

ENC 1101 – FRESHMAN COMPOSITION 1

Valencia College West Campus Fall 2020

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Course Information:

CRN: 11345

3 Credit Hours

Online

Digital Office Hours: Sun 1 p.m. – 2 p.m. (Email Only)

Teaching Styles/Instructional Methods: Classroom and Canvas.

Course Information and Materials

Course Description

Development of essay form, including documented essay; instruction and practice in expository writing. Emphasis on clarity of central and support ideas, adequate development, logical organization, coherence, appropriate citing and/or secondary sources, and grammatical and mechanical accuracy.

Gordon Rule - ENC 1101 is a Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C is required if ENC 1101 used to satisfy Gordon Rule and General Education Requirements.

Course Prerequisites

Score of 103 on writing component of PERT or equivalent score on other state-approved entry test or minimum grade of C in ENC 0027 or minimum grade of C in ENC 0025C or EAP 1640C, and a score of 106 on reading component of PERT or equivalent score on other state-approved entry test or a minimum grade of C in REA 00017C or EAP 1620C.

Major Topics <ul style="list-style-type: none"> • Writing as a Process • Rhetorical Structure and Elements of an Essay • Genre Study • Documentation • Critical Reading • Grammar and Usage 	Course Outcomes <ul style="list-style-type: none"> • Students will compose expository essays • Student will write in standard American English • Students will write a documented essay • Students will demonstrate information literacy • Students will develop critical reading skills
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Required Textbooks/Resources
[Valencia Writer \(ENC 1101 OER\)](#)

- Required Course Materials**
- A spiral notebook or paper and binder for note taking
 - Pen or Pencil for in-class writing
 - Reliable electronic storage for writing assignments - a USB drive for use in writing labs
 - Access to college dictionary and thesaurus
 - Reliable access to Microsoft Word
 - Reliable internet access
 - Reliable printer access
 - Email: Students must check their Atlas email accounts daily.
 - Canvas: Check Canvas daily for announcements, assignments, etc.

Valencia Student Core Competencies
This course seeks to reinforce the following Valencia Student Competencies listed below that prepare students to succeed in the world community.

- Think clearly, critically and creatively by analyzing, synthesizing, integrating and evaluating symbolic works and truth claims.
- Reflect on your own and others' values from individual, cultural and global perspectives.
- Communicate by reading, listening, writing and speaking effectively.
- Act purposefully, reflectively and responsibly by implementing effective problem solving and decision-making strategies.

Assignments and Grading Grading/Evaluation	Points	Final Grade Scale
Paper 1 Draft: Compare and Contrast	15 pts	A: 895-1,000pts B: 795-894pts C: 695-794pts D: 595pts-694pts (retake course) F: 0-594pts (retake course)

Discussion: Paper 1 Draft Workshop: Compare and Contrast	10 pts	
Paper 1: Compare and Contrast	20 pts	
Paper 2 Draft: Argumentative	15 pts	
Discussion: Paper 2 Draft Workshop: Argumentative	10pts	
Paper 2: Argumentative	20 pts	
Final Paper Draft	80 pts	
Discussion: Final Paper Draft Workshop	16 pts	
Final paper	400 pts	
Final Presentation Draft	20 pts	
Final Presentation	100 pts	
Discussion: Academic Writing	10 pts	
Discussion: Researching	10 pts	
Discussion: "Two Ways of Seeing a River" by Mark Twain	10 pts	
Discussion: What is Plagiarism?	10 pts	
Discussion: "Letter from Birmingham Jail" by Martin Luther King, Jr.	10 pts	

Discussion: "Excerpt From Night" By Elie Wiesel	10 pts	
Discussion: Grammatical Sentences	10 pts	
Discussion: Revising a Draft	10 pts	
Discussion: Preparing an Oral Presentation	10 pts	
Orientation Quiz	4 pts	
Quiz 1	10 pts	
Quiz 2	10 pts	
Quiz 3	10 pts	
Quiz 4	10 pts	
Quiz 5	10 pts	
Quiz 6	10 pts	
Writing Exercise 1	10 pts	
Writing Exercise 2	10 pts	
Writing Exercise 3	10 pts	

Activity 1	10 pts	
Activity 2	10 pts	
Activity 3	10 pts	
Reflection 1	20 pts	
Reflection 2	20 pts	
Reflection 3	20 pts	
Journal	20 pts	

Grade Break Down
<u>Paper 1</u>
Paper 1 Draft- Compare and Contrast (15 pts): 2 to 3 pages with MLA citations. From Valencia Writer (ENC 1101 OER) – Reading - “Two Ways of Seeing a River” produce an essay of 2 to 3 pages with one citation from the reading. Essay will focus on comparing and contrasting: developing main ideas, organization, and grammar/punctuation/syntax. Draft will be turned in on Canvas and as hard copy in class.
Discussion Paper 1 Draft Workshop- Compare and Contrast (10 pts): 2 to 3 pages with MLA citations. Students will workshop drafts two providing and receiving feedback and adding revision commentary to the paper’s various elements. Revision commentary can be added using the comments feature in Microsoft Word. Submit via Canvas.
Paper 1- Compare and Contrast (20 pts): 2 to 3 pages with MLA citations. Students will polish workshoped draft taking into consideration professor and peer feedback. Final submission will contain all elements of initial draft assignment and will be submitted via Canvas.
<u>Paper 2</u>

<p>Paper 2 Draft- Argument (15 pts): 2 to 3 pages with MLA citations. From Valencia Writer (ENC 1101 OER) – Reading – “Letter from Birmingham Jail” produce an essay of 2 to 3 pages with one citation from the reading and one citation from an outside source. Essay will focus on creating an argument: developing main ideas, organization, and grammar/punctuation/syntax. Draft will be turned in via Canvas and as hard copy in class.</p>
<p>Discussion: Paper 2 Draft Workshop- Argument (10 pts): 2 to 3 pages with MLA citations. Students will workshop drafts providing and receiving feedback and adding revision commentary to the paper’s various elements. Revision commentary can be added using the comments feature in Microsoft Word. Submit via Canvas.</p>
<p>Paper 2- Argument (20 pts): 2 to 3 pages with MLA citations. Students will polish workshopped draft taking into consideration professor and peer feedback. Final submission will contain all elements of initial draft assignment and will be submitted via Canvas.</p>
<p><u>Final Paper</u></p>
<p>Final Paper Draft (80 pts): 5 to 7 pages with MLA citations. Students will produce a draft from a chosen paper from previous submissions: papers 1 through 2 or produce a new draft from previous assigned papers. Submission will include four citations one from the reading and three from outside sources. Essay will focus on: developing main ideas, organization, and grammar/punctuation/syntax. Draft will be submitted via Canvas.</p>
<p>Discussion: Final Paper Workshop- (16 pts): 5 to 7 pages with MLA citations. Students will workshop providing and receiving feedback and adding revision commentary to the paper’s various elements. Revision commentary can be added using the comments feature in Microsoft Word. Submit via Canvas.</p>
<p>Final Paper (400 pts): 5 to 7 pages with MLA citations. Students will polish final draft taking into consideration professor and peer feedback from draft submission. Final submission will contain all elements of initial draft assignment, MLA paper criteria, and will be submitted via Canvas.</p>
<p>Final Presentation Draft - (20 pts): In a 5-minute presentation, students will create and submit a draft video of them presenting their final paper using video with visuals and handouts.</p>
<p>Final Presentation (100 pts): In a 5-minute presentation, students will present a final version of their paper to the class in the form of a video of them presenting their final paper using video with visuals and handouts and incorporating instructor feedback.</p>
<p><u>Quizzes</u></p> <p>Six quizzes (10 pts): Students will be quizzed on grammar, plagiarism, and MLA from the Valencia Writer (ENC 1101 OER) website.</p>
<p><u>Writing Exercises</u></p> <p>Three writing exercises (10 pts): Assigned readings. Students will write a two-paragraph response to each essay assigned question prior to submitting a paper draft from the Valencia Writer (ENC 1101 OER) website.</p>
<p><u>Activity</u></p> <p>Three activities (10 pts): Students will free write from a selection of questions pertaining to readings or text book content from the Valencia Writer (ENC 1101 OER) website.</p>

<p>Discussions Nine discussions (10 pts): Students will discuss from a selection of questions pertaining to readings or text book content from the Valencia Writer (ENC 1101 OER) website.</p>
<p>Reflection Three reflections (20 pts): Students will be assigned a question to reflect on assigned readings from the Valencia Writer (ENC 1101 OER) website.</p>
<p>Journal One journal (20 pts): Students will reflect on their journey and growth throughout the semester. "How to Write a Memoir" - William Zinsser</p>
<p>Makeup Policy -Think Value Act and Communicate</p>
<p>Absence from class is not an excuse for incompleteness of the homework assignments or essays. If you are absent, you are responsible for turning in your work ahead of time and getting the missed information from a fellow student. Do not email me asking "Did I miss anything important?", the answer will be "Always", or "Can you tell me what I missed?", the answer will be "look at the syllabus". The week-to-week syllabus is a reliable initial source, but classes are a living and breathing organism and changes may be made.</p>
<p>Assignment Submission</p>
<p>Final Papers: All final Papers will be submitted to Canvas by their due dates and in Class. Both parts are crucial for being graded and your essay is not submitted until I have both. Any papers not turned in by the due dates will receive a zero, no excuse. 1 Final Paper Late Pass: You are allowed 1 Late Paper Pass, which will give you an extra week to turn in your paper at a -10%. This means that whether the paper is 1 day late or 1 week late, will receive 10% marked off of their final grade. If you received a 96% on the paper and it was turned in a day late you'll receive an 86 % on your paper. Any papers more than 1 week late will receive a zero. Note that a Zero on a paper may result in not passing the class. Also note that prompt turn-ins= prompt feedback from me. It is in your best benefit to turn papers in during class the day they are due in order to receive full credit.</p>
<p>Final Paper Presentation: Cannot be made up. You must be present to take and receive credit for the final presentation.</p>
<p>Papers: Papers will be submitted in Canvas by their due date. Any late posts will result in -10% for every day late.</p>
<p>Quizzes: Cannot be made up. You must be present to take and receive credit for quizzes.</p>

Workshops: Cannot be made up. You must be present to receive credit for workshops.

Activities: Cannot be made up. You must be present to take and receive credit for activities.

Writing Exercises: Cannot be made up. You must be present to take and receive credit for activities.

Reflections: Cannot be made up. These assignments must be turned in on time.

Journals: Cannot be made up. These assignments must be turned in on time.

Extra Credit Policy

Extra credit will be provided to the entire class on case-by-case basis.

Paper 1-2 and Journals Formatting

Papers will be:

- Typed,
- MLA format and heading
- 1-inch margins,
- Black ink

- 12 pt. font
- Times New Roman
- Double Spaced
- Submitted to Canvas and a hard copy in class

Improper formatting will result in docked points from paper.

Final Paper: The Final paper is due on the last day of class. Late essays will not be accepted after that date.

Final Paper Formatting

Final drafts of papers will be:

- Typed,
- MLA format and heading
- 1-inch margins
- Black ink

- 12 pt. font
- Times New Roman
- Double Spaced
- Submitted to canvas and a hard copy in class

Improper formatting will result in docked points from paper.

Absences: Students who have difficulty attending class because of conflicts with their jobs or personal lives must resolve those conflicts. You signed up for this class at this specific time and day; this should be your priority over all other commitments. There is no such thing as an excused absence. I will not accept doctors' notes. If you have Military Duty, Jury Duty, or extreme circumstances like these, we will discuss these on a case by case basis.

Tardiness: Students who come to class late or leave early 15 minutes or more this will count as a tardy. 2 tardies equal an absence. If you know you will be late or need to leave early, please ask me and sit near the door so you can leave without disrupting the course.

No-Show Procedure: Any student who does not attend class by the drop deadline, prior to the start of the no-show reporting period for the part of term for this course will be counted as a no-show.

Withdrawal: Per [Valencia Policy](#), a student who withdraws from class before the established deadline for a particular term **(10/30/2020)** will receive a grade of “W”. A student is not permitted to withdraw after the withdrawal deadline.

A faculty member will withdraw a student up to the withdrawal deadline for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W”. After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.” If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.

If you are receiving financial aid, please consult an advisor or counselor before withdrawing from a course as there may be financial implications. Students with some scholarships who withdraw or are withdrawn from a class must pay the college for the cost of the class. Other scholarship sponsors may also require repayment.

Financial Aid

In order to academically maintain financial aid, students must meet all of the following requirements:

- Complete 67% of all classes attempted, and
- Maintain a Valencia GPA of 2.0 or higher, and
- Maintain an overall GPA of 2.0 or higher, and
- Complete degree within the 150% timeframe

Detailed information about maintaining satisfactory academic progress (SAP) can be found at: [Academic Progress](#).

For a complete policy and procedure overview on Valencia Policy 4-07 please go to: [Policy and Procedure Overview](#)

Guidelines and Assistance

1. Participate with Civility

Do's	Don'ts
<ul style="list-style-type: none"> • Come to class • Participate by being active members of the 	<ul style="list-style-type: none"> • Use too many absences • Fall behind in assignments

<p>classroom.</p> <ul style="list-style-type: none"> • Come prepared (Complete reading and writing assignments on time.) • Come with questions • Come with individual and insightful thoughts on material • Respect your classmates • Be awake and energized. • Speak up! 	<ul style="list-style-type: none"> • Use disruptive language or behavior. <ul style="list-style-type: none"> ○ Disruptive language (spoken and written): <ul style="list-style-type: none"> ▪ Violent and/or belligerent and/or insulting remarks sexist, racist, homophobic remarks and anti-ethnic ▪ Slurs ▪ Bigotry ▪ Disparaging commentary ○ Disruptive Behavior: <ul style="list-style-type: none"> ▪ Texting in class ▪ Answering phones in class ▪ Computer use (other than note taking) ▪ Whispering or talking when another member of the class is speaking <p>***I reserve the right to mark you absent if your behavior indicates you are not present in class without warning.</p>
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2. Academic Honesty

All forms of academic dishonesty are prohibited at Valencia College. [Academic Dishonesty](#) includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F.

3. Students with Disabilities

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. [The Office for Students with Disabilities \(OSD\)](#) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability.

Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a Notification to Instructor form by the end of the second week of class. To obtain a letter of accommodation, contact [ODS](#).

4. BayCare Student Assistance Services

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. [BayCare Behavioral Health Student Assistance Program \(SAP\)](#) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

5. College Links

[College Catalog Links](#)

[Valencia Policy Manual Links](#)

[Student Handbook Links](#)

[Microsoft Office Instructions for free software Links](#)

[Course Support Links](#)

6. Academic Dishonesty- Think Value Act and Communicate

- All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with "intent to defraud or deceive.
- All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.
- I understand that citation mistakes do happen. So... cite, document, cite, and document! Use MLA formatting guidelines and you will ALWAYS be in compliance! And, all work submitted in this course must be original; not recycled from high school, other colleges or universities; or written by someone other than you. If it is a case of improper citation/quotation you will be asked to rewrite, and your grade will be penalized.
- In cases of blatant dishonesty. failure to adhere to this policy will result in a "0" on the assignment and possibly an "F" in the course.
- Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states 'group project.

7. College Expected Student Conduct

Valencia Community College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct.

By enrolling at Valencia Community College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

A full description of all College policies can be found in the:

- [College Catalog](#)
- [The Student Handbook](#)
- [The Policy Manual](#)

Attached please find the [College calendar](#)

8. Helpful Resources:

- Computer Labs (available on all campuses): If you are having technical problems at home, you have a variety of on-campus options for computer use. Check your local campus for times and places.
- Libraries (available on all campuses): To access online databases, a required resource, you will need a valid Valencia ID and PIN. You have full Internet access and email opportunities from college computers located in the libraries.
- Tutoring Services (available on all campuses): Arrange a tutor if you believe that you will benefit from one-on-one help. On West Campus tutoring is available in bldg. 7-240 (extension 1633).
- Writing Centers: Arrange a consultation with the staff, who will address your writing concerns. The Writing Center is in bldg..5-155 (407-582-5454)
- Smarthinking (smarthinking.com)

SkillShops. short seminars covering a variety of topics which deal with student success, goals and purpose. To check out [Valencia's Skillshop](#) offerings.

9. Faculty/Student Communication

Valencia College is committed to providing each student a quality educational experience. Faculty members have set high standards of instruction for themselves and for you. If you have a problem in a class, your first step is to talk to your professor. If you are still dissatisfied, you may talk with the academic dean of the division for your class. We will work together to resolve any issues that arise.

During non-classroom hours you can contact me via email or phone. Please expect to receive a reply within 24-48 hours. Please include screenshots of all technical issues you may be experiencing. Also, please remember to check email and announcements daily.

10. Study tips

Here are some study and classroom management tips that have assisted former students:

- Attend class daily and don't be tardy. The introduction to each lecture explains the purpose of the entire lecture. Students who follow this rule won't miss important information.
- REWRITE YOUR NOTES soon after the lecture; if the professor permits, tape record lectures and replay to refresh your memory when you rewrite your notes.
- Create flash cards with questions you make up from the lecture and lab with answers on the back.
- Use mnemonic devices and other games to remember concepts; go to Google images, YouTube and Khan Academy for additional pictures and videos to clarify concepts.
- Make lists of confusing topics from your studying and ask questions.
- Take advantage of the professor's office hours.
- JOIN A STUDY GROUP and predict what questions the professor could ask on the test.
- Get the telephone number of one or more buddies in case you are absent from a class.

11. Technology in this Class

Email Protocol

- I am available via email from 8:00 am till 6:00 pm. Please ensure 24- 48 hours for my response (don't expect a response at the last moment).
- Email is a primary form of communication in this class. Please conduct your emails properly: include a subject; a greeting; introduce yourself; write in complete sentences; include your name/signature
- You can either email me from Canvas or from your Atlas account.
- I cannot open any messages from email sources other than Atlas.
- Check your Atlas account for updates from me daily.
- When you send email from Atlas, always check " Save a copy to the 'Sent' folder." After you've sent it, check your "Sent" folder. Check for the paperclip icon that indicates Atlas delivered the attachment, as well as the message.

Technology Clause

We live in the 21st century and I require the use of computers outside of class. You have access to the Valencia library computers and printers, so print things ahead of time and use the Library as a backup. Since I do not accept the excuse "My Dog Ate my Homework"; I also won't accept "My computer broke", "My printer was out of ink", "My hard drive crashed". Think ahead.

You may use your computers to take notes in class but using the computer in class for non-class related activities will result in **an absence and losing your computer privilege in class.**

12. Computer/Equipment Use Policy

For use outside the classroom on campus: Use of computers in the Business, IT, and Public Service classrooms at Valencia Community College is restricted to those activities designated by the professor to enhance the class materials. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to:

- Use of computer to send E-mail or access Internet sites not specifically assigned in class.
- Use of computer for job, internship, homework or other activities not assigned in class.
- Modifying any hardware or software system configuration or setting.
- Activities not in accordance with the Valencia Student Code of Conduct
- Use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and is subject to the same restriction as listed above.

Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offense may be sent to the campus administration for further disciplinary action.

13. Additional Information

Safety & Security

We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It's important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus. White security phones can also be found in many of our buildings; simply pick up the phone and security will answer. Finally, report any suspicious persons to West Campus Security at 407- 582-1000, 407-582-1030 (after-hours number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.

Student Illness Emergencies

"If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action."

Valencia I.D. Cards

Valencia ID cards are required for LRC, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain these services

Weather Emergencies

In the case of weather emergencies, you can find out about school closings by signing for **Valencia Alerts**.

Visitors

Visitors are not allowed in class.

Important Dates:

Labor Day: September 7, 2020

Paper 1 Due: Saturday, September 26, 2020

Paper 2 Due: Saturday, October 24, 2020

Withdrawal Date: Friday, October 30, 2020

Thanksgiving: November 25-29, 2020

Final Paper: Saturday, December 12, 2020

Final Presentation: Saturday, December 12, 2020

Disclaimer:

The course outline and syllabus are subject to change as needed; changes will be announced in class (or state how you will contact students with this information, such as by using ATLAS email, Canvas, etc.) in a timely manner, when necessary. Your continued participation in this course after the drop-add deadline period constitutes an agreement with and an acceptance of the conditions presented in this syllabus