**Spring 2020 – Professor Jackson**

**ENC 0027 Developmental Reading and Writing ll**

**Credit Hours:  4**

**West Campus:  Building 4, Room 114**

**Meeting Day/Time:  5:30-8:15 pm**

**Instructor:  Doreen Jackson**

**Valencia Email:** [**djackson@valenciacollege.edu**](mailto:djackson@valenciacollege.edu)

**OCPS Email:** [**Doreen.Jackson@ocps.net**](mailto:Doreen.Jackson@ocps.net)

**Phone:  407-249-6420 x 5034227 (Conway Middle School)**

**Office Hours:  Upon need before or after class**

**Course Description**

An integrated reading and writing course designed for students scoring 50-83 on PERT reading and a 90-98 on PERT writing; or 84-103 on PERT reading and 50-89 on PERT writing; or 84-103 on PERT reading and 90-98 on PERT writing.  This course will focus on reading comprehension, vocabulary skills, grammar, and essay writing.  In addition, the course will address the connection between reading and writing through reading response activities.

**Prerequisites**

Minimum grade of "C" in ENC 0017 or appropriate score on PERT or other approved assessment.

**Textbooks and Required Materials**

* **Textbook**- "Power of Habit" by Charles Duhigg
* **Textbook**- "Little Seagull Handbook" (LSH)
* Paper for notes and either a binder/folder for organization
* Blue or Black ink
* Reliable electronic storage for all writing assignments -- for example, a USB drive, Google Drive
* Reliable internet access
* Reliable print access

Important Dates

Withdrawal

* Full refund deadline:  March 5
* Deadline to receive a "W":  April 10

**Final Exam**

* April 22

**No Class Meeting**

* Spring Break- March 9-13

Valencia College Calendar (withdrawal, holiday, final exams):  <http://valencia.college/calendar/edu>

Students are responsible for knowing their own financial aid rules on withdrawal.

**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":

* Literal comprehension
* Critical Thinking
* Active Reading
* Writing as a Process
* The Structure and Elements of an Essay
* The Structure, Grammar, and Conventions of Standard American English
* Writing as a Tool for Success in College

**Course Outcomes**

**I. Students will demonstrate literal comprehension of interdisciplinary texts.**

* Students will be able to differentiate between major and minor supporting details
* Students will be able to identify stated main ideas and supporting evidence
* Students will be able to recognize thesis statements
* Students will be able to recognize how transitions signal the development of relationships between ideas
* Students will be able to summarize text and restate in a meaningful manner

**II. Students will apply inferential skills for deeper level of comprehension.**

* Students will be able to draw logical conclusions based on evidence
* Students will be able to differentiate between inferences and assumptions
* Students will be able to demonstrate knowledge of figurative and connotative language
* Students will be able to recognize the author's purpose
* Students will be able to discriminate between fact, opinion, and false facts
* Students will be able to recognize the author's bias
* Students will be able to determine the tone of a passage
* Students will be able to identify implied main ideas and supporting details
* Students will be able to determine patterns of organization within a passage

**III. Students will apply active reading strategies to improve comprehension**

* Students will be able to recognize the role that personal experience and/or prior knowledge plays in reading comprehension
* Students will be able to modify/adjust reading rate as appropriate for the situation
* Students will be able to preview and predict text
* Students will be able to apply note taking strategies during class and with reading assignments
* Students will be able to document interaction with text

**IV. Students will be able to write a unified, logically-organized essay**

* Students will be able to create a thesis
* Students will be able to construct an introductory paragraph to set up the thesis
* Students will be able to construct body paragraphs that focus on one idea
* Students will be able to develop ideas with specific and concrete details
* Students will be able to organize paragraphs in a logical sequence

**V. Students will apply the conventions of standard American English as appropriate for academic writing.**

* Students will be able to construct sentences with at least one independent clause
* Students will be able to employ coordinating and subordinating conjunctions and correct punctuation to combine ideas in discrete sentence units
* Students will be able to use verb forms that accurately indicate the time and/or manner of an action
* Students will be able to choose pronoun forms to clearly indicate and agree with the person or thing referred to
* Students will be able to apply standard practices in spelling, punctuation, and capitalization

**Valencia Competences**

Think, Value, Communicate, and Act are Valencia's core competencies.  In this class, you will develop these four core competencies through reading, viewing, discussion, group work, and writing, etc.

* THINK:  As you engage with the texts we will be reading, you will be asked to think critically and creatively about what you read.  You will apply and hone your skills of analysis and synthesis as you evaluate and incorporate material for your experiences and opinions, the original texts and synthesis
* VALUE:  Through the process of reading and writing about various academic essays, you will gain an appreciation of a variety of viewpoints and modes of organization of thought.  Through class discussions and writing, you will also gain an understanding of and an appreciation for the opinions of others (peer, critics, etc.)
* COMMUNICATE:  Through discussion, you will engage in thoughtful dialogue with your peers and instructor about various texts we will read as well as yourself.  You will express your opinions and integrate the opinions of others into your writings and share these with your peers.
* ACT:  You will take personal responsibility for your own learning, work, collegial attitude, and behavior and participate fully and to the best fo your ability in the learning environment.

**Coursework**

For this course, students are required to write essays outside and during class, as well as complete readings, homework, classroom assignments and quizzes.

**Essays**

All essays are due at the beginning of class.  If you are late on a day an essay is due, you essay is late as well. Late essays will be penalized and not receive full credit.  If you are absent the day the paper is due, it is your responsibility to have it emailed before the start of class.  The time stamp on the email will determine if the essay is late or on time.  You will be submitting your essay on Canvas into the Unicheck Plagiarism tool as well as provide a hard copy for grading.  All essays will be in **MLA format**.  The criteria and rubrics for each essay will be available on Canvas at the time of assignment.

**Gordon Rule Requirements**

State Board of Education Rule 6A-10.030, the Gordon Rule, requires that students complete with grades of "C" or better in designated courses in which students are required to demonstrate college-level writing skills through multiple assignments. Failure to complete ALL assigned essays and the annotated bibliography will result in a non-passing grade for this course.  Individual essays not meeting the requirements will not be accepted. Students can turn in completed essays late to meet the Gordon Rule Requirement or else will result in an "F" for not meeting the Gordon Rule.

**Peer Review and Writing Center Workshops**

Peer Review and Writing Center workshops offer students an opportunity to have their paper proofread so revision can be edited before submission.  Peer Reviews are done in class; therefore, it is an activity that can not be made up.  Each essay requires a visit to the Writing Center for essay revisions.  This is a valuable opportunity for students to seek guidance on specific questions/issues that they may have.

**Classwork/Homework/Quizzes**

Deadlines are important. Homework and classwork will be accepted in class on the due date only.  Assignments will not be reopened.  They will not be accepted late.  Quizzes may not be made up due to an absence except in the case of verifiable written documentation (i.e. extreme emergency cases, military service, or jury duty).

**Class Participation**

Students are expected to participate in class.  This can include discussions and small group activities.  This course relies heavily on collaboration and participation.  This means we will be learning from one another and constantly coming to know different ways of thinking.  You are required to read the assigned text before class. Being prepared is essential for assignments, discussions, and classroom activities.

\*\*\*Important note:  Because this is an interactive class, we need to realize that there will be multiple opinions and points of view expressed.  In addition, some of the texts and readings may be engaged in controversial topics and opinions.  Please keep in mind that we come from a variety of cultural, social, and ethnic backgrounds and will likely have many different views.  These differences are welcomed.  It is imperative that every class member is respected and is comfortable in sharing their ideas in a non-threatening, respectful environment.

**Grading Scale**

|  |  |
| --- | --- |
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| 59 & below | F |

All grades are available in Canvas.

**Late and Missed Work**

Deadlines are a part of everyday life and we all need to meet them.  Essays are due on the assigned date.  Late essays will be penalized.  One day late, essays will receive 5% marked off.  Two days late, a 10% penalty will be given.  Any essay received after two days will be considered incomplete and will not be graded.  All assignments are due at the start of the assigned class.  Canvas assignments will lock on the due date and time.

Be sure you have a plan.  Things can happen suddenly.  Printers don't work.  Hard drives become fried. There are long lines at the computer lab.  These are just a few examples of invalid excuses for not submitting assignments on time.  Do not expect me to print your assignments.  Hard copies of essays are required for grading.  I will not be printing essays from email.  If you have a printer, I advise you to have a backup black ink cartridge ready to go at all times, since printers have a habit of running out of ink at 3am in the morning. Failing to complete one essay could result in not passing the class.

Prompt assignments turned in = prompt feedback 😊

Some assignments will be completed in class and can not be made up.  Being in class is critical to class success.  Be aware of the class schedule.

**Class Cancellation/Campus Closings**

Class cancellations are very rare.  Sign up for Valencia Alerts to receive official information of Campus Closings or download Valencia's Safety app.  There is no 15 minute rule for class cancellation.  I travel to campus before each class.  Should I be running late due to unforeseen circumstances, I will send notifications through Canvas.  Class is only cancelled if there is an official notification on the classroom door. Use the extra time wisely.

**Attendance**

Attendance is directly related to success in this course.  This class meets for 14 sessions.  You are only allowed one absence for this section.  After one absence, you will be notified through Canvas of the attendance policy.  A second absence may result in withdrawal from this course.  I reserve the right to withdraw any student with two or more absences before the withdrawal deadline.  If a student prefers to withdrawal (W) because of excessive absences, it is advised that the student initiate the process.

Students are expected to be on time.  Excessive tardiness is not accepted.  Chronically late students will be notified.  Late students interfere with the learning process and injure the morale of the class.

An absence does not excuse you from being prepared or meeting deadlines of assignments. Deadlines need to be met.  Plan ahead.  Anything can happen.  Following an absence, it is your responsibility to determine what content was missed and to obtain notes, assignments and due dates from Canvas.

The federal government recently passed legislation exempting students absences for religious holidays or jury duty.  Students missing class for either of these reasons need to provide the information prior to the absence for exemption.

**Classroom Policies and Procedures**

Appropriate classroom conduct promotes an environment of academic achievement and integrity.  Disruptive classroom behavior that substantially or repeatedly occurs either interferes with instruction or learning.  Civil discussions and exchange of ideas is encouraged.  Talking while other are speaking is perceived as "crossing the civility line" and will not be tolerated.  Disruptive students will be asked to leave and will count as an absence from class.

Backpacks and purses should not be on the tables where students are working.  Be prepared and organize yourself at the start of class.  Get out everything you need to learn.

**Cell Phone or Texting in Class**

Cell phones must be turned off in class. If you are caught using your cell phone for texting, you will be give a warning.  If you are caught using the phone again you will be asked to leave the classroom and will be considered absent.  Charging you phone and getting up to check it is not acceptable.  This is disruptive.  If you have an emergency situation in which your phone must be on vibrate, please let me know at the start of class.

**Valencia Policies**

A complete listing of Valencia College policies and procedures can be located:

College catalog:  <http://valenciacollege.edu/catalog>

Policy manual:  [http://valenciacollege.edu/generalcounsel](http://valenciacollege.edu/general)

Handbook: [http://valenciacollege.edu.studentdev/CampusinformationServices.cfm](http://valencia)

College Calendar:  <http://valenciacollege.edu/calendar>

**Plagiarism**

Plagiarism is the use of someone else's words, ideas, pictures, design, and/or intellectual property without the correct documentation and punctuation.  Plagiarism takes many forms:  for example, turning in the same essay for two different courses is considered self-plagiarism and will result in a zero for the paper.  You may legitimately wonder how anyone will know.  This is one of the purposes of Valencia's plagiarism scan.  Valencia College subscribes to Unicheck.  This allows for essays to be uploaded so the software can compare essays to every available electronic resources in the world, looking for parts that match up with previously published sources.  All written assignments must be submitted for a plagiarism analysis.

**Penalties for plagiarism depend on the severity of the crime:**

* Minimum, first offense: A zero on the paper/assignment is typical; some points may be given if the copied material is minimal/citing was attempted, but the student will still earn no higher than an F on the paper.
* Second offense: A meeting with the professor and/or dean will be required; the paper/assignment earns a zero.
* Three or more offenses: The student will fail the class and talk with the dean and/or dean of students.

**Withdrawal Policy**

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades and Withdrawals), a student who withdraws from class before the withdrawal deadline will receive a grade of "W".  A faculty member may 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 from class during a third of subsequent attempt in the same course will be assigned a grade of "F".

**Students with Disabilities**

Valencia is sensitive to and concerned about meeting the needs of all students.  Students with disabilities who qualify for academic accommodations must provide a Notification of Instructor (NIT) form from the Office of Students with Disabilities (OSD) and discuss specific needs with the professor during the first two weeks of class;  accommodations will not be applied retroactively.  The Office for Students with Disabilities (West Campus SSB, Rm 102, phone: 407-582-1523, Fax: 407-582-1326) determines accommodations based on appropriate documentation of disabilities.

**Smoking on Campus**

Smoking is not permitted on a Valencia College campus.

**BayCare Students Assistance Services**

Valencia College strives to ensure all our students have a rewarding and successful college experience.  To the 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.

**Learning Support Centers**

Each Valencia Campus has a Learning Center that provides resources such as tutoring, writing, consultations, and skill workshops to students.  To locate available resources for the campus closes to you, view the Learning Support website in Atlas.

**Communication Center**

An expectation of the course is to meet with a Writing Professional to help edit and refine essay drafts. Writing Professionals are available to work with you on your writing skills (1/2 hour appointments).  The location is West Campus, Bldg 5, room 155.

**Computer Lab at the Library, Bldg 6**

Computers are available for student use.  Also available is software support, internet, word processing for research, Atlas and Canvas access along with email.  A photo ID is required to use these services.

**Security Statement from Valencia College Chief of Security**

We want to assure you that our security officers are here around the clock to ensure the safety and security of the campus community.  It's important to remain alert and aware of your surroundings, especially during the early morning and evening hours.  Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus.  White security phones can also be found in many of our buildings; simply pick up the phone and security will answer.  Finally report any suspicious persons to West Campus Security at 407-582-1000, 407-5821030 (after hours) or by using the yellow emergency call boxes located on the light poles in the parking lots and along walkways.

**Success For Learning**

**Time Management**

* Plan on 6-9 hours per week dedicated to this course outside of the classroom
* Make sure you follow the course calendar, preview all requirements for assignments is advance, and set a realistic schedule to meet all deadlines to perform at your best
* Plan time to use support resources and make appointments ahead of time
* Check you grades often in Canvas

**Email Etiquette**

Email used for class purposes should be professional and appropriate in tone and content.  Remember, emailing your professor in NOT like texting a friend.  To ensure I receive your email in a sufficient amount of time to respond, please send it to both emails provided in the syllabus.  This will assure a quick and almost immediate response.  Make sure you email through your Valencia account.  Use the email protocol from the article "How to Email Your Professor".

**Course Expectations**

**Expectations of Students**

* Check email and course announcements on a regular basis
* Complete all assignments by due date
* Behave in accordance to being in an academic setting

**Expectations of Instructor**

* Provide a variety of feedback on submitted assignments in a relative time frame
* Notify students on changes on course work via email and/or announcements
* Conference with students on an individual basis as needed
* Respect all individuals

**Disclaimer Statement**

Changes to the course calendar may be made at the discretion of the Professor and students will be notified of any changes in Canvas.