

“A man begins cutting his wisdom teeth the first time he bites off more than he can chew.”
~ Herb Caen

Freshman Composition I **ENC 1101 CRN 29653** **3 Credit Hours**
Spring 2016 **Tues. & Thurs. 4:00PM - 5:15PM** **West Campus, Building 7, Rm. 207**

* This syllabus is a highly important document.
Please keep it and treat it with respect. Thank you. ☺ *

Instructor's Name: Mr. Alan LaCerra (sounds like La “Sarah”)

Preferred Contact: “Ask the Class” discussion forum in our Blackboard course space (public)

Alternative Contact: Course Mail (under Resources) in our Blackboard course space,
or in case you can't access our Course Mail, alacerra@valenciacollege.edu

Office Hours: available by E-mail appointment only

Required Textbook: Only *75 Readings Plus*, 10th edition

Required Materials:

- computer, printer, and internet access, including MS Office and Adobe Reader
- pen or pencil to write with
- paper to write on (preferably college-ruled loose-leaf notebook paper)
- a folder or binder where you can keep everything related to our course for the semester

The West Campus English Department's Official Definition of Plagiarism:

- Plagiarism is the use of someone else's words, ideas, pictures, designs, and / or intellectual property without the correct documentation and punctuation.

Catalog Description (<http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/enc/>):

FRESHMAN COMPOSITION I

- 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.
- 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.

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

- compose **expository essays** in a number of rhetorical modes (a cause-and-effect essay, a personal narrative, and the like).
- write in **standard American English** (that is, show “good manners” when writing, using language appropriate to professional writing in the United States).
- write a **documented essay** (that is, an essay requiring the proper use and documentation of sources, here meaning your compliance with MLA formatting's rules for sources).
- demonstrate **information literacy** (by effectively conducting, using, and citing scholarly research, particularly library research, to lend your writing credibility).
- develop **critical reading skills** (by doing more than just skimming the surface of the words, by carefully considering both what is said or implied and how and why it is said or implied).

The syllabus and course schedule may be changed at the discretion of the professor.

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Core Competencies (<http://valenciacollege.edu/competencies/>):

- Valencia’s faculty members have defined four interrelated competencies—Think, Value, Act, and Communicate—that prepare students to succeed in the world community.
- This course will challenge you in all four competencies by asking you to **think** critically and creatively about what you will be reading and writing, make reasoned **value** judgments about issues related to readings and writings, **act** responsibly by applying English knowledge to essay-writing and other activities and balancing the demands of our coursework with whatever else is going on in your life, and **communicate** effectively (both written and oral communication) with writers (e.g. the late George Orwell), audiences (e.g. the general readers to whom you write your essays), classmates, and me.
- Also, by doing activities and participating in discussions during the essay process of prewriting, writing, and revising, you will have opportunities to reflect on not only what you are reading and writing but how you are reading and writing.
- As regards research and documentation specifically, you will act responsibly by avoiding plagiarism and other forms of academic dishonesty, communicate effectively to an academic audience by using and citing scholarly sources in support of your own points, make value judgments by evaluating sources in terms of authority, bias, content, currency, and consistency, and think creatively by composing well-written, well-thought-out essays and considering how your own ideas relate to other people’s ideas on the subject matter. Learning in composition class how to write a high-quality research essay will help you succeed in the many other college courses that require you to do so.

Dates Relevant to Our Course Section:

DATES	INFORMATION
Tues., Jan. 12	Our First Week Kicks off with Introductory Activities
Tues., Jan. 19 - Thurs., Feb. 4	The Essay 1 Period
Tues., Jan. 19, 11:59P	FYI, Drop / Refund Deadline
Thurs., Jan. 21	Instruction in the Library AKA Building 6 (Yet to Be Confirmed)
Thurs., Jan. 28	Essay 1 Draft Due in Class*
Thurs., Feb. 4	Final Essay 1 Due by 5PM through Blackboard
Tues., Feb. 9 - Thurs., Feb. 25	The Essay 2 Period
Thurs., Feb. 18	Essay 2 Draft Due in Class*
Thurs., Feb. 25	Final Essay 2 Due by 5PM through Blackboard
Tues., Mar. 1 - Thurs., Mar. 24	The Essay 3 Period
Thurs., Mar. 3	Proof-of-Outcomes Paper (Midterm Draft) Due by 5PM through Blackboard
Mon., Mar. 7 - Sun., Mar. 13	Spring Break (College Closed)
Thurs., Mar. 17	Happy St. Patrick’s Day; Essay 3 Draft Due in Class*
Thurs., Mar. 24	Final Essay 3 Due by 5PM through Blackboard
Tues., Mar. 29 - Thurs., Apr. 14	The Essay 4 Period
Fri., Apr. 1, 11:59PM	FYI, Withdrawal Deadline for “W” Grade
Thurs., Apr. 7	Essay 4 Draft Due in Class*
Thurs., Apr. 14	Final Essay 4 Due by 5PM through Blackboard
Tues., Apr. 19	Our Last Week Brings Us to a Close with Concluding Activities
Thurs., Apr. 21	Proof-of-Outcomes Paper (Final Submission) Due by 5PM through Blackboard
Tues., Apr. 26, 5:00 - 7:30PM	Take the Final Exam in Our Usual Classroom

* Expect to share your **full-length** essay drafts with the rest of the class for peer review and / or other forms of **formative feedback**.

The syllabus and course schedule may be changed at the discretion of the professor.

Valencia ID Cards:

- In order to conduct the library research required for this class (as well as use learning, testing, and media centers), you must have an activated Valencia ID.
- It is thus in your best interests to **get and / or activate your Valencia ID** as soon as possible, if you have not already done so.

“No Show” Status:

- Class attendance is required starting the first week of the term. If you don't attend class during the first week, you may be withdrawn from the class as a “no show.” In this event you will be billed for the class, and a “W” will appear on your transcript for the course.
- I don't want to have to withdraw you as a “no show.” Please attend from the beginning.

Attendance:

- If you are not withdrawn as a “no show” (see above), then I will never withdraw you from our course. If you do not attend class regularly out of respect for yourself, your classmates, our course material, and me, then your grade may well suffer, potentially to the point where you earn an F, but I will not give you a “W” grade for excessive absences.
- Nonetheless, I will keep my own record of your attendance as the law requires me to do.
- I reserve the right to determine your attendance through in-class activities.
- As a student, you are responsible for all material covered in class during an absence or a tardy, so you should have the contact information of some classmates. Contact your classmates to find out what you have missed.
- If you are tardy, it is your responsibility to alert me to your presence without disrupting class; otherwise, you may be marked as absent instead of tardy.
- Chronic absenteeism and chronic tardiness are disruptive and rude. Please attend all classes on time from start to finish, as much as possible.

Department:

- Let us work together to create an atmosphere conducive to learning.
- Always come prepared with our required textbook and materials.
- Only ever use electronic devices, including but not limited to cell phones, laptops, mp3 players, and handheld game consoles, when permitted for the coursework at hand (no texting people, shopping online, distracting yourself or others, etc.).
- Always listen respectfully to others (no side whispering, etc.).
- During class, you must stay focused on what we are doing: to that end, do not study for other classes' tests, do other work, sit around unoccupied, eat, drink, sleep, etc.
- In the event of bathroom-related urgency, avoid disrupting class, and avoid dawdling.
- If you fail to deport yourself as instructed, you may be asked to leave the classroom, and / or anything acting as a distraction, such as a cell phone, may be taken away from you and returned at my discretion.

The syllabus and course schedule may be changed at the discretion of the professor.

E-mail Dos:

- DO check all of your Valencia E-mails and Blackboard on a daily basis (just to be safe).
- DO show good netiquette by following the dos and don'ts found here:
<http://valenciacollege.edu/oit/learning-technology-services/student-resources/academic-integrity/netiquette.cfm>.
- DO copy yourself on all E-mails to me, so that if ever necessary, you can provide proof of date and time of transmission.

Grading:

- I do not give grades; rather, you **earn** grades. If you want to know why you've earned a particular grade, ask yourself what you have and have not done well.
- A grade of **C or better** (for our course, 70% or above) is needed to pass the class, as the Gordon Rule stipulates. (Aim for an A; I know you can do it.)
- Because you should be judged according to your own performance and not that of your classmates, there will be **no grading on a curve**. Also, while you will earn credit for your work (as is only fair), there will be **no extra credit**.
- All your work must be original for this class. **Avoid self-plagiarism**. In other words, don't use any work that you've done before or are presently doing for another high-school or college class to do any of our class's work.

Grade Distribution:		Grading Scale:	
30%	Research Essay Grade (the highest grade out of Essays 1 and 2)	A	= 90 and above
5%	Proof-of-Outcomes Paper (Midterm Draft)	B	= 80 – 89.99
30%	Non-Research Essay Grade (the highest grade out of Essays 3 and 4)	C	= 70 – 79.99
30%	Proof-of-Outcomes Paper (Final Submission)	D	= 60 – 69.99
5%	In-Class Final Exam	F	= 0 – 59.99
Total =			
100%			

Our In-Class Activities and the Proof-of-Outcomes Paper:

- If you want to turn in an in-class activity in order to receive feedback on it from me, please write on the work itself exactly what you would like to receive feedback about, and please turn in your work on the day we do the activity in class (or as soon thereafter as possible).
- The point of your doing the in-class activities is to help you learn, specifically to help you meet the five Course Outcomes found at the bottom of the first page of this syllabus.
- For our course section, you must write a Proof-of-Outcomes Paper. A Midterm Draft of the paper is worth 5% of your final course grade while the Final Submission is worth 30%.
- In the paper, you must prove to me, by referring very specifically to the work you've done over the semester, that you have participated in our course both inside and outside the classroom and that your participation has led you to meet all five of our Course Outcomes.
- More information on the Proof-of-Outcomes Paper will come to you.

The syllabus and course schedule may be changed at the discretion of the professor.

The Four Major Essays:

- In addition to participating in our activities, you will write four major essays for this course, Essays 1 and 2 requiring research and Essays 3 and 4 requiring no research.
- Essays 1 and 2 will be graded for Content / Organization, Source Selection, Source Integration, In-Text Citation, Works Cited Page, Diction, Sentence Structure, and Grammar / Mechanics according to our Grading Checklist for Research Papers.
- The highest grade you earn out of Essays 1 and 2 will count as your Research Essay Grade, which is worth 30% of your final course grade.
- Although it is thus possible not to do Essay 1, I would highly recommend that you do it so that you can see how I grade the essays.
- If you earn a grade on Essay 1 that you feel comfortable enough with, you do not have to do Essay 2.
- Essays 3 and 4 will be graded for Content / Organization, Diction, Sentence Structure, and Grammar / Mechanics according to our Grading Checklist for Non-Research Papers.
- The highest grade you earn out of Essays 3 and 4 will count as your Non-Research Essay Grade, which is worth 30% of your final course grade.
- Again, while it is thus possible not to do Essay 3, I would highly recommend that you do it.
- As before, if you do well enough on Essay 3, you do not have to do Essay 4.
- Please see the next two pages for the two grading checklists.
- You must submit each of the four essays through Blackboard so that they can be checked via the plagiarism detector SafeAssign. (FYI, if you send an essay to me in a readable format before a deadline, I can submit it through SafeAssign for you.)
- You must submit by 5:00PM ET of the essay's due date. I urge you to submit early lest you encounter technical difficulties and need help from Valencia's tech support. Essays not submitted on time will earn zeroes.
- Any essay that indicates plagiarism will earn an F (specifically a grade of zero, unless the offending student provides a timely explanation of the plagiarism and shows contrition, in which case I will consider elevating the essay grade to a higher F). (I know that not everything SafeAssign identifies as plagiarism is actually plagiarism, but do make sure that you obey proper MLA format for citing sources both in the text of the essay and on the essay's works cited page. When in doubt, cite.)

Required Writing Format for the Proof-of-Outcomes Paper and the Four Major Essays:

- Unless otherwise instructed, essays must be double-spaced, with 1" margins, typed in black ink, Times New Roman, 12-point font, and MLA format.
- All essays need catchy and creative but clear and appropriate titles. **Unacceptable** titles would include, in Essay 1's case, "Essay 1," "Argument," "Untitled," etc.
- Start the works cited page (when an assignment calls for one) on its own page as MLA format dictates, but do not have a separate title page. Instead, put the title heading on the first page in proper MLA format.
- Submit each essay through SafeAssign as **one .doc file**. (I know that I can read .doc files. If you submit your work in a file format that I cannot read, then you haven't actually submitted anything, so your work will end up earning a zero.)

Our Final Exam:

- On Tues., Apr. 26, 2016, from 5:00PM to 7:30PM, you will take a final exam for this course in our usual classroom. More info about it will come as we get closer to the course's end.

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* Grading Checklist for Research Papers *

Content / Organization (20 Points Total)

- 1) Does your paper meet the word count? N = 0, Y = 8 points
- 2) Does your paper do what the assignment asks in terms of subject matter? N = 0, Y = 3 points
- 3) Does your paper have a well-defined, well-written thesis statement? N = 0, Y = 3 points
- 4) Does your paper provide sufficient support for your thesis throughout? N = 0, Y = 3 points
- 5) Overall, do you transition gracefully between and within your paragraphs? N = 0, Y = 3 points

Source Selection (12 Points Total)

- 6) Does your paper meet all requirements for number and type of sources? N = 0, Y = 12 points

Source Integration (12 Points Total)

- 7) Does your documentation form a closed circuit (every source that appears on the works cited page is used and cited in text at least once in the research paper / every source that is used in the paper is cited both in text and on the works cited page)? N = 0, Y = 5 points
- 8) Are your sources integrated smoothly and effectively into your own writing throughout your paper? N = 0, Y = 5 points
- 9) Does your paper show a variety of summary, paraphrase, and direct quotation of sources such that the paper still mostly communicates your own ideas in your own voice? N = 0, Y = 2 points

In-Text Citation (9 Points Total)

- 10) Overall, are your in-text citations free of errors? N = 0, Y = 9 points

Works Cited Page (17 Points Total)

- 11) Does your works cited page have proper pagination and heading? N = 0, Y = 2 points
- 12) Does your works cited page have uniform double-spacing throughout? N = 0, Y = 2 points
- 13) Does your works cited page have a hanging indent throughout? N = 0, Y = 2 points
- 14) Does your works cited page show proper alphabetical order of sources? N = 0, Y = 2 points
- 15) Overall, are the source entries of your works cited page complete in terms of required source information? N = 0, Y = 3 points
- 16) Overall, are the source entries correct for order of information? N = 0, Y = 3 points
- 17) Overall, are the source entries correct in terms of punctuation, capitalization, title formatting, and the like? N = 0, Y = 3 points

Diction (12 Points Total)

- 18) Overall, does your paper use original figures of speech and concrete specifics to engage readers? N = 0, Y = 4 points
- 19) Overall, does your paper avoid weak and wordy writing in favor of strong and concise language? N = 0, Y = 4 points
- 20) Overall, does your paper demonstrate formal college writing? N = 0, Y = 4 points

Sentence Structure (9 Points Total)

- 21) Do you vary your sentences carefully throughout your paper for rhythm? N = 0, Y = 4 points
- 22) Overall, are your sentences free of errors? N = 0, Y = 5 points

Grammar / Mechanics (9 Points Total)

- 23) Overall, is your paper free of grammar / mechanics errors? N = 0, Y = 9 points

0 - 58 points = F, 60 - 68 points = D, 70 - 78 points = C, 80 - 88 points = B, 90 - 100 points = A

The syllabus and course schedule may be changed at the discretion of the professor.

* Grading Checklist for Non-Research Papers *

Content / Organization (25 Points Total)

- 1) Does your paper meet the word count? N = 0, Y = 9 points
- 2) Does your paper do what the assignment asks in terms of subject matter? N = 0, Y = 4 points
- 3) Does your paper have a well-defined, well-written thesis statement? N = 0, Y = 4 points
- 4) Does your paper provide sufficient support for your thesis throughout? N = 0, Y = 4 points
- 5) Overall, do you transition gracefully between and within your paragraphs? N = 0, Y = 4 points

Diction (25 Points Total)

- 6) Overall, does your paper use original figures of speech and concrete specifics to engage readers? N = 0, Y = 10 points
- 7) Overall, does your paper avoid weak and wordy writing in favor of strong and concise language? N = 0, Y = 10 points
- 8) Overall, does your paper demonstrate formal college writing? N = 0, Y = 5 points

Sentence Structure (25 Points Total)

- 9) Do you vary your sentences carefully throughout your paper for rhythm? N = 0, Y = 10 points
- 10) Overall, are your sentences free of errors? N = 0, Y = 15 points

Grammar / Mechanics (25 Points Total)

- 11) Overall, is your paper free of grammar / mechanics errors? N = 0, Y = 25 points

0 - 56 points = F, 60 - 66 points = D, 70 - 76 points = C, 80 - 86 points = B, 90 - 100 points = A

The syllabus and course schedule may be changed at the discretion of the professor.

Plagiarism:

- The West Campus English Department officially defines “plagiarism” as “the use of someone else’s words, ideas, pictures, designs, and / or intellectual property without the correct documentation and punctuation.” The definition does not distinguish between intentional and unintentional plagiarism. It is possible to commit plagiarism without knowing that you are committing plagiarism, but as a student in a college class, you must take responsibility for any plagiarism you commit, be it intentional or not.
- One of our outcomes is that by the end of this course, you will be able to demonstrate information literacy by effectively conducting, using, and citing scholarly research, especially library research, to lend your writing credibility. By effectively citing in proper MLA format, both in texts and on works cited pages, all of the research that you use in our essays that require research, you can help to avoid plagiarism. In terms of the four competencies—Think, Value, Act, and Communicate—you must always act responsibly by avoiding plagiarism and other forms of academic dishonesty.
- Also in order to avoid plagiarism in our course, all your work must be original for this class. In other words, do not use any work that you have done before or are presently doing for another high-school, college, or other class to do any of our class’s work. Obviously, do not allow anyone to believe that someone else’s work is your work, either.
- Any graded activity that indicates plagiarism will earn a grade of zero, and any major essay that indicates plagiarism will earn a grade of zero unless the offending student provides a timely explanation of the plagiarism and shows contrition, in which case I will consider elevating the essay grade to a higher F.

Late Work:

- Strictly follow the deadlines for all graded work. I will not grant extensions except in circumstances that I deem truly extraordinary and valid. Late work will earn zeroes.

Technical Support:

- Computers not being my area of expertise, I will not be able to assist you with most of the technical difficulties you encounter, but fear not: Valencia has tech support.
- Please see <http://bbsrm.edusupportcenter.com/ics/support/default.asp?deptID=8191> for tech-support information (<http://valenciacollege.edu/oit/learning-technology-services/student-resources/getting-help/> may also be helpful), and plan ahead lest technological troubles befall you.

BayCare (<http://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/>):

- We at Valencia College are interested in making sure all our students have a rewarding and successful college experience. To that end, Valencia College has contracted with a private and confidential counseling service to provide short-term assistance to credit students who need to resolve problems affecting their college performance. Examples may include stress, relationship / family issues, alcohol / drug problems, eating disorders, depression, and gender issues.
- Students who are experiencing any of these issues and who are enrolled in credit classes at Valencia should call the toll-free number 1-800-878-5470 to speak to a professional counselor. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor. For more info, call or visit a Counselor in Student Services on any campus.

Audible Alarms:

- Please make note of evacuation route from your classroom in case of emergency.
- Interpret all audible alarms as valid, and act accordingly.

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West Campus Writing Center:

- The West Campus Writing Center is an appointment-based resource located in Building 5, Room 155 (Phone: 407-582-5454).
- At the Writing Center, consultants help students at any point of the writing/learning process. The qualified staff will go over English language assignments with students from all disciplines and courses, college wide, helping with grammar assignments; pronunciation; understanding main ideas and other reading skills; organizing and developing a speech; constructing paragraphs, essays, or research papers; and scholarship essays, letters, and resumes.
- The Writing Center consultant will not edit or proofread the paper.
- The student should make attempts at revising and editing on his or her own before coming to the Writing Center.

Students With Disabilities (<http://valenciacollege.edu/osd/>):

- Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The OSD determines accommodations based on appropriate documentation of disabilities.
- The West Campus OSD (phone number 407-582-1523) is located in SSB, Room 102.

Security Statement:

- 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.

Withdrawal Policy:

- During a first or second attempt in the same course at Valencia, if you withdraw, or are withdrawn by the professor, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.
- A student is not permitted to withdraw after the withdrawal deadline. A professor may withdraw you up to the beginning of the final exam period for violation of class attendance policies; in which case, you will receive a grade of "W." If the professor does not withdraw you, your grade will be what you had earned.
- An international student may face deportation if she or he gets withdrawn from a course.

Children On Campus:

- We ask that you follow college policy relating to children on campus. Please make arrangements for childcare outside of classrooms or labs.

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Formal College Writing:

Although some of the writing you do for our course will be a bit on the informal side (for example, some of our activities and the personal narrative), most of it should strive to meet the following **five guidelines for formal college writing**. You are in college now. (Yay! ☺) Your writing should reflect that fact.

#1 - Choose strong words appropriate to the college level.

- ✓ Formal college writing has catchy, creative titles that are also on topic.
- ✓ Formal college writing is free of clichés, redundancies, and foreign words.
- ✓ Formal college writing contains no slang phrases (“off the hook,” “yo,” “crunk,” etc.) or colloquialisms (“gotta,” “gonna,” “okay,” “kind of,” “sort of,” etc.).
- ✓ Formal college writing is not sexist and thus does not use the generic “he” or sexist words such as “mankind,” “mailman,” “girl” (for a woman), etc.
- ✓ In formal college writing, the passive voice is rare. (The sentence “The students will not be bored by the lecture” is passive and thus undesirable while the sentence “The lecture will not bore the students” is active and thus preferred.)
- ✓ Whenever possible, formal college writing avoids the “to be” verbs: “am,” “are,” “is,” “was,” “were,” “be,” “being,” and “been.”

#2 - Stick to the third person or, when the situation calls for it, the first person.

- ✓ Formal college writing does not contain any of the second person (“you”) at all. (Change the second person to first or third person, depending on context.)
- ✓ Formal college writing limits use of the first person (“I” and “we” words) to the introductory or concluding paragraph or to instances where personal experience is being used as evidence. Even in these cases, the first person is infrequent. (Instead of writing “I saw him walk the dog,” write “He walked the dog.”)
- ✓ Formal college writing does not include phrases such as “to me,” “I believe,” or “in my opinion.” Every word you write is assumed to convey your beliefs and opinions unless you clearly state that you are conveying someone else’s thoughts. You should imply your doubts with words like “seems” and “perhaps,” instead.

#3 - When in doubt, spell it out.

- ✓ Formal college writing contains no contractions. (“Don’t” becomes “do not,” “they’re” becomes “they are” [and then is rephrased to eliminate the “are”], etc.).
- ✓ Formal college writing contains no shortened forms of words. (Use “alligator” instead of “gator,” “telephone” instead of “phone,” etc.)
- ✓ Formal college writing contains no Arabic numerals for numbers that should be written out. (Use “ten” instead of “10,” “two hundred” instead of “200,” etc.)
- ✓ Formal college writing avoids abbreviations, even “etc.,” “i.e.,” or “e.g.”

#4 - Tend toward putting periods at the ends of your sentences.

- ✓ Formal college writing contains no exclamation marks (“!”) whatsoever.
- ✓ Formal college writing contains no interjections, such as “wow” or “yeah.”
- ✓ Formal college writing uses question marks (“?”) sparingly (only to make good points), but it does not answer its own rhetorical questions after asking them.

#5 - Know your grammar and usage rules.

- ✓ In this class, formal college writing correctly uses MLA format.
- ✓ Formal college writing contains no grammatical or mechanical errors.
- ✓ Formal college writing does not use “say” to mean “for example,” nor does it use “though” (or “although”) as if “though” were interchangeable with “however.”
- ✓ In formal college writing, a sentence does not start with a coordinating conjunction (one of the FAN BOYS: “for,” “and,” “nor,” “but,” “or,” “yet,” or “so”).
- ✓ Formal college writing contains no words in ALL CAP’s whatsoever. (Writing in ALL CAP’s is equivalent to screaming in the reader’s face.)

The syllabus and course schedule may be changed at the discretion of the professor.

Computer / Equipment Use Policy:

- Use of computers in the Business, IT, and Public Service classrooms at Valencia College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden.
- Inappropriate use includes, but is not limited to, the following: 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; and 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.

Academic Honesty Policy Number: 6Hx28:10-16:

- All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, 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.
- Students shall take special notice that the assignment of course grades is the responsibility of the students' individual professor. When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be liable to a range of academic penalties as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of "F" in the course. At the option of the professor, the campus provost may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student.
- Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and / or disciplinary penalties which may include warning, probation, suspension and / or expulsion from the College.
- The student may appeal action taken by the professor under the provisions of either Policy 6Hx28:10-13 or 6Hx28:10-15 as determined by the nature of the action taken.

Student Code of Classroom Conduct Policy Number: 6Hx28:10-18:

- Activities which disrupt classroom setting and which are in violation of this Student Code of Classroom Conduct are those which, with or without intent to do so, are disruptive of the essence of the educational process. Faculty members are authorized to define, communicate, and enforce appropriate standards of decorum in classrooms, offices, and other instructional areas under their supervision. In the case of the violation of the Student Code of Classroom Conduct, the faculty member may initiate personal conferences, verbal and written warnings, referral to the director of student services for counseling, and removal from the classroom pending disciplinary action under policy 6Hx28:10-04. Examples of such disruptive or distracting activities include, but are not limited to, the following:
 - Activities that are inconsistent with commonly acceptable classroom behavior and which are not conducive to the learning experience, such as: tardiness, leaving and returning during class, and early departure when not previously authorized;
 - Activities which violate previously prescribed classroom guidelines or constitute an unreasonable interruption of the learning process;
 - Side discussions which are irrelevant to the subject matter of the class, that distract from the learning process, or impede, hinder, or inhibit the ability of other students to obtain the full benefit of the educational presentation; and,
 - Utterances of "fighting words" or epithets directed specifically toward other persons with the purpose or effect of creating a hostile educational environment or which may reasonably be expected to incite imminent or immediate violence.
- Violation of the Student Code of Classroom Conduct shall constitute grounds for student disciplinary action as provided in Policy 6Hx28:10-04.

