visit the [UNHM IT/Help Desk website](#).
- You will need to sign up for a free [Canva](#) account to create your infographic, unless you prefer to use an alternative software. *I will provide additional instructions in class.*

Curtailed Operations

If the university curtails operations due to weather, we will not hold in-person class for our safety and the safety of others. As soon as possible, I will post an announcement on Canvas about due dates, any make-up work, and (if applicable) any online options that may make sense depending on where we are in the course and the duration of curtailed operations. Please make sure you have access to the UNH Alert RAVE system. If needed, sign up for RAVE Alerts [here](#).



ASSIGNMENTS



Participate in Class

Satisfactory participation involves:

- attending class on time
- making thoughtful, respectful contributions to class discussion and activities
- using the Collaborative Worksheet and other opportunities for non-verbal participation if you don't feel comfortable speaking in the larger group
- thoroughly and promptly completing writer's blog activities
- asking substantial questions
- making room for others to speak
- meaningful contribute to small group work and collaborative projects

Class participation accounts for 10% of your final course grade.



Read Critically

Writers are readers. The readings in this course will introduce genres, arguments, examples, and key concepts, and enlarge context for class discussion. Your class participation depends on your timely, critical reading. For instance, many of the writer's blog posts require you to respond to assigned course readings before attending class.



Submit Complete Drafts & Major Writing Assignments On Time

You will complete four major writing assignments (assignment sheets linked below):

1

[Infographic](#)

2

[Rhetorical Analysis](#)

3

[Collaborative Position Paper](#)

4

[Reflective Portfolio Letter](#)

Each assignment (with exception to the Portfolio Letter) will require different drafts, which will receive feedback from both your peers and me. This revision process will help you to develop your writing from the invention and planning stages into concise, clear, well-researched, and correctly formatted products. Drafts should be submitted on the Canvas course site by the target dates listed on the assignment sheets and course calendar.

Each draft prior to the final draft of an essay, you will receive one of the following process grades:

- 10/10: meets/exceeds minimum requirements
- 7/10: does not meet minimum requirements and/or late
- 0/10: not submitted or 5+ days late

These process grades will be averaged together with your workshop credit to account for 25% of your final course grade.

For the final draft of the first three essays, you will receive:

- a numeric/letter grade that represents the grade the draft would've received if submitted in the final E-Portfolio

These grades will help you revise your assignments and provide you with a better understanding of my expectations for the final e-portfolio. **The final draft grades for the Infographic, Rhetorical Analysis, and Collaborative Position Paper will be averaged together to account for 20% of your final course grade.**

All assignments should be submitted in the format of .docx or .pdf documents on Canvas. **Do NOT submit Google Docs or Google Doc links, and do NOT email work unless explicitly directed to do so.** Assignment sheets and collaboratively designed rubrics will be posted on the Canvas course site. If you require print copies, please email me.

Complete Writer's Blog Entries on Time

You will complete informal free writes, writing and annotation exercises, and reading responses regularly. You will submit these writer's blog assignments on the Canvas course site. I will not assess these for quality, but for effort and completion. Your Writer's Blog grades will factor into your class participation grade.

Participate Thoughtfully in Peer Review Workshops

For each major writing assignment, you will participate in writing workshops. I will provide specific directions for peer review for each Workshop. Participation in these workshops is vital to your success as a writer. You should attend each workshop with the appropriate draft completed to receive a full process grade. If I am concerned about your participation in writing workshops, I will notify you.

For each workshop, you will receive one of the following process grades:

- 10/10: meets/exceeds minimum requirements OR
- 7/10: does not meet minimum requirements and/or late OR
- 0/10: did not attend the workshop and/or are unprepared

These workshop grades will be averaged together with your draft process grades to account for 20% of your final course grade.

Submit a Revised, Polished, & Reflective Final E-Portfolio

Your final, evaluative e-portfolio ([Assignment Sheet](#)) is due at the end of the semester.

Your final e-portfolio grade is based on the following materials:

- An average of your final grades on 2-3 revised major writing assignments (85%)
- Your reflective portfolio letter grade (15%)

I will provide more detailed instructions and we will discuss the e-portfolio assignment several times throughout the semester. Because I need time to thoughtfully grade your portfolios before final grades are due, late portfolios will NOT be accepted for any reason.

Your e-portfolio grade accounts for 45% of your final course grade.

Attend Class Regularly

It is essential that you attend class, as the activities, writing workshops, and materials in class will help you to write and revise effective products. Please attend class as much as possible and if you can't attend, please notify me by email before or as soon as you can after. You do not need to send me documentation or doctor's notes or share any information that you are not comfortable sharing. To ensure we slow the spread of COVID, **no one should attend class ill and you will not be penalized for missing class due to an illness or suspected illness.**

Early in the semester, we will compose a more specific attendance policy together that outlines parameters and potential consequences for excessive absences, which I will then post to the Canvas course site. **If you have five or more unexcused absences, you will no longer be able to pass the course.** I don't anticipate any of you will be in this position, however, so let's all agree to do the work, come to class, and learn a lot together. If you are a caregiver and need to miss class for reasons associated with your caregiving responsibilities, please email me at any time. In general, the earlier you contact me with any attendance issues, regardless the reason, the easier it is for me to accommodate you while maintaining fair expectations for all students. Students that foresee extended absences for extenuating circumstances should reach out to Assistant Dean Lisa Enright (Lisa.Enright@unh.edu).

GRADING

Class Participation

10%

SCALE

100-94

<94-90

<90-87

<87-84

<84-80

<80-77

<77-74

<74-70

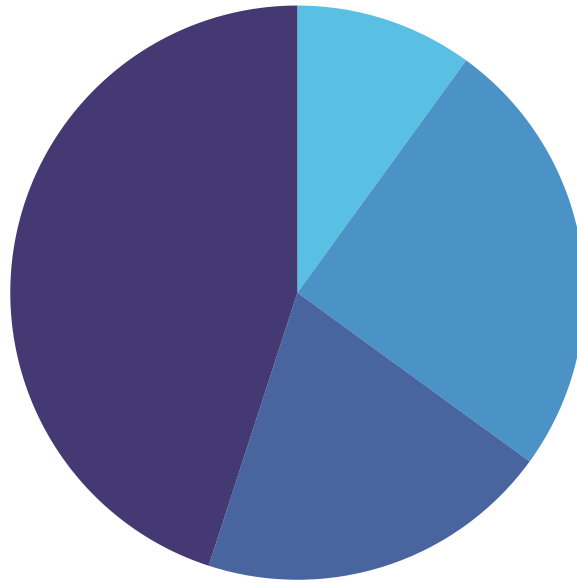
<70-67

A <67-64

A- <64-60

B+ <60-0

E-Portfolio
45%



Final Drafts
25%

Process Grade
20%

A Note on Grading

Given the portfolio, it can be difficult to calculate your final course grade throughout the semester. The grade book on the Canvas course site can be misleading. The process and projected numeric grades I give you on your drafts will help you assess your final grade. Please email me at any time to discuss your grades.

CONFERENCES

We will have **two conferences, one virtual and one in-class**. Sign-up sheets for conferences will be available in the "Important Course Documents" module on the Canvas course site. Classes will be canceled on virtual conference days, either in whole or part. Conference days are outlined in [the course calendar](#).

LATE WORK

Every assignment should be submitted by the target date. Given the multiple-drafting system of the course, keeping up with these dates will ensure that you don't fall behind. **If you are going to miss the target date, please email me. Assignments submitted late without emailing me will receive half credit.** If you haven't made prior arrangements, **no late work will be accepted 5 days after the target date.** No extensions will be provided on the final e-portfolio.



Consistent with UNH policy, you should expect to spend a minimum 3 hours of engaged time per week per credit over a 15-week semester. For more information, please see page 111 of the [Policy_On_Credits-And-Degrees.pdf \(neche.org\)](https://www.unh.edu/neche/PDF/Policy_On_Credits-And-Degrees.pdf). If you feel as though the workload is untenable, please email me.

ACADEMIC HONESTY

Correct and ethical documentation is an important skill when reading and writing in academic and professional contexts. Any attempt at plagiarism or misrepresentation will result in a failing grade for the project and, in some cases, for the entire course. For more on plagiarism and misrepresentation, see [UNH's Academic Honesty policy](#), "[Student Rights, Rules, and Responsibilities](#)," and this [tutorial](#).

Unless otherwise specified, the use of Automated Writing Tools, including chatGPT and similar artificial intelligence (AI) tools, is strictly prohibited in this course, even when properly attributed. The use of automated writing tools is considered plagiarism.

In this course, we will review and practice documentation in APA (American Psychological Association) formats. I recommend that you do NOT cite new sources in your final e-portfolio without allowing me to review your citations first. If you have concerns about plagiarism, please email me before final revisions are due.

STUDENT SUPPORT SERVICES

CENTER FOR ACADEMIC ENRICHMENT (CAE)

The Center for Academic Enrichment (CAE) professionals and peers are available to support all UNH Manchester students in maximizing their learning potential through individual in-person and online tutoring, in-class workshops, and study groups in math, writing, course content, study skills, time management, and personal statements. All students registered for UNH Manchester courses are entitled to one hour of individual tutoring, per course, per week. Appointments are available at <https://caetutor.unh.edu>; for more information, contact the CAE at (603) 641-4113, or unhm.cae@unh.edu.

CLASS RECORDING

Class lectures and activities will/may be recorded in order to make this course more accessible. Recordings are to be used for educational use/purposes only. Students may **not** record class activities (including screenshots showing instructors and students) without express permission from their instructor. Authorized student-initiated recordings may not be posted or shared outside of the class.

ACADEMIC ALERTS

"If a faculty member is concerned about your academic performance, they may submit an academic alert. Academic alerts are not punitive. The goal is to provide you with support and resources to support your success."

UNHM LIBRARY

The UNH Manchester librarians are available to assist you with the research process. Visit the library's website at <https://cps.unh.edu/library> to learn about library services and to search for reliable academic sources. An information literacy librarian will visit our class to help familiarize us with Library resources and databases.

The links below guide you to useful online library resources:

- [Make a Research Appointment](#) with a librarian
- Use the [Library Search Box](#) to find information
- [Reserve a Study Room](#)
- Discover resources for [Citing Sources](#)
- Learn strategies for [Evaluating Sources](#)



FOOD PANTRY

The UNHM food pantry has pre-packed, non-perishable food items for students in room 437. If you have any questions, email UNHM.Foodpantry@unh.edu. For additional food, housing, and financial support services, visit [UNH's Student Life website](#).

RELIGIOUS OBSERVANCE

If you need an accommodation for a religious or cultural holiday or observance, please email me at c.c.hendricks@unh.edu as early in the semester as possible.

ACCOMMODATIONS

According to the Americans with Disabilities Act (as amended, 2008), each student with a disability has the right to request services from UNH to accommodate his/her/their disability. If you are a student with a documented disability or believe you may have a disability that requires accommodations, please contact Student Accessibility Services (SAS) located on the Manchester campus in room 417 or sas.office@unh.edu.

Accommodation letters are created by SAS with the student. Please follow-up with your instructor as soon as possible to ensure timely implementation of the identified accommodations in the letter. Faculty have an obligation to respond once they receive official notice of accommodations from SAS but are under no obligation to provide retroactive accommodations.

For more information refer to www.unh.edu/sas or contact SAS at 603.862.2607, 711 (Relay NH) or sas.office@unh.edu.

MENTAL HEALTH SERVICES

UNH Manchester offers **free mental health sessions for students**. Services include: free confidential screening & consultation with a licensed mental health therapist; referrals to mental health or substance misuse treatment; and, assistance in understanding how to afford additional treatment.

To schedule a counseling session:

- complete [this survey](#)
- email unhm.wellness@unh.edu

If you or someone you know is experiencing a mental health or substance misuse crisis:

- call the Mobile Crisis Response Team, (800) 688-3544
- or The National Suicide Prevention Lifeline, (800) 273-TALK/8255

For more about the support available to you, please visit the [Student Wellness website](#).

SEXUAL HARASSMENT/ABUSE

UNH requires faculty, staff, peer mentors, tutors and other University members to report any incidents of sexual violence and harassment shared by students.

If you wish to speak to a confidential support service provider:

- see this [list of Privileged Confidential Service Providers/Resources](#)

To report an incident on campus, see Lisa Enright (Room 439; lisa.enright@unh.edu) or Manchester Security. **For more information on how to anonymously report incidents of discrimination, hate or harassment:**

- visit the [Reporting for Students website](#)

For more on the support resources available to you:

- visit the [Manchester YWCA website](#)
- visit the [Sexual Harassment and Rape Prevention Program's \(SHARPP\) website](#)

ADD'L OFFICES OF SUPPORT

[The Beauregard Center](#) works closely with underrepresented and ally students to empower their development and growth in order to thrive socially and academically.

[Military and Veteran Services](#) provide the highest quality service and support to Student Veterans, Service Members, and other military-affiliated students such as dependents. They can be reached by phone, (603) 862-0643, or email, UNH.Veterans@unh.edu.

[The Office of International Students and Scholars \(OISS\)](#) provides immigration support and programs to bring international, campus and local communities together. For more, email oiiss@unh.edu.