

ENC0027 – CRN 25969
Developmental Reading and Writing II
Spring 2015 Syllabus

Instructor: Ashleigh A. Gardner

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Office Hours: (by appointment)

Course Time: M / W 6:20 PM – 9:30 PM

March 16 – April 29, 2015 (8 weeks - H2) (RM 8-247)

Credit Hours: 4 credit hours

MATERIALS:

Required Texts:

- ❖ *Integrated Reading and Writing* customized for Valencia College by McGraw Hill Education with access to *Connect* online instructional resources (buy this in the Valencia bookstore)
- ❖ College pocket dictionary (see “Recommended Texts”)

Recommended Texts:

- ❖ *The American Heritage Dictionary*. 4th ed. New York, NY: Dell Pub., 2001. Print. (ISBN: 0440237017)

Provided Texts:

- ❖ Clark, Roy Peter. *The Glamour of Grammar*. New York: Little, Brown and Co., 2010. Print.

Required Technology:

- ❖ This is an online enhanced course (see below). We meet every Monday and Wednesday from 6:20 PM – 9:30 PM, but ENC0027 is part of Blackboard and McGraw Hill and requires internet access. *If you cannot access the internet off campus, the Valencia Student Computer Center (located in Building 4) is an alternate option.*

COURSE DESCRIPTION:

An integrated reading and writing course designed for students scoring 84-103 on the reading portion of the PERT exam and/or scoring 90-98 on the writing portion of the PERT exam. The course will focus on reading comprehension, vocabulary skills, grammar, and essay writing. In addition, the course will address the connection between reading and writing through reading response activities.

COURSE NO-SHOW POLICY:

Students who do not attend class the first day and/or do not respond to the instructor's email regarding their participation in the course will be dropped (withdrawn) from the course and listed as a "no show".

COURSE OBJECTIVES:

This course is designed to help students develop successful skills and strategies in the following key areas and as detailed in the “Course Outcomes:”

- ❖ Literal Comprehension
- ❖ Critical Thinking
- ❖ Active Reading
- ❖ Writing as a Process
- ❖ The Structure and Elements of an Essay
- ❖ The Structure, Grammar, and Conventions of Standard American English
- ❖ Writing as a Tool for Success in College

COURSE OUTCOMES:

Students will demonstrate literal comprehension of interdisciplinary texts

- ❖ Student will be able to Differentiate between major and minor supporting details
- ❖ Student will be able to Identify stated main ideas and supporting evidence
- ❖ Student will be able to Recognize thesis statements
- ❖ Student will be able to Recognize how transitions signal the development of relationships between ideas
- ❖ Student will be able to Summarize text and restate in a meaningful manner

Students will apply inferential skills for a deeper level of comprehension.

- ❖ Student will be able to Draw logical conclusions based on evidence
- ❖ Student will be able to Differentiate between an inference and an assumption
- ❖ Student will be able to Demonstrate knowledge of figurative and connotative language
- ❖ Student will be able to Demonstrate authors' purpose
- ❖ Student will be able to Discriminate between fact, opinion, and false facts
- ❖ Student will be able to Recognize author's bias
- ❖ Student will be able to Determine the tone of a passage
- ❖ Student will be able to Identify implied main ideas and supporting details
- ❖ Student will be able to Determine patterns of organization within a passage

Students will apply active reading strategies to improve comprehension.

- ❖ Student will be able to Recognize the role that personal experience and/or prior knowledge plays in reading comprehension
- ❖ Student will be able to Modify/adjust reading rate as appropriate for the situation
- ❖ Student will be able to Preview and predict text
- ❖ Student will be able to Apply note taking strategies during class and lab activities and with reading assignments
- ❖ Student will be able to Document interaction with text

Students will be able to write a unified, developed, logically organized essay.

- ❖ Student will be able to Create a thesis
- ❖ Student will be able to Construct an introductory paragraph to set up the thesis
- ❖ Student will be able to Construct body paragraphs that focus on one idea
- ❖ Student will be able to Develop ideas with specific and concrete details
- ❖ Student will be able to Organize paragraphs in a logical sequence

Students will apply the conventions of standard American English as appropriate for academic writing.

- ❖ Student will be able to Construct sentences with at least one independent clause
- ❖ Student will be able to Employ appropriate coordinating and subordinating conjunctions and correct punctuation to combine ideas in discrete sentence units
- ❖ Student will be able to Use verb forms that accurately the time and/or manner of an action
- ❖ Student will be able to Maintain agreement between subjects and verbs
- ❖ Student will be able to Choose pronoun forms to clearly indicate and agree with the person or thing referred to
- ❖ Student will be able to Apply standard practices in spelling, punctuation, and capitalization

CORE COMPETENCIES:

Core Competencies: Valencia faculty has defined four interrelated competencies that prepare students to succeed in the world community. In this course, through classroom lecture and discussion, group work and other learning activities, you will further develop your mastery of these core competencies:

- ❖ **VALUE:** *make reasoned value judgments and reasonable commitments*
- ❖ **THINK** *clearly, critically, and creatively. Analyze, synthesize, integrate and evaluate in many domains of human inquiry*
- ❖ **COMMUNICATE** *with varied audiences using varied means*
- ❖ **ACT** *purposefully, reflectively and responsibly*

GRADING AND ASSIGNMENTS:

This course is graded on a point system. The total number of points possible is **1,000**. To find your percentage for the class so far, take the total number of points you have earned and divide them by the total number of points that have been assigned so far. (For example, if the assignments for the course have only reached a total of 450 points possible, and you have earned 380 points out of those 450 points, your grade is an 84% B.) However, be advised that a D is *not* a passing grade in ENC0027.

Grading Scale:

- 900 – 1000 = A
- 800 – 899 = B
- 700 – 799 = C
- 600 – 699 = D
- 599 – below = F

Grade Weight Distribution:

- 100 Attendance (10% of grade)
- 50 Support Center Consultation (5% of grade)
- 300 Essays (30% of grade) (280 – essays, 20 for peer review)
- 200 Discussion Boards (20% of grade)
- 250 Lab Quizzes – McGraw Hill *Connect* Activities (25% of grade)
- 100 Final Exam (10% of grade)

FINAL EXAM DATE AND TIME: Last day of class (Wednesday, April 29th, 2015) at 6:20PM

WRITING CONSULTATIONS:

Students who are enrolled in ENC0027C are **required** to attend at least one writing consultation in the Writing Center in Building 4120. This consultation is part of your course grade. A writing consultation is considered to be a full thirty-minute meeting with a writing consultant. During these consultations, you should not ask the consultant to “fix” your homework or essay; instead, you should arrive to the consultation with at least **two** questions you have or problems you are experiencing with your writing. To schedule a consultation, call 407-582-2795 or email their office at communicationslabeast@valenciacollege.edu.

Please be advised that if you are more than 5 minutes late for a consultation, your slot will be canceled, and you will have to wait until the next available consultant is ready to meet with you.

MCGRAW HILL *CONNECT* & BLACKBOARD ASSIGNMENTS OVERVIEW:

There will be both graded and non-graded assignments through McGraw Hill *Connect* and Blackboard. The quizzes and assignment on the McGraw Hill *Connect* website and the Blackboard non-graded assignments are necessary to complete in order to *fully comprehend and practice* the skills for each chapter. They include: reading assigned chapters, completing text assignments, PowerPoint presentations, completing online tutorials, and accessing additional practice through Web links. Each week you are required to complete all assignments as listed in the module table of contents by the specified due dates. If you miss a due date for an assignment, then you will **not** be able to see the link for the opportunity to complete the assignment, as the due date has already passed. ***It is extremely important that you use the Firefox browser to complete any Blackboard assignments.***

If you are having technical trouble with an activity on Blackboard, you must first contact the **Blackboard Technical Support hotline (407-582-5600)** before deciding that the activity is not able to be completed. Because technical difficulties may strike at any time, you should plan on not waiting until the last minute to submit an assignment.

Blackboard IT department - 407-582-5600, or email them at onlinehelp@valenciacollege.edu.

Blackboard IT Hours:

24 hours a day

7 days a week

McGraw Hill *Connect* IT department – 800-331-5094, or email them at <http://mpss.mhhe.com/contact.php>*

McGraw Hill *Connect* IT Hours:

Sun: 1pm - 12am

Mon-Thurs: 9am - 12am

Fri: 9am - 7pm

Sat: 11am - 5pm

*NOTE: If contacting McGraw Hill *Connect* through email, from the drop-down menus (there are 3 of them), click 1) *Customer Type - Student*, 2) *Country - USA*, and 3) *Product Name - Connect*. You do not need to add an attachment.

Atlas Student Help Desk – 407-582-5444, or email them at askatlas@valenciacollege.edu

EXTRA CREDIT:

Throughout the semester, you will have the opportunity to earn extra credit points. I advise you to take advantage of EVERY opportunity. Most of these opportunities are very simple and only require about a half hour to one hour each week. Extra credit points will be added to your final total points at the end of the semester. Extra credit is offered from Roy Peter Clark's *The Glamour of Grammar* and on tests and quizzes.

Directions for completing Extra Credit opportunities can be found on my faculty front door under "Directions for Extra Credit Opportunities."

ATTENDANCE AND PARTICIPATION:

In addition to the weekly online components on Blackboard, this course meets on campus for required weekly sessions. Attendance and participation in both the classroom and online are vital parts of the grade. Students are expected to be on time and ready for class and remain until the dismissal. Once ten minutes of class time has passed, the professor will lock the door. Any students who are late for class will not be permitted to enter the classroom unless they have made prior arrangements with the professor through email.

There is a significant correlation between attendance and a student's final grade. Because attendance accounts for 100 points toward the final grade, after the first absence, 10 points will be deducted after each absence. After the second absence, another 10 points will be deducted. After the third absence, another 10 points will be deducted. **A student is permitted only 3 absences per semester.** After the third absence, the student will receive a warning email from the professor notifying them that they have zero absences left. Upon the fourth absence, the student will be withdrawn from the course. **This applies to all types of absences.** See the chart below.

Attendance Points Breakdown

- 1 absence = – 10 points from attendance grade (90 points)
- 2 absences = – 10 points from attendance grade (80 points)
- 3 absences = – 10 points from attendance grade (70 points and a WARNING email)
- 4 absences = WITHDRAWAL

Participation in classroom activities is required. This includes answering practice questions and participating in group work. Refusal to participate in classroom discussions or activities is disrespectful to both your classmates and your professor and leaves you at an educational disadvantage. Therefore, if you refuse to participate, you will be asked to leave the classroom. If you do not feel like participating in class, do not attend; however, be advised that by not attending, you risk being withdrawn from the class.

LATE/MAKEUP WORK:

Late work is not accepted because extra credit is offered. Students are also not guaranteed makeup tests. If a student knows they will not be present during the final exam period, they must notify the professor; students will be able to take the test at a designated time in the Testing Center in Building 4.

I recommend doing homework when technical help is available! Do not wait to do your homework!

If technical difficulties occur on either the McGraw Hill *Connect* site or on the Blackboard site, and you are not able to complete the assignment in time, the professor will not reopen the assignment, as technical help is available.

Following an absence, students must determine what was missed and obtain that information from a **fellow student**. You are responsible for all material covered or assigned during class; missing class is not an excuse for not knowing about an assignment. Therefore, it is advised that you become acquainted with other students in the course. Please do not email the professor with questions about what was covered in class that day or what homework was assigned. Those answers can be found both on the calendar and through your fellow classmates.

ACADEMIC HONESTY:

Each student is expected to be in complete compliance with the college's policy on academic honesty as set forth in the college catalog and the student handbook. Any student cheating on an exam will receive a zero on the exam and may be withdrawn from the course. It is expected that all course work and papers submitted be the student's original work. Plagiarism will not be tolerated. Plagiarism is defined as:

In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common knowledge) material without acknowledging its source. This definition applies to texts published in print or online, to manuscripts, and to the work of other student writers.

– The Council of Writing Program Administrators (WPA)

****The professor reserves the right to withdraw from the class any student in violation of this policy.****

COMMUNICATION:

Students should treat messages that they send to the instructor as professional correspondences: always provide a greeting (“Dear Professor Gardner,” for instance) and a signature (“Sincerely,” or “Best,”); edit for typos (spelling, capitalization, and punctuation) and for tone. *Please do not email the instructor with questions that you can answer by reading the syllabus, assignment calendar, or class notes for a missed class.* However, students may email the instructor if they have questions about writing strategies, observations about the readings, for clarification on a grammar or writing topic, or if they would like to make an appointment for office hours.

Students can send email messages to agardner15@valenciacollege.edu or use the Blackboard message system. However, for IT support call the **Blackboard IT department at 407-582-5600**, or email them at onlinehelp@valenciacollege.edu.

Additionally, *students are expected to check their BLACKBOARD and ATLAS emails every day.* Please allow for 24 hours M-F and 48 hours Sat-Sun for a response from the instructor. The instructor will adhere to these guidelines.

CLASSROOM CONDUCT (ONLINE and ONSITE):

Valencia College is dedicated not only to the advancement of knowledge and learning but also with the development of responsible personal and social conduct. By enrolling at Valencia College, students assume 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 member to leave the class.* Violation of any classroom or Valencia 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. The student will find the Student Code of Conduct in the current Valencia Student Handbook.

Electronic devices are not permitted, as they distract both fellow classmates and the instructor. Finally,

any talking during a lecture or activity that is not related to the lesson will not be tolerated. If a student wishes to contribute to the class, they must raise their hand and wait to be called upon by the professor. Repeated offenses of this rule will result in the professor dismissing the individual(s) from the class.

Discrimination of any kind (sexual orientation, gender, race, religion, etc.) is NOT tolerated.

DISABILITY DISCLAIMER:

Students requiring special accommodations must provide official documentation from the Office of Students with Disabilities (OSD) and discuss special needs with the professor, preferably in the first week of class. In accordance with Title IX, if you are pregnant, or become pregnant during this class, please see your professor for any needed accommodations. *OSD on East Campus is located in Building 5, Room 216.*

WITHDRAWAL POLICY:

Drop/Refund Deadline: March 18th, 2015, 11:59PM

Withdrawal Deadline: April 10th, 2015, 11:59PM

Valencia has a withdrawal policy (effective Session 1 97/98) that may affect cost of classes. Through April 10th, 2015, 11:59PM students will be able to withdraw from any class without an attempt penalty (students will receive a W). After that date, if students withdraw, it will count as an attempt, which will affect the cost of repeat classes. The Florida Legislature passed a bill which states that for the third attempt of a college level class, the cost will be the same as out-of-state tuition. Per Valencia Policy 407 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of April 10th, 2015, 11:59PM will receive a grade of "W." *The Withdrawal Deadline is April 10th, 2015, 11:59PM.* A student is not permitted to withdraw after the withdrawal deadline. 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." For a complete policy and procedure overview on Valencia Policy 407 please go to:

<http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75>.

HELPFUL VALENCIA RESOURCES:

Valencia College is interested in making sure 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. Free face-to-face counseling is also available.*

Important Links:

- College Catalog <http://www.valenciacollege.edu/catalog/>
- Student Handbook <http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>
- Policy Manual <http://www.valenciacollege.edu/generalcounsel/>
- Student Code of Conduct http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0

IMPORTANT DATES:

In addition to the withdrawal deadlines noted above, please visit the Valencia calendar for a full list of important dates and deadlines:

<http://valenciacollege.edu/calendar/documents/2014-15ImportantDatesCalendar.pdf>

OUR CLASS WILL NOT MEET:

March 9th - 13th – Spring Break

DISCLAIMER:

Changes in the schedule may be made at any time during the semester by announcement in class. A revised schedule may be issued at the discretion of the professor.