

Valencia College West Campus

SYLLABUS FOR ENC 1101 Fall 2013

English Composition I

ENC 1101/CRN 12507/ TERM 201410
Fall Flex Term 2013: 2 October 2013 – 15 December 2013
Tuesdays: 6:00 PM-7:50 PM
West Campus: Building 7, Room 209

Instructor Information:

Catherine Fletcher
Email: CFletcher12@mail.valenciacollege.edu
Phone: (407)718-3399
Office Hours: Before class and by appointment; email me to set up an appointment.

Textbooks:

- Bullock, Richard and Francine Weinberg. *The Little Seagull Handbook*. New York: W. W. Norton & Company, 2011.
- Buscemi, Santi and Charlotte Smith. *75 Readings Plus*. Tenth Edition. New York: McGraw-Hill, 2013.

Resources and Supplies:

- a notebook devoted exclusively to this class
- loose-leaf paper for any work to be completed (and turned in) during class time
- appropriate writing utensils (pens, pencils, highlighters, etc.)
- a flash drive or some other portable electronic storage (***Note** -- *all students are responsible for producing and retaining copies of their own graded and ungraded work.*)
- reliable access to a word processing program, preferably Microsoft Word
- reliable internet access
- reliable printer access
- Email: Students must check their Atlas email accounts regularly.
- Blackboard: Check Blackboard regularly for announcements, assignments, etc.

Helpful Websites:

- ✓ West Campus Library- valenciacollege.edu/library/west/
- ✓ West Campus Writing Center- <http://valenciacollege.edu/west/lss/communications/writing.cfm>
- ✓ West Campus Communications Center (5-155)-
<http://valenciacollege.edu/west/lss/communications/>
- ✓ *The Little Seagull Handbook* Companion Site:
<http://www.wwnorton.com/college/english/write/little-seagull-handbook/>
- ✓ Purdue University's Online Writing Lab- <https://owl.english.purdue.edu>

Course Description:

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 Prerequisites:

Score of 99 on writing component of PERT or equivalent score on other state-approved entry test or minimum grade of C in ENC 0025C or EAP 1640C, and a score of 104 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.

Course Outcomes:

- Students will compose essays in several rhetorical modes.
- Students will use conventions of standard American English.
- Students will demonstrate competence in research and documentation.
- Students will be able to demonstrate competence in the basic use of computers.

Core Competencies:

Valencia faculty has defined the four interrelated competencies listed below that prepare students to succeed in the world community. (Please refer to the Valencia College Catalog for a more detailed description). This course seeks to reinforce these competencies through lecture and discussion, group work, and other learning activities.

Think clearly, critically, and creatively by analyzing, synthesizing, integrating, and evaluating symbolic works and truth claims.

Reflect on your own and others' **values** from individual, cultural, and global perspectives.

Communicate by reading, listening, writing, and speaking effectively.

Act purposefully, reflectively, and responsibly by implementing effective problem solving and decision making strategies.

Important Dates:

- ✓ First day of Class: 2 October 2013
- ✓ Drop/Refund Deadline: 3 September 2013
- ✓ No-Show Reporting Period: 4 September 2013 – 13 September 2013
- ✓ Withdrawal Deadline-“W” Grade: 1 November 2013
- ✓ No Class: 27 November 2013
- ✓ Final Withdrawal Deadline: 8 December 2013
- ✓ Last Day of Class: 4 December 2013
- ✓ Final Exam: 4 December 2013

No-Show Procedure:

Any student who does not attend class by the **drop deadline, prior to the start** of the no-show reporting period for the part of term for this course will be withdrawn by the instructor as a no-show. This will count as an attempt in the class, and students will be liable for tuition. If your plans have changed and you will not be attending this class, please withdraw yourself through your Atlas account during the drop period for this part of term.

Attendance Policy:

Interactive engagement with other students and the professor, in a structured setting, is an essential component of the learning experience. Students enrolled at Valencia make a commitment to participate fully in their education, which includes attending class. As such, I would ask that you please attend every class. Your questions and insights on writing will help us all become better writers.

Missing two of our class meetings is equivalent to one week's work out of the ten weeks of our semester; this is a significant amount of time and is not to be taken lightly. Missing three classes for any reason, other than absences excused in accordance with Valencia's policies or in cases of documented emergencies, is excessive and a basis for withdrawal from the course.

Three (3) tardies will be counted as one absence. Showing up more than fifteen minutes late or leaving more than fifteen minutes early is considered a tardy.

If you miss a class, you need to contact a classmate to get the notes you missed.

Withdrawal Policy:

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of “W.” A student is not permitted to withdraw after the withdrawal deadline of [Enter Date for Each New Term]. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W”. 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:

<http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75>

Method of Instruction:

This course will combine lecture, discussion, group work, individual work, reading, and written exercises.

Exam and Grading Policy:

The final course grade will be based on the following:

- Participation and Attendance.....10%
- Quizzes.....10%
- Non-Essay Homework.....15%
- Essay 1.....20%
- Essay 2.....20%
- Essay 3.....20%
- Presentation.....5%

Grading Scale:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 and below

Assignment Guidelines:

- All homework and essays should be word processed, printed, and brought to class on the day that they are due.
- Submitted work will follow MLA guidelines, including (but not limited to): 1” margins, 12-point fonts, double-spacing, a creative title, and a heading (in the top left corner of the first page) with the following information:
 - ✓ Student’s Name
 - ✓ Instructor’s Name and Title
 - ✓ Course Title
 - ✓ Due Date
- All essays should have a title. The title should be creative, matching the content of the work. The title should be centered at the top of the page, just below the heading.
- All writing assignments will be judged on the content and organization, as well as on the grammar and mechanics.

Makeup Policy for Exams and Other Late Work:

In-class work missed due to absence or tardiness will not be allowed to be made up unless approved in advance by instructor. Missing a peer-review session for an essay draft will result in a 10% deduction from the final essay grade.

Essays turned in late will be docked 10% per day. If an essay is more than four days late, it will not be accepted and a grade of zero (0) will be recorded for the assignment. You will have the opportunity to revise one essay. Late homework assignments will receive no more than half of the points possible. In extreme circumstances, if approved in advance by instructor, assignments can be turned in early without penalty.

Students must complete all coursework or they will be assigned a grade of zero (0) for any work not submitted, unless it is an optional assignment.

Final Exams:

The final examination in this course is MANDATORY. Any student not completing the exam will receive a grade of F for the course.

Expected Student Conduct:

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

Classroom Courtesy:

In order to create an environment that fosters learning, I ask that we all abide by a few rules of courtesy.

- Please treat each other with respect and dignity.
- Please do not start packing up before dismissal of the class. These actions can be distracting and valuable announcements could be missed.
- All attention should be focused on learning during our class sessions. That means no iPods, cell phones, or other electronic devices should be out and in use while class is in session.

Please try to adhere to these guidelines. If a particular circumstance prohibits you from complying with these rules, please speak to me before the start of class, so I can assess the situation.

Plagiarism and Academic Dishonesty:

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty 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.

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.

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:

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.

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.

Computer-Based Learning Activity:

To demonstrate competence with the basic use of computers, the College's Freshman Composition Course (ENC 1101) is designated to include a formal "computer-based" learning activity. For this particular course, students will be required to compose three formal essays using a word processor and to conduct electronic research using the library's online databases.

Student Assistance Program:

Valencia College is interested in making sure 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) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

Students with Disabilities:

Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The East Campus Office is located in Building 5, Room 216.

Valencia I.D. Cards:

Valencia ID cards are required for Library, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain these services.

Disclaimer Statement

This course calendar may be altered, at the instructor's discretion, during the course of the term. It is the responsibility of the student to make any adjustments as announced.

Course Calendar

Week 1	10/2	Welcome/Introductions/Icebreaker Syllabus Review The Writing Process <i>Reading Critically, Writing Well:</i> The symbiotic relationship of reading and writing Read: LS—W-2a-W-2c "Writing Processes" (6-9); W-8 "Personal Narratives (46-49); 75 Readings—Intro to Narration (1-2); "Shooting an Elephant" (2-10) Assignment: Diagnostic Essay
Week 2	10/7	Analyzing Writing Contexts and Writing for College Discuss Readings Assign Narrative Essay Read: LS—W-3 "Developing Paragraphs (14-16); "Narrating" (21-22); "Opening and Closing Paragraphs" (25-26); 75 Readings—Grandmother's Victory (14-21) Assignment: Brainstorming/Invention Process for Narrative Essay; Summary of "Grandmother's Victory"
	10/9	Writing Introductions What is a thesis statement?

Writing Effective Paragraphs
Discuss Readings

Read: *LS*—W-2d-W-2e (9-10); *75 Readings*—Intro to Description (47-49); “Once More to the Lake” (54-59)

Assignment: First rough draft due 10/14

Week 3 10/14 Peer Review

Exploding a Moment

Read: *LS*—W-2f “Editing and Proofreading” (10-13); S-1-S-3 (230-237); L-4 (272-273)

Assignment: Revise Essay #1; bring a new rough draft to class Wednesday.

10/16 Proofreading

Read: *LS*—“Comparing and Contrasting” (18-19); *75 Readings*—Intro to Comparison and Contrast (193-194); “Grant and Lee: A Study in Contrasts” (194-197)

Assignment: Final Draft Narrative Essay due 10/21

Week 4 10/21 **Final Draft Narrative Essay due.**

Intro to Comparison/Contrast

Discuss Reading

MLA Intro

Response Paper

Read: *75 Readings*—“Two Views of the Mississippi” (199-201); “The Men We Carry in Our Minds” (203-206); “Neat People vs. Sloppy People” (209-210)

Assignment: Response Paper for “Neat People vs. Sloppy People”

10/23 Discuss Readings

Assign Comparison/Contrast Essay

Read: *75 Readings*—“Like Mexicans” (223-227)

Assignment: Rough Draft Comparison/Contrast Essay due 10/28

Week 5 10/28 Peer Review for Content

Read: *LS*—L-2 (264-266); P-1 (282-287)

Assignment: Revise Comparison/Contrast Essay

10/30 Proofreading Comparison/Contrast Essay

Read: *LS*—W-5 “Arguments” (32-37)

Assignment: Final Draft Comparison/Contrast Essay due 11/4.

Week 6 11/4 **Final Draft Comparison/Contrast Essay due.**

Intro to Argument

Read: *75 Readings*—Intro to Argument and Persuasion (363-364); Texting Arguments (364-373)

Assignment:

11/6 Analyzing Arguments

MLA Introduction

Assign Argument Essay

Read: *75 Readings*—Free Speech Arguments (373-387); *LS*—R1a-R1c (68-70)

Assignment: Bring in a list of 3-5 possible topics for your Argument Essay.

Week 7 11/11 Topic Workshop
Thesis Development

Read: *LS*—R1d -R1e (70-72)

Assignment: A Working Thesis for your Argument Essay

11/13 Library Orientation (tentative)

Read: *LS*—W12 (63-65); R-2 (77-80); R-3(80-82); *75 Readings*—“A Modest Proposal” (398-405)

