# Valencia College

**East Campus**

# Course Syllabus

## ENC 1101 – Freshman Composition I (3 credits)

**CRN 24909**

**Spring 2015: Second 8 weeks**

### Instructor Information

Instructor: Crystal Smith, M.A.

Office Phone: 407-582-2072

E-mail: **Atlas email only**. MW 2:30-5:00 p.m. room: 1-329

Office: 3-120

My Atlas email is [csmith134@](mailto:csmith134@mail.valenciacollege.edu)valenciacollege.edu

My other email (**ONLY** if Atlas is down is located under “Messages” in Blackboard or use the “Ask My Professor” and “Ask My Classmates” Discussion Boards in Blackboard)

Office Hours: MW: 8-9:15 a.m. (office) Mondays: 11:30-12:45 (office)

TR: 3:00-5:00 p.m. (office) MW 5:30-6:30 p.m. (virtual) 9:00-11:15 a.m. (virtual)

I am also available by appointment.

### Course Identification

**Prerequisites**: Score of 103 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 106 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. 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 OBJECTIVES:**

1. **Students will *compose expository essays* (first course outcome).**

**Objectives related to this outcome:**

Student will be able to *construct a thesis* *that clearly expresses the main idea of the assignment.*

Student will be able to *develop topic sentences that support the thesis.*

Student will be able to *generate supporting ideas/details*.

Student will be able to *integrate supporting ideas/details*.

Student will be able to *connect supporting ideas/details to thesis statement*.

Student will be able to *compose introductions and conclusions*.

Student will be able to *implement transitions between ideas.*

Student will be able to *draft, revise, edit, and proofread*.

1. **Students will *write in standard American English* (second course outcome).**

**Objectives related to this outcome:**

Student will be able to *write grammatically correct sentences*.

Student will be able to *write mechanically correct sentences.*

Student will be able to *vary sentence patterns.*

Student will be able to *employ effective diction.*

Student will be able to *edit for clarity*.

1. **Students will *write a documented essay* (third course outcome).**

**Objectives related to this outcome:**

Student will be able to *recognize information that requires documentation*.

Student will be able to *integrate source materials into essay.*

Student will be able to *use a recognized documentation style, which includes in-text citations and a works cited/reference page.*

1. **Students will *demonstrate information literacy* (fourth course outcome).**

**Objectives related to this outcome:**

Student will be able to *recognize credible print and digital source material*.

Student will be able to *identify existing technological resources for writing.*

1. **Students will *develop critical reading skills* (final course outcome).**

**Objectives related to this outcome:**

Student will be able to *identify main ideas and supporting details.*

Student will be able to *recognize overall patterns of organization.*

Student will be able to *discern author's tone.*

Student will be able to *recognize intent and/or bias.*

Student will be able to *read texts for literal meaning.*

Student will be able to *read texts for inferential meaning*

**COURSE INTRODUCTION**: Composition I (ENC1101) introduces students to the essay form and introductory college-level writing skills. Creating a successful paper is a formative process that requires the student to work collaboratively with peers and think critically about content and style. Students will cultivate their abilities to discover potential topics, learning to verify knowledge and develop thinking, writing, and research skills that will apply to all coursework at the college. In ENC 1101, students will work to develop their own thinking through writing; they will create and participate in a classroom community of writers through various activities, including:

--Understanding writing as a process requiring invention, planning, drafting, and revision, and will recognize the recursive nature of this process

--Developing critical reading and thinking skills, including the ability to read complex, college-level texts

--Understanding how to analyze rhetorical situations and expectations related to discourse communities and genres in order to produce writing that is appropriate and effective for their audience and purpose

--Gaining confidence and control as writers

**COURSE OVERVIEW:**

In order to succeed in this class, students must complete all assigned readings, reading response assignments, and quizzes. Also, being present and engaged in class is vital to your success in this course. The following is a summary of assignments and assessment methods:

* Four formal essays and multiple in-class essays.
* Weekly written assignments, in-class work, and “pop” quizzes.
* Each written assignment will be evaluated with a rubric, which will be provided to students via Blackboard.
* Grammar practice assignments and quizzes.

**Requirements on Formal Essays/Papers:**

Essay #1: Personal Narrative and Descriptive Essay.

* 4-5 pages, Times New Roman font, size 12
* No outside research required

Essay #2 Mixed Strategies Essay

* 5-6 pages, Times New Roman font, size 12
* No outside research required

Essay #3: Argumentation Essay

* 6-7 pages, Times New Roman font, size 12
* minimum of 3 outside sources required (must be approved)

### Grading Scheme

Essays and Rough Drafts: 50%

Quizzes and in-class work: 20%

Homework: 20%

Participation and Attendance: 10%

**REQUIREMENTS:**

* All papers are due both online via Blackboard to check for academic honesty. Your final paper is due in hard copy (printed out) at the final exam AND online. I will check to make sure the papers are the same.
* Come to peer review with printed out drafts, ready to write, and with questions about the assignment or writing process.
* ALL research must be obtained through the library (digital or print) unless the instructor indicates otherwise. How to use the library will be taught and reviewed.
* ALL ESSAYS must be in MLA format, including the Works Cited page.

**A Note on MLA format:**

All Papers must be typed upon submission. Papers must be double-spaced, in a 12-point font, Times New Roman. Allow for one-inch margins, number each page in the upper right hand corner, include your last name (Smith 1), and number your Works Cited page, when applicable. In the upper left hand corner of your papers, please put the following information in the following order: your name, Prof C. Smith, English 1101, your section time, and the date (31 March 2014). Always title your assignments and center this title. More information on MLA format can be found on Blackboard in “MLA Resources” and in your *Patterns* textbook.

### Course Learning Objectives: Valencia’s Core Competencies:

***Think, Communicate, Value, and Act*** are Valencia’s core competencies. ***Think, Communicate, Value, and Act*** are four interrelated competencies—defined by Valencia faculty—that prepare students to succeed in the world community. These competencies are outlined in the Course Catalog (see pages 13-14).

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.

### Course Resources

#### Course Website(s)

* Blackboard <http://learn.valenciacollege.edu>
* Valencia College’s East Campus Academic Success Center Website (Writing Center Information and more) <http://valenciacollege.edu/east/AcademicSuccessCenter.cfm>
* *Patterns for College Writing* Companion Website <http://bcs.bedfordstmartins.com/patterns12e/default.asp#t_720826____>

#### Required Course Text

* *Patterns for College Writing: A Rhetorical Reader and Guide* (12th edition). Eds. Kirsner and Mandell.

#### Suggested Course Supplies

* A Memory Stick/Thumb Drive for backing up assignments (also suggested by Valencia’s library), Valencia Student ID, and Print Card for printing on campus.
* A Notebook/Binder with pockets (for writing portfolio organization), loose leaf paper or a notebook, #2 Pencils, Erasers, and Blue or Black Pens for in-class work and notes.
* Mini stapler and index cards
* A college-level dictionary (apps are okay)

### MS Word and Internet 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 SafeAssign (Blackboard) in .doc or .docx, so please make arrangements in advance to complete your work in MS Word.

### Class Policies

**ATTENDANCE:** Students are permitted two absences without penalty; after that, absences are considered excessive and a basis for withdrawal or grade reduction. Subsequent absences (i.e. more than two) 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.

**TARDINESS/LEAVING EARLY:** Unless arrangements are made in advance with the instructor and/or the student can produce an official document (doctor’s note, police accident report, jury summons, military orders) excusing his/her lateness, being 10 or more minutes late to class will constitute a tardy. Likewise, leaving class 10 or more minutes before class concludes will also be counted toward your tardy count. Every three tardies constitutes an absence.

**Withdrawal Policy:** Valencia has a withdrawal policy (effective Session 1-97/98) that may affect cost of classes. Through **March 18, 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 **April 10, 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 **April 10, 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. 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 Reporting Period: The no-show reporting period for this course is March 19-28. If students registered for the course have not attended any classes from the first day of class (March 5) to the beginning of the no-show reporting period (March 19), then the instructor will withdraw them from the course on the first day of the no-show reporting period.

#### LATE ASSIGNMENTS: Major essays will be accepted late once during the semester after the deadline and without penalty. After that one time, 10% will be taken off every day after the due date. If you have a dire circumstance, such as hospitalization, after the 24 hour window, I will and I am happy to work with you. Please still email me if this is the case. Most assignments are due at the beginning of class and will be considered late thereafter (unless the instructor indicates otherwise).

**MAKE-UP POLICY:** If you miss an in-class assignment, which you can make up, you must make arrangements with me to make-up that assignment upon your return to class. Failure to make arrangements will result in a **zero.** Finding out what you missed is ultimately your responsibility. Though we can discuss a different timeline under dire circumstances, late in-class assignments are due—either in class or my box—within a week of the absence.

**TESTS AND QUIZZES**: Pop quizzes will be given and **cannot be made up.**

**STUDENT CONDUCT: All students have a responsibility for behaving appropriately in an academic setting. To that end, the following rules should be followed while in class:** Treat the professor and fellow students with respect. Do not interrupt when the professor is speaking and allow the professor to dismiss class. Because discussion is a part of this course, one needs to be respectful and understanding of different viewpoints and ideals among his/her classmates. 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.

**ELECTRONICS POLICY:** All cell phones should be set to silent or vibrate for Valencia Alert. Don’t know about Valencia Alert? Confused about how to sign up? Ask me. During certain class activities, I do allow use of smart phones, tablets, and laptops. I will announce that you may use these devices the class before and/or during class. Excessive cell phone use or abuse of this elective policy will result in dismissal by the instructor for the day and a tardy. During exams, all electronic devices should be placed out of sight.

**BLACKBOARD:** Though this is a face-to-face class, I urge you to check the Blackboard site for this course multiple times a week. Blackboard is how I will communicate with you, both by announcements or email, how to turn in your homework, how to access course materials, and your grades. You can always check your current grade in the course by going to the “Weighted Total” area in Blackboard. All papers are due via Blackboard for credit unless the instructor indicates otherwise.

### Collaboration/Plagiarism Rules

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.

**STUDENT ASSISTANCE PROGRAM**: 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) 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.

**DISABILITY SERVICES:** 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: 407-582-1222

Here’s the OSD website: <http://valenciacollege.edu/osd/>

**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>

**Grade Description**

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| --- |
| A+ 100 |
| A 95-99 |
| A- 90-94 |
| B+ 85-89 |
| B 84-81 |
| B- 80 |
| C+ 79-75 |
| C 74-71 |
| C- 70 |
| D+ 69-66 |
| D 65 |
| D- 64-60 |
| F 60 or below |

### Course Rubric

An “A” Paper:

* develops a purposeful and effective thesis
* carefully follows an overall organizational plan
* uses relevant details, including concrete examples that clearly support generalizations
* has paragraphs that carefully follow an organizational plan and are fully developed and tightly controlled
* uses a wide variety of sentence structures
* demonstrates distinctive diction and facility in the use of language
* uses appropriate and varied transitional words and phrases
* contains few, if any, errors in syntax, mechanics, and usage

A “B” Paper:

* develops a thesis but may occasionally lose sight of purpose and audience
* generally follows an organizational plan but occasionally deviates from it
* uses some relevant and specific details that adequately support generalizations
* has paragraphs that generally follow an organizational plan and are usually unified and developed
* uses varied sentence structures
* demonstrates appropriate if unspectacular diction
* employs some transitional devices
* contains some errors in syntax, mechanics, and usage that do not affect clarity

A “C” Paper:

* may state a thesis but shows little, if any, sense of purpose and audience
* vaguely and inconsistently follows an overall organizational plan
* uses a limited number of details that often do not support generalizations
* has paragraphs that may relate to the thesis but are often vague, undeveloped, or both
* employs unvaried, illogical, or poorly constructed sentence structures
* demonstrates simplistic dictation
* uses infrequent, mechanical, and erratic transitions
* contains numerous errors in syntax, mechanics, and usage that affect clarity

A “D” Paper:

* has an unclear, weak thesis with little sense of purpose or audience
* does not follow an organizational plan with any discernable consistency
* uses few details, relying instead on vague, inappropriate generalizations
* has undeveloped ineffective paragraphs
* employs illogical, poorly constructed sentences
* demonstrates diction that is simplistic and frequently not idiomatic
* uses rare, inappropriate transitions
* contains frequent errors in syntax, mechanics, and usage that impede communication

An “F” Paper:

* may have a topic, but contains no thesis or sense of purpose or audience
* wanders from subject to subject with no evidence of an organizational plan
* uses no concrete details and contains generalizations that do not support any conclusions
* has undeveloped, ineffective paragraphs with no evidence of unity or organization
* contains mostly illogical and poorly or incorrectly constructed sentences
* demonstrates completely simplistic and unidiomatic diction
* uses no transitional devices
* contains so many errors in syntax, mechanics, and usage that communication is completely impeded and confusion reigns

Please send your feedback to Valencia through the SFI when it opens. We want to learn more about your experiences while we continually improve our courses.

**Course Calendar (Tentative): Reading Should Be Done for the Day of Discussion**

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| Week 1 | **Mar. 5** | Start of H2 |
| Week 2 | **Mar. 10 & 12** | Spring Break (no class!!) |
| Week 3 | **Mar. 16** | Introductions / Syllabus review/ Writing samples/ MLA Format  Qualities of Good Writing/The Writing Process |
| **Mar. 18** | !! Drop-refund deadline 11:59 pm  Sentence Structure/ Narration  Discussion of “Shooting an Elephant” (133) and “Thirty-Eight Who Saw Murder” (127) in class |
|  | **Narrative Reflections Due, in class, for peer review on the 23rd.** |
| Week 4 | **Mar. 23** | Narration/ Using a Rubric to Evaluate/Description/RENNS  “Only Daughter” (111) and “Girl” (258) discussed in class  HW: Work on Narrative-Descriptive Essay |
| **Mar. 25** | **Peer Review/Instructor Conferences: Essay #1 Due at 11:55 p.m.** |
| Week 5 | **Mar. 30** | Discussion of Using Compare and Contrast (371-372)  “Two Ways to Belong in America” (404)  “Sadie and Maud” (430) |
| **Apr. 1** | Discussion of “Why Chinese Mothers are Superior” (410)  “Sex, Lies, and Conversation” (423) |
| Week 6 | **Apr. 6** | Discussion of “Mother Tongue” (466) |
| **Apr. 8** | **Peer Review Mixed Strategies Essay/Bring Draft** |
|  | **Apr. 10** | !! Withdrawal deadline 11:59 pm |
| Week 7 | **Apr. 13** | **Mixed Strategies Essay Due 11:55 p.m.**  Argument discussion and exercises/ **In-class Debate of** “Citizenship” readings (593) |
| **Apr. 15** | Discussion of Persuasion and “Letter from a Birmingham Jail” (566) |
| Week 8 | **Apr. 20** | Discussion of Satire and “A Modest Proposal” (692): |
| **Apr. 22** | In-class Works Cited Workshop/**Bring Sources and Draft to Class/Discussion of Plagiarism** |
| Week 9 | **Apr. 27** | Final Paper Conferences with Professor Smith |
| **Apr. 29** | **Final Exam: Paper 3 Due by April 29th 11:55 p.m.** |

**Disclaimer:** More specific guidelines for assignments will be given during classroom instruction and on Blackboard **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.**