**Valencia College ENC 1102 Online**

**Spring 2021 ENC1102-25022**

**Syllabus Purpose**

A course syllabus explains the kind of teaching and learning you can expect in the course, helping you understand what is expected of you and what you can expect from me, your professor.

It includes things like

* course learning outcomes.
* required technology and
* learning support and
* how you will be assessed and the kinds of
* course

**Course Information**

**Section Numbers: 25022**

**Instructor:** Brian Campbell

**Contact Days/Location:** Fully Online

**Term:** Spring 2021

**Credit Hours: 3**

**Pre-requisites/Co-requisites**

ENC1101 or 1101H with minimum grade of C

**Course Description**

* Application of skills learned in ENC 1101. Emphasis on style; use of library; reading and evaluating available sources; planning, writing, and documenting short research

* Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if ENC 1102 is used to satisfy Gordon Rule and general education

**Course Learning Outcomes**

The following outcomes will be assessed in this course. An “outcome” is defined as something

students take with them beyond this course. During this course:

* Students will compose essays, including a formal research
* Students will use conventions of standard American
* Students will demonstrate competence in research and
* Students will demonstrate competence in critical reading

**Required Materials**

* In lieu of assigning a costly textbook, you will access readings using Open Education Resources (OER) using the [Valencia Reader](https://libguides.valenciacollege.edu/valencia_reader)
* View this [short video](https://vimeo.com/413927669) that shows you this

**Tech Support**

* Use the "Help" button on the Canvas menu for
* Additional [Canvas Resources for Students](https://valenciacollege.edu/faculty/canvas-resources/students.php) access to tutorials and support for online learning. Their hotline is 407-582-5600, which is available 24 hours a day, seven days a
* For Atlas issues, use Atlas Help or 407-582-5444.

**Succeeding Online**

**The Online Student**

These are some of the characteristics that can contribute to your success.

* *Create a learning space*

Use a space conducive to learning. An optimal space is technologically accessible, has minimal distractions, is comfortable, and allows you to take mental and physical breaks every 15-20 minutes or as needed, where you can process what you learned, stretch, etc.

* *Manage your time each day*

Plan to dedicate at least 8-10 hours per week to this course by creating a daily schedule that allows time to

* **complete** the online lessons.
* **review** the material, create notes, and
* **create** the assignments in a thoughtful
* **respond** online in the
* **review** and utilize professor's
* **use** learning

* **recognize** that some assignments require much more time than others and plan accordingly, particularly planning, drafting, and revising

* *Communicate with professor and peers* 
  + Get to know your
  + Use engagement hours for one-on-one
  + Use the online forums as a way to engage in the discussions and learn from your professor as well as your
  + Set up study groups outside of

* *Utilize additional resources*

A natural part of the college experience is using additional support to supplement your learning. Each student comes with different skills, so using learning support is advised.

* [Getting Started in Canvas](https://valenciacollege.edu/students/online/keep-learning/getting-started.php)
* [Getting Help](https://valenciacollege.edu/students/online/keep-learning/getting-help.php)
* [How to Succeed](https://valenciacollege.edu/students/online/keep-learning/how-to-succeed.php)

* *Acknowledge your stress or challenges*

College is hard! But you have a lot of support and resources while learning. When things becomes stressful, acknowledge the stress and create a plan to manage these challenges. Use support,

like [Baycare](https://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/), if this becomes more than you can manage.

* Articles and resources:
  + [College Student's Guide to Stress Management](https://www.purdueglobal.edu/blog/student-life/college-students-guide-to-stress-management-infographic/)
  + [College Stress Article](https://learningcenter.unc.edu/tips-and-tools/managing-college-stress/)
  + [Mayo Clinic Resource](https://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/social-support/art-20044445)
  + [Positive Thinking and Self-Talk](https://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/positive-thinking/art-20043950)

**Online Engagement Hours**

**Purpose**

* Engagement hours are designed to support your
* In college, it is a natural part of the process to use this time to discuss your assignments, your progress in the course, and your

**Contact Information**

* Email: [bcampbell36@valenciacollege.edu](mailto:bcampbell36@valenciacollege.edu)
* **Canvas inbox (preferred):** Click the Inbox icon in the left-hand menu in

**My Availability**

* My **weekly office hours** are Monday –Sunday 8:00-9:00 am or by appointment.

* The best way to reach me via Canvas Inbox

**Zoom Tutorials**

If you are unfamiliar with using Zoom, please review these materials:

* [How to Join a Zoom Meeting (written directions)](https://alamocolleges.screenstepslive.com/s/19065/m/77991/l/1003017-how-to-join-a-zoom-meeting-canvas-student)

These are illustrated step-by-step instructions for using Zoom in Canvas.

* [How to Join a Zoom Meeting (video directions)](https://www.youtube.com/watch?v=NKsAacEX7qk) Prefer an instructional video? Go here.

* [How to Add a Profile Picture to Zoom](https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-profile)

Please add a picture so that when you turn your camera off during a meeting, I can still see a photo of you!

* [How to Add a Virtual Background to Zoom](https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background)

Want to attend class from space or from the set of your favorite TV show? Follow these directions. (Virtual backgrounds are also great if your room is messy!)

**Learning Support and Other College Resources**

**Learning Resources**

* Valencia's [Keep Learning](https://valenciacollege.edu/students/online/keep-learning/?utm_source=HOMEPAGE&utm_medium=BANNER&utm_content=KEEP-LEARNING&utm_term=KEEP-LEARNING&utm_campaign=MSC) guide for learning online:
  + [Getting Started in Canvas](https://valenciacollege.edu/students/online/keep-learning/getting-started.php)
  + [Getting Help](https://valenciacollege.edu/students/online/keep-learning/getting-help.php)
  + [How to Succeed](https://valenciacollege.edu/students/online/keep-learning/how-to-succeed.php)
* Valencia's [online tutoring](https://libguides.valenciacollege.edu/distancetutoring) services are available for writing support. Through Distance Tutoring, you can participate in live tutoring sessions as well as submit assignments for feedback on your writing, which is especially useful when you need help with grammar and
* Valencia’s [library](https://valenciacollege.edu/students/library/) and [reference librarians](https://askalibrarian.org/local.php?LibraryName=Valencia%20College&DepartmentNumber=22902)

**Tech Resources**

* [Canvas Resources for Students](https://valenciacollege.edu/faculty/canvas-resources/students.php) has tutorials and support for online learning. Their hotline is 407-582-5600, which is available 24 hours a day, seven days a
* Atlas Help or 407-582-5444

**Mental Health Resource**

* [Baycare](https://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/) provides referrals for short term private and confidential counseling services for credit students who need to resolve problems affecting their college performance. Call 1-800-878- 5470 for a referral. Please consider using Baycare if you find yourself in need of

**Academic Resource**

* [The Office for Students with Disabilities](https://valenciacollege.edu/students/office-for-students-with-disabilities/) determines accommodations based on appropriate documentation of disabilities, so please reach out to them for support and provide their documentation to receive the

**Course Communication Plan**

**In this course, I**

* post Canvas
* comment on individual
* comment in class
* email using Canvas

If a circumstance arises where a change must be made to the syllabus or calendar, this will be announced in Canvas.

**How You Should Stay Informed**

In this course, you should

* check Canvas announcements and Inbox at least 2-3 times per
* set your [notification preferences](https://community.canvaslms.com/t5/Video-Guide/Notification-Preferences-All-Users/ta-p/383690) to your preferred
* download the Canvas app if you plan to use your
* refer to the syllabus as a reference for policies, resources, and

**Email Etiquette**

* Emails must come from your Canvas or Atlas email account. (Do not give anyone access to these )
* Follow email
* Email Etiquette
  + Begin with a greeting: Hello Professor Chancey,
  + Write a concise
  + Conclude with your name, ENC 1102, and course

*Example Email*

Hello Professor Campbelly,

I hope you are having a nice day. You mentioned that we could send you our thesis statements. Would you check mine and offer advice please? Thesis: “Everyday Use” is the story of two sisters and their very different attitudes towards family and heritage.

Thanks for your help! Jameesha Jones

ENC 1102 (CRN: 12345)

**Classroom Decorum and Student's Responsibility**

**Why is this important?**

The purpose of being in the virtual classroom is to learn, and student behavior affects the learning environment. Therefore, each student is responsible for offering respectful contributions when participating in any online forum.

Each student is required to follow the protocols in Valencia’s [Student Code of Conduct](https://valenciacollege.edu/about/general-counsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf) policy.

**What are the implications of disruptions?**

* Inappropriate comments or content disrupt the learning environment and distract
* Please acknowledge your responsibility to conduct yourself appropriately and encourage the same from others. Always be mindful of appropriate content, tone, and word

**If a disruption or distraction occurs, what happens?**

* If this were to happen, the student would receive a private email, and a meeting would be scheduled, if necessary, to discuss the
* However, if the disruption or distraction persists, the student is referred to the appropriate college representative, where proceedings for disciplinary measures may occur depending on the egregious nature of the Student Code of Conduct

**Attendance Policy**

**What is expected?**

* Online attendance is evaluated by your active participation and completion of the weekly lessons and assignments. This is your responsibility as an online

**What happens if I miss multiple lessons or assignments?**

* No late assignments are accepted without prior approval. This will be strictly enforced in the course.  Please also note:**All assignments are due by 6:00 pm on the due date.  This actually gives you an additional 18 hours to submit an assignment that would have normally been due at midnight the day before.**

**What is a "no show"?**

* During Week 1 of the semester, if a student does not complete at least one of the Week 1 assignments, student is documented as a "no show" and is withdrawn from the

**What is the withdrawal deadline?**

* If circumstances arise where you need to withdraw yourself, the deadline is **March 26,**

This course does not withdraw students after the "no show" period.

**Grading Policy and the Learning Process**

**Grading Policy**

Each category is described below and the total points possible in each category are noted. The policies for late work and documents/links that do not open are also explained.

**Methods of Evaluation**

|  |  |  |
| --- | --- | --- |
| **Category** | **Description** | **Points** |
| *Quizzes* | Short tests on the readings    *Submission Method:* Canvas quiz pages | 100 points |
| *Small Assignments* | Short assignments which reinforce basic skills    *Submission Methods*: Word/Canva file; discussion board (vary by assignment) | 200 points |
| *Summary & Response Paper Prewriting* | Short assignments which prepare students for the paper    *Submission Methods:* Word file, Canvas quiz page, or Canvas discussion board (vary by assignment) | 190 points |
| *Summary & Response Paper* | An MLA-style paper which responds to a work and to critical articles related to the work | 150 points |

|  |  |  |
| --- | --- | --- |
| **Category** | **Description** | **Points** |
|  | *Submission Method:* Word file |  |
| *Fiction Essay Prewriting* | Short assignments which prepare students for the essay    *Submission Methods:* Word file, Canvas quiz page, or Canvas discussion board (vary by assignment) | 160 points |
| *Fiction Essay* | A 2-part assignment where students compose a creative work related to a story and then analyze the work using research (requires MLA page format & documentation)    *Submission Methods:* Canva, photographs, web links, Word files (vary by individual paper) | 200 points |
| **Total** | **Summation of all points for the term** | **1000**  **points** |
| *Extra Credit* | Additional Peer Reviews (2) Course Reflection  Course Evaluation | 30 points  20 points  10 points |

* **What happens if I post late?**No late assignments are accepted without prior approval. This will be strictly enforced in the course.  Please also note:**All assignments are due by 6:00 pm on the due date.  This actually gives you an additional 18 hours to submit an assignment that would have normally been due at midnight the day before.**
* **What if my file attachment or video link does not open?**
* If your file attachment or video link does not work, this counts as a "0" because there is nothing to grade. This is also true for "blank" submissions when there is a submission, yet nothing is posted. Students will have to resubmit those assignments in order to receive
* To prevent this, after your post, you need to return to the forum and check that your work is visible and

**Course Grade Distribution**

A = 90-100                B = 80-89.99              C = 70-79.99             D = 60-69.99                F = 0-59.99

**Gordon Rule Policy**

* Students are required to demonstrate college-level writing skills through multiple
* Minimum grade of C is required if ENC 1102 is used to satisfy Gordon Rule and General Education Requirements. Refer to

**Keeping Up with Your Grades**

* Check both your individual grades and course grade weekly to monitor your progress. Read assignments comments when feedback is
* Please reach out to me for support and to discuss your

**Plagiarism and Its Consequences**

* All work submitted by you is expected to be the result of your individual thoughts, research, and self-expression for this course and for this
* Review Valencia’s [Academic Dishonesty](https://valenciacollege.edu/about/general-counsel/policy/documents/Volume8/8-11-Academic-Dishonesty.pdf)

**What can lead to plagiarism?**

There are several ways that plagiarism can occur, so make sure you understand the conditions that can lead to plagiarized content to prevent unintentional or intentional plagiarism in this course.

Plagiarism happens when a student

* uses a source's ideas or content without quoting and
* uses ideas or content from a
* gives his or her work to another
* submits work from a prior semester or another

**How is this prevented?**

* Create your own original work for this course that meets the assignment's
* Document a source's ideas by quoting what the source says and citing it using MLA

**What happens when plagiarism occurs?**

* If an assignment has plagiarized ideas, the student is notified through Grades in Canvas or through email. **An assignment with plagiarized ideas will lose points depending on the amount of plagiarism involved. Heavily plagiarized assignments receive an automatic**
* If plagiarism happens more than once, the student is referred to the appropriate college representative, where proceedings for disciplinary measures may occur depending on the egregious nature of the Academic Dishonesty

**Course Calendar**

**All assignments are due on Sundays at 11:59 PM unless otherwise noted.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Begins** | **Ends** | **Objectives** | **Assignments Due** |
| **1** | 1/11 | 1/17 | Responding to Narratives | Introductory Disc.  Syllabus Response Film Discussion |
| **2** | 1/18 | 1/24 | Researching Narratives | Annotating Sources |
| **3** | 1/25 | 1/31 | MLA Review, part 1 & Paper Outline | MLA Quiz 1  MLA Quiz 2 Paper Outline |
| **4** | 2/1 | 2/7 | MLA Review, part 2 & Integrating Sources | Int. Sources Assgn. |
| **5** | 2/8 | 2/14 | Drafting the Summary & Response Paper | Rough Draft |
| **6** | 2/15 | 2/21 | Reviewing & Finalizing the S&R Paper | Peer Reviews **(Wed)**  Final Draft |
| **7** | 2/22 | 2/28 | Interpreting Fiction, part 1 | Reading Quiz 1  Reading Response 1  Read. Discussion 1 |
| **8** | 3/1 | 3/7 | Interpreting Fiction, part 2 | Reading Quiz 2  Reading Response 2  Read. Discussion 2 |
| **9** | 3/8 | 3/14 | Interpreting Fiction, part 3 | Reading Quiz 3  Reading Response 3  Read. Discussion 3 |
| **10** | 3/22 | 3/28 | Interpreting Fiction, part 4 | Reading Quiz 4  Reading Response 4  Read. Discussion 4 |
| **11** | 3/29 | 4/4 | Researching the Fiction Essay | Anno. Bibliography |
| **12** | 4/5 | 4/11 | Planning the Fiction Essay | Paper Outline  Creative Discussion |
| **13** | 4/12 | 4/18 | Drafting the Fiction Essay | Rough Draft |
| **14** | 4/19 | 4/25 | Reviewing & Finalizing the Fiction Essay | Peer Reviews **(Wed)**  Final Draft |

**Disclaimer**

The course outline and syllabus are subject to change as needed; changes will be announced in class (or via Canvas inbox) in a timely manner when necessary. It is your responsibility to find out what, if any, announcements or changes have been made. Your continued participation in this course after the drop-add deadline period constitutes an agreement with and an acceptance of the conditions presented in this syllabus.