



"A mind that is stretched by a new experience can never go back to its old dimensions."

-Oliver Wendell Holmes, Jr.

Syllabus for ENC 1101 Fall 2021

Welcome to Freshman Composition 1! In this course, you will develop your understanding of, and proficiency in, written communication. In this course, you will study the essay form, hone your analytical and persuasive skills, complete a descriptive essay, a process essay, a text analysis essay, and one research paper, as well as demonstrate college-level writing skills through multiple assignments. I am not the hardest teacher, but I am also not the easiest. My teaching philosophy is real learning with depth. Unlike a content-based course, ENC 1101 Composition 1 is a skills-based course, and so we will practice the critical reading, writing, and the thinking skills that you will then have at your command for your entire academic, professional, and personal life.

Course Information

Enc 1101 CRN 16670 Online Fall 2021

Full Semester 15 weeks + finals week

3 Credit Hours

Communications' Division Office located West Campus Bldg. 5, Rm. 231

Communications' Division Phone Number

407-582-1313

Professor Contact Information

Instructor: Dr. Angela Blewitt

Email: ablewitt@valenciacollege.edu

Phone: 407-582-5822

Online Office Hours: Monday through Friday 3-5pm
(Office hours are online due to Coronavirus.)

Contact Your Instructor

You may contact me any of the following ways:

- Send a message through Canvas inbox any time. Your message will be responded to within 48 hours Monday-Friday except when the college is closed.
- Call me at 407-582-5822, and I will be happy to talk with you during my office hours M-F as listed above. Be sure to leave a message if I do not answer, and I will return your call as soon as possible. I am probably working with a student.

While all efforts will be made to reply to you as soon as possible, please keep in mind the following:

During weekdays (Monday through Friday), expect a reply within 48 hours except during the weekend when I will reply on the first weekday afterwards.

Although I will also return your phone calls within this same timeline, it is strongly recommended that you also send an email since the phone system is not always reliable and some students leave messages without providing a phone number to call them back.

Likewise, it is highly recommended that you use your Valencia email when communicating since some topics, such as grades, cannot be discussed via personal emails to protect your privacy and prevent others from accessing your records. You may still use your personal email if you prefer but expect the limited scope of the communication using this method. Also, make sure that you list your full name and course number to identify yourself when using this method.

My virtual office hours are my chance to read through class email, answer questions, and tend to our online course site. If you would like to chat with me online during this time, let me know. We can chat during virtual hours or you can make an appointment for a date/time outside of my posted hours for a phone conference or a Zoom meeting. I am here for you, and I care.

Catalog 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 of primary and/or secondary sources, and grammatical and mechanical accuracy. 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 is used to satisfy Gordon Rule and general education requirements.

Gordon Rule Requirements

State Board of Education Rule 6A-10.030, the Gordon Rule, requires students complete with grades of C or better 12 credit hours in designated courses in which the student is required to demonstrate college-level writing skills through multiple assignments. Failure to complete ALL assigned essays and the annotated bibliography assignments will result in an F (failing grade) for not meeting Gordon Rule.

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 minimum grade of C in REA 0017C or EAP 1620C.

Course Outcomes

1. Apply a multi-stage composing and revising process to produce essays.
2. Apply conventions aligned to varied writing situations.
3. Demonstrate information literacy.
4. Synthesize information for a specific rhetorical aim.
5. Document source material in accordance with at least one recognized documentation style.
6. Apply active reading strategies.

Course Competencies

The faculty of Valencia College have identified four core competencies that define the learning outcomes for a successful Valencia graduate. These competencies are at the heart of the Valencia experience and provide the context for learning and assessment at Valencia College. You will be given opportunities to develop and practice these competencies in this class. The four competencies are: 1. Think - think clearly, and creatively, analyze, synthesize, integrate and evaluate in the many domains of human inquiry; 2. Value - make reasoned judgments and responsible commitments; 3. Communicate - communicate with different audiences using varied means; 4. Act – act purposefully, effectively and responsibly.

Weekly Assignments and Late Work

Students must use a computer with reliable internet access.

You will complete one diagnostic writing assignment, one descriptive essay, one process essay, one text analysis essay, and one research essay. Throughout the course, all work will have due dates on Tuesdays and Fridays by 11:59pm.

All work will be accepted up to four days late with no penalty, except peer reviews. Peer review groups are automatically assigned and computer generated promptly after 11:59pm on the due date. If your work is not in, you will not be able to peer review, not receive points. **No work accepted after the fourth day.**

Expectations of Students

Students are expected to check their Atlas email, Canvas Inbox, and Canvas announcements on a regular basis throughout the week. For guidelines on how to interact with your instructor and peers read through the [Our Practice of Respect and Community Building](#) file. Some highlights from these principles are:

- Create a hospitable and accountable community.
- Suspend judgment.
- All voices have value.

Expectations of Instructor

- The instructor will provide a variety of feedback on submitted assignments within two weeks.

- The instructor will address students following the guidelines as indicated in the Our Practice of Respect and Community Building file linked above.
- The instructor will notify students of changes to the course work via email or Announcements tools.

Textbooks & Required Materials

1. The *Valencia Writer*, a free educational online resource, which can be found online at https://libguides.valenciacollege.edu/valencia_writer
2. Other free readings and resources, as assigned by the instructor.

Important Dates

Start Date: **August 23**

Drop/Refund Deadline: **August 30**

College Closed: **September 6 (Labor Day)**

Withdrawal Deadline: **November 3**

College Closed: **November 24-28 (Thanksgiving)**

Final Exam Week: **last week of classes**

End Date: **December 12**

Technology Requirements

Computer/Equipment Requirements

Since all major assignments are submitted through Canvas (unless otherwise noted), access to a computer or tablet are required for this course. Students are encouraged to download the Student Canvas App onto their mobile device. Students have free access to computers at all Valencia campuses and area public libraries.

Technology Access Skills

Students should demonstrate competence in the following areas:

- using MS Word for word-processing to type, revise, and edit your course assignments
- using Canvas to submit assignments and upload file attachments
- navigating the electronic library databases

Other Equipment Requirements

My recommendation: Download three browsers to your computer: Firefox, Edge, and Chrome. If something does not work on Canvas, try another browser. If the problem persists, contact the Student Help Desk askatlas@valenciacollege.edu or call 407-582-5444.

Technology Support for Students

Atlas Help Desk: Need help registering, logging into Atlas, finding info on Atlas? Contact the Student Help Desk by emailing askatlas@valenciacollege.edu or by calling 407-582-5444. You can find [Atlas tutorials and FAQs here](#).

Canvas FAQs: For resources and information about Canvas, visit [Canvas Student FAQs](#). A variety of 24/7 Canvas help options with Canvas support agents are available, including chat, phone support hotline, and a support ticket system. Just click the Help button at the bottom of the left-hand menu inside Canvas.

To get started with Technology Support services, students can visit valenciacollege.edu/tutoring. Through this site, students can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7. The Technology Support Desk is open weekdays from 8 a.m. to 10 p.m. and on weekends from 9 a.m. to 7 p.m.

Getting Started with Zoom: First time navigating Zoom? For help connecting with Zoom inside your Canvas courses, visit: [Getting Started with Zoom for Students](#).

Course Policies

Attendance Policy and Online Participation

This is an online course, available 24/7, managed through Canvas. You must have access to the Internet to complete the course requirements. Your online attendance will be checked each week based on your participation in the course and submission of coursework. Online attendance is required and necessary for receiving information. Logging on only once a week is not sufficient and does not count as attendance. To get the most of this course, you are responsible for logging in and checking ALL mail messages, announcements, and discussion messages at least once every four days.

The professor reserves the right to post an announcement worth points. You will be responsible for responding to this message. Failure to respond to the message within FOUR days will result in a zero. Maintaining an online presence is required and necessary for your receiving information and earning points. Your presence consists of reading all messages, not just ones from me but messages from your classmates within discussion forums and class announcements.

Note: If you are unable to participate in the course due to illness, family emergency, jury duty, military service, 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 so we can create a plan for the best course of action.

No Show Policy

If you do not log in to the course during the first week and complete the Academically Required Attendance Activity, you will be withdrawn from the class as a No Show. Class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a No Show. If you are withdrawn as a No Show, you will be financially responsible and asked to re-pay the amount of the class. Other scholarship sponsors may also require payment. A final grade of “WN” will appear on your transcript for the course. [Click here for a complete policy and procedure overview on Valencia Policy 4-07.](#)

Withdrawal Policy

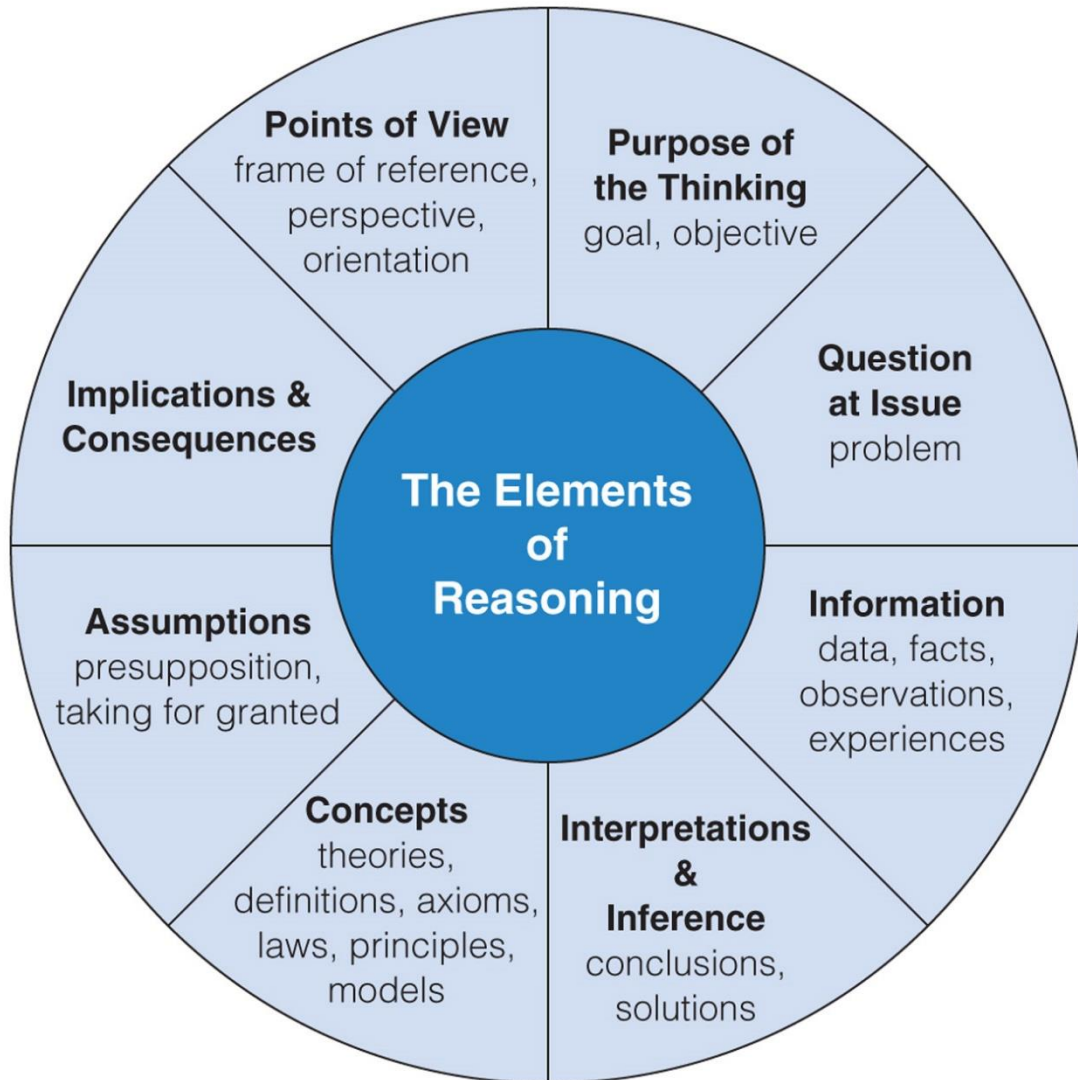
See Important Dates below for withdrawal deadlines (with refund or without academic penalty). Per [Valencia policy](#), a student who withdraws from class before the established withdrawal deadline for a particular term will receive a grade of "W." A student is not permitted to withdraw after the withdrawal deadline. After the 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 from a class during a third or subsequent attempt in the same course is assigned a grade of "F." **If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.**

Online Etiquette & Student Code of Conduct Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct](#).

It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your instructor and peers.

This ENC 1101 course is designed to develop critical thinking, critical reading, and college-level writing skills. The elements of reasoning include multiple perspective taking, and while it can be uncomfortable at times when we are moving out of our comfort zones, the ability to be in that discomfort and to listen, to reflect, to seek to understand is where the growth in reasoning occurs. It is crucial to develop one's reasoning, especially in college.



Elder, Paul. "Wheel of Reason." [Wheel of Reason \(criticalthinking.org\)](http://criticalthinking.org)

All students are expected to:

- Show respect for the instructor and for other students in the course.
- Respect the privacy of other students.
- Express differences of opinion in a polite and rational way.
- Maintain an environment of constructive criticism when commenting on the work of other students.
- Remain focused on the learning topics during discussions and activities.

From Kent State University:

“Taking an online course and corresponding via the World Wide Web presents communicators with the task of overcoming the lack of nonverbals in communication.

When taking a course online, it is important to remember several points of etiquette that will smooth communication between the students and their instructors.

1. Avoid language that may come across as strong or offensive. Language can be easily misinterpreted in written communication. If a point must be stressed, review the statement to make sure that an outsider reading it would not be offended, then post the statement. Humor and sarcasm may easily be misinterpreted as well, so try to be as matter-of-fact and professional as possible.
2. Read first, write later. It is important to read all posts or comments of students and instructors within the course discussion before personally commenting to prevent repeating commentary or asking questions that have already been answered.
3. Review, review, then send. There’s no taking back a comment that has already been sent, so it is important to double-check all writing to make sure that it clearly conveys the exact intended message.
4. An online classroom is still a classroom. Though the courses may be online, appropriate classroom behavior is still mandatory. Respect for fellow classmates and the instructors is as important as ever.
5. The language of the Internet. Though still a fairly young type of communication, certain aspects of this form of communication are becoming conventional. For example, do not write using all capital letters, because it will appear as shouting. Also, the use of emoticons can be helpful when used to convey nonverbal feelings (example: :-) or :- (), but avoid overusing them.
6. No inappropriate material. Do not forward virus warnings, chain letters, jokes, etc. to classmates or instructors. The sharing of pornographic material is forbidden."

Furthermore, when emailing your professor, please greet the professor with a Dear... or To... opening, and be sure to close the message with your name.

IMPORTANT: I reserve the right to ask you to resend your email with grammar corrections if you use text speak, lower case i for first person pronoun, and other grammatical errors.

Academic Integrity

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 in a class grade of F (failing grade) and a conference with the Dean of Students.

Plagiarism is the use of someone else's words, ideas, pictures, design, and/or intellectual property without the correct documentation and punctuation. Your professor has a no tolerance approach to plagiarism. Students' work will be submitted to Unicheck for verification of originality. If you submit wholly or partially plagiarized work, you will be penalized for the offense. This includes reusing old work from a previous class without permission from your professor.

Basically, if you are cutting from somewhere and then pasting into your essay without (1) quotation marks, AND (2) citations, AND (3) A bibliographic entry on the works cited page, then you ARE plagiarizing.

You will be taught MLA citation and formatting. Remember, if you take a passage from a source, a sentence, sentences, a full paragraph(s) or even a full essay without appropriately citing the source information, this will result in a zero score for the assignment on the first offense. A second offense will result in a class grade of F (failing grade) and a conference with the Dean of Students wherein academic action will be taken against you. Read Valencia's [Academic Integrity Policy](#).

Late Work/Makeup Policy

The submission time for graded activities is not open-ended; you are expected to complete your assignments by their due dates. If you are unable to access Canvas due to technical difficulties, then you should e-mail me your assignment on Atlas before the deadline.

Note: 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 our ENC 1101 course. In the case of a prolonged online absence, please communicate with me as soon as possible so we can create a plan for the best course of action.

Please be aware that a broken or ill-functioning computer, or the inability to retrieve, produce or submit your assignments from a computer may not be accepted as a valid excuse if you miss the due date. No work accepted after the fourth day. You have **FOUR DAYS** extra to submit the work late (if you need to) with **NO PENALTY** at all; however, when those four days have passed, **no work past the four-day grace period will be accepted.**

Copyright Policy

To avoid copyright infringement, any materials produced specifically for this class can **ONLY** be used during this term for this class.

Third Party Software & FERPA Policy

Valencia College has a firm commitment to protecting the privacy rights of its students. Third party software privacy policies will be provided at the point of use within the course.

Valencia College has a firm commitment to protecting the privacy rights of its students. In making this commitment, the College wants to ensure that all faculty and staff are familiar with state and federal laws pertaining to student privacy, as well as College policies and procedures that have been implemented to help guarantee student privacy.

Grading Scale

90%-100%	A		
80%-89%	B	60%-69%	D
70%-79%	C	59% and lower	F

Final Exam Policy

There is no final exam in this class, only a final paper for our course which is the research paper.

Extra Credit Policy

As there are 10 extra points built into the semester, the professor does not offer extra credit.

Essay Policies

Gordon Rule Requirements

State Board of Education Rule 6A-10.030, the Gordon Rule, requires students complete with grades of C or better 12 credit hours in designated courses in which the student is required to demonstrate college-level writing skills through multiple assignments. Failure to complete ALL assigned essays and the annotated bibliography assignments will result in an F for the course. Individual essays UNDER the 700-word minimum length requirement will not be accepted and will earn a score of zero. In the case of failing to meet the length requirement when submitting the final draft, the professor will return the essay ungraded. The student will then be responsible for resubmitting the essay in order to meet the Gordon Rule Writing Requirement no more than his/her/their essay within 4 days after the student has been informed of the short length. Failure to submit by this 4-day deadline will earn the student a zero for that missed assignment and the student would then fail the course for not meeting Gordon Rule Requirements.

Please be sure to submit ALL assigned essays to meet Gordon Rule Writing Requirements.

Essay Criteria and Rubrics

Available with each essay assignment.

Student Support Services

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 OSD at 407-582-2229.

Students with Disabilities Contact information

East Campus Bldg. 5, Rm. 216; Ph: 407-582-2229; Fax: 407-582-8908; TTY: 407-582-1222.

West SSB, Rm.102; Ph: 407-582-1523; Fax: 407-582-1326; TTY: 407-582-1222.

Osceola Bldg. 1, Rm. 140A; Ph: 407-582-4167; Fax: 407-582-4804; TTY: 407-582-1222.

Winter Park Bldg. 1, Rm. 212; Ph: 407-582-6887; Fax: 407-582-6841; TTY: 407-582-1222.

Student Grievances

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 instructor. 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. See the phone number and location of the Communications Division at the top of your syllabus.

Counselors

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. Please visit https://valenciacc.ut1.qualtrics.com/jfe/form/SV_40fCWDqhRBjrNrv to set up a non-emergency appointment. Please note that it may take up to 24 hours for a counselor to contact you. If you are experiencing a mental health emergency, please contact BayCare (800) 878-5470 or 9-1-1.

Learning Support Centers

As a Valencia student, you have free access to an online academic support program that is available 24/7 through your Atlas account. You can get live online tutoring, as well as receive feedback on your essays and research papers, among other support services. For more information, view the [Learning Support website](#).

Communications Center

Writing Professionals available to work with you on writing skills. West Campus Bldg 5, room 155; (407) 582-1812. For more information, visit <http://valenciacollege.edu/learning-support/communications/writing.cfm>. Check other Valencia campus websites for location of writing centers closest to you.

Virtual Support Services and Resources

Virtual Answer Center

You can now connect with an Answer Center Advisor virtually through Zoom! In Valencia College's virtual Answer Center, student services advisors are available to assist you with questions about admissions, financial aid, assessment, transcripts, residency and more. Visit <https://valenciacollege.edu/students/answer-center/> to learn more and get started.

Academic Advising

Have questions about your courses? Advisors are available virtually by email (advising@valenciacollege.edu) or through live chat at <https://valenciacollege.edu/about/support/atlas-advising-chat-setup.php>.

Virtual Tutoring Services

In response to COVID-19, Valencia's tutoring services have moved online and are now being offered for accounting & economics, computer programming, math, EAP and foreign languages, science, and writing. To get started, visit <https://libguides.valenciacollege.edu/c.php?g=1014597&p=7348794> and self-enroll in the tutoring courses in Canvas. This is where you will access the links to live tutoring (via Zoom), as well as the schedule of tutors, times, and services.

Quick Start Library Guide

Use this handy guide to learn about and gain access to all the library resources from home or on-the-go. Visit <http://libguides.valenciacollege.edu/quickstartlibraryguide> to get started!

KeepLearning

Visit <https://valenciacollege.edu/students/online/keep-learning/> if you are still unable to find what you are looking for, please visit our KeepLearning webpage to get information on a wide range of resources and online learning tips. No question is too big or small, and we are here to help! Just reach out to us at any of the links below to get the support you need.

Virtual Answer Center

You can now connect with an Answer Center advisor virtually through Zoom! In our virtual Answer Center, Student Services advisors are available to assist you with questions about admissions, financial aid, assessment, transcripts, residency and more.

To learn more and get started visit <https://valenciacollege.edu/students/answer-center/>.

Academic Advising

Have questions about your courses? No problem! Advisors are available virtually by email (advising@valenciacollege.edu) or through [live chat](#).

- **Call: 407-582-1507**
- Email: advising@valenciacollege.edu
- Visit <https://valenciacollege.edu/students/student-services/support.php> for links and information on how to get connected to each of the following:
 - **Virtual Answer Center or Virtual Advising Center** (online Zoom access): Monday-Thursday 10a-7p, Fridays 9a-5p; Virtual Answer Center only – Saturdays 9a-1p
 - **Make an appointment** (in person): Monday-Thursday 8a-5p, Fridays 9a-5p (East, West, and OSC only), Fridays - virtual only (DTC, LNC, WP, PNC).

IT Support Services/Canvas Help

Tutorials on Evaluation of Web Resources: https://en-us.help.canvas.com/Learn/Reference/Canvas_Learn_Videos/Student_Videos.

Contact the Online Courses Help Desk not your professor. Click on the Question Mark on the Canvas Global Navigation tab.

For most common problems: <http://library.canvas.com/ref/cfe7cf10-620a-43d2-ba13-7ac99b3cd1d2/index.htm>. If the above link proves unhelpful, call 407-582-5600. Ask for a confirmation code.

Disclaimer Statement

Changes to the course syllabus and calendar may be made at the discretion of the professor, and students will be notified of any changes in class and/or via the Canvas Inbox conversations tool and/or an announcement to the class in Canvas.