

VALENCIA COLLEGE

ENC 1101: Freshman Composition I

ENC 1101 – FRESHMAN COMPOSITION I
VALENCIA COLLEGE
Spring 2025 SYLLABUS
CRN 21797 (16-Week Course)

INSTRUCTOR: Daniel W. “Chip” Turner, Ed.D.

CONTACT INFORMATION:

- Email: dturner28@valenciacollege.edu (Canvas Email preferred)
- Phone: 407-582-5674
- Office: I will be on West Campus, Building 1, Room 241C, on Tuesdays from 6 AM – 8:30 AM and 11:30 AM until 2 PM
- I am available virtually Monday through Friday from 10 AM until 12 PM to respond to student questions. You can also schedule a virtual one-on-one with me by appointment. [Click Here to Schedule a One-On-One Meeting](#)

COURSE LEARNING OUTCOMES:

Course Outcome #1: Apply a multi-stage composing and revising process to produce essays.

Course Outcome #2: Apply conventions aligned to varied writing situations.

Course Outcome #3: Demonstrate information literacy.

Course Outcome #4: Synthesize information for a specific rhetorical aim.

Course Outcome #5: Document source material in accordance with at least one recognized documentation style.

Course Outcome #6: Apply active reading strategies.

** Each module will include a set of specific learning outcomes that align with one or more course learning outcomes. After each module learning outcome, you will find the applicable*

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course learning outcomes(s) that align with it in parenthesis (e.g., CLO #1 for Course Learning Outcome #1, etc.).

Course Description

- Development of essay form, including documented essay; instruction and practice in expository writing.
- Emphasis on clarity of central and support ideas, adequate development, logical organization, coherence, appropriate citing of primary and secondary sources, and grammatical and mechanical accuracy.
- The Gordon Rule course requires the student to demonstrate college-level writing skills through multiple assignments.
- A minimum grade of C is required if ENC 1101 is used to satisfy the Gordon Rule and general education requirements.

Prerequisites

- A score of 103 on the writing component of PERT or an equivalent score on other state-approved entry test or a minimum grade of C in ENC 0027 or a minimum grade of C in ENC 0025C or EAP 1640C, and a score of 106 on the reading component of PERT or equivalent score on other state-approved entry test or minimum grade of C in REA 0017C or EAP 1620C.

VALENCIA'S CORE COMPETENCIES:

- Valencia's Student Core Competencies are complex abilities essential to lifelong success.
- This course will help you develop and demonstrate the abilities to:
 - Think clearly, critically, and creatively
 - Communicate with others verbally and in written form
 - Make reasoned value judgments and responsible commitments
 - Act purposefully, reflectively, and responsibly

COURSE MATERIALS:

- There are no required textbooks to purchase in this course.
- We will use Open Education Resources (OER) from the [Valencia Writer LibGuide](#). Please note that you must sign into Atlas to access this resource.

REQUIRED TECHNOLOGY:

- Reliable internet access is necessary to work in the Canvas forums and view the online lessons. You also need Office 365 (MS Word, PowerPoint, etc.), available through Atlas. Use Google Chrome as your browser. You must utilize the downloaded versions of Office365 instead of the browser versions. Some tools are not available in the browser versions.
- You need a YouTube account and the ability to record and upload short videos.

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- It is recommended that you download the Canvas app to your phone.

TECHNICAL SUPPORT:

- Use the "Help" button on the Canvas menu for resources.
- Additional [Canvas Resources for Students](#): access to tutorials and support for online learning. Their hotline is 407-582-5600, and they are available 24 hours a day, seven days a week.
- For Atlas issues, use [Atlas Help](#) or 407-582-5444.

ANTICIPATED WEEKLY TIME COMMITMENT:

Allow 10-15 hours per week (for a full-term semester) to complete the required work in this course. New learning modules will open weekly. All modules begin on Monday and end on the corresponding Sunday. Assessments are due on various days throughout each week, so it is essential to check the weekly calendar to identify due dates for assignments on any given week.

COURSE GRADE DISTRIBUTION:

A = 90-100

B = 80-89.99

C = 70-79.99

D = 60-69.99

F = 0-59.99

GORDON RULE POLICY:

- Students are required to demonstrate college-level writing skills through multiple assignments.
- A minimum grade of C is required if ENC 1101 is used to satisfy Gordon Rule and General Education Requirements. [Refer to catalog](#)

GRADING POLICY:

Each category of the overall course grade is described below (with the percentage of grade).

Discussions 20%

- Discussions allow you to discuss the course readings with your peers and professor. It is a place to practice writing, responding, and peer reviewing. Discussions are worth 20 points and are evaluated using varied rubrics (except the Welcome discussion and How We Treat Each Other discussion).

Journals & Annotations 15%

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- Journals allow you to reflect on learning, connect, and respond more personally. Journals are worth 10 – 30 points.
- Annotations demonstrate your critical reading skills by locating quotes and annotating them for literal and implied meaning. Annotations are worth 30 points.

Quizzes 15%

- Online quizzes check for understanding, so completing them is essential to measure learning. Quizzes range from 5-15 points depending on the topic and length. You are given two chances.

Drafted Work 20%

- Feedback is instrumental to improving your writing and meeting the learning outcomes. You will submit drafted work for feedback. Each submission is worth 40 points. Feedback will be provided for you to use when revising your essays.

Final Revised Essays 30% (each essay @ 15%)

- Revised essays must demonstrate competence in the learning outcomes. Each revision is worth 100 points and must meet the requirements outlined in the specific assignment (e.g., content, length, structure) to be accepted for credit and evaluated by the rubric.

Final Exam 5%

- The final exam project in the course is worth 5% of your overall course grade.

LATE WORK POLICY:

- Late discussions, journals, annotations, quizzes, and projects have 5 points deducted from the score. These forums close 24 hours after the deadline.
- Late revised essays have 5 points deducted from the score. These forums close 72 hours after the deadline.

LATE WORK EXCEPTIONS:

- With the on-going Coronavirus pandemic, some circumstances might arise that could prevent the on-time submission and completion of work.
- Please communicate with your instructor if you experience factor(s) related to COVID-19. Adjustments and accommodations can/will be made.
- Jury duty, military duty, and religious observances are not considered emergencies that warrant make-up/late work. These all require advance notice. Course work may be submitted early due to these absences pending notification to the instructor at prior to the absence.
- For extenuating circumstances related to a medical emergency or ongoing medical condition, please see the professor for discussion.

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ONLINE ATTENDANCE AND PARTICIPATION:

- Your active participation and completion of the weekly lessons and assignments evaluate online attendance. This is your responsibility as an online student.
- If you miss a lesson or assignment, you should contact me and return to Canvas prepared to contribute to the *current* lesson to avoid falling further behind.
- Missing multiple online lessons and assignments can adversely affect your course grade, so active participation is required. I will contact you through the Grade forum and Canvas email if you miss numerous or high-stakes assignments.
- During Week 1 of the semester, if a student does not complete **at least one** of the Week 1 assignments, the student is documented as a "no show" and is withdrawn from the course.
- If circumstances arise where you need to withdraw yourself, the deadline is **March 15, 2024. A student will not be withdrawn after this course's "no-show" period.**
- For this online course, attendance is determined by consistently logging in, accessing the course content, and completing courses following the course schedule. Students who fail to submit at least one graded assignment during a week (Monday through Sunday) will be marked absent for the week. Suppose a student accumulates more than three unexcused absences during the semester. In that case, they are subject to one letter-grade deduction on the overall grade at the end of the semester (e.g., if your course grade after the final exam is 75% but you have more than three unexcused absences, your final grade could be adjusted to 65%).
- In the event of absence from a classroom course or the inability to participate in an online, you should contact me as soon as possible to indicate the reason and to inquire whether make-up work is possible. Make-up work is offered solely at the discretion of your professor.

CLASSROOM DECORUM AND STUDENT RESPONSIBILITIES:

- Being in the virtual classroom is meant for learning, and student behavior affects the learning environment. Therefore, each student is responsible for respectfully contributing to any online forum.
- Each student must follow the protocols in [Valencia's Student Code of Conduct policy](#).
- Inappropriate comments or content disrupt the learning environment and distract students.
- Please acknowledge your responsibility to conduct yourself appropriately and encourage the same from others. Always be mindful of appropriate content, tone, and word choice.
- If inappropriate comments or other distractions occur, the student would receive a private email, and a meeting would be scheduled, if necessary, to discuss the issue.
- However, if the disruption or distraction persists, the student is referred to the appropriate college representative, where proceedings for disciplinary measures may occur depending on the egregious nature of the Student Code of Conduct violation.

VALENCIA DROP/WITHDRAWAL POLICY:

No Show Students

- Class attendance is required for online classes beginning with the first week.

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- Students who are not actively participating in an online class and do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week 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."

Administrative Withdrawal

- If you owe the college any money after the Drop/Add period ends, the college can withdraw you from all registered classes.
- You will still owe the balance plus any other fees if they are charged. You are not eligible for a refund.

Student Initiated Drop

- You can drop a class or all your classes before the Drop/Add period ends on *January 13, 2025, at 11:59 PM* and are entitled to a 100% refund of the refundable fees.
- Your Valencia account will be credited, and after all fees have been paid, a check or charge card credit will be issued.
- Refer to the college catalog for further information.

Student Initiated Withdrawal

- You may withdraw from a class or all your classes after the official Drop/Add period (see above) but before the withdrawal deadline of *March 14, 2025, at 11:59 PM*.
- However, you are not eligible for a refund. If you owe the college money, you must still pay that balance.
- According to [Valencia policy](#), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W." If a student withdraws from the same course for the third time, they will be awarded a grade of "F."
- A student is not permitted to withdraw after the withdrawal deadline. Refer to the college catalog for further information.
- Please refer to Valencia College's [Academic Progress, Course Attendance and Grades, and Withdrawal](#).

Class Deletion

- You are responsible for payment for all classes not dropped from your schedule by the Drop/Refund Deadline listed in the catalog's Important College Calendar Dates section and the Credit Class Schedule.
- Non-attendance in any course(s) will not qualify you for a waiver of your financial responsibility for the course(s).
- If you do not pay by the specified date and time, you may lose all your classes and will have to attempt to re-register. It is your responsibility to review your account with the college.
- If you have further questions, please contact the [Business Office](#).

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PLAGIARISM:

- All work you submit is expected to result from your thoughts, research, and self-expression for this course and this semester. Therefore, if you are repeating this course from previous semesters, you are expected to submit original work. You should not resubmit something submitted in a previous attempt at this course—Review [Valencia's Academic Dishonesty Policy](#).
- There are several ways that plagiarism can occur, so make sure you understand the conditions that can lead to plagiarized content to prevent unintentional or intentional plagiarism in this course.
- Plagiarism happens when a student:
 - uses a source's ideas or content without quoting and citing.
 - uses ideas or content from a peer.
 - gives his or her work to another student.
 - submits work from a prior semester or another class.
- To avoid plagiarism:
 - create your original work for this course that meets the assignment's criteria.
 - Document a source's ideas by quoting what the source says and citing it using MLA citations.
- The student is notified through Grades in Canvas or email if an assignment shows signs of plagiarized ideas. **An assignment with plagiarized ideas earns a zero, regardless of whether this is intentional or unintentional.**
- If plagiarism happens more than once, the student is referred to the appropriate college representative, where proceedings for disciplinary measures may occur depending on the egregious nature of the Academic Dishonesty violation.

OFFICE FOR STUDENTS WITH DISABILITIES:

- The [Office for Students with Disabilities](#) determines accommodations based on appropriate documentation of disabilities, so please contact them for support and provide their documentation to receive the accommodations.
- 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. Contact the OSD office at your designated campus to obtain a letter of accommodation.

MENTAL HEALTH RESOURCES:

- [Baycare](#) provides referrals for short-term private and confidential counseling services for credit students who need to resolve problems affecting their college performance. Call 1-800-878-5470 for a referral. Please consider using Baycare if you find yourself in need of support.

ACADEMIC LEARNING SUPPORT RESOURCES:

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- Valencia's [Keep Learning](#) guide for learning online (particularly for those new to online learning)
- Valencia's online [tutoring services](#) are available for writing support. Through Distance Tutoring, you can participate in live tutoring sessions and submit assignments for feedback on your writing, which is especially useful when you need help with grammar and mechanics.
- Valencia's [library](#) and [reference librarians](#)
- Other [Learning Support](#) resources

TECHNOLOGY PRIVACY POLICIES:

- Valencia College is firmly committed to protecting its students' privacy rights.
- Any use of student records and information in this course will comply with the Family Educational Rights and Privacy Act (FERPA), including third-party tools and services used in this course.
- Privacy policies for the tools used in this course are listed below:
 - [Valencia College's privacy policy](#)
 - [Canvas privacy policy](#)
 - [YouTube privacy policy](#)

COLLEGE LINKS:

- [Valencia Academic Calendar](#)
- [Valencia Catalog](#)
- [Valencia Policies](#)
- [Valencia Student Handbook](#)
- [Learning/Course Support](#)
- [Learning Support by Campus](#)
- [Learning Technology Support/Services](#)
- [Canvas Student Guide](#)
- [Obtain Microsoft Office for Free](#)
- [Student Services](#)

TITLE IX: DISCRIMINATION, HARASSMENT, AND RELATED MISCONDUCT:

Notice of Non-Discrimination Based on Protected Status

- It is the policy of the District Board of Trustees to provide equal opportunity for employment and educational opportunities to all applicants for employment, employees, applicants for admission, students, and others affiliated with the College, without regard to race, ethnicity, color, national origin, age, religion, disability, marital status, sex/gender, genetic information, sexual orientation, gender identity, pregnancy, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations (collectively referred to as “Protected Status”).
- In addition, Valencia College (“Valencia” or “College”) strives to be a community in which all members can learn and work in an atmosphere free from all forms of

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Harassment, including Sexual Harassment, discrimination, intimidation, and retaliation. This Policy prohibits all forms of Discrimination and Harassment based on Protected Status. It expressly, therefore, also prohibits Sexual Assault and Sexual Exploitation, which by definition involve conduct of a sexual nature and are not permitted forms of Sexual or Gender-Based Harassment. This Policy further prohibits Stalking and Interpersonal Violence, which need not be based on an individual's Protected Status. Finally, this Policy prohibits Complicity for knowingly assisting in an act that violates this Policy and Retaliation against an individual because of his or her good faith participation in the reporting, investigation, and adjudication of violations of this Policy. These behaviors are collectively referred to in this Policy as Prohibited Conduct.

- All College community members are responsible for conducting themselves by following this Policy and other College policies and procedures. Valencia students and employees who violate this Policy may face discipline, including expulsion or termination.
- The College's protection of these statuses is grounded in federal, state, and local laws. The College encourages all community members to take reasonable and prudent actions to prevent or stop Prohibited Conduct. Taking action may include direct intervention when safe to do so, seeking assistance from a person in authority at the College, enlisting the assistance of friends, contacting law enforcement, or contacting Campus Safety and Security. Members of the College community who exercise this positive responsibility will be supported by the College and protected from Retaliation.
- The College must make reasonable efforts to investigate and address known or suspected instances of Prohibited Conduct. To foster a climate that encourages prevention and reporting of Prohibited Conduct, the College will actively promote prevention efforts, educate the College community, respond to all reports promptly, provide Interim Protective Measures to address safety and emotional well-being and act in a manner that recognizes the inherent dignity of the individuals involved.

Sexual or Gender-Based Harassment, Sexual Assault, Sexual Exploitation, Interpersonal Violence, and Stalking

- Title IX of the Education Amendments of 1972 states that: No person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.
- Sexual or Gender-Based Harassment, Sexual Assault, Sexual Exploitation, and Retaliation, as defined in this Policy, are prohibited forms of discrimination under Title IX, which covers all the College's programs and activities. Like racial, religious, and national origin Harassment, Sexual or Gender-Based Harassment and Sexual Violence are also prohibited under Title VII of the Civil Rights Act of 1964, Section 760 et al, F.S., and other applicable laws.
- The College's prohibition against Interpersonal Violence (including domestic and dating violence) and Stalking is also governed by federal law because these forms of behavior are prohibited by the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (the Clery Act) and Section 304 of the Violence Against Women Reauthorization Act of 2013. Such acts violate the essential dignity of our community member(s) and are contrary to our institutional values.

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- As an educational community, the College will promptly and equitably respond to reports of Sexual Assault, Interpersonal Violence, and Stalking to eliminate the Harassment, prevent its recurrence, and address its effects on any individual or the community. The College recognizes that Sexual Assault, Interpersonal Violence, and Stalking encompass a broad spectrum of conduct and will respond according to the offense's severity and the threat it poses to the campus community.
- For more information on Title IX and Valencia, refer to the [College's website](#).

FERPA:

- The Family Educational Rights and Privacy Act of 1974 is a federal law regarding the privacy of student records.
- These rights are transferred to students when they reach the age of eighteen or attend a school beyond the high school level at any age.
- Due to confidentiality and this law, grades and course progress can only be discussed with the student.

IMPORTANT DATES:

- Spring Semester Begins (Full Term Courses): January 6, 2025
- Drop Deadline: January 13, 2025 (11:59 PM)
- MLK Holiday: January 20, 2025
- Withdrawal Deadline: March 14, 2025
- Spring Break: March 17 – 23, 2025
- Fall Semester Ends: April 27, 2025
- Grades Visible: April 29, 2025

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