**ENC 1102**

**GOTHICS, MYTHS, and LEGENDS**

Spring 2024: CRNS 22390 and 22388

**SYLLABUS**

**Course Information and texts:**

**INSTRUCTOR:** Esther A. Coombes.

**Student Engagement Hours:**Online ONLY at ecoombes@valenciacollege.edu: Mondays 1:00 – 2:00, Tuesdays 7-8, Wednesdays 1 - 2, and Sundays 8 pm – 9 pm. We can meet via Zoom, if  
you like, at these times.

**How to contact me**: You can contact to me through your Canvas account, and I will respond within 48 hours during my office hours.

**What you need:** A good college-edition dictionary; paper; pencils; erasers; and pens.

**MATERIALS:** A computer, a method of saving your work, a good college-edition dictionary, and access to MicroSoft Word.

**All of the links to the readings will be posted online in Canvas**.

**What is the Student Withdrawal Deadline?**

It is03/15/2024.  Also, you need to withdraw by **01/16/2024** (Drop/Refund) in order to be eligible to have your tuition refunded. Please familiarize yourself with the withdrawal policy in your Student Handbook. If you are on financial aid or are an International student, you should consult an advisor before withdrawing. In order to academically maintain financial aid, students must meet all of the following requirements: Complete 67% of all classes attempted, maintain a Valencia GPA of 2.0 or higher, maintain an overall GPA of 2.0 or higher, **AND** complete the degree within the 150% timeframe.

**Is there a FINAL EXAMINATION?**

The Final Module is optional. Only missing edits or quizzes or a low score on one or more of them will be replaced by your completing the optional Final editing exam/quizzes with which you can potentially raise low scores. There will also be optional discussion boards to replace any you may have missed.  Finally, there will be an optional Replacement essay, which you can use to replace a prior poor or missing essay score. That module will open at the end of the semester. You CANNOT take a final or complete one of the replacement options before that date or after the due date!

**What are the Student Engagement Hours?**

**Online ONLY at ecoombes@valenciacollege.edu: Mondays 1 - 2, Tuesdays 7-8pm, Wednesdays 1 -2 , and Sundays 8 pm – 9 pm**.

Valencia has four essential competencies students should develop: Think, value, act, and communicate.  The following will include how each of these is used in this course.

**How will my FINAL GRADE by calculated?**

**Grades: Think**

Your end-of-the semester grade will be based on how many points you receive out of a possible 100 points:

            Welcome Activities   =                                  05

            Discussions =                                                 05

            Prewriting =                                                   05

            Treasure Hunt =                                             05

            Final drafts of Essays =                                 55

            Edits =                                                           10

            Quizzes and exams =                                    15

**What is considered attendance for this online course? Act**

**PLEASE NOTE:  This is an online course, not a cell phone course.**

Because this is an online course, not a cell phone course, you will need to use a computer. Past students who floundered did so because they did not open the Weekly Modules, which don't always show on your phone.  Everything you need to be successful can be found in the Weekly Modules.

* Students are expected to view the class regularly. Students who do not complete the first week’s assignments will be listed as No Shows. Students on financial aid will be asked to re-pay the amount of the class. Other scholarship sponsors may also require payment.
* Online attendance is required and necessary for you to pass this course. Your ability to meet deadlines will count as your attendance. I will use the Canvas time stamp to determine if the work has arrived on time.
* Students who miss three due dates (including ALL activities) may fail the course. Logging into the course does not count as attendance: only completing the work counts!

**What can I expect as COURSE WORK? Think, Value, Act, and Communicate**

* You are responsible for regularly checking the course online where you will view instructions and requirements; check for important announcements; read through learning units; keep track of your class standing (grades); and stay up-to-date on when work is due. You are responsible for checking the announcements and assignment remarks regularly.
* Students will be expected to complete the following **by its assigned date:**
* All readings and activities;
* All discussions AFTER having read and contemplated the readings;
* Three required essays;
* Three edit assignments and revisions;
* The quizzes and examinations;
* The Treasure Hunt;
* Maintain a C- average or better.

**How do I develop the essays?**

**Think, Value, Act, and Communicate**

* **You will find your assignments in the appropriate Weekly module in Canvas.** Submit each essay via Canvas by **11:59 pm** on the assigned date.

Watch the following video for format requirements for all essays: <https://www.youtube.com/watch?v=QSEz5pADWKo>

[Links to an external site.](https://www.youtube.com/watch?v=QSEz5pADWKo)[A black and grey play button

Description automatically generated](https://www.youtube.com/watch?v=QSEz5pADWKo)

Use Times New Roman 12 font and double space.

* For all essays, include your name, the date, course, section number, and my name in the upper left corner of the first page.
* Insert your last name and the number of each in the upper right hand corner on all other pages.
* Center your title on the top line of the first page.
* Leave margins”1” on all four sides of your page, and left margin justify.
* Use correct grammar and spelling.
* Students will receive credit for only those papers that I receive.
* **ALL essays** must be completed.
* Students must submit essays in Microsoft Word (.doc, .docx, or .rtf format) ONLY!   If you do not know how to save in these formats, be sure to visit a campus computer lab to get instructions. Unfortunately, I cannot evaluate work in ANY other format, **including One Drive.**
* I do not accept technological problems at home as excuses for late work. ***Online*** equals ***via computer***, not necessarily ***from home (or your phone!)***.
* Look for your graded work within 14 days ***after the deadline*** for the assignment has passed.
* I do grade the essays in the order in which I receive them, so if you send your essay at the last minute, it will probably be at the bottom of my virtual pile!
* **Since I allow you enough time to write an essay, I will not read/grade work that is over one week late!** **Exceptions to this are that the editing assignments, the revised documented essay, and the quizzes, all of which are due ON TIME!**
* Essays are due by 11:59 pm on the assigned date. A student will be penalized ten points if an essay is one minute to one week late. If an essay is one week and one day late, it will neither be read nor graded.
* Peer evaluation reviews will be offered, and if completed, they will earn you replacement credit points. They are what they sound like: they MUST be completed by a classmate. You must have the evaluation completed early enough so that you can revise your essay. YOUR peer reviews of your classmates’ essays ALSO count for replacement credit points.
* **Each essay will** have its own rubric that reflects how you receive points.
* Students may do ONE Replacement essay on the subject of MY choice when the Replacement Module opens at the end of the semester (see assignment outline)!
* \*\*\*\*\***Plagiarism** of someone’s words ***or idea(s)*** will not be allowed in this class and is grounds for dismissal from the college.
  + The first instance, even if it is a single sentence, will result in a grade of zero for the assignment.
  + Copying and pasting from Internet sources without providing correct documentation is **not** colleen-level work, nor is work created by **AI/Chat GPT**.  Although AI/Chat GPT has become increasingly prevalent, it is not, by nature, reliable. Students who have tried to use it in past courses have discovered that is easily recognized as such because it creates essays that do not fit the parameters of this course's assignments, and it is notorious for making up story lines and including grammatical errors.  **BEWARE!**
  + A student who has plagiarized will not be allowed to rewrite the essay.
  + Plagiarism includes restating a discussion entry of another student and/or my notes.
  + Any kind of cheating or fraud, including but not limited to buying an essay or use of AI ***by the registered student*** will result in a zero for the assignment. A second instance will result in a grade of F for the class.
  + We will complete several activities on plagiarism.

**How can I be a successful Comp II student ONLINE?**

**Think and Act**

Prior students who have earned the highest possible scores have:

* set themselves an online schedule for the videos, discussions, quizzes, and essays;
* not relied solely on the "To Do" list to complete assignments;
* not relied solely on their phones to access the course materials;
* read all of the assigned work;
* followed all of the directions for the assignments, quizzes, and Treasure Hunt;
* wrote their own essays;
* submitted their edit assignments on time; (They will not be accepted late.)
* proofread carefully for sentence errors.
* emailed me with questions prior to work submission;
* used college tutoring services when necessary.

Quizzes are due on time.  I will not reopen a quiz that you missed or did poorly on.  There will be a Replacement folder at the end of the semester that will have replacement quizzes should you need to raise your quiz score.

Only those students who present the proper form from the OSD will be eligible for accommodations. Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities within the first weeks of the semester.

* If you’re not familiar with Canvas, then go to Valencia Online 101 in Atlas, or [http://valenciacc.edu/oit/ltad/blackboard/New\_Student\_Orientation](http://valenciacc.edu/oit/ltad/WebCT_New_Student_Orientation)
* [Links to an external site.](http://valenciacc.edu/oit/ltad/WebCT_New_Student_Orientation)

**How do I send a message? Act and Communicate**

I cannot open any messages from email sources other than Outlook and Canvas. You can mail me through either of these with your questions.  However, please submit your work through the appropriate link.

* **What is acceptable Student behavior? Think, Value, Communicate, and Act**
* Please read your Student Code of Conduct in the Student Handbook. Abusive language or behavior online subjects students to being withdrawn from the course and possibly the college. Please view the following links for information you should be aware of as a student: <http://valenciacollege.edu/catalog/>

[Links to an external site.](http://valenciacollege.edu/catalog/) [http://www.valenciacollege.edu/generalcounsel/ Links to an external site.](http://www.valenciacollege.edu/generalcounsel/) <http://valenciacollege.edu/calendar/>

* [Links to an external site.](http://valenciacollege.edu/calendar/)

**What are the COURSE DESCRIPTION and GOALS?**

* ENC 1102 is the college-level writing course designed for students to apply the skills learned in ENC 1101. Emphasis is placed on IMPROVING writing style; reading and evaluating available sources; planning, writing, and documenting a short research paper.
* Minimum grade of C required in ENC 1102 is used to satisfy the Gordon Rule and general education requirements.

**Course Outcomes**

* Students will compose essays of varied length and style using the techniques of prewriting, planning, and revising.
* Students will use conventions of standard American English.
* Students will demonstrate information literacy through library-based research and appropriate documentation.
* Students will demonstrate competence in critical reading skills.

**General Education Outcomes**

* Students will apply a multi-stage research process to produce essays.
* Students will compose a written argument using evidence from varied sources.
* Students will apply conventions aligned to varied writing situations.

**How will my essay be graded?**

**Essay grades:** All essays will be graded using the following rubric:

**A:**

An "A" essay reflects a well-reasoned, logically organized, convincingly argued, and factually correct response from the student. The content reflects the student has read the assigned pieces and understands the concepts I have presented in class. The essay also includes relevant information that is not redundant (i.e., does not use 30 words to say what could be said in 15, and does not needlessly repeat itself). There are minimal grammatical errors.

**B:** A "B" paper is similar to an A paper, but it has some weaknesses, for example, more grammatical errors or minor organizational problems with the thesis statement or topic sentences.

**C:** A "C" paper satisfies ALL of the minimum requirements of the assignment, but it has issues with the thesis statement, topic sentences, support, or grammar, yet does not have enough of these issues to drop it to the next lower level.

**D:** A "D" paper has issues with the content and/or English grammar, the thesis statement, topic sentences, support, and/or unity. However, it does reflect serious intent on the student’s part.

**F:** An "F" paper fails to satisfy ALL of the minimum requirements of the assignment because it has issues with the thesis statement, topic sentences, content (it fails to reflect that the student has read the assigned pieces and understands the concepts I have presented in class), support, or grammar, so it fails to convince me that the student has made a serious effort in the essay.

**How can I earn the grade I desire?**

A -   **Excellent** (89.5 - 100 points accumulated) An A student completes all of the assigned work, which is of excellent quality; reads all of the posts; is cooperative; and submits all work on time.

B -   **Very Good (**79.5 - 89 points accumulated) The B student completes, on time, all of the assigned work, which is of very good quality; reads all of the posts; is cooperative; and submits all work on time.

C -   **Average** (69.5 - 79 points accumulated) The C student completes all of the assigned work, which is clear and comprehensive; usually reads the posts; is cooperative; and submits most work on time.

D - **Poor** (59.5 - 69 points accumulated) A D student does minimal work, sometimes reads the posts, inputs marginally; submits work sporadically; and/or usually submit work on time. The course must be repeated.

F -   **Failure** (below 59 points accumulated) The F student fails to complete assignments; is not prepared to do the class work; and/or does not submit original work. The course must be repeated.

**RESOURCES: Act**

* At http://valenciacc.edu/oit/ltad/StudentResources/ you will find online course tips, information, etc.
* **Computer Labs** (available on all campuses): Check your local campus for times and places.
* **Libraries** (available on all campuses): To access online databases, a required resource, you will need a valid Valencia ID and PIN. You have full Internet access and email opportunities from college computers located in the libraries. There are **Tutorials** on finding resources, evaluating resources, and documenting resources. You will find the links to these in the Research Module tab.
* **Tutoring Services** (available on all campuses): Arrange a tutor if you believe that you will benefit from one-on-one help.
* **Writing Centers** (available on **West** and **Winter Park**): The West Campus Writing Center is an appointment-based resource located in building 5, room 155 (Phone: 407-582-5454). At the Writing Center, consultants help students at any point of the writing/learning process. In person assistance is available Monday - Thursday from 8:00 am to 7 pm and Fridays 8 am to 2 pm. You can also access the center online through Zoom. Monday-Friday 10 am - 9 pm or Saturday and Sunday from 11 am to 7 pm at <https://valenciacollege.edu/students/learning-support/west/communications/writing-center/services/index.php>
* [Links to an external site.](https://valenciacollege.edu/students/learning-support/west/communications/writing-center/services/index.php). The qualified staff will go over English language assignments with students from all disciplines and courses, college wide, helping with grammar assignments; pronunciation; understanding main ideas and other reading skills; organizing and developing a speech; constructing paragraphs, essays, or research papers; and scholarship essays, letters, and resumes. The Writing Center consultant will not edit or proofread the paper. The student should make attempts at revising and editing on his or her own before coming to the Writing Center.
* Valencia students have access to an online, on-demand student support site, where you can submit essays for feedback.
* You can use the following link for the process to help students get free hi-speed internet [https://money.com/free-high-speed-internet-government-program/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmoney.com%2Ffree-high-speed-internet-government-program%2F&data=05%7C01%7Cecoombes%40valenciacollege.edu%7C7f59db7042ce4540436908da75510e2b%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637951288302601960%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=XJk%2BDfQkDZYeafz6tezHq5X31d8vQY3%2F7EF0vTjYghA%3D&reserved=0)
* [Links to an external site.](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmoney.com%2Ffree-high-speed-internet-government-program%2F&data=05%7C01%7Cecoombes%40valenciacollege.edu%7C7f59db7042ce4540436908da75510e2b%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637951288302601960%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=XJk%2BDfQkDZYeafz6tezHq5X31d8vQY3%2F7EF0vTjYghA%3D&reserved=0)
* **Pooky’s Pantry:  For students in need, non-perishable items are available in the Student Development office, bldg 3 room 147.**
* **BayCare Behavioral Health Student Assistance Program (SAP) Services: Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.**
* **Security Statement from Valencia College’s chief of security**: We want to reassure 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 or 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, 407-582-1030 (after-hours number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.
* **Financial Aid Notice:** In order to academically maintain financial aid, students must meet all of the following requirements: Complete 67% of all classes attempted, and maintain a Valencia GPA of 2.0 or higher, and Maintain an overall GPA of 2.0 or higher, and complete degree within the 150% time frame.

\*\*\*\*\*\*This syllabus may be revised at the discretion of the instructor\*\*\*\*\*\*\*\*