

COURSE INFORMATION

Course Name: Developmental Reading and Writing I

Course ID/Section: ENC0017 CRN_____

Term/Year: H1 / **Spring** 2024

Modality: Mixed-Mode

On-Campus Weekly Classes + Weekly Modules via Canvas

Length of Term: 8 weeks

Credit Hours: 4

Instructor Contact Information

Professor David W. Freeman

Email: dfreeman9@valenciacollege.edu

Office Location: West Campus Building 5, Room 241

Office Hours (SPRING 2024):

Monday/Wednesday 12PM-1PM (5-241)

Tuesday/Thursday 10AM-11AM (5-241) and 1PM-3PM (5-241)

Friday 10AM-12PM (Online Only)

Outside of these hours, I will return email within 24 hours, Monday - Friday.

COURSE DESCRIPTION

Course Prerequisite

None

Catalog Description

An integrated reading and writing course designed for students scoring 83 or below on the reading portion of the PERT exam and/or 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 OUTCOMES

- Apply strategies to broaden vocabulary
- Demonstrate comprehension of texts
- Apply active reading strategies
- Write a paragraph
- Apply structure and grammar conventions consistent with varied writing situations

TEXTBOOK & REQUIRED MATERIALS

- There is no textbook required for this course. All reading content will be provided via the weekly modules.

COMPUTER/EQUIPMENT REQUIREMENTS

You will have required weekly assignments online through Canvas, the software platform Valencia uses to deliver its online courses. Chrome is the recommended browser for Canvas. While Canvas can be accessed via the Canvas App for Students on your phone or tablet, you will need to be able to type essays using Microsoft Word; therefore, unless your tablet has Microsoft Word, you will need to use a PC.

Do you need access to Microsoft Word? Log-in to Atlas to download a free copy of Office 365 (Word, Excel, PowerPoint, etc.)

TECHNOLOGY ACCESS/SKILLS

Canvas will be utilized for email, announcements, and weekly module assignments and submissions. You are responsible for any information and assignments posted on Canvas. To access the Canvas login page directly, go to www.online.valenciacollege.edu and log in using the same username and password that you use to log into Atlas. If you experience technical difficulties with Canvas, you can visit the [Canvas Resources](#) link or contact the Online Courses Help Desk at (407) 582- 5600 or email onlinehelp@valenciacollege.edu

IMPORTANT DATES

See the Valencia College Academic Calendar for semester Start & End Dates, Drop/Refund Deadline, Withdrawal Deadline, College Closure/Holiday Dates, etc.

<https://valenciacollege.edu/academics/calendar/documents/2023-2024-academic-calendar-employees.pdf>
[College Calendar](#)

COURSE POLICIES

For more detailed information on these and other Academic Policies and Procedures as they apply, please refer to the appropriate sections of the current [Valencia College Catalog](#). For information on deadlines and other dates, please refer to the current [Academic Calendar](#).

No Show Policy

Students who do not attend (face-to-face class) or complete an assignment in Module 1 (online class) during the first week of class will be dropped from the course and listed as a "no show". If you are withdrawn as a "no show," you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course.

Attendance Policy

Regular attendance is an important part of the learning process. You are expected to attend all weekly on campus class sessions (face-to-face class) or actively participate in online Discussions (online class), log-in to Canvas throughout the week to check course mail and announcements, and complete module assignments by the weekly deadlines.

Extenuating circumstances such as religious observances, jury duty, participation in extracurricular activities in which students are official representatives of the college, and active military obligations are recognized as excused absences and must be excused (POLICY: 6Hx28:4-07); however, you must notify me two weeks in advance, so we can determine how to best help you move forward based on how long you will be absent from the course.

If you are unable to participate in the course for other reasons, e.g. illness, family emergency, scheduling conflicts, etc., please communicate with me as soon as possible. **To accommodate such unexpected events, students will be granted the equivalent of one "free" absence per four weeks of class (i.e. 2 absences in an 8-week semester or 4 absences in a 16-week semester). Any additional absences, for any reason other than the excused absences listed above, will result in a 5% reduction of the student's course grade.** In the case of a prolonged absence of one week or more, continuation in the course will be determined on a case-by-case basis through discussion between you and your professor.

Late Work Policy

All work must be completed by the specified deadlines.

- In the event of absence, students are still responsible for turning in all assigned work.
 - If the absence is known about beforehand, work should be turned in early.
 - For unplanned absences, late penalties will apply.
- Late work will be accepted up to one week after the published due date with a 5% penalty for each day late.
- No work will be accepted more than seven days after the due date. After this period, a grade of 0 will be applied.

Computer/Technology Issues

- Even though computers and word-processing software are marvelous time- and energy-saving devices, they can and do cause problems. Please be aware that a broken or ill-functioning computer, or the inability to retrieve, produce, or submit your assignments from a computer will not be accepted as a valid excuse for late submission of assignments.
- Internet issues, with the exception of known outages of Valencia College servers or Canvas functions, also will not be accepted as a valid excuse for late submission of assignments.

Academic Honesty Policy

- 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 uniquely created for this class. Whenever a student uses ideas, wording, or organization from another source (including their own work created for another purpose), the source shall be appropriately acknowledged.
- If a student is caught cheating or submitting plagiarized work, a first offense will result in a zero score on the assignment, a second offense will result a class grade of F.

This policy will be applied at the professor's discretion regardless of the amount of cheating/plagiarism involved. Specifically, whether a student copies a single quiz answer or the entire final exam, whether a single sentence is plagiarized or a full essay is copied off the internet, the penalties outlined above will be applied.

Communication Policy

You are expected to check your Atlas and Canvas email on a regular basis throughout the week as these are my only methods to communicate with you outside of class. I will respond to Canvas and Atlas email within 24-hours, Monday through Friday, with the exception of days when the college is closed.

Conduct Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct](#).

Statement of Respect and Conduct

This class requires participation in discussion to meet course-learning outcomes. We are a class comprised of individuals. As such, there will be multiple opinions expressed throughout the semester that you may not personally agree with or even understand - as may be expected. My role as an instructor is to facilitate freedom of expression that is relevant to the course, credible, open, and respectful without the promotion or endorsement of a single viewpoint. Conversations informed by diverse viewpoints contribute to critical thinking and higher-level learning. Even if you don't agree, listening to different points of view may give you further insight into your own perspectives.

No lesson is intended to espouse, promote, advance, inculcate, or compel a particular feeling, perception, viewpoint, or belief in a concept. Concepts as presented are not endorsed by the instructor but are presented as part of the larger course of instruction. Should a student feel uncomfortable with how course content is presented or discussed, please contact the instructor for further conversation.

Recording Policy

NOTE: This policy is based on and informed by the Family Educational Rights and Privacy Act of 1974 and House Bill 233/Section 1004.097, Florida Statutes. Please refer to these statutes for further clarification.

Students may record video and/or audio of class lectures for their personal use. Recordings may be a useful tool to support your learning and provide a resource for review.

It is important to be respectful of your peers' rights to privacy; with that in mind, please refrain from recording your peers during class. You may not record class discussions, student presentations, labs, group work, and private conversations. Further, you may not publish or share recordings without my written consent, nor may you provide recordings to classmates as a substitution for class participation and attendance.

Certain exceptions may exist for students whose accommodations through the Office for Students with Disabilities include recording of class activities.

If a student is caught submitting plagiarized work, a first offense will result in a zero score on the assignment, a second offense will result a class grade of F.

Withdrawal Policy

Valencia has a withdrawal policy (effective Session 1-97/98) that may affect cost of classes.

Through the published deadline (usually during the second week of classes), students will be able to drop/withdraw from this class without attempt penalty and receive a refund.

After that date, if students withdraw, no refund will be issued and it will count as an attempt, which will affect the cost of repeat classes. The Florida Legislature passed a bill that states that for the third attempt of a college- level class, the cost will be the same as out of state tuition.

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline (usually during the week prior to Final Exam Week) 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."

Note to International Students (F-1 or J-1 Visa) Please be advised that withdrawal from this course may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia's [International Student Services](#) office for more information.

Final Exam Policy

The final exam for this class occurs in the last module and is **due by Saturday at 11:59 PM during Final Exam Week**. Failure to complete/submit the final exam by the deadline will result in a zero. No make-ups permitted.

Grading Policy

Grading Scale	Description of Work/ Point Breakdown
450-500 points = 90% -100% = A	150 = Syllabus and Chapter Quizzes (8)
400-449 points = 89.9%-80% = B	150 = Skill Quizzes (6)
350-399 points = 79.9%-70% = C	110 = Reflections (4)
300-349 points = 69.9%- 60% = D	40 = Reading Worksheet/Activities (2)
299 - 0 points = 59.9% or below = F	50 = Final Exam (1)
<i>NOTE: A final grade of "C" or higher is required to pass ENC0017.</i>	<i>Total Points Possible = 500</i>

STUDENT SUPPORT SERVICES

Students with Disabilities

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. [The Office for Students with Disabilities \(OSD\)](#) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability. Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a *Notification to Instructor* form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

BayCare Student Assistance Services

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. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

Support for Students with Food/Housing/Financial Needs

Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to meet with a Counselor in the [Advising Center](#) for information about resources that may be available from the college or community.

Third Party Software & FERPA Policy

Valencia College has a firm commitment to protecting the privacy rights of its students.

DISCLAIMER STATEMENT

Changes to the syllabus may be made at the discretion of the professor, and students will be notified of any changes in class and/or via Canvas.

COLLEGE LINKS

[College Catalog](#)

[Valencia Policy Manual](#)

[Student Handbook](#)

[Microsoft Office Instructions for free software](#)

[Course Support, Tutoring, Etc.](#)