# **Important Course Information, Rules, and Guidelines**

Freshman Composition I

Valencia College, ENC 1101

Spring 2024

Instructor: Anna Kokoulin

Email: please, message me within Canvas

Everything submitted throughout the semester must be saved by students offline in case Canvas crashes or otherwise erases any records. Please, keep all your work for all courses, both online and face-to-face, until the final grades are posted in Atlas.

SUMMARY OF COURSE REQUIREMENTS:

Complete assigned coursework by specified deadline with a “C” or better.

Course Description

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.

This is a 3-credit-hour Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. A minimum grade of C is required if ENC 1101 is used to satisfy Gordon Rule and general education requirements.

Major Topics/ Concepts/ Skills/ Issues

Writing as a Process

Structure and Elements of an Essay

Documentation and Information Literacy

Active Reading

ENC 1101 Outcomes and Corresponding Evidence of Learning

Apply a multi-stage composing and revising process to produce essays.

Corresponding Evidence of Learning

Use prewriting and planning to develop a working thesis.

Revise drafts based on constructive feedback.

Demonstrate information literacy.

Corresponding Evidence of Learning

Evaluate the credibility of sources.

Recognize bias in source material.

Synthesize information for a specific rhetorical aim.

Corresponding Evidence of Learning

Incorporate source material by paraphrasing, summarizing, and directly quoting.

Introduce source material and explain its significance or relevance.

Combine material from different sources to draw a conclusion or support an idea.

Document source material in accordance with at least one recognized documentation style.

Corresponding Evidence of Learning

Apply conventions of academic integrity to avoid plagiarism.

Create in-text citations to document source material.

Create a reference list to provide bibliographic information for sources.

Apply conventions aligned to varied writing situations.

Corresponding Evidence of Learning

Evaluate the text, author, audience, purpose, context (i.e. rhetorical situation) of a given assignment/prompt. Write grammatically correct sentences.

Write essays consistent with a given writing context.

Apply grammatical and mechanical standards consistent with the norms of a given writing context. Vary sentence patterns.

Apply active reading strategies.

Corresponding Evidence of Learning

Identify the author, audience, purpose, tone, context (i.e. rhetorical situation).

Annotate a text for main ideas and supporting details.

Assignments

Multiple assignment are due every week, but a few of them require your particular attention as they are the most time-consuming and weigh the most for your overall grade for the course.

FIVE major assignments will be due during the semester, one every two weeks. They will make up the most of your final grade.

1 - Personal Experience (700-1000 words) – 50 points

This essay should reflect on a personal experience in support of a thesis.

2 – Descriptive Essay (700-1000 words) – 100 points

This essay should engage the reader's five senses with descriptive details.

3 - Comparison/Contrast (700-1000) – 100 points

This essay should compare or contrast two things (arguments) in support of a thesis.

4 - Documented Informative Definition (900-1200 words) – 200 points

This essay should define a term using at least two scholarly sources as support.

5 - Documented Persuasive Argument (1000-1300 words) – 300 points

This essay should argue for one side of an issue, while also addressing possible counterarguments, with the use of at least two scholarly sources.

Format

use only 12-point Times New Roman font

double-space

no extra space between paragraphs (except for the cover letter, which follows the business letter format)

one-inch margin on all four sides

in the top left corner of the first page of every work, write the following:

Your Name

Professor Kokoulin

ENC 1101

Date

Please, include the word count at the bottom of every essay.

Late Penalty

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 this course.

Late submissions (discussion postings, assignments, quizzes, and essays) will incur a penalty of 10% per calendar day unless I am notified of your emergency preventing you from completing the work on time.

Attendance

Just logging into the course on Canvas  does NOT  count as attendance.  Students are required to submit assignments as proof of attendance. Students must use a computer with reliable internet access because excuses or failure to complete assessments due to computer error will not be permitted.

Discussion Posts

In addition to the five major assignments, there will be multiple quizzes, writing exercises, and discussions in Blackboard, which, in total, will also add up to a lot of points. Please, keep in mind that the deadline for your original post on the Discussion Board is always the Monday specified in Weekly Work, but the two required responses to your peers can be done the following week, by the following Friday. It is advisable, however, to respond to your classmates as soon as they post. Otherwise, you might forget. Anyway, don't forget to always come back to the previous week's page to check if you responded already.

Mid-Term Warning

If you are making a grade lower than C at or about mid-term, you will be notified by your professor. If you receive a “below C notice,” you should meet without delay with the professor. Your not receiving a “below C notice” at mid-term does not guarantee that you will pass the course.

Valencia Student Core Competencies

Valencia faculty have defined four interrelated competencies (Think, Value, Communicate, Act) that prepare students to succeed in the world community. These competencies are outlined in the College Catalog. In this course, through lecture and discussion, group work, and other learning activities, you will further develop your mastery of those competencies.

Questions and Issues

I welcome any questions about specific assignments. The best way to contact me and have your questions answered is by email.

Alternatively, you can use messaging options within Canvas.

Messages should always include your full name and the CRN for your section of ENC 1101 (because I teach several sections).

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.

Online Etiquette

Though still a fairly young type of communication, certain aspects of this form of communication are becoming conventional. For example, in your personal messages or your posts, 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, but avoid using them in a professional setting. An online college class is certainly one of those settings.

Academic Honesty

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.

An instance of academic dishonesty—any kind of cheating or fraud—will result in a zero for the assignment and/or no credit for attendance on the day(s) the dishonesty occurred.

The biggest concern in a composition class is plagiarism.

The American Heritage College Dictionary defines plagiarism this way: "To use and pass off as one's own the ideas or writings of another." To avoid this serious academic offense, document any direct quotations or ideas that you find and use in your papers.

All forms of academic dishonesty are prohibited at Valencia College. [Academic dishonesty](http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-11-Academic-Dishonesty.pdf) 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.

**Plagiarism**is unacceptable academic behavior, which will result in loss of credit on a particular assignment. If you are unsure of how and when to document some information, visit [Valencia College Documentation Help](https://valenciacollege.edu/students/library/mla-apa-chicago-guides/)or ask me. I will help. I am here to help you be successful.

Penalties for plagiarism are as follows:

**1st offense, even if it is a single sentence,** will result in an zero for the assignment. However, you may receive some credit upon corrections of plagiarized materials.

**2nd offense** will result in a zero for the assignment, which will likely lead to a failing overall grade for the course.

Make note of these important policies concerning academic honesty:

1. Submit **original**papers for ENC 1101, not essays submitted in another course. Turning in the same essay for two different courses is considered **self-plagiarism**. It’s like getting paid for the same job twice.
2. Copying and pasting from Internet sources without providing correct documentation is a no no. You will be provided with explanations and examples in order to avoid future occurrences. If you are uncertain, please ask.
3. **Use of AI Technology**: Any work written or created by artificial intelligence (AI) is considered plagiarism and will not be tolerated. Any use of AI to complete assignments is against Valencia's academic policies. AI also leads to a lack of critical thinking and independent learning. It takes away student creativity and individuality.

Students with Disabilities

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class; accommodations will not be applied retroactively.  The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

West Campus SSB, Rm. 102

Phone: 407-582-1523

Fax: 407-582-1326.

Withdrawals

If you decide to drop this course for any reason, before or after the withdrawal deadline, you must initiate the process. After the withdrawal deadline, you need to request to be withdrawn by email so I have a written record of the request. Before considering a withdrawal, please, discuss the available options to complete the coursework despite the circumstances.

A student who withdraws from class before the withdrawal deadline specified in Valencia's Academic Calendar will receive a grade of “W.”  A faculty member is permitted to withdraw a student from the faculty member's class up to the beginning of the final exam period, for violation of the faculty member's attendance policy, as published in the faculty member's syllabus. A student is not permitted to withdraw from this class after the withdrawal deadline; if you remain in the class after the withdrawal deadline, you can only receive a grade of A, B, C, D, F or I. An I grade will only be assigned under extraordinary circumstances that occur near the end of the semester.  If you receive an I, the work missed must be made up during the following semester, at which time you will get an A, B,C,D or F.  Failure to make up the work during the following semester will result in you getting a grade of F in the course.  Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of “F.”

The professor will not withdraw any student for any reason other than a No-Show in the first two weeks of class; it is the responsibility of the student to withdraw before the withdrawal deadline and to be aware of the date of the withdrawal  deadline.

Students on financial aid should consult an advisor or counselor before withdrawing from a course as there may be financial implications to the student which he or she must know in order to make an informed decision before withdrawing from a course.  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.

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: <https://valenciacollege.edu/finaid/satisfactory-progress.php>

Make-ups

All assignments must be completed by the specified deadline. No makeups are available without explicit consent of instructor.

There will be NO CURVE for any assignment.  No exceptions or other accommodations will be given to earn extra points.

To earn the highest possible score, read all of the assigned readings, follow the schedule, email me with questions prior to deadline, and proofread carefully for sentence errors. Before you press "Send" or "Submit," check that you have attached the right file.

Valencia College Core Competencies

The faculty of Valencia College has 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:

Think- think clearly, and creatively, analyze, synthesize, integrate and evaluate in the many domains of human inquiry

Value- make reasoned judgments and responsible commitments

Communicate- communicate with different audiences using varied means

Act - act purposefully, effectively and responsibly.

Additional Resources

Valencia is committed to making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work.

Students have 24 hour unlimited access to the Baycare Behavioral Health’s confidential student assistance program phone counseling services by calling (800) 878-5470. Three free confidential face-to-face counseling sessions are also available to students.

More resources are available online. Here are some of my favorite:

Online Writing Consultations - available through Atlas, under Courses

This is basically just like going to the Writing Center and working one-on-one with an instructor.

The absolute best you can get in the comfort of your home.

Online consultations are available 24/7 !!!

Online Writing Lab. Owl.excelsior.edu

Step-by step instructions on how to produce any kind of paper.

Online Grammar handbook. Chompchomp.com

Your guide to resolving any possible grammar issues.

Study tips

LEARNING IS AN ACTION VERB!!

Most students need to do more than just sit through lectures and reread their notes.  Spend 1-2 hour blocks of time EVERY DAY actively writing or discussing concepts to make them a part of your memory.  Use the words you learn often, they will sink in better.

Make lists of confusing points and address them with your professor.

College Catalog/Student Handbook/Policy Manual

A full description of all College policies can be found in the College Catalog at [http://valenciacollege.edu/catalog](http://valenciacollege.edu/catalog/)

The college calendar can be found at [http://valenciacollege.edu/calendar](http://valenciacollege.edu/calendar/)

Course Calendar

The course calendar can be viewed in Canvas. The calendar lists what has to be completed prior to the date specified as the deadline.

All the assigned texts must be read prior to the due date. All coursework has to be submitted prior to midnight on the date specified as the last day of the week, which is always a Monday.

This syllabus as well as the Course Calendar may be amended at a later date at the instructor’s discretion, during the course of the term. If any changes need to be made, all students will be notified by an announcement in advance. It is the responsibility of the student to make any adjustments as announced. I don't change my syllabus but do reserve the right to do so just in case. If any changes need to be made during the course of this term, you will receive a special notification by email.

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## Course Summary:

| **Date** | **Details** | **Due** |
| --- | --- | --- |
| Mon Aug 28, 2023 | Discussion Topic [Discussion Getting to Know Each Other (15 points)](https://online.valenciacollege.edu/courses/182116/assignments/5031730) | due by 11:59pm |
| Discussion Topic [Week 1 Prewriting for Essay 1 (15 points)](https://online.valenciacollege.edu/courses/182116/assignments/5031731) | due by 11:59pm |
| Mon Sep 4, 2023 | Discussion Topic [Opening Paragraph Peer Review Activity](https://online.valenciacollege.edu/courses/182116/assignments/5031732) | due by 11:59pm |
| Quiz [QUIZ GRAMMAR Appositives (5 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031706) | due by 11:59pm |
| Quiz [QUIZ Sandra Cisneros Only Daughter (5 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031698) | due by 11:59pm |
| Discussion Topic [Week 2 Discussion Sandra Cisneros Only Daughter (10 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031729) | due by 11:59pm |
| Mon Sep 11, 2023 | Assignment [Free Write on Writing Process (10 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031738) | due by 11:59pm |
| Assignment [Revised Draft of Introduction Paragraph](https://online.valenciacollege.edu/courses/182116/assignments/5031743) | due by 11:59pm |
| Discussion Topic [Week 3 Discussion of "Salvation" (10 points)](https://online.valenciacollege.edu/courses/182116/assignments/5031728) | due by 11:59pm |
| Mon Sep 18, 2023 | Assignment [Narrative Essay. To submit click here.](https://online.valenciacollege.edu/courses/182116/assignments/5031740) | due by 11:59pm |
| Quiz [Semicolon Quiz (5 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031700) | due by 11:59pm |
| Mon Sep 25, 2023 | Discussion Topic [Discussion "Once More to the Lake" (10 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031727) | due by 11:59pm |
| Discussion Topic [Discussion Negative Places](https://online.valenciacollege.edu/courses/182116/assignments/5031726) | due by 11:59pm |
| Assignment [List of Places (10 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031739) | due by 11:59pm |
| Assignment [Places Experience Chart (10 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031742) | due by 11:59pm |
| Quiz [QUIZ EB White Once More to the Lake (7 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031695) | due by 11:59pm |
| Mon Oct 2, 2023 | Quiz [1. GRAMMAR QUIZ Contractions (4 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031711) | due by 11:59pm |
| Discussion Topic [Descriptive Object Exercise](https://online.valenciacollege.edu/courses/182116/assignments/5031725) | due by 11:59pm |
| Assignment [Descriptive Places Outline (10 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031736) | due by 11:59pm |
| Discussion Topic [Discussion Richard Marius Writing Drafts](https://online.valenciacollege.edu/courses/182116/assignments/5031724) | due by 11:59pm |
| Quiz [QUIZ Marius Writing Drafts (5 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031704) | due by 11:59pm |
| Mon Oct 9, 2023 | Discussion Topic [Didion "Marrying Absurd" (10 points)](https://online.valenciacollege.edu/courses/182116/assignments/5031723) | due by 11:59pm |
| Quiz [GRAMMAR QUIZ Pronouns (10 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031696) | due by 11:59pm |
| Assignment [Places Descriptive Essay (100 pts) SUBMIT HERE](https://online.valenciacollege.edu/courses/182116/assignments/5031741) | due by 11:59pm |
| Mon Oct 16, 2023 | Assignment [Comparative List, Chart, and Outline (30 pts total)](https://online.valenciacollege.edu/courses/182116/assignments/5031734) | due by 11:59pm |
| Discussion Topic [Discuss Suzanne Britt Neat People vs Sloppy People](https://online.valenciacollege.edu/courses/182116/assignments/5031722) | due by 11:59pm |
| Quiz [QUIZ GRAMMAR Subject Pronoun and Verb Agreement (6 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031699) | due by 11:59pm |
| Quiz [QUIZ Neat People vs Sloppy People (11 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031707) | due by 11:59pm |
| Mon Oct 23, 2023 | Assignment [Comparative Essay Submit Here (100 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031733) | due by 11:59pm |
| Discussion Topic [DISCUSSION Talk in the Intimate Relationship Tannen](https://online.valenciacollege.edu/courses/182116/assignments/5031721) | due by 11:59pm |
| Discussion Topic [FREEWRITE Discussion: Expressing a Debatable Opinion (10 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031714) | due by 11:59pm |
| Quiz [Quiz on Comma Splices and Sentence Fragments](https://online.valenciacollege.edu/courses/182116/assignments/5031709) | due by 11:59pm |
| Quiz [QUIZ Talk in the Intimate Relationship (10 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031702) | due by 11:59pm |
| Mon Oct 30, 2023 | Discussion Topic [Discussion Parker What is Poverty (10 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031720) | due by 11:59pm |
| Quiz [GRAMMAR QUIZ Commas and Quotations (3 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031710) | due by 11:59pm |
| Mon Nov 6, 2023 | Discussion Topic [Discussion "The Company Man"](https://online.valenciacollege.edu/courses/182116/assignments/5031718) | due by 11:59pm |
| Quiz [QUIZ on in-text citations and plagiarism (9 pts)](https://online.valenciacollege.edu/courses/182116/assignments/5031697) | due by 11:59pm |
| Mon Nov 13, 2023 | Assignment [Definition Essay (200 points) - SUBMIT HERE](https://online.valenciacollege.edu/courses/182116/assignments/5031735) | due by 11:59pm |
| Quiz [GRAMMAR QUIZ on Interruptions](https://online.valenciacollege.edu/courses/182116/assignments/5031701) | due by 11:59pm |
| Discussion Topic [Week 11 On Writing Well](https://online.valenciacollege.edu/courses/182116/assignments/5031717) | due by 11:59pm |
| Mon Nov 20, 2023 | Discussion Topic [Discussion "To Any Would-Be Terrorists"](https://online.valenciacollege.edu/courses/182116/assignments/5031715) | due by 11:59pm |
| Discussion Topic [Prewriting Discussion: Argument and Persuasion](https://online.valenciacollege.edu/courses/182116/assignments/5031716) | due by 11:59pm |
| Quiz [QUIZ GRAMMAR Commas and Independent Clauses](https://online.valenciacollege.edu/courses/182116/assignments/5031708) | due by 11:59pm |
| Mon Nov 27, 2023 | Discussion Topic ["The Case Against Torture" Discussion](https://online.valenciacollege.edu/courses/182116/assignments/5031713) | due by 11:59pm |
| Discussion Topic [Sharing Research](https://online.valenciacollege.edu/courses/182116/assignments/5031719) | due by 11:59pm |
| Mon Dec 4, 2023 | Discussion Topic ["Why I Want a Wife" Discussion](https://online.valenciacollege.edu/courses/182116/assignments/5031712) | due by 11:59pm |
| Assignment [Documented Persuasive Argument Essay](https://online.valenciacollege.edu/courses/182116/assignments/5031737) | due by 11:59pm |
| Quiz [Quiz "Why I Want a Wife"](https://online.valenciacollege.edu/courses/182116/assignments/5031705) | due by 11:59pm |