

Course Syllabus—ENC 1102 (Fall 2021)

PLEASE NOTE: Information for both FACE-TO-FACE and ONLINE ONLY classes is provided in this syllabus! Every effort has been made to specify when differences apply based on class type, but if you are unsure or need clarification, you should check with your instructor immediately.

Additional information regarding COVID-19 is also NOTED IN RED TYPE throughout this syllabus.

WHAT IS THIS CLASS ALL ABOUT?

The college describes the purpose of ENC 1102 as: “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 in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if ENC 1102 is used to satisfy Gordon Rule and general education requirements.”

- That means we will study how to write essays that clearly focus on a well-developed central point. It also means that you will learn how to find and document information from external sources in your own original writing following MLA style guidelines.

In order to take this class, the college says you must have met a few basic requirements first: “ENC1101 or 1101H with minimum grade of C.”

This means that you are assumed to have a certain level of basic reading and writing skill already. We will build on and reinforce those skills in this class, but you may have to seek outside help if these foundational abilities are weak.

- We will study the rules and guidelines that structure good college-level writing, and we will read examples of good writing from both professional writers and from students.
- Most importantly, though, we will write—a lot.
- We will also re-write almost everything multiple times making each piece of writing better and stronger and more correct than the one before.
- Finally, we will share our writing with one another and help one another to become better writers.

College-wide Course Outcomes for ENC 1101: Freshman Composition I

Students will **apply a multi-stage research process to produce essays.**

- Evaluate research source material for academic credibility and relevance.
- Select research source material. Use primary and secondary material to support a thesis
- Synthesize research materials. Students will demonstrate information literacy.

Students will **compose a written argument using evidence from varied sources.**

- Support thesis with relevant evidence.
- Align evidence to form valid conclusions.

Students will **apply conventions aligned to varied writing situations.**

- Evaluate the text, author, audience, purpose, context (i.e. rhetorical situation) of a given assignment/prompt.
- Write essays consistent with a given writing context. Integrate source material into formal research paper
- Apply grammatical and mechanical standards consistent with the norms of a given writing context.

Students will **document source material in accordance with at least one recognized documentation style.**

- Apply conventions of academic integrity to avoid plagiarism.
- Create in-text citations to document source material. Discern author's purpose and tone
- Create a reference list to provide bibliographic information for sources. Read texts for literal meaning

Students will **apply critical reading skills.**

- Analyze the author, audience, purpose, tone, context (i.e. rhetorical situation).
- Analyze text for literal and inferential meaning.

HOW CAN I GET IN TOUCH WITH MY INSTRUCTOR?

Office location: Building 5, Room 241

Office phone: 407-582-1207

E-mail: dfreeman9@valenciacollege.edu

Communications Department office: Building 5, Room 231

Communications Department phone: 407-582-1313

FALL 2021 Office Hours:

Monday & Wednesday--9:00-10:00 AM & 4:00-5:00 PM in 5-241

Tuesday, Thursday, and Friday--9:00-10:00 AM & 4:00-5:00 PM ONLINE ONLY

I will happily make appointments for other times to meet. Just ask!

During most semesters, I am on campus Monday through Thursday, and many Fridays as well. When I am not in class or in a meeting, you can generally find me in my office.

- For the quickest response to most simple questions, students are encouraged to reach me through my Atlas e-mail, which is forwarded to my portable device for easy access.
- Messages in the Canvas Inbox may take longer for me to see but will still generally be replied to within 24 hours.
- As a last resort, you may also try to reach me through the Communications Department in 5-231 or by calling that office 407-582-1313 (generally only necessary if I am not in my office during scheduled office hours or have failed to reply to a message after several attempts).

I have a number of administrative duties in addition to teaching, so it is a very good idea to make an appointment if you wish to see me. Send me an email with details about when/how you would like to meet and what you would like to discuss and I will block time on my calendar. Otherwise, you are welcome to stop by my office any time to see if I am available.

E-mail Etiquette

All students must monitor their Atlas accounts as this is the primary mode of class communication.

E-mail used for class purposes should be professional and appropriate in tone and content. Remember, e-mailing your professor is NOT like texting a friend.

- Use your college e-mail account. I only read student e-mails sent from Atlas addresses—e-mails sent from other sources (e.g. Gmail, Yahoo!, Hotmail) will be deleted without being read.
- Use the subject line—really! The subject line should identify what the e-mail is about; subject lines like “Hey!” or “Question” look like spam and don’t prepare the reader at all.
- Be specific. Make it as clear as possible what you need from me. Do you have a question? Ask it. Did you miss a handout? Tell me which one. “I don’t understand the assignment” is so vague I may go through EVERYTHING about the assignment—probably more than you want or need.
- Identify yourself and what class you are in. Include your course info and what section you are in either in the subject or early in the message. Most professors, including me, teach multiple sections of each course and not all sections are on the same schedule or even have the same content, so which class you are in matters a lot. Sign your name—first and last.
- Be polite & think about what you write. Use courtesy and good judgment. Don’t ask for exceptions to class policy (no) or ask me if we did anything important in class (yes).
- PROOFREAD your e-mails for accuracy and grammatical correctness. You need not be overly formal or uptight about the message being “perfect,” but it should be relatively error free.

Any questions? Just send me an e-mail!

WHAT DO I HAVE TO BUY?

This class will be using Online Educational Resources and has NO textbook to purchase. All readings will be posted in the weekly modules and can be accessed through the Valencia College Library, internet sites, or other free online access.

Additional Materials

I also recommend but do not require:

- A 1" (minimum) 3-ring binder with tabbed dividers to create an organized writing portfolio
- A USB memory device for saving labs and homework done on computers
- A college-level dictionary (with or without thesaurus)
- A copy card for printing in the library

All necessary materials should be available in the West Campus Bookstore located in Building 1, Room 142A (TEXTBOOKS) and Building 2, Room 121 (SUPPLIES).

(You may buy your textbooks and materials anywhere you like, really. This information is provided for your convenience only. It is imperative, however, that you be PREPARED to succeed in this class.)

You can order your textbooks (for courses that require them) ONLINE through the Valencia College Campus Store at https://www.valenciabookstores.com/buy_textbooks.asp

1. Select the correct semester/term AND your home campus.
2. Select a department. (Choose ENGL-ENGL for this class.)
3. Select your course.
4. Select YOUR course section and CRN. (These change every semester. Find my name and the CRN you are enrolled in.)

WHAT KIND OF ASSIGNMENTS CAN I EXPECT IN THIS CLASS?_

Readings:

You will be expected to read ALL of the assigned homework BEFORE the class period we discuss the work. Readings will usually come from your textbook but you will frequently also be assigned online readings or research articles from the library. Readings will form the foundation for most class discussions and assignments.

Tests & Quizzes:

You can expect to complete weekly quizzes and cumulative unit tests (short answer, essay, and multiple choice) on the reading material and discussions. Material that was assigned for reading, even if not discussed specifically in class, may appear on quizzes and tests; likewise, discussion material covered in class, even if apparently tangential to assigned readings, may be assessed as well.

Writing Assignments:

In-class prewriting exercises & brief essays and longer at-home formal writing assignments will take place throughout the semester. Some of these assignments will receive “check for completion” grades, some will be graded in class, and others will receive more detailed numerical grades using specific rubrics (which generally will be provided in class or online prior to completing the assignments).

- ALL work must be satisfactorily completed in order to succeed in this class; incomplete assignments or “zero” grades will rapidly drag down your overall course average!
- **The 3-4 major writing assignments are ALL required, and failure to complete EVEN ONE of these assignments will result in automatic failure for the course.**

Writing is a process, not just an end product, and thus grades will be assigned based on the required prewriting, drafts, and peer reviews of assignments as well as the final draft. Writing assignments will go through several stages of drafting and revision before being considered complete. One stage in this process will also require uploading your essay to the course plagiarism-check software for assessment and completing any necessary revision indicated. The final draft of all essays must be TYPED following MLA style guidelines.

SUBMITTING PAPER DRAFTS:

- Staple each individual draft together
- Stack drafts with the newest (final) draft on top for grading
- Include all older rough drafts in date order behind the final draft (notes & rough draft at the bottom)
- Staple or clip the entire stack together to hand in
- Please do NOT include cover pages, folders, or binders

SUBMITTING ELECTRONIC DRAFTS:

- Early planning & drafts must be saved as separate files prior to revision if created electronically
- Early planning & drafts must be scanned/photographed as separate files if created by hand
- All files should be merged into a single master file for final submission
- The final draft should be at the beginning of the file with earlier drafts and planning appearing later

Review the module & materials on Writing as a Process for more detailed submission instructions.

Discussions & Homework:

Discussions, in-class exercises, and homework from the textbook are generally graded primarily on effort and completion—if you do the best work you can and fully complete the assignment, you should get full credit. The discussions, in-class exercises, homework, and other assignments in this course are essential to help students develop and polish the skills necessary to pass the course and prepare for other college-level courses. While some assignments may seem less important, each new assignment builds on those that came before and lays groundwork for those that come after.

- All assignments are due at the start of class or when called for by the instructor. Any assignment turned in after this time—even on the same day—is late.
- All late work, for whatever reason, will be penalized at the instructor's discretion, generally 5% per day (including assignments turned in later on the day they were due).
- No late work will be accepted more than seven calendar days after its due date.

Grade Weighting

Type of Assignment	Points Counted toward Final Course Grade
Formal Writing Assignments (3-4)* (Points will be distributed evenly between the total number of assignments.)	60% of total course grade 600 (3 essays=100 points process & 100 points final draft ea.) 4 essays =75 points process & 75 points final draft ea.)
Quizzes/Discussions (10) + Midterm & Final Exams (There may be more than 10 quizzes/discussions assigned, but only the 10 highest grades will count.)	20% of total course grade 200 (10 points/quiz or discussion; 50-100 points/exam)
Attendance/Participation (including assignments)	20% of total course grade 200 (see Absences for details)

***As noted above, the 3-4 major writing assignments are ALL required. Failure to complete EVEN ONE of these assignments will result in automatic failure for the course.**

IS CLASS ATTENDANCE MANDATORY?

Every student is expected to attend every class and to be on time starting with the first day of class. If you are not in class, you are by definition absent. If you are not in class before attendance is recorded, you are by definition late.

- In accordance with Valencia College's Start Right policy and Federal Financial Aid requirements, students in a **face-to-face class** who are absent at any point during the first week of classes will be reported by the instructor at the end of the first week as a "no show" and will be automatically withdrawn from the course.
- In accordance with Valencia College's Start Right policy and Federal Financial Aid requirements, students who fail to complete the instructor-assigned "attendance assignment" in an **online class** during the first week of classes will be reported by the instructor at the end of the first week as a "no show" and will be automatically withdrawn from the course.

ABSENCES

To allow for medical or personal emergencies, THREE "free" absences will be allowed during a full 16-week semester with no questions asked. Any assignments or quizzes missed due to absence must be made up within one week of returning to class. Detailed attendance rules include:

- 1-3 absences will cost ZERO attendance/participation points
- EVERY absence beyond the “three for free” will cost 100 attendance/participation points (out of 200)
- Arriving late to class (after attendance is taken) or exiting class before being dismissed will cost 1/2 "free" allowance or 50 attendance/participation points
 - Students who arrive after attendance has been taken **MUST** see the instructor after class in order to have their attendance recorded as LATE rather than ABSENT; students who fail to do so will be counted as absent (as a matter of accountability) even if other evidence (such as in class work) might indicate that they were in fact present.
- More than two consecutive absences will **require** a meeting with the professor outside of class time.

NOTE: In the case of online courses, attendance—including first day attendance explained above--will be based on logging in to the class **and** completing the required discussions or assignments for that week. (Just logging in to the class is NOT sufficient to count as attending the class.) Thus, in essence, failure to participate in discussions and/or complete assignments will cost points both for the assignment itself and for attendance grades.

The only “excused” absences granted will be for jury duty, active military service, or situations protected by law (such as under Title IX exemptions or reasonable accommodations through the Office for Students with Disabilities). Documented absences that fall into these categories will not affect the student’s grade. Even in these cases, however, students will be held accountable for completing any missed work within the time period allotted for late work.

COVID NOTE! If you (or someone with whom you have been in close contact) have been exposed to Covid-19, PLEASE visit the Valencia Illness Reporting and Contact Tracing page for details on what to. <https://valenciacollege.edu/about/coronavirus/illness-reporting-and-contact-tracing.php>

Please **DO NOT** just disappear from class or stop participating without having a conversation with me about your situation.

Students **will not** be withdrawn from the course by the instructor due to absences. Students **MUST** complete the withdrawal process themselves.

Students who simply stop coming to class but do not withdraw from the course seriously risk a failing grade for the course. See sections of this syllabus related to ATTENDANCE points, ABSENCES, WRITING ASSIGNMENTS and GRADE WEIGHTING for related details.

Additional notes for FACE-TO-FACE classes:

- Students who become disruptive, fall asleep in class, or are clearly unprepared or uncooperative will be asked to leave and will be counted as absent.
- If you are unable to attend a class meeting, it is YOUR responsibility to get any necessary notes or assignments from a classmate.
- In-class assignments, quizzes, and exercises may only be made up through special arrangement with me, and only within ONE WEEK of the absence.
- Turn in all late/missed homework in the Communications Department office, 5-231, to have it time/date stamped and put in my mailbox.
- Do not submit any assignments via E-mail without my prior approval!
- E-mail notification of an absence is always appreciated, but this courtesy does not excuse the absence.

Additional notes for ONLINE classes:

- Students who become disruptive, are clearly unprepared, or participate only minimally (in Discussions, for example) will receive private notice from the instructor regarding their problematic behavior and will be counted as absent/receive a 0 for the related assignment(s).
- If you are unable to participate actively during a portion of the course, it is YOUR responsibility to review the appropriate modules, get notes from a classmate, and identify assignments you may have missed.
- Missed assignments, quizzes, and exercises may only be made up within ONE WEEK of the original due date unless special arrangements are made with me in advance.
- E-mail notification of late/missed homework you turn in is REQUIRED. If I receive no notification, you risk the assignment remaining ungraded.
- Do not submit revisions to any already graded assignment without my prior approval!
- E-mail notification of an absence is always appreciated, but this courtesy does not excuse the absence.

IS THERE EXTRA CREDIT?

When most students ask this question, they are really asking, “Is there any way that I can make up points at the last minute before grades are due for work that I did poorly on (or didn’t do at all) earlier in the semester?” The answer: **NO!**

I may occasionally offer “bonus” assignments to the entire class on an optional basis, but extra-credit assignments for the purpose of “boosting” an individual student’s grade will not be given.

I don’t give all that many assignments to begin with, and if you were unable to do those assignments, why would I want to give you EXTRA assignments? DO THE WORK!

WHEN IS THE FINAL EXAM?

Students should expect a final examination in all Valencia College courses. It is the student's responsibility to know the time and location for each course's final examination, to be present and on time for the scheduled exam, and to be familiar with each instructor's policy and procedure for the exam.

Exams generally take place during the last week of the semester just before grades are due. The face-to-face final exam schedule is created by the college and applies to all full-semester courses college-wide. Because final exams are generally longer than a regular class period, this special schedule is necessary to prevent exams from overlapping with one another and creating unnecessary conflicts for students. See the [Important Dates & Information](#) section below for more detailed information for the current semester.

Some courses DO NOT follow the college-wide final exam schedule and vary by semester. As examples, Developmental courses and exit-level classes in English for Academic Purposes may require a departmental final exam in addition to a passing course grade. Your instructors in these classes will notify you well in advance of the dates & times of these exams so that you can schedule around them as needed.

In addition, the college offers many Flex-start semesters that do not follow the traditional 16-week calendar; final exams for such classes generally take place during the last week of classes, prior to Final Exam Week. Students are responsible for making their instructors aware of exam conflicts and arranging an alternative schedule as early in the term as possible.

(ALL summer semester courses take place during the last scheduled day of class.)

HOW CAN I STAY OUT OF TROUBLE IN THIS CLASS?

There really aren't that many rules in this class that are any different than the rules you've been following throughout your academic career. Most of these rules probably fall under the category of STUFF YOU ALREADY KNOW:

RULE 1: Do the work.

I first saw this written down as a rule while exploring [another professor's blog](#), but it is something I have verbalized for years as the key to success in any field.

(This is supposed to be Rule 7, but I think it's too important to wait.)

- 1a: Do ALL of the work.
Failure to turn in ANY major assignment before the [late work](#) make-up deadline can result in failure for the entire course.
- 1b: Do your OWN work.
[Plagiarism](#) or any other form of [academic dishonesty](#) will result in serious penalties, up to and including failure for the entire course. **Your first plagiarized assignment will receive a score of 0. Your second plagiarized assignment will result in a failing grade for the course.**

RULE 2: Show respect.

Be good to each other. Listen. Wait your turn. Acknowledge good ideas. Be helpful. There is really no excuse for being rude or unkind. We all do it, though—so we should be ready to apologize when we do.

RULE 3: Earn respect.

Follow Rules 1 & 2 and this will take care of itself.

RULE 4: Be an adult.

An extension of Rules 1, 2, & 3, this rule offers you some freedom. If you need to step outside for personal business (an important call, a trip to the restroom, a moment of peace), you do not need permission. Just be quick, and exit & return with minimal commotion. Do not take unfair advantage of this freedom, though; reserve such trips for actual necessity.

RULE 5: If you need help, ask.

One of the biggest causes of failure in college is fear of looking “stupid” by asking questions. Questions are SMART—they are how we learn.

Students who need extra help, such as special [accommodations for a disability](#), should let me know as soon as possible.

RULE 6: There is no Rule 6. (Links to an external site.)

RULE 7: See Rule 1.

RULE 8: Eat before class.

Not during class. Thanks.

RULE 9: No live alligators in class.

This is a catch-all (also found in [another professor's blog](#)) that basically means that you are not off the hook if you do something stupid just because I didn't specifically tell you NOT to do it. No hitting; no spitting; no guns, knives, or chains; no behavior that endangers yourself or others . . . these are all “alligators” that should be obvious to any reasonable person.

HOW CAN I GET HELP IF I NEED IT?

That kind of depends on the kind of help you need, but there are LOTS of resources available to you. Here are a few:

- Aside from your classmates and your instructor, the best resources for help with your English classes are in the [West Campus Communications Center](#) in Building 5, Room 155. For developmental writing and reading skills, there is a large Computer Lab with resources and instructors. There is also a terrific [Writing Center](#) available for all Valencia students where you can get one-on-one help with written assignments and detailed instruction about particular writing issues. Valencia also subscribes to an external online tutoring service, [BrainFuse](#), that includes writing help in addition to other subjects. For those who prefer independent self-help, I also recommend the Purdue OWL (<https://owl.english.purdue.edu/owl/>) and **Grammar Bytes** (<http://www.chompchomp.com/menu.htm>).
Online Learning Support is currently available due to COVID-19 limitations for all Valencia College on-campus resources. Visit the link below for ALL Learning Support Services.
<https://libguides.valenciacollege.edu/distancetutoring> .
- For other classes (especially math), you will want to visit the [Tutoring Center](#) in Building 7. There is a large math lab there, and arrangements can be made for tutoring and study groups in other subjects as well. Availability for specific course help varies from semester to semester. As mentioned above, [BrainFuse](#) online tutoring service is also available for help in many different subjects.
Online Learning Support is currently available due to COVID-19 limitations for all Valencia College on-campus resources. Visit the link below for ALL Learning Support Services.
<https://libguides.valenciacollege.edu/distancetutoring> .
- If you are having difficulty planning your academic or career goals, having trouble understanding the ins and outs of financial aid, or just need somebody to talk to about getting your life planned out, you need to visit the [Student Services](#) office. They have counselors and advisors who specialize in all of these areas and more, and who know when and how to point you to other services and community resources.
Virtual Advising is now available due to COVID-19 limitations for all Valencia College on-campus resources.
<https://valenciacollege.edu/students/advising-counseling/virtual-advising.php> .
- The [Office for Students with Disabilities](#) can help you arrange for necessary accommodations to make learning easier if you have a documented need. Be sure you talk with me (and your other instructors) as soon as possible about what you need.
<http://valenciacollege.edu/office-for-students-with-disabilities/default.cfm>
- Valencia College has contracted with a private and confidential counseling service, [Baycare Student Assistance Services](#), to provide short-term assistance to credit students who need to resolve problems (such as stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues) that are affecting their college performance. Students have 24 hour unlimited free access to speak to a counselor at (800) 878-5470. The counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.
Students feeling anxious about COVID-19 can also access free, confidential 24-hour phone counseling by calling BayCare at 800-878-5470 or visiting www.baycare.org/sap .

WHAT IF I WANT OUT OF THIS CLASS?

There are lots of reasons to want to leave a course before it is over—you might feel overwhelmed by the amount of homework, you might have had a schedule change at work or a life-changing personal event, or you might hate the professor. Whatever the reason, I hope you will come talk to me before you just disappear or drop the class unexpectedly. I might be able to help.

If you really must drop this class (or any other), you should be aware of the different kinds of class withdrawal and the dates involved (see [Important Dates & Information](#) below). You should also know about how [withdrawing from a class will affect your financial aid](#). Information about withdrawal dates can be found on the [Valencia website QuickLink](#) as well.

COVID NOTE! If you (or someone with whom you have been in close contact) have been exposed to Covid-19, PLEASE visit the Valencia Illness Reporting and Contact Tracing page for details on what to. <https://valenciacollege.edu/about/coronavirus/illness-reporting-and-contact-tracing.php>

Please DO NOT just disappear from class or stop participating without having a conversation with me about your situation.

IMPORTANT DATES & INFORMATION

Drop/Refund Date

- Students wishing to remove themselves from a course and receive a refund of their tuition and fees must do so before the posted deadline. The refund deadline for this semester is **August 30, 2021**.

No-Show Reporting

- As part of Valencia's commitment to help students Start Right each semester, we have committed to making sure that all students registered for a course receive meaningful instruction from day one of the term. For this reason, as well as others, students who miss the first classes of the term often find themselves struggling from the very outset. Students who fail to attend during the first week of classes will be automatically withdrawn during the No-Show reporting Period, which for this semester is **September 1-10, 2021**.

Withdrawal Deadlines

- Students who wish to be removed from a class after the Drop/Refund Deadline at the beginning of the semester may withdraw themselves in Atlas until the withdrawal deadline, which for this semester is **November 3, 2021**. Students should consider this action carefully and be aware of possible implications to their financial aid/scholarship status as well as other possible repercussions. It is strongly recommended that students consult with both their professors and their advisors prior to withdrawing from a class. (NOTE: Instructors may withdraw students after this deadline, until the start of the final exam period, for policy infractions such as attendance problems.)

Final Exams

- Final Exams for this semester should take place during the week of **December 6-12, 2021**. Verify final exam information for individual classes with your individual professors.

Grades

- Grades will be posted in Atlas before the final grade submission deadline, which for this semester is **December 13, 2021**. Students can view their grades beginning the next day. If you have any questions regarding your final grade, please contact me via e-mail and I will do my best to help you, however messages received during semester breaks may not receive a response until the start of the following semester.

Access full information on important dates for the entire academic year here:

<https://valenciacollege.edu/academics/calendar/documents/2021-2022-important-dates-calendar.pdf>