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*Valencia College East Campus*

*Spring 2015 Course Syllabus ENC 0025C: Developmental Writing II*

*CRN 25976: 3 Credit H1 Course (1/12/15 -3/4/15)*

*Mondays/Wednesdays, 2:30-5:00 p.m. Rm. 1-329*

**Professor:** Crystal Smith

**Phone:** 407-582-2072

**E-mail**: [csmith134@valenciacollege.edu](mailto:csmith134@valenciacollege.edu)

**Office:** 3-120

**Office Hours**: Mondays and Wednesdays: 8:00-9:15 a.m. (office) and 5:30-6:30 p.m. (virtual/online)

Tuesdays 3:00-5:00 p.m. (office) and Thursdays 3:30-4:30 p.m. (virtual/online)

Fridays: 9:00 -11: 30 a.m. (virtual/online)

Virtual/Online Hours mean I am reachable at [csmith134@valenciacollege.edu](mailto:csmith134@valenciacollege.edu).

I am also available by appointment.

**Course Description:** ENC 0025C is designed to provide students with the opportunity to develop the skills necessary for success in college-level writing courses. These skills will include choosing suitable topics for essays; gathering and organizing ideas; and composing, revising and editing essays which conform to the rules of standard written English.

**Pre-requisite**: minimum grade of C in ENC0015C or appropriate score on PERT or other approved assessment.

**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:

* Writing as a Process
* The Structure and Elements of an Essay
* Qualitative Criteria for Evaluating
* The Structure, Grammar, and Conventions of Standard American English
* Writing as a Tool for Success in College

**Course Outcomes:**

* **Students will be able to write a unified, developed, logically-organized essay.**
* **Students will apply the conventions of standard American English as appropriate for academic writing.**
* **Students will be able to evaluate their own writing and the writing of others, using objective standards of quality.**

**Core Competencies:** Valencia’s core competencies are *Think, Value, Communicate, and Act*. The competencies that students are expected to develop in this course are directly related to these four principles. Please refer to the Valencia College catalog for a complete explanation of the core competencies. My expectations of you are modeled around The Core Competencies of ***Think, Value, Communicate, and Act*.** The very nature of being a student means you must *think* or question. Beyond the basics, however, I expect you to come to every class ready to learn, by being an engaged, motivated individual. As a student in this course, you are expected to *communicate* on a daily basis during all class activities. Remember, in order to *communicate*, you must be present in class. Also, you’re expected to *communicate* with me. If you’re confused or need assistance, I’m here to help. However, I can only help you if you ask! Asking for help brings us to the last competency, which is *act.* The learning process is an active one. You cannot succeed and/or learn if you do not *act.* Ask for help from the Academic Success Center. Call I.T. if there are issues with your Blackboard account. You should think of this course as an activity in finding your voice, through advocating for yourself and your academic goals.

**Required Texts**

*Focus on Writing*, 3rd Ed. by Laurie G. Kirszner and Stephen R. Mandell,

ISBN 978-1-4576-3327-0

**Required Materials**

* A college-level dictionary
* A folder for all classwork
* Black or blue ink for all in-class writing
* A reliable USB drive for saving documents

#### **Course Website(s)**

#### **Blackboard** **Learn**: <http://learn.valenciacollege.edu>

#### **Valencia College’s East Campus Academic Success Center Website (Writing Center Information and more):** <http://valenciacollege.edu/east/AcademicSuccessCenter.cfm>

#### **Important Campus Information**

#### Communications Center (the Writing Center) 4-120 (407) 582-2795

#### Library building 4-second floor (407) 582-2459

#### Testing Center 4-123 (407) 582-2704

**Faculty/Student Communication:** The best way to contact the instructor is by Atlas email: csmith134@valenciacollege.edu. The instructor will respond within twenty four hours.

**Final Exam: March 4th during the last scheduled class session.**

Students must complete all coursework or they will be assigned a grade of 0 for anything missing, unless it is an optional assignment. Missing the final exam will result in a grade of F.

**Withdrawal Policy:** Valencia has a withdrawal policy (effective Session 1-97/98) that may affect cost of classes. Through **January 20, 2015,** students will be able to drop/withdraw from any class **without attempt penalty and receive a refund and a “W” grade**. 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 **February 20, 2015.** Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of **February 20, 2015,** 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.” Students on financial aid should consult an advisor or counselor before withdrawing from a course as there may be financial implications. A faculty member, however, **will 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.” If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date. Review the complete policy at <http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75>.

**No-show Procedure:** Students who have not attended any classes by the following dates must be withdrawn by the instructor. **Full Term**: Jan 21-30. Therefore, the drop/refund deadline is **Jan 20th 2015**.

**Attendance:** Students are permitted four absences without penalty; after that, absences are considered excessive and a basis for withdrawal or grade reduction. Subsequent absences (i.e. more than four) will require written documentation of a medical emergency or ongoing medical condition for the instructor to excuse.” Attendance will be taken at the beginning of every class period as it will factor into your final grade.

**Academic Honesty Policy**

Policy: 6Hx28:8-11

Authority: 1001.64, F.S.

Law: 1001.64, F.S.

Responsible Party: Vice President, Student Affairs

Policy Effective Date: 12/11/2007

Policy Statement:

A. 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.

B. 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.

C. Students shall take special notice that the assignment of course grades is the responsibility of the students' individual professor.

**Plagiarism Policy**: All materials submitted for this course should be your original work. Resubmitting essays used for another course (self-plagiarism) is also unacceptable. Any student found plagiarizing will receive no credit for that assignment or paper and will NOT be given the opportunity to re-do the assignment or paper. Any student found cheating will receive no credit for that quiz, exam, assignment, or paper and will NOT be given the opportunity to re-do the work in question.

**Classroom Rules**

Please arrive promptly for class as late arrivals are disruptive. Just as you are expected to arrive to work on time and stay for your entire shift, so too are you expected to arrive promptly and stay for the entirety of the class session. **Not being present for the entire session counts as an absence.** Lateness and/or early departures will also be treated as absences. **Two late arrivals and/or early departures will count as one absence**. **Perpetual lateness will negatively impact students’ final grades.**

**Food in the Classroom: Out of respect for those with food allergies, food will not be permitted in class. Coffee, water, soda, etc. are allowed and encouraged.**

All assignments are to be submitted on the due date indicated on the syllabus (for essays) or in class (for group work and in-class essays). YOU (the student) are responsible for any missed sessions and subsequent assignments; the instructor will not pursue missing work. It is advisable to obtain the contact information of a few classmates in order to find out about any sessions you may miss. Though we can discuss a different timeline under dire circumstances, late in-class assignments are due—either in class or within office hours—within **a week** of the absence.

Absence is not an excuse for late work. **Late assignments and papers will be automatically deducted 10% or one grade (an A becomes a B and so forth) per day after the due day, and will only be accepted up to one week after the due date**, except in extenuating circumstances (like a hospital stay) and with proper documentation.

**Texting in class is disruptive and disrespectful, so it is absolutely unacceptable. Any student who fails to comply after the first warning will be asked to leave class and will receive an “absence” for that session. Unless the instructor says otherwise, phones should be set to silent or vibrate and put away out of sight.**

Please make sure that your comments in class and in written assignments display respect for yourself, the instructor, and your fellow students. Comments that can be construed as offensive include, but are not limited to, remarks about someone’s race, gender, sexual orientation, religion, etc. Disruptive and disrespectful behavior or disparaging remarks will not be tolerated.Furthermore, all students will be aware and active listeners in class and make an effort to participate in all class activities, especially discussions. It is in only truly listening to another that we learn.

Violation of any classroom or Valencia rules may lead to disciplinary actions up to and including expulsion from Valencia.

**MS Word Access**: You must have access to Microsoft Word and the Internet for turning in assignments and communication with your professor and classmates (via Blackboard and Atlas email). If you do not have a computer at home, please plan in advance to use one of the labs on campus. Also, please be aware of the free MS Word software in your Atlas email, via your MS 365, which can be accessed from any computer through the Internet. However, if you need access to this software sooner, see a lab assistant in the Student Computer Center, located in the Academic Success Center in Bldg 4, first floor. See the link above for more information on the Academic Success Center. Assignments can only be turned in to Blackboard in .docx format, so please make arrangements in advance to complete your work in MS Word.

**The Academic Success Center & Writing Center**

Our class work and textbook are supplemented by the Academic Success Center in building four. This center is both a computer lab and writing center. The computer lab is available to students on a first come, first serve basis. **You will be required to visit the Writing Center during the semester to participate in a writing consultation.**

**Students with Disabilities:** 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. Here’s the East Campus OSD information:

Bldg. 5, Rm. 216/Ph: 407-582-2229/Fax: 407-582-8908/TTY: 407-582-1222Here’s the OSD website: <http://valenciacollege.edu/osd/>

**Valencia Emails and Blackboard:** All students are required to check Blackboard and their Valencia emails regularly as announcements will be posted frequently. Grades will also be posted on Blackboard; students can utilize the “Grade Center: Weighted Total” to track their progress over the course of the semester.

**Course Requirements and Grades:** Keep ALL assignments in your notebook. Keeping track of your progress throughout the course is first and foremost YOUR responsibility.

You must have a passing grade in the class. The activities, assignments, and essay writing are all designed to help students gain the skills and proficiencies that are needed to be successful in this class as well as in Composition I. The writing and revising of essays in this class is ESSENTIAL in helping students develop and polish the skills necessary to pass this course. Revision is vital in becoming a better writer and will be your key to success and a good grade.

Your course grade will be averaged as follows:

**3 Essays (worth 15% each)** 45%

**Pop & Announced Quizzes** 15%

**Homework and In-class Assignments** 20%

**Class Participation and Attendance** 10%

**Final Exam** 10%

A: 100 – 90% B: 89 – 80 % C: 79 – 70 % D: 69 – 60 % F: 59-0%

**Format of Writing Assignments:** Essays written out of class must be typed, using standard word-processing software. Computers are available for all students in the lab on the first floor of the library, and the Communications Center has Microsoft Word installed on all of its computers. You will be given the Modern Language Association (MLA) format to follow for all essay assignments. It is a standard form which is required in most college-level writing courses.

You will find a visual illustration of the basic requirements for formatting your essays on **page** **224** of your textbook. Always compare your essays to this model to make sure that you have followed the guidelines for headings, titles, margins, paragraph indentations, and double-spacing.

**Essays:** Out of class essays must be typed, doubled-spaced, and in standard MLA format. A hard copy must be submitted on the due date in class AND an electronic copy must be submitted through Blackboard in PDF format. Printed copies of essays are not accepted.

**SAP Services Available**: 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. This program is much underused and could be life altering to you, allowing you to do better and even to stay in school when personal issues could be affecting your performance. 

**I am committed to your success. Always email me regarding any issue of which I can be of assistance.**

**Important Links:**

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

College Catalog -

[http://www.valenciacollege.edu/catalog/ (includes a full description of all VC policies)](http://www.valenciacollege.edu/catalog/ (includes a full description of all VC policies) )

Policy Manual - <http://www.valenciacollege.edu/generalcounsel/>

Student Handbook - <http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>

**Important Dates:**

**College Closed (Credit Classes Do Not Meet): Jan 19th and Feb 13th**

See College calendar for important dates and final exam schedule at <http://valenciacollege.edu/calendar>

**Course Calendar (Tentative)**

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| Week 1 | **Jan. 12** | Introductions / Syllabus review/ Writing samples/ MLA Format  Qualities of Good Writing/The Writing Process/Paragraph structure |
| **Jan. 14** | **Reading Critically: read 686-704 for this class session**  Paragraph Writing Exercises/ Essay Structure/ Outline |
| Week 2 | **Jan. 19** | Martin Luther King Day (no class!!) |
| **Jan. 20** | !! Drop-refund deadline 11:59 pm |
| **Jan. 21** | Introduction/ Developing a Thesis  **Read “Fish Cheeks” for this class session (722)** |
| Week 3 | **Jan. 26** | Narrative Essay (Essay # 1) discussion and exercises  **Don’t forget to bring a draft to class!** |
| **Jan. 28** | **Narrative Essay Draft due**. Using a Rubric to Evaluate/ Intro paragraph vs. answering a question in a paragraph  Review basic sentence structure/ Independent and Dependent clauses |
| Week 4 | **Feb. 2** | **Narrative Essay Due.** Description Essay (Essay #2) discussion & Practices/ Subject-verb agreement |
| **Feb. 4** | Subject-verb agreement/ Description Essay in-class outline  Run-ons/ Description Essay Review. |
| Week 5 | **Feb. 9** | **In-class Essay #** 2 (Description)  Run-ons/Fragments/ Compare-contrast (Essay #3) discussion and exercises. **Read “Men Are From Mars” for this class session (747)** |
| **Feb. 11** | CompoundSentences  **Revised Essay # 2 due/** Compare and Contrast Essay review |
| Week 6 | **Feb. 16** | Complex Sentences **In-class Essay #3 (Compare and Contrast)** |
| **Feb. 18** | Pronoun-Antecedent Agreement Verbs: Past Tense  **Read “In Praise of the F Word” for this class session (766)** |
|  | **Feb. 20** | !! Withdrawal deadline 11:59 pm |
| Week 7 | **Feb. 23** | Verbs: Past Participles  **Revised Essay #3 Due**/Argument Essay (Essay #4) discussion and exercises |
| **Feb. 25** | Commas/ Apostrophes  Punctuation/ Parallelisms |
| Week 8 | **March 2** | Shifts/Modifiers |
| **March 4** | **Final Exam** |

**Disclaimer: The course outline and syllabus are subject to change as needed; changes will be announced in class and posted on Blackboard in a timely manner when necessary. Your continued participation in this course after the drop-add deadline constitutes an agreement with and an acceptance of the conditions presented in this syllabus.**