Course Syllabus

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**ENC0027 Online Syllabus**

**COURSE INFORMATION**

**Course Name:**Developmental Reading and Writing II

**Course ID/Section:**ENC0027 CRN-22177

**Term/Year:**Spring 2025

**Modality:**Online

**Length of Term: 16** weeks

**Credit Hours:** 4

**INSTRUCTOR CONTACT INFORMATION**

**Professor: Dr. Claudine Bentham
Email: cbentham@valenciacollege.edu**

**Office Hours:**

Outside of these hours, I will return email within 24 -48 hours, Monday - Friday.

**COURSE/CATALOG DESCRIPTION**
An integrated reading and writing course designed for students scoring between 84-105 on PERT reading and a 90-102 on PERT writing; or minimum grade of C in ENC 0017. 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.

**Prerequisites**

Minimum grade of C in ENC 0017 or appropriate score on PERT or other approved assessment.

**COURSE OUTCOMES**

* Demonstrate literal comprehension of texts
* Apply inferential skills for a deeper level of comprehension
* Apply active reading strategies
* Apply a multi-stage process to produce an essay
* Apply structure and grammar conventions consistent with varied writing situations

**TEXTBOOK & REQUIRED MATERIALS**"The Power of Habit” by Charles Duhigg

You do not need to purchase the book. You will have access to a free e-book via the Valencia Library.  If you choose to purchase this book it is available at the Valencia Bookstore, online at Amazon.com, and at most local bookstores.

**COMPUTER/EQUIPMENT REQUIREMENTS**

You will have required weekly assignments online through Canvas, the software platform Valencia uses to deliver its online courses. Chrome is the recommended browser for Canvas.

While Canvas can be accessed via the Canvas App for Students on your phone or tablet, you will need to be able to type essays using Microsoft Word; therefore, unless your tablet has Microsoft Word, you will need to use a PC.

Do you need access to Microsoft Word? Log-in to Atlas to download a free copy of Office 365 (Word, Excel, PowerPoint, etc.)

**TECHNOLOGY ACCESS/SKILLS**

Canvas will be utilized for email, announcements, and weekly module assignments and submissions. You are responsible for any information and assignments posted on Canvas.

To access the Canvas login page directly, go to [https://online.valenciacollege.edu](https://online.valenciacollege.edu/)and log in using the same user name and password that you use to log into Atlas.

If you experience technical difficulties with Canvas, you can visit the [Course Resources](https://valenciacollege.edu/faculty/canvas-resources/) link or contact the Online Courses Help Desk at (407) 582- 5600 or email onlinehelp@valenciacollege.edu

**IMPORTANT DATES**

**Start Date: January 6**

**End Date: April 27**

**Drop/Refund Deadline:**January 30

**Withdrawal Deadline:**March 14

**College Closed:**
January 20 Martin Luther King Jr. Day

March 17 -23 Spring Break

**Classes Do Not Meet:**

February 7 Learning Day

[**College Calendar**](https://valenciacollege.edu/academics/calendar/)

**POLICIES**

**No Show Policy**

Students who do not complete the syllabus quiz in Module 1 (marked required for attendance) will be dropped from the course and listed as a "no show". If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course.

**Attendance Policy**

Although this is an online course, students are held to an attendance policy. It is expected that you log into class regularly throughout the week and check course mail, announcements, and module assignments to ensure you are on track and meeting weekly requirements.

Simply logging into an online course without active academic participation does NOT meet the definition of attendance. You are expected to complete assignments, discussions, quizzes, and other course activities by posted due dates/times.

Extenuating circumstances such as religious observances, jury duty, participation in extracurricular activities in which students are official representatives of the college, and active military obligations are recognized as excused absences and must be excused (POLICY: 6Hx28:4-07); however, you must notify me two weeks in advance, so we can determine how to best help you move forward based on how long you will be absent from the course.

If you are unable to participate in the course for other reasons, e.g. 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 your course. In the case of a prolonged ONLINE absence of one week or more, continuation in the course will be determined on a case-by-case basis through discussion between you and your professor.

**Late Work Policy**

All work must be completed by the specified deadlines. Please note -

* For extenuating circumstances ex. military, a medical emergency or ongoing medical condition, please contact the professor for discussion.
* If you are unable to participate in the course for other reasons, e.g. 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 your course. In the case of a prolonged online absence of one week or more, continuation in the course will be determined on a case-by-case basis through discussion between you and your professor.

**Final Exam Policy**

The final exam for this class occurs in the last module and will be **due by Monday 4/ 21.**Failure to complete/submit the final exam by the deadline will result in a zero. No make-ups permitted.

**Withdrawal Policy**

Valencia has a withdrawal policy (effective Session 1-97/98) that may affect cost of classes. Through**January 13**students will be able to drop/withdraw from this class without attempt penalty and receive a refund. 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. The Withdrawal Deadline is  **March 14**Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of  **March 14**will receive a grade of “W.” 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 4-07 please go to the General Counsel site.

**Note to International Students (F-1 or J-1 Visa)**Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia’s [International Student Services](http://valenciacollege.edu/international/)office for more information.

**Conduct Policy**

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

**Statement of Respect and Conduct**

This class requires participation in discussion to meet course-learning outcomes. We are a class comprised of individuals. As such, there will be multiple opinions expressed throughout the semester that you may not personally agree with or even understand - as may be expected. My role as an instructor is to facilitate freedom of expression that is relevant to the course, credible, open and respectful without the promotion or endorsement of a single viewpoint. Conversations informed by diverse viewpoints contribute to critical thinking and higher-level learning. Even if you don’t agree, listening to different points of view may give you further insight into your own perspectives. No lesson is intended to espouse, promote, advance, inculcate, compel a particular feeling, perception, viewpoint, or belief in a concept. Concepts as presented are not endorsed by the instructor but are presented as part of the larger course of instruction. Should a student feel uncomfortable with how course content is presented or discussed, please contact the instructor for further conversation.

**Academic Honesty Policy**

Valencia College (“College”) is dedicated to engaging in intellectual activity and maintaining an academic environment consistent with high academic standards including a shared commitment to transparency, integrity, and creating the right conditions for learning. In all areas of academic and instructional endeavors, the College expects work to be the result of individual knowledge, thoughts, research, effort, and self-expression or that appropriate citation/credit is given for the origin of the work.

For more on Valencia's Academic Integrity policy and procedure, click here:  [Valencia Policy 6Hx28:8-11: Academic Integrity](https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-11-academic-integrity.pdf).

By now, you may also be familiar with **ChatGPT** and **other AI writing tools** that some writers are using to enhance their writing AND to write their work for them. Generally speaking, you are not authorized to use AI writers, software, or artwork-generating programs (or similar) to produce work for this class. Work written by an AI writing tool is not your own original work and as such is not acceptable in this class.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F.  Students will have a reasonable opportunity to respond to allegations of an academic integrity violation. Specifically, students will have one one week from the time of being notified of the assigned penalty to respond.

**Computer/Technology Issues**

Even though computers and word-processing software are marvelous time and energy-saving devices, they can and do cause problems. Please be aware that a broken or ill-functioning computer, or the inability to retrieve, produce or submit your assignments from a computer will not be accepted as a valid excuse for late submission of assignments.

**Recording Policy**

Students may record video and/or audio of class lectures for their personal use. Recordings may be a useful tool to support your learning and provide a resource for review. It is important to be respectful of your peers’ rights to privacy; with that in mind, please refrain from recording your peers during lectures. You may not record class discussions, student presentations, labs, group work, and private conversations. Further, you may not publish or share recordings without my written consent, nor may you provide recordings to classmates as a substitution for class participation and attendance. If necessary, I will handle violations of this section through the College’s Student Code of Conduct.

**Communication Policy**

You are expected to check your Atlas and Canvas email on a regular basis throughout the week as this is my only method to contact you. I will respond to Canvas and Atlas email within 24-hours, Monday through Friday, with the exception of days when the college is closed.

**Students with Disabilities**

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities (OSD) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability. Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a *Notification to Instructor*form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

**Baycare Student Assistance Services**

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. [BayCare Behavioral Health Student. Assistance Program (SAP)](https://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/)services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

**Support for Students with Food/Housing/Financial Needs**

Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to meet with a Counselor in the [Advising Center](https://valenciacollege.edu/students/advising-counseling/virtual-advising.php) for information about resources that may be available from the college or community.

**COLLEGE LINKS**[College Catalog](https://valenciacollege.edu/students/catalog/)

[Valencia Policy Manua](https://catalog.valenciacollege.edu/academicpoliciesprocedures/)l

[Student Handbook](https://valenciacollege.edu/students/catalog/)

[Microsoft Office Instructions for free software](https://valenciacollege.edu/employees/office-of-information-technology/network-and-info-security-services/office-365.php)

[Course Support, Tutoring, Etc.](https://valenciacollege.edu/students/learning-support/online-tutoring.php)

**Third Party Software & FERPA Policy**Valencia College has a firm commitment to protecting the privacy rights of its students.

**Grading Scale**

|  |  |  |  |
| --- | --- | --- | --- |
| 630-700 points = | 90% -100% | = | A |
| 560-629 points = | 89.9%-80% | = | B |
| 490-559 points = | 79.9%-70% | = | C |
| 420-489 points = | 69.9%- 60% | = | D |
| 0 - 419 points | 59% - below | = | F |

*NOTE:*A final grade of **“C”**or higher is required to pass ENC0027.

**Point Breakdown**

60 = Discussion Activity (3)
50 = Vocabulary Activities (10)
20 = Essay Intro (2)
50 = Essay Drafts (2)
30 = Essay Self Assessments (2)
200 = Essay Final Drafts (2)
5 = Progress Assessment (1)
15 Reflection (1)
120 = Worksheets (6)
100 = Quizzes (10)
50 = Final Exam

*Total Points Possible*= 700

**DISCLAIMER STATEMENT**

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

**Canvas Course Calendar**

Note: All module assignments must be completed by the specified deadlines.

Week 1 – Module 1– Due Monday, 1/13

Week 2 – Module 2– Due Monday, 1/20

Week 3 – Module 3– Due Monday, 1/27

Week 4 – Module 4– Due Monday, 2/3

Week 5 – Module 5– Due Monday, 2/10

Week 6 – Module 6 - Due Monday, 2/17

Week 7 – Module 7– Due Monday, 2/24

Week 8 – Module 8– Due Monday, 3/3

Week 9 – Module 9– Due Monday, 3/10

Week 10 - Spring Break Enjoy

Week 11 -Module 11- Due Monday 3/24

Week 12 - Module 12 - Due Monday 3/31

Week 13 - Module 13 - Due Monday 4/ 7

Week 14 Module 14 - Due Monday 4/14

Week 15 - Module 15 - Due Monday 4/21 (Includes Final Exam) – Due **Monday 4/21**

Course Summary: