***A Journey in College Preparation***

**“ AND STILL I**

 **RISE!”**

Developmental Reading and Writing I



ENC 0017C Class

**Instructor**: Dr. Claudine Bentham

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Primary method of communication. Please note emails will be addressed within a 24-48 hours, except on weekends.

**REMIND: Let’s Stay Connected**

This link includes our class code, so anyone who has it can join our class instantly.

https://www.remind.com/join/enc1727f18

**Professor Bentham’s Office Hours: Fall 2018**

 Professor Bentham’s Office Hours:

Day(s) Time Location

Monday 11:00 – 12:00 pm 5-134

Wednesday 10:00 - 12:00 pm 5-134

Friday 9:00am – 11:00 am Via email

**TEXT MATERIALS**

* ***Little Seagull Handbook W/ExercisesBullock***

***ISBN 0393935817***

***Copyright 14Publisher NortonEdition 2Binding Spiral***

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* Access to an online dictionary at [www.dictionary.com](http://www.dictionary.com) or [www.hyperdictionary.com](http://www.hyperdictionary.com). A good, hard-back collegiate dictionary may be beneficial.
* A hard-back, 1 1/2 to 2 inch, three ring binder for ENC 0017 Notebook
* Loose-leaf
* OPTIONAL:
* 3 Dividers (Sections:Tests, Handouts, and Notes (such Cornell Notes or Mind Mapping).
* Pencils (with erasers) for Scantron tests and blue or black ink pens – no felt-tip pens, please.

*Please read this syllabus carefully. It is an agreement, by accepting it, you agree to following requirements. If you have any disabilities or special requirements, inform us immediately.*

* Planner
* Optional:

1) Highlighters

2) Mini Stapler

3) Sticky Notes

**COURSE DESCRIPTION**

An integrated reading and writing course designed for students scoring 83 or below on the reading portion of the PERT exam and scoring 89 or below on the writing portion of the PERT exam. The course will focus on reading comprehension, vocabulary skills, grammar, and paragraph development. In addition, the course will address the connection between reading and writing through reading response activities.

**COURSE OBJECTIVES:**

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

* Vocabulary
* Literal Comprehension
* Active Reading
* Critical Thinking
* Writing as a Process
* The Paragraph as a Unit of Writing
* The Structure, Grammar, and Conventions of Standard American English

**COURSE OUTCOMES:**

* Students will apply vocabulary principles in authentic settings
	+ Students will be able to use context clues and word structure to clarify meaning and broaden vocabulary base
	+ Students will be able to apply standard forms of communication in academic and professional settings
* Students will demonstrate literal comprehension of interdisciplinary texts
	+ Student will be able to differentiate between major and minor supporting detail
	+ Student will be able to identify stated main ideas and supporting evidence
	+ Student will be able to recognize thesis statements/central point
	+ Student will be able to recognize how transitions signal the development of relationships between ideas
* Students will apply active reading strategies to improve comprehension.
	+ Student will be able to recognize the role that personal experience and/or prior knowledge plays in reading comprehension
	+ Student will be able to modify/adjust reading rate as appropriate for the situation
	+ Student will be able to preview and predict text
	+ Student will be able to paraphrase text
	+ Student will be able to reflect on text
* Students will be able to write a unified, well-developed paragraph.
	+ Student will be able to Construct a topic sentence to set up the main idea of a paragraph
	+ Student will be able to Develop ideas with specific and concrete details
	+ Student will be able to Arrange sentences in a logical sequence
* Students will apply the conventions of standard American English as appropriate for academic writing.
	+ Student will be able to Construct sentences with at least one independent clause
	+ Student will be able to Employ appropriate coordination and subordinating conjunctions and correct punctuation to combine ideas in discrete sentence units
	+ Student will be able to Use verb forms that accurately convey the time and/or manner of an action
	+ Student will be able to Maintain basic agreement between subjects and verbs
	+ Student will be able to Use pronoun forms that are consistent with the conventions of standard usage
	+ Student will be able to Apply standard practice in spelling, punctuation, and capitalization.

**CORE COMPETENCIES:**

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

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

**Course Objective and My Expectations:**

**Please note this course is a College Preparatory class and NOT SOLELY a Reading class. We will work towards improving our “COLLEGE READINESS.” This course will be the “stepping stone” of what you will be experiencing in your future classes. Therefore, I expect the following;**

**1) Punctuality on ANY assignments, including labs.**

**2) Punctuality on your ARRIVAL to class.**

**3) Positive and productive frame of mind.**

**4) Proper collegiate behavior. Maturity is a MUST.**

**Method for Class Instruction:**



*Source by David R. Sousa*

**Special Dates**

**1) Final Exam (90 minutes): October 16, 2018**

**(10:00-12:45)**

**Holiday/ No Class**:

* September 3 Labor Day Observed
* College Night Day

**Withdrawal**:

Withdrawal Deadline – October 5, 2018

**CLASSROOM PROTOCAL**

**Assignment Policy:**

* All assignments must be submitted BEFORE class BEGINS. Assignments turned in during or later at the end of class will not be accepted and will be considered LATE.
* If you plan to be absent on the day an assignment is due, you must either turn it in before the due date or arrange to have it delivered to my mailbox in Room 5-231, or e-mailed, before noon on the day it is due.
* Please organize your assignment prior to class. For example, papers must be stapled, collated, inserted in binders, etc…
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**CANVAS ASSIGNMENTS OVERVIEW**

There will be both graded and non-graded assignments though Canvas. Canvas non-graded assignments are necessary to complete in order to fully comprehend and practice the skills for each chapter. They include: reading assigned chapters, completing text assignments, PowerPoint presentations, completing online tutorials, and accessing additional practice through Web links. Each week you are required to complete all assignments as listed in the module table of contents by the specified due dates.

**Grading Policy:**

Points will be awarded for assignments, tests, quizzes, homework, projects, writing assignments, study-skills assignments, as well as progress reports will be submitted periodically throughout the semester.

***It’s normal to have mixed emotions!***

**Grading Scale:**

**90 – 100 = A**

**80 – 89 = B**

**70 – 79 = C**

**60 – 69 = D**

**59 – below = F**

**Grade Weight Distribution:**

***Participation 10%***

***Discussions/ Tests 20%***

***Essay(s) 10%***

***Writing Consultation 5%***

***Other Activities 15%***

***Final Exam 40%***

**Valencia wants all students to be successful in their classes. In this class section, use the “Thinking of Withdrawing” located above “My Grades” in Canvas to help you avoid needing to withdraw. Go to** [**https://youtu.be/fFlkAOh4pu4**](https://youtu.be/fFlkAOh4pu4) **to learn more!**

**Want to achieve SUCCESS:**

**As a result of taking the diagnostic test in this class and depending on your score, I might recommend tutoring in the Writing Center. This service is offered to help increase your success in my class and if you attend ALL OF THE SESSIONS, you will be given 70 points.**

**ATTENDANCE**

* **Attendance is required in class. You are expected to attend all sessions regularly, be on time, participate in class, and complete all assigned work. NO EXCEPTIONS. Refer to the COURSE OUTLINE or a classmate if you have MISSED class or a PORTION of the class.**
* Students will be withdrawn after two absences.
* The deadline for withdrawing from a class with a “W” designation October 5, 2018.
* Excessive absences will negatively affect your grade in this course.
* If you arrive LATE (after the five minute grace period), it will be counted as an absence. **No more than two (2) days can be missed or automatic withdrawal or failure.**
* You will get a 100% for the attendance portion of your grade. However, perfect attendance does not guarantee successful completion of the course.
* Absences are defined as missing a class period for **any reason** (including, but not limited to tardiness, illness, hospitalization, death in the family, out-of-town travel, and religious holidays). If you are absent, you cannot learn.

**(Hint: If you have extenuating circumstances, the best strategy is to get in touch with me immediately.)**

**Withdrawal Information:**

* It is the student’s responsibility to withdraw him- or herself before or on the Withdrawal deadline.
* If you receive a “W” because of excessive absence, you must register for this course again next session.

 **Academic Honesty:**

**STUDENT ETHICS:**

Students are expected to abide by the college’s honesty policy and code of conduct as stated in the catalog. **Cheating is NEVER acceptable. Submitting someone else’s work as your own, plagiarism, copying another student’s answers, and giving your answers to other students are all forms of cheating. Any student involved in cheating will receive a “0 for that assignment**. Any additional action deemed necessary will be taken at the discretion of the instructor. **Plagiarism, along with any other forms of academic dishonesty, may result in a failing grade for the class.**

**Electronic Devices POLICY:**

**Cellular phones, pagers, MP3 players, or any other electronic devices are NOT to be used or displayed during class and MUST BE TURNED OFF during class.**

 **Cell phones and pagers must be turned off. Should one ring, sing, beep, bleep, buzz, or even burp, the owner will be dropped a half letter grade for the course. If the problem persists during the semester, you may be asked to leave the class. To reaffirm: Initiating, receiving, or answering phone calls in class, as well as having a cell phone/pager go off during a test, is an automatic grade reduction.**

**Food Policy:**

* Obnoxious food (french fries, burgers, rice and beans, etc. . .) is NOT permissible in class.

**BayCare Life Management**

Valencia College is interested in making sure all 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. In order to access services the student call the following toll free number 1800-878-5470. This Student Assistance Program is a valuable confidential resource to assist students who may have personal problems which could affect their school, work, or home lives.

**My Final Perspective:** I will always refer to a plethora of “BEST FRIENDS” that you will encompass in my class and this is what it stands for below:

**B** – Be more than what you think you can be because I will be expecting it!

**E** – Expect to achieve success by you taking responsibility for your own learning.

 No EXCUSES!

**S** – Stay on top of your game because LIFE is NOT a game!

**T** - Take the time to plan ahead with school work, study time, exams, lab work, and

 don’t forget yourself.

**F** – Feel free to ask QUESTIONS. This will enable you to be an ACTIVE learner AND become COLLEGE READY.

**R** – Reading is a part of our everyday lives. Even this very moment; it will assist you in

 excelling in my class

**I** - Improving your Reading skills and strategies are the keys to SUCCESS!

**E**- Enjoy the satisfaction of achieving your goals as a productive learner.

**N** –Negativity will not be invited within my classroom nor will it knock on my classroom door, only POSITIVITY.

**D** – Don’t expect to sit quietly during class discussions or conduct your own private

 discussions during instruction or any other non-related class activities. This will

 HARM your grade.

**S** – Set HIGH STANDARDS as an adult.

***\*\*It is every Valencia student’s responsibility to regularly check his/her Atlas e-mail account as professors may use this as means of communicating important/time-sensitive information.***

*Contact Information Name and Phone Number*

*Classmate #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Classmate #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Classmate #3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***LINKS TO THE COLLEGE CATALOG, POLICY MANUAL, AND STUDENT HANDBOOK:***

*College Catalog –* [*http://www.valenciacollege.edu/catalog/*](http://www.valenciacollege.edu/catalog/)

*Student Handbook –* [*http://valenciacollege.edu/studentdev/campusInformationServices.cfm*](http://valenciacollege.edu/studentdev/campusInformationServices.cfm)

*Policy Manual -* [*http://www.valenciacollege.edu/generalcounsel/*](http://www.valenciacollege.edu/generalcounsel/)

*Student Code of Conduct -*[*http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID­\_1=8&navst=0*](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID%1f_1=8&navst=0)

*Smoke Free Campuses –* [*http://valenciacollege.edu/generalcounsel/documents/Valencia\_Smoke\_Free\_Policy\_and\_Procedure.pdf*](http://valenciacollege.edu/generalcounsel/documents/Valencia_Smoke_Free_Policy_and_Procedure.pdf)

***DISCLAIMER:***

*The instructor reserves to the right to make changes to the syllabus and course outline at any time during the semester. Any changes will be announced in the form of a revised syllabus or announcement via Canvas or Atlas email. It is your responsibility to communicate with your instructor to ensure you do not miss critical information.*

**General Course Calendar – Fall 2018**

***This calendar* does *not* include all assignments/activities *and may change at the discretion of the instructor.***

**Course content and additional activities necessary to successfully complete this course can be found within “Weeks” accessed through the navigation panel on the course homepage.**

|  |  |
| --- | --- |
| **WEEK 1** | **ASSIGNMENTS**  |
| Tues. Aug. 27 | Review the Canvas linkson the course homepage.Sign-up with Remind : https://www.remind.com/join/enc1727f18Diagnostic test on Thursday  |
| Fri. Aug. 31 | Upload your weekly schedule/ planner  |
| Sun. Sep. 2 | Read **“How to Email a Professor”** by Michael Leddy and complete assignment due by 11:59 p.m.Prepare for Syllabus and Essay Checklist Quiz |
| **WEEK 2** | **ASSIGNMENTS**  |
| Fri. Sep. 7 | Complete Pre-Draft Activity |
| Sun. Sep.9 | Complete Subject- Verb Agreement Activity |
| **WEEK 3** | **ASSIGNMENTS**  |
| Fri. Sep. 14 | Vocabulary Quiz |
| Sun. Sep.16 | Submit Pre-draft assignment Complete Sentence Fragments Activity |
| **WEEK 4** | **ASSIGNMENTS**  |
| Fri. Sep. 21 | Completeintroduction Complete Parallelism Activity  |
| Sun. Sep. 23 | Complete body paragraphs Main Idea and Topic Sentences Quiz ( Please note you will also take a Main Idea Test that will be announced in class) |
| **WEEK 5** | **ASSIGNMENTS**  |
| Fri. Sep. 28 | Complete conclusion Bring essay on Monday for peer review  |
| Sun. Sep. 30 | Complete Coordination and Subordination Activity  |
| **WEEK 6** | **ASSIGNMENTS**  |
| Fri. Oct. 5 | Patterns QuizSee tutor in the Writing Center  |
| Sun. Oct. 7 | Revise essay Complete Capitalization Activity |
| **WEEK 7** | **ASSIGNMENTS**  |
| Fri. Oct. 12 | Review for final exam Submit final essay |
| Sun. Oct. 14 | Review for final exam  |
| **WEEK 8** | **ASSIGNMENTS**  |
| Tues. Oct. 16 | **Final Exam – In class**  |
| Thurs. Oct.18 | No class. Meet with me if you have any concerns. |