**Syllabus for ENC 1102
Freshman Composition II**

**Valencia College
Spring 2024**

“Research is the ability to investigate systematically and truly all that comes under your observations in life.”

Marcus Aurelius, Roman Emperor (121-180 AD)

**Instructor:** Diane Orsini

**Office:** 5-145, West Campus

**Course Information:** ENC 1102 CRN 21502

**Time and Place:** T R 8:30 a.m. to 9:45 a.m. in 5-114

**Office Hours** M W 11:30 a.m. to 2:00 p.m. online via Canvas, Atlas, or Outlook at dorsini@valenciacollege.edu

T R 7:30 a.m. to 8:30 a.m. in 5-145 or online at dorsini@valenciacollege.edu

 T R 11:15 a.m. to 12:15 p.m. in 5-145 or online at dorsini@valenciacollege.edu

 F 10:00 a.m. to 11:00 a.m. online via Canvas, Atlas, or Outlook at dorsini@valenciacollege.edu

**Phone:** 407-582-1172. So that we both have a record of the question and the answer, the best contact method is [email from your Atlas account](https://atlas.valenciacollege.edu).

**Email:** dorsini@valenciacollege.edu**.** I read email from your [Atlas account](https://atlas.valenciacollege.edu) only.

**Required Reading:** Thanks to our Librarians, you will read until your eyes bleed but won’t have to pay for any books. Check the Course Content link in [Canvas](file:///Volumes/TACK%20BOX/a%20a%20a%20Fall%202023/learn.valenciacollege.edu) for each assignment.

**Course Web Site:** <https://online.valenciacollege.edu/>

**Catalog Description Fall 2023**

“FRESHMAN COMPOSITION II Prerequisite: Minimum grade of C in ENC1101 or 1101H Application of skills learned in [ENC 1101](https://catalog.valenciacollege.edu/search/?P=ENC%201101). 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](https://catalog.valenciacollege.edu/search/?P=ENC%201102) is used to satisfy Gordon Rule and general education requirements.”

**Course Description**

The purpose of ENC 1102 is to teach you to think logically, especially when you read, and develop your ability make and support arguments in formal writing about the reading assignments. You will also further develop your ability to incorporate properly documented material without plagiarizing it.

This course has three major responsibilities to its students:

1. To introduce them to reading and writing about literature.
2. To introduce strategies and techniques to enable them to develop documented research essays.
3. To reinforce and enhance the ability to prepare written arguments.

Completing these tasks will require that you meet the four core competencies of a Valencia College graduate: think, value, communicate, and act. This is why we do primary and secondary research in this class.

The instruction for this course is conducted during our class meetings on Tuesdays and supplemented online via step-by-step instruction in Canvas. For evaluation, you will submit writing assignments via [Turnitin Originality](http://kb.blackboard.com/display/SAFE/Submit%2Ba%2BPaper%2Bto%2Ba%2BSafeAssignment) in [Canvas](https://learn.valenciacollege.edu/) for the plagiarism scan and assessment. You will also participate in online discussions and take quizzes and the final exam through [Canvas](file:///Volumes/TACK%20BOX/a%20a%20a%20Fall%202023/learn.valenciacollege.edu). Please know that materials that have not been vetted through Turnitin Originality will not be accepted for grading.

**Attendance and Deportment**

***Attendance Policy***

The [Valencia College Attendance policy](http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/) states that students are expected to attend every class, beginning with the first class meeting. Students whose names appear on my printed class roll on the first day but ***do not show*** will be marked with a non-negotiable absence that might lead to withdrawal. Those who do not show or contact me at all during the first week will be withdrawn as ‘no-shows.’ Please read the full [policy at this link](http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/).

***Attendance is directly related to success in this course*.** I reserve the right to withdraw any student with three or more absences before the [withdrawal deadline](http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/).

If a student prefers the withdrawal (**W**) to the grade of F, he or she is advised to

initiate the process or contact me to do this if the decision has been made *after* the

withdrawal deadline. I will not initiate withdrawal of any student after the deadline has elapsed and will record the final course grade as F.

***Students are expected to be on time.*** If a student is aware that on-time attendance might be a problem, he or she is advised that an online version of the course might be a better option.

***All quizzes must be taken during the posted quiz windows***; makeup quizzes are not available without my explicit consent. Considering the generous quiz window afforded us by Canvas, I will consent only in cases of ***documented, extreme emergency***. Remember that the only “excused absences” the college recognizes are jury duty, military service, and childbirth (not ‘work’ or ‘child care,’ alas, but Valencia is working on it).

***If you intend to come to class, please try to be on time***. We only get two meetings a week together, and I hope you maximize it. We will do as much of the work in class as possible.

***Deportment***

**My good manners:**

* I will be on time to class. If I am ever late, I will issue ten bonus points to the students who were on time when I was not.
* I will answer your emails within 48 hours of receipt.
* I will check email at least once over the weekend.
* I will return your graded work within fourteen days after submission upload the score sheet and draft to your Canvas account.
* I will post all your scores in Canvas so you’ll always know where you stand in the class. The best surprise is no surprise.
* I will not text or answer calls while conducting class. You will have my full and undivided attention.
* If I watch a YouTube video in class, I will make sure that you can see it, too.
* If for any reason I cannot make it to class, I will, if possible, set up the announcement and assignment at Canvas and in an email canceling that class meeting.
* I won’t eat in front of you unless I bring enough for you, too.
* I promise to teach you to the best of my ability.

**Your good manners:**

* In return, you promise to learn to the best of yours.
* You will check your Valencia email accounts daily to see if I have sent notifications and updates.
* Out of respect for the other students, you will come to class on time and only when you are feeling well enough to be in a room full of other people.
* You will stay for the entire class meeting.
* If you’re late to class, you take responsibility for notifying me at the end of that class period.
* You will take care of all bathroom and refreshment needs either before class or after, not during.
* Like me, you will set your phone on vibrate and turn off all electrical devices including laptops and IPad/Notebooks, etc. before class begins.
* You will not make or answer phone calls in class.
* You will follow [Professor Leddy’s](file:///Volumes/TACK%20BOX/a%20a%20a%20Fall%202023/mleddy.blogspot.com/2005/01/how-to-e-mail-professor.html) excellent example when composing emails.
* You won’t bring food items to class unless you bring enough for everybody.
* If you miss a deadline and must access a Crap Happens coupon to submit a late assignment, you will compose a polite, explanatory email in the style of Dr. Michael Leddy asking me to open the assignment to you.

**Deadlines, Missing Assignments, and Late Penalties**

**Deadlines and Penalties**

Each of your assignments must be submitted to Turnitin Originality in Canvas by midnight on the due date.

Technological problems are not an excuse for late work, so be cautious when accessing the quizzes from your device. If you have concerns about the reliability of your device, there is a chance [**Valencia College**](https://dev.valenciacollege.edu/apps/laptop-checkout/index.php) can help you. Click on the link, log in at Atlas, and see what’s available to you—but do it fairly quickly.

***Assignments, quizzes, online discussions, and the final exam must be completed by posted deadlines.* You are invited to access your Crap Happens coupon to avoid any late penalties; the Crap Happens coupons are explained below. If late attempts should exceed the Crap Happens coupons assigned to you, please know that *pieces will be penalized 5 points per day for the first week; after one week, they are no longer eligible for a grade. If a student misses the extra-credit workshops, he or she will not be permitted to make up the bonus points.***

Remember to upload ***readable*** files. A blank page, a corrupted file, or a submission that is not in the required ***.doc or .docx*** or that Canvas cannot open is ***not*** on-time work and will receive a score of zero. This is not negotiable.

***If you do not submit the final examination by the Valencia College deadline***, you will receive a zero for the assignment. All Crap Happens Coupons expire on ***Thursday, April .***

***As the student, you are responsible for keeping up*** with all written and reading assignments and for all learning materials presented in class when you are late or absent. I will not bring to your attention what you have missed; Canvas will do that job for both of us.

 ***Do not ignore Business Office deadlines.*** You cannot make up any work missed because the Business Office withdrew you for nonpayment.

**The “Crap Happens” Coupons**

Your goal should be to complete all work on time. Sometimes, however, life thwarts your best intentions, so you have three opportunities to make up missed assignments.

To access a **Crap Happens Coupon**, please notify me that you would like to use one; the ones on Page 12 are just there to amuse you. I will open the assignment for you, and you will be given an extra week to complete the missing work without any point penalties.

Some restrictions apply: for example,

1. A Crap Happens Coupon will not be made available to replace an assignment disqualified because of plagiarism/AI detection. In that instance, the zero stands.
2. You must request your Crap Happens Coupon within ***24 hours*** of the missed assignment deadline and use it during ***the seven days following the original due date*** of an assignment. It will not be possible, therefore, to use all three Crap Happens Coupons during the last week of classes.
3. Crap Happens Coupons have an expiration date: the last day to turn in any late work is ***Thursday, April 18.*** No late work will be accepted during Finals Week.

View the **Crap Happens Coupons** at the end of this syllabus. Remember that the expiration date for ***Spring 2024*** is ***Thursday, April 18.***

**Email Policy**

Since the Valencia server screens all Canvas, Atlas, and Outlook correspondence for viruses and inappropriate material, I will open and read only those messages that you send from your Valencia accounts. ***I will delete unread any messages from other email sources.***

Checking your Valencia email accounts should become a daily priority. Do not let your mailbox become so choked with old email from past semesters that the server cannot deliver new messages.

**Computer Issues**

For your comfort, ease, and convenience, I have posted all quizzes in [Canvas.](https://online.valenciacollege.edu/login/canvas)

Because of this, you ***must ensure that you have reliable Internet access when taking these quizzes.*** Do not, for example, take a quiz on a Smartphone in the back seat of a friend’s car on the way to the Raymond James Stadium. Take the quiz in the bathroom when you get there.

Students will occasionally complain that they have been “kicked off” in the middle of a quiz; if that happens, those students must instantly contact me via Atlas. ***I will re-set a quiz only once per student per semester, only if the glitch is Canvas’s fault and properly documented by Canvas itself, and only if the quiz window is still open;*** when the quiz window closes, the answers are released, and a Crap Happens coupon assignment will be your only option.

If the quiz window is closed, the student must prepare a lengthy and time-consuming alternate assignment; by comparison, the quiz in Canvas will be the more desirable experience.

If any student has been “kicked off” once, he or she should not expect to take another quiz on that same computer and is advised to come to campus to take all remaining quizzes at Valencia. If that same student is “kicked off” a second time or more, he or she must expect to live with whatever score he or she earned prior to the glitch—there will be no quiz in the alternate format.

**CAVEAT I:** this re-set policy will be enacted ***only*** when that first glitch is properly documented; it is not an offer to provide you with one free re-set in the case of your having forgotten to take a quiz.

**CAVEAT II:** Technological problems will also not be accepted as an excuse for late ***written*** work. Please make sure that your technology is good to go before the semester starts.

**CAVEAT III:** consider using [Google Drive](https://www.google.com/intl/en_US/drive/start/index.html?authuser=0) as a hedge against unimaginable computer-related disasters such as crashes, theft, bad break-ups, etc.

**Academic Honesty**

All work submitted for credit in this class must be the product of the individual student’s own original thoughts supported and informed by appropriately documented and credited sources. Please know that the West Campus Communications Division defines ***plagiarism*** as “the use of someone else’s words, ideas, pictures, design, and/or intellectual property ***without*** the correct documentation and punctuation.” This definition extends to any use of AI in the classroom. Don’t do it.

To avoid this serious academic offence, properly document any direct quotations or ideas that you find and use in your papers. Follow the APA guidelines posted in the Assignments. Yes, ‘mistakes’ happen, but they do not make the plagiarism any less serious, and the penalties are the same.

An instance of academic dishonesty—any kind of cheating or fraud**by the registered student**—will result in a zero for the assignment. Any submission of cobbled together by an AI program will result in the assignment earning zero.

A second instance will result in a grade of **F** for the class. If at any point I can prove that someone **other than the registered student** or an ***AI program*** has done any of the course work, I will immediately assign an **F**—retroactively if the semester has already ended. The posted grade will be vacated.

Make note of these three important policies concerning **plagiarism**:

1. You must submit ***original*** documented essays for ENC 1102, not essays you submitted in any other course during any other semester, not even a previous attempt at ENC 1102. Turning in the same essay for two different courses is considered ***self-plagiarism*** by Valencia College and will result in a zero for the paper. You may legitimately wonder how would anyone ever know; this is one of the purposes of the [Turnitin Originality](http://kb.blackboard.com/display/SAFE/Submit%2Ba%2BPaper%2Bto%2Ba%2BSafeAssignment) plagiarism scan (see below).
2. Copying and pasting from Internet sources without providing correct documentation is ***not*** college-level work. The first instance—***even if it is a single sentence***—will result in a grade of zero for the assignment. We will discuss paraphrasing and documenting in class, so this had better not be you.
3. A second instance of plagiarism will result in a final course grade of ***F***.
4. An assignment created in whole or even in part by an AI program will result in a grade of zero for the assignment. A second instance of AI use will result in a referral to the dean of Students.
5. Assignments disqualified because of plagiarism and/or AI-generated material are not eligible for a Crap Happens Coupon submission.

Valencia College subscribes to [**Turnitin Originality**.](https://www.turnitin.com/products/originality) This [**Canvas**](http://learn.valenciacollege.edu/)feature allows faculty to upload student writing so that software can compare the papers to every available electronic resource in the world, looking for parts that match up with previously published sources. Every assignment, even the online discussions, is subject to plagiarism analysis at [**Turnitin Originality*.***](https://www.turnitin.com/products/originality)

***Caveat:*** Before you press "Submit," confirm that you have attached the right file(s). An unreadable or blank file or a file in an unapproved or unintelligible format will earn a score of zero. A resubmission will require a Crap Happens Coupon.

 **Keep copies of all of your assignments for your own files** ***in a separate folder***.

**Documentation Style**

Most students on Valencia College’s West Campus seek degrees in Nursing, Computer Science, Biology, Law Enforcement, etc.; there are very few English or Humanities students. For that reason, the documentation style we practice in this class is APA, which was created by the American Psychological Association. It will have greater and longer-lasting benefits than MLA (Modern Languages Association) or Chicago.

**Withdrawals**

If you decide to drop this course for any reason, you must initiate the process yourself. Otherwise, you will receive an ***F*** at the end of this session. ***The deadline this session for withdrawing is Friday, March 15.***

Before you make that decision, please talk to me first so that I can help you avoid to catastrophic financial complications that might apply and that you might not be aware of.

**Grades**

Valencia College requires that no less than a C be earned as a final grade; in this course, ***you must earn a minimum of 700 out of the possible 1000 points.*** You must complete all the written assignments, take all the quizzes in [Canvas,](https://learn.valenciacollege.edu/) and pass the final exam with a score of C or higher.

Because this course meets the Gordon Rule requirement, ***you must complete both documented essays.*** If a student fails to submit ***either*** Essay 1 or Essay 2 during the posted submission windows, I will withdraw that student on the grounds that he or she has failed to meet the Gordon Rule requirement. ***This is not negotiable.*** These essays will be assigned ***two weeks*** in advance of the due date. The first must be at least 1,000 words and word-processed; the Research Essay must be at least 1500 words and word-processed. Spelling and grammar counts for twenty per cent of the score, so make friends now with the staff of the Writing Center.

* Look for your graded work 14 days **after the deadline** for the assignment has passed.
* [**Canvas**](http://learn.valenciacollege.edu/) will score your quizzes after the deadline.
* Work that you have submitted early will be graded **with everyone else's after the due date**.

The workload includes the following:

**Writing Assignments: 400 points**

* One 1000-word documented essay [100 points]
* One 1500-word documented research essay [200 points]
* Two Reaction papers [100 points]

 **Multiple Choice Quizzes: 500 points**

* Two quizzes on the readings
* One documentation quiz
* One references quiz
* One style quiz

**The Final Exam 100 points**

You final course grade will be determined by the total of all points you have earned on the writing assignments, quizzes, and final exam. ***None of these assignments is optional.***

At the end of the semester, I will use the following scale:

 A = 900-1000 points

 B = 800-899

 C = 700-799

 D = 600-699

 F = 599 points and below

Points are points. There is no averaging up or averaging down. If your final point count comes in at 899 points, you will have earned a B. Pay no attention to the Percentage column in Canvas because it is meaningless.

Therefore, keep on top of the quizzes and take full advantage of the communal extra-credit opportunities because this class ***does*** **not** ***offer*** individual extra-credit opportunities or rewrites for assignments that received bad scores; the successive assignments and your freedom to use many of the same source materials for each constitutes the re-write opportunities. Learn from your mistakes and move on.

No grade will be dropped or curved. To earn the highest possible score, read **all** of the assigned materials, follow **all** of the directions at the website, model your own work on the student samples available for the assignments, [**email me with questions prior to submission**](http://portal.valencia.cc.fl.us/cp/home/loginf), use **the college writing centers (East, Lake Nona, Osceola, West, Winter Park, and online)** when necessary, and proofread carefully for sentence errors.

Before you press "Submit," confirm that you have attached the right file(s). An unreadable or blank file or file in an unapproved or unintelligible program will earn a score of zero. A resubmission will require a Crap Happens Coupon.

The wonders of Canvas have made it possible for you to know your total point count any time you want, so it’s up to you to stay on top of your grades. The best surprise is no surprise.

Remember that ***you must submit both essays or risk withdrawal on the grounds that you have failed to meet the Gordon Rule requirement as well as the key objective of Freshman Composition II.***

**Final Examination**

Your final examination will be a multiple-choice and short-answer quiz available in Canvas from ***Tuesday, April 16***, through ***Tuesday, April 23***.

**Once More with Feeling: Late or Missing Assignments**

***Technological problems will not be accepted as an excuse for late work.*** If your own computer or printer is out of commission, you will be expected to drive to campus to complete your work or take your quiz in one of Valencia’s computer labs. ***Online submission*** means ***via computer***; it does not necessarily mean ***‘from home.’***

***If in a moment of TikTok-induced panic, you ‘accidently’ upload a blank sheet of paper, the assignment will be scored zero.*** It is your responsibility to upload a readable, assessable copy. If you’re in a time crunch, just ask for a Crap Happens Coupon to make up the work.

***If you miss a deadline for a writing assignment***, ask for a Crap Happens Coupon to make up the work.

***If you fail to submit the two documented essays within the appointed windows***, you will be in violation of the Gordon Rule, and I will assign a final course grade of zero on those grounds.

***If you miss a quiz***, you cannot make it up. Anyone who misses a quiz during the posted quiz window earns a zero for that component, so keep up with the course calendar.

***If you do not submit the final examination by the Valencia College deadline***, you will receive a zero for the assignment. No exceptions. This won’t necessarily cause you to fail the course, but it will hurt your final course total of earned points.

As the student, you are responsible for keeping up with all written and reading assignments. I will not bring to your attention what you have missed even at midterm because you will not be able to make up missing work.

**For Your Own Protection**

 Take responsibility for recordkeeping:

* + When you send email from Canvas or [**Atlas**](http://portal.valencia.cc.fl.us/cp/home/loginf/), always check **"Save a copy to the 'Sent' folder."**
	+ After you upload a piece, confirm that the piece did in fact upload.
	+ In a designated folder in your Atlas account, **keep copies of all the emails from me containing your pieces and score sheets as well as all emails** ***you have sent me*** until you have received your final grade.
	+ Practice basic writing hygiene: BACK UP YOUR WRITING EVERY WEEK AT GOOGLE DOCS OR ONEDRIVE.

**Format**

How you present your work to me will indicate more about you than you realize, so be sure ***to make a good show***. How? Follow the meticulously detailed instructions I will present during class and reinforce in the posts in Canvas.

* Double-space all your work.
* Indent all your paragraphs.
* Avoid putting extra lines between paragraphs. If necessary, go to your Page Layout tab and reduce the line spacing from 10 pt. to 0 pt. ***Failure to do so incurs a five-point format deduction.***
* For your ease and convenience, use the **APA template** (APA, 2021) in the Assignments. If you use the template, you never have to guess. Use it in all your classes!

**Just In Case: Valencia’s Resources**

**The Office for Students With Disabilities.** If you’re registered with this office, remember to give me a copy of the official OSD letter and let me know what accommodations will work best for you.

**The Online Resource for ENC 1102, Freshman Composition II, in** [**Canvas**](file:///Volumes/TACK%20BOX/a%20a%20a%20Fall%202023/learn.valenciacollege.edu)**.** Here you can find a link to the course [website](http://dorsini.typepad.com/freshman_comp_two/), all of your quizzes, the Turnitin Originality link, and many (though not all) of the handouts I distribute in class. Make yourself thoroughly comfortable with this website.

**The Library** [**Building 6**]**.** If your home computer fails you during the quiz windows, come to campus and use ours on the first and second floors during the posted days.

**The Computer Lab** [**6-101**]**.** You are welcome to use the computer lab to word process your papers for Valencia classes. ***Bring a USB Flash Drive.*** Use [Google Drive](https://www.google.com/intl/en_US/drive/start/index.html?utm_medium=ha&utm_source=en-oa-na-us-bk&utm_campaign=en&authuser=0) as a back up.

**Canvas Help.** If you have a problem with any of the quizzes in Canvas, call **407-582-5600.**

**Student Assistance Program**. [BayCare](http://www.baycare.org/behavioralhealth) Behavioral Health Student Assistance Program offers free help with stress, anxiety, depression, adjustment difficulties, substance abuse, time management and relationship problems. Call **800-878-5470** if you are interested.

**Materials**

You will need the following materials:

* Drafting work: a note pad
* Laptop or tablet device—yes, please bring either with you.
* [Google Drive](https://www.google.com/intl/en_US/drive/start/index.html?utm_medium=ha&utm_source=en-oa-na-us-bk&utm_campaign=en&authuser=0) account (or OneDrive—whatever is the most automatic for you.)

**Disclaimers**

If your name is still on my class roll as of ***Friday, January 12***, I will accept that as proof of your agreement to abide by the stated terms of this syllabus.

Please note that, as the instructor, I reserve the right to alter the course syllabus and outline. However, if I make any changes at all, I will notify you ***at once*** through your Valencia account. I will never spring a new set of rules on you at the last minute

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| **Crap Happens Coupon**Request an alternative assignment if you misseda quiz or extension of a deadline Void after **Thursday, April 18**. Redeemable (if unused) for **5 bonus points** after **Monday, April 22**. |

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