ENC 1102-O
Freshman Composition II Online

Basic Class Information:
Summer 2016 | 2nd 6 Weeks | CRNs 30325, 31888 | Online

Professor Information

Chiara Ojeda
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Office Hours

Monday	Tuesday	Wednesday	Thursday	Friday
3-5:30 pm	3-4 pm	3-5 pm	3-5:30 pm	3-5 pm
on campus	online/virtual	online/virtual	campus	online/virtual

During campus hours, you can find me in my office, Building 1, room 343
During online hours, you can reach me via my Atlas email, cojeda4@mail.valenciacollege.edu

Books and Materials

- All readings/videos will be found online on Blackboard. You are responsible for printing copies of the readings assigned in class or bringing a tablet or similar device where you can display the resource.

- 3-ring binder or notebook with dividers and pockets to keep notes and handouts

- Flash drive, Dropbox account, or Microsoft One Drive account

- Microsoft Office, Google Docs, or Apple Pages (word processing program)

- Notebook paper

- Highlighter and pens

- Calendar

- Dictionary

- Consistent, daily access to a computer or tablet (a phone is not a sufficient tool for composing essays, conducting research, or completing online activities)

Course Description

Prerequisite:
ENC1101 or 1101H with minimum grade of C. Application of skills learned in ENC 1101. Emphasis on style; use of library; reading and evaluating available sources; planning, writing, and documenting short research paper. Gordon Rule course which requires multiple writing assignments. Minimum grade of C required if ENC1102 is used to satisfy Gordon Rule and general education requirements.

While the above information may seem very cut and dry and the catalog description focused on the research paper, one of the main aims of this course is to help you develop your palate for literature and to help you understand the importance of literature and the creative arts in helping us understand ourselves. We will be examining the work of filmmakers, poets, and short story writers. We will also explore the terminology necessary for appreciating literature (i.e. what a persona is, what alliteration is, what determines the climax of a story).

Course Format
Because 16 weeks of course material are compressed into 6 weeks, this class requires self-discipline, motivation, and time management to set aside time to study, participate, and complete the course's learning activities. Also, keep in mind that this course is entirely online and includes computer-based writing activities intended to assess each of the course outcomes/objectives. There is a slight learning curve, so be sure to budget time in the first week of class to familiarize yourself with the class environment and learn how to navigate around it. "I don't know how to use Blackboard" is not an excuse for missing assigned readings or failing to submit work on time.

Course Outcomes and Objectives

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

Course Outcomes based on Valencia's Core Competencies:

Think: As you engage with the literary texts we will be reading (fiction and poetry), you will be asked to think critically and creatively about them. You will also apply and hone your skills of analysis and synthesis as you evaluate and incorporate material from your experiences and opinions, the original texts, and the literary critiques of scholars, etc.

Value: Through the process of reading and writing about various literary works, you will gain an appreciation of a variety of literature. Through class discussion and writing, you will also gain an understanding of and an appreciation for the opinions of others (peers, critics, etc.). You will also gain an appreciation for the strengths of literary characters, others and yourself.

Communicate: Through discussion, you will engage in thoughtful dialogue with your peers and instructor about the various texts we will read as well as yourself and character analysis. You will also express your opinions and integrate the opinions of others into your writings and share these with your peers. You will communicate your research findings in a written presentation. By doing so, you will enhance your learning and that of others.

Act: You will take personal responsibility for your own learning, work, collegial attitude, and behavior and participate fully and to the best of your ability in the learning environment.

How to Be Successful in this Course

1. **Ask for help!** Contact me by phone, email or drop by during office hours for support.
2. **Access the online course regularly**: Because this course uses Blackboard, it is recommended that you log on daily to ovoid missing key announcements, assignments, and due dates.
3. Attend all scheduled face to face meetings.
4. Follow the **course calendar** on Blackboard for online and face-to-face deadlines.
5. Collect contact information from several peers; work together to develop a peer mentor circle.
6. Adhere to the **rules of good conduct** set down in the Valencia Student Handbook.
7. **Manage your time wisely, and take full responsibility for your own work** and your performance in the course. Do not wait until the last minute to submit assignments on Blackboard (when technical difficulties seem to occur).
8. **Cell phones and other electronic devices must be silenced and put away (off your desk) before class begins**. Please be courteous and respectful to your instructor and fellow classmates by taking care of personal matters during scheduled breaks or before coming to class. This is your fair warning of the course technology policy. If you violate this policy once, you will be receive a verbal reminder of the policy. Violate it more than once, and you will be asked to leave class AND be marked absent.
9. **Come to class prepared** (with required text and materials in hand) to engage all discussions and activities. Being unprepared will affect your grade.
10. **This is a college-level writing class.** I will help you as much as I am able to assist you in mastering the grammar and mechanics skills you need to succeed. However, **you must also take control of your learning and seek out additional help** from me, the writing center, the web, and tutoring.

Because we have the online tools to make the most of the six weeks we have, you will be asked to submit work and complete work online. The majority of your lessons and activities will be submitted in class, but a portion will be completed online. It is your responsibility to familiarize yourself with Blackboard.

Getting Started with Blackboard: You can access our class site via My Courses in Atlas or from the Valencia Homepage. You may also find it helpful to bookmark the following address or save it your browser's favorites: **https:// learn.valenciacollege.edu/**
If accessing from the Valencia homepage go to **Quick Links** tab (located at the top right of the page)

1. On the drop down menu, go to **Online Courses**.
2. Click on **Blackboard**.
3. Log in. Your user ID and password are the same as your Atlas account user ID and password. You will have access to the course once you login to Blackboard.
4. After you login, you will see all the classes you are currently taking even if they are not online.
5. **Click on our class**. You will see the Main Course page. On the left side of the page you will find the various headings for the course. You will also find several **Student Resources** and **Help** links that will provide online and technical support.

New to Blackboard? Online tutorials and other resources can be found at: **http:// valenciacollege.edu/oit/ltad/ StudentResources/gettingStarted/ online101.cfm**

Need additional help? Contact Blackboard Help at: **onlinehelp@valenciacollege.edu** or call **407-582-5600**. For technical problems call the Atlas Help desk **407-582-5444**

Student Expectations

Email Etiquette: When emailing me through Atlas (my preferred method of contact) please follow the guidelines found below. Note: You must use your Valencia account for all emails; I will not read or respond to emails from non-Valencia accounts.

- Include SECTION (Days/Time course meets: Example: MW 10:00)
- Address me by my professional name
- Include your FIRST and LAST name
- Proofread for spelling and grammar (Remember, this is NOT a text message)

Three Before Me: If you have questions regarding the material, assignments, technical issues, and/or other related matters concerning the course, you must take the initiative to find the answers. The "Three-Before-Me" rule is simply this: You must prove that you have sought out at least three avenues to obtain information regarding a question or problem you are having before you can ask me. The syllabus and course calendar along with any and all assignments and activities are found online, you can study any materials referenced in class online via Blackboard, and you can also contact a classmate if studying these sources is not sufficient to get an answer. There are many avenues to finding answers to your questions. Use them! I will also not respond to questions that have already been answered. Chances are, someone in the class may have had the same question you do. Use the tools available to you to find out.

Big Exception: Now, this does not mean that I don't answer questions about assignments, your work, or Blackboard. **If you are unclear on instructions, need clarification on a concept, an activity, or assignment, or if you need more guidance applying what you are learning, I am the first person you should ask.**

Virtual Classroom Conduct: You are expected, as an active participant of this course, access the course regularly (at least five times per week) study the lessons, engage in any online activities, discussions, lectures, and to submit work diligently, honestly, and completely. The essence of positive online interaction is based on reading and studying your lessons, engaging with your professor, and discussing important subjects with your classmates. Therefore, **counter productive behavior (conversation between students that disrupt the online environment, disrespectful comments to classmates, cheating, plagiarism, and not completing work) is unacceptable**. Because this distracts you from learning and applying course concepts, such behavior will negatively affect your grade on assignments; it will also affect your participation score in this course.

Participation ("Attendance")

Your participation is worth 50 points in the class. If you end the semester with perfect participation (no work missed or submitted late), ten (10) points will be added to your total points in the class. You must maintain consistent participation in this class in order to earn participation points and remain enrolled in the course. Participation is defined as logging into the course and engaging with lessons and activities at least three times per week, reviewing all lessons, and completing all activities. If you miss one week's work of work/participation, you will lose a letter grade from your final grade in the course. **I may withdraw you from this course after you have missed two weeks of work.** In such a case, I will notify you via email that you have been withdrawn from the course. This will be your only notification. You should keep track of your own participation in the course. There are penalties if you choose to miss work or lessons. You will miss required activities (which are part of your final grade in the course); you will miss lessons and practice on the skills I will be holding you accountable for in your essays (which are part of your final grade in the course); finally, you will lose points towards your final grade in the course.

Excused "absences" or lapses in participation due to ongoing medical conditions and medical emergencies will be considered on an individual basis and require valid, verifiable written or electronic documentation on the first day of the student's return to the online environment to be excused. In order to earn the missing participation points, if approved, you will need to complete a make-up activity. **Missing class because of work, computer problems, or travel plans is not grounds for an excusable lack of participation.**

No Show & Withdrawal

No Show: If students registered for the course have not completed the online orientation between the first day of class (**June 21**) to the beginning of the no-show reporting period (**June 29**), then the instructor will withdraw them from the course on the first day of the no-show reporting period.

Withdrawal policy: The withdrawal deadline for this course is **July 22**. 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. A student who is withdrawn by faculty for violation of the class attendance policy before or after the withdrawal deadline 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". Students attending Valencia on certain types of visas may face deportation if they withdraw from a course. Learn the policies! For a complete overview on Valencia Policy 6Hx28:4-07 go to: http://valenciacollege.edu/generalcounsel/policy/

Academic Honesty and Plagiarism

Anything you write for the course is your intellectual property. Any and all information from an outside source is the intellectual property of the original author or creator. If you use outside sources you must show credit by citing the sources in your essay and on a separate works cited sheet. Failure to do so constitutes plagiarism. Not familiarizing yourself with the documentation format or the characteristics of plagiarized material for this course does not excuse plagiarism. Whether intentional or unintentional, plagiarism will result in an automatic 0 on the plagiarized work and a failing grade in the course. Be sure to review the Academic Honesty policy found in your Student Manual carefully.

Assignments

Online Modules, Activities, Discussions, and Quizzes: Part of your responsibility as a student is to participate actively online. For some units, you will have exercises to complete. For some units, you will need to engage in discussion on your assigned readings. You should take detailed notes for each unit in order to help you better discuss assigned readings/materials. Throughout the semester, you will complete brief quizzes based on your readings. Weekly Units are worth 200 points towards your final grade.

Essays: Because essays make up the majority of your grade in this course, failure to complete one essay will drop your average by at least one letter grade. For example, if your class average is an A and you miss one formal composition or paper assignment, the highest grade you can receive in the course is a B-/C. **Failure to complete two essay assignments will result in an F in the course.**

These papers will be in response to and analysis of the fiction and poetry you will study in and out of class. Your papers will be between 750-1000 words each and should go beyond simple summary. By writing analyses of class readings, you will be better prepared to write your research paper. You will submit final drafts of essays on Blackboard by due date and times listed.

Research Paper Presentation: At the end of the semester, you will submit a 2-3 minute presentation of your research paper. Your presentation should discuss the background of the author/poet and briefly discuss your analysis of your chosen the story/poem. Your presentation should also discuss three new discoveries you made about literature, your chosen artist, and/or your chosen works.

Essay Revision: Revision is an essential part of developing and improving writing skills; therefore, I encourage you to revise and resubmit one (1) paper scored B- or lower, during the semester. You can earn up to one letter grade or up to 10 points by revising the essay. Revised papers must be submitted no later than one week after the graded paper has been returned. Rewrites must be submitted with the original graded paper.

Research Paper Project: One of the major parts of this course is the completion of a research project. This semester's project will be a critical analysis of a short story or poem(s). You will develop an argument supporting your analysis of an aspect of this/these works (character, setting, theme, symbolism,etc.). In addition to this analysis, you will spend some time discussing the author or poet's life, style, and themes. You will back up your analysis with at least five secondary scholarly sources, which you will find in the Library and in the Library's databases; these databases sources are electronic; they are not traditional Internet sources. **You are not allowed to use any traditional Internet sources for this essay.**   If your essay contains multiple traditional internet sources, such as those derived from Google searches, you will be penalized two full letter grades (so, the absolute highest grade you can earn if everything else is perfect is a C).

Paper Guidelines

A complete essay submission includes all assigned activities and works cited page if applicable. You are responsible at this point for MLA format and documentation. "I don't know how" is not an acceptable answer. Inform yourself via reliable sources like the Purdue OWL. All essays must be word-processed. Illegible handwritten or typed work will not be accepted. Work must be double-spaced, use appropriate font (12-pt Times New Roman or 11-pt Arial), meet length requirements, and follow MLA standards. Final drafts will be submitted via Blackboard.

Extra Credit Opportunities: There are two extra credit opportunities available to you for essays 1-2. These will earn you three (3) extra credit points for one activity on each of your essay grades (if you complete the activity before the essay is due).

EC 1: Visit the writing center for a consultation before each of your essays is due. Your consultation must take place at least 24 hours before the essay is due. You will not receive extra credit if your consultation takes place on the day your essay is due. You must submit proof of your visit by the time your essay is due. The writing center can be reached at (407) 582-2795.

EC 2: Complete a SmartThinking consultation through Atlas. SmartThinking is a web-based consulting service Valencia offers all students for help with writing. You can submit your paper for review (not editing or proofreading) or have a live consultation with a tutor. You must complete your SmartThinking consultation 24 hours before the essay is due. You will not receive extra credit if your consultation takes place on the day your essay is due. You must submit proof of your visit by the time your essay is due.

Late Work

All work is due by the posted date and time (be sure to note where work is due—Blackboard or in class). Please note that **travel, work, or computer problems are not excuses for late or missed assignments**. You may request to submit your work early if you know you will not be able to submit the work by the due date. Discussions and weekly activities may not be submitted late under any circumstance. **Essays may be submitted late at a deduction of 10 points per day for two (2) days after the listed due date (weekends count as days). The research paper may not be submitted late for credit under any circumstance.**

While I am interested in your general well being, your ability to handle/complete all of the coursework assigned for a class, and your overall success as a student, **I will not accept excuses for late work**. In other words, no excuse, without documentation for an emergency or medical situation as in the attendance policy, will allow you to escape

the penalty for late work, including technical problems. Here are a few tips to help you avoid some of the more common computer mishaps:

- Save often and in multiple platforms. This is perhaps the most important and easiest precaution you can take against computer errors. Always back up your work (save on your computer and to an external drive or site). In addition, you should save your work regularly, at least once every few minutes.

- Don't wait until the last minute to upload your work to Blackboard or prepare a printed copy for class (rough drafts of essays, mini-lesson materials). For online activities, if Blackboard is not functioning, use one of the following alternate methods to ensure I receive your work:
    - Dropbox
    - GoogleDrive
    - Microsoft OneDrive

- For activities due in class, if you do not have a printer, you will have to rely on one of the computer labs on campus. Be sure that you leave yourself enough time to deal with any glitches campus labs may be handling with on any given day.

Grading

This course is designed on a total point possible scale. Students are encouraged to monitor their grades and progress on Blackboard regularly. The total possible number of points you can earn is 900 points.

Grade Breakdown:

Additional Information and Resources

		Grading Scale	
Essays	200 points	100%-90%	A
Research Project	200 points	89%-80%	B
Weekly Modules/Activities	225 points	79%-70%	C
Research Paper Presentation	75 points	69%-60%	D
Total Points	**700 points**	59%-below	F

Disability Statement: Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (Bldg. 5 Room 216).

Student Assistance: Valencia College strives to ensure all our students have a rewarding and successful college experience. 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** services are free to Valencia students and available 24 hours a day (800) 878-5470.

Links to the College Catalog, Policy Manual, and the Student Handbook:

- College Catalog - http://www.valenciacollege.edu/catalog/
- Student Handbook - http://valenciacollege.edu/studentdev/CampusInformationServices.cfm
- Policy Manual - http://www.valenciacollege.edu/generalcounsel/
- Code of Conduct:http://valenciacollege.edu/generalcounsel/policy/default.cfm?
policyID=180&volumeID_1=8&navst=0

Writing Center (Bldg. 4, Room 120): I highly suggest visiting Valencia's Writing Center for one-on-one help with writing skills. The instructors there will help you become better at structure, grammar and mechanics, development and/or revision, and can provide valuable feedback on assignments. The writing center can be reached at (407) 582-2795.

Library (Bldg. 4, 2nd Floor): As you will be conducting research for two of your essays and your PSA, you will want to make use of the library's physical and online resources. Librarians can help you search for the best possible information, and assist you in securing the materials you need for your essays. The library can be reached at (407) 582-2459.

Smoke Free Campuses: Please note that smoking is not permitted on any Valencia campus.

Other Notes and Disclaimers:
- Some films, essays, articles, and materials may contain strong language, graphic violence, and partial nudity. As adults, you are expected to act maturely and responsibly in viewing and discussing these materials.
- Changes to the calendar below may be made at the instructor's discretion at any time during the semester. Students are responsible for informing themselves of changes announced in class.

Important Dates

- Classes begin June 21 and end August 2.
- Drop/Refund Deadline is 11:59 p.m. on June 28.
- No Show reporting period is June 29-July 8.
- Withdrawal deadline for W grade is 11:59 p.m. on July 22.
- Final Exams are held the last day of class.
- College closed July 4

Course Schedule/Outline

All of your readings in this course will come from online resources like the **Valencia Reader**, the **Purdue Online Writing Lab**, and the **Excelsior Online Writing Lab**. You are responsible for completing any and all readings assigned in the course schedule below and in the unit lesson each week. Please contact me immediately if there are broken links. I want to make sure you can access all of your readings this semester. Notice that there are underlined items in the calendar. ***Those are hyperlinks and can only be accessed online.*** You should keep a digital copy of the Course Calendar to help you more easily access these readings.

Readings/videos are due by the date they are listed with. Assignments are due by the time listed, unless otherwise specified. Our class begins on 6/21, which is a Tuesday. So, we will use Tuesday as the beginning of our week for the semester. Each week opens on Tuesday at 12:00 am and closes on the following Monday at 11:59 pm.

Unit 1/Week 1 (6/21-6/27)

Activities Due:
Online Orientation and Orientation Activities due via Blackboard by Monday
Discussion 1 due via Blackboard (first post due Saturday; responses due Monday)
Unit 1 Lessons and Activities due via Blackboard by Monday

Required Readings/Videos:
"A Rose for Emily" by William Faulkner
"The Lottery" by Shirley Jackson
"Story of an Hour" by Kate Chopin
Short Story Elements
Five Elements of a Story
Literature (Fiction)

Topics:
Introduction to the course
Responding to and analyzing literature
Elements of fiction
Begin the short story paper

Unit 2/Week 2 (6/28-7/3)

Activities Due:
Short story peer review discussion due via Blackboard (first post due Thursday; responses due Saturday)
Short Story Paper due Monday by via Blackboard
Unit 2 Lessons and Activities due via Blackboard by Monday

Required Readings/Videos:
"They're Made Out of Meat" by Terry Bisson
"What you Pawn, I Will Redeem" by Sherman Alexie
Shake the Dust
Confounding Stereotypes
Please Don't Take my Air Jordans

 Also Study:
Drafting & Integrating

[Paraphrasing](#)
[Quoting](#)
[Signal Phrases](#)
[See It in Practice](#)

[How to Read a Poem](#)
[Poetry Terms](#)

Topics:
Finish short stories
MLA Documentation
Begin poetry
Reading a Poem

Unit3/Week 3 (7/5-7/11)

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Activities Due:
Poetry essay planning and drafting activity due Monday
Discussion 3 due (first post due Saturday; response due Monday)
Unit 3 Lessons and Activities due Monday

Required Readings:
Sylvia Plath, [“Mirror”](#)
Gwendolyn Brooks, [“We Real Cool”](#)
Elizabeth Barret Browning [“How Do I Love Thee”](#)
Paul Lawrence Dunbar, [“We Wear the Mask”](#)
Langston Hughes, [“I, Too”](#)
Wilfred Owen, [“Dulce Et Decorum Est”](#)
Edgar Allan Poe, [“Anabel Lee”](#)
William Butler Yeats, [“Leda and The Swan”](#)
[Citing a poem in MLA (Online)](#)

Topics:
Poetry Close Reading
Citing poetry in MLA
Begin poetry essay

Unit 4/Week 4 (7/12-7/18)

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Activities Due:
Poetry essay due Saturday
Annotated bibliography due Monday
Unit 4 Lessons and Activities due Monday

Required Readings:
The Research Paper Project (Blackboard Weekly Units Week 4)
Conducting Research Parts 1-3 (Blackboard Weekly Units Week 4)

Topics:
Conducting Research
Analyzing Research
The Research Paper

Unit 5/Week 5 (7/19-7/25)

Activities
Discussion 4 research paper peer review first post Saturday; responses due Monday
Research Paper rough draft due Saturday

Readings Due:
Revising and Editing the Research Paper (Blackboard Weekly Units Week 5)

Topics:
Research activity/Research paper work day
Drafting and revising the research paper

Unit 6/Week 6 (7/26-8/1)

Research paper with Works Cited page due by 11:59 pm on Saturday via Blackboard. No late papers will be accepted.

Final Exam Research Paper Presentations due Monday, August 1 by 11:59 pm