# ENC 1101 Syllabus: Spring 2023



## Contact Information

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## My Availability

- I am available via email every day. If you have any questions please reach out and I will respond within 24 hours.
- As this is an online class, I do not have formal office hours. Instead, you can schedule a one-on-one meeting with me by appointment. Email me which day and what time you'd like to meet and your preferred method of contact--phone, Zoom, or Skype-- and I will schedule this with you.

## Course Learning Outcomes

1. Apply a multi-stage composing and revising process to produce essays.
2. Apply conventions aligned to varied writing situations.
3. Demonstrate information literacy.
4. Synthesize information for a specific rhetorical aim.
5. Document source material in accordance with at least one recognized documentation style.
6. Apply active reading strategies.

## 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/or secondary sources, and grammatical and mechanical accuracy.

- Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C is required if ENC 1101 is used to satisfy Gordon Rule and General Education Requirements.

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

## Course Materials

- In lieu of assigning a costly textbook, you will access readings using Open Education Resources (OER) using the *Valencia Writer* LibGuide.

## 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.), which is available through Atlas. Use Google Chrome as your browser.

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

## The Online Student

These are some of the characteristics that can contribute to your success.

### 1) Create a learning space

Use a space conducive to learning. An optimal space is technologically accessible, has minimal distractions, is comfortable, and allows you to take mental and physical breaks every 15-20 minutes or as needed, where you can process what you learned, stretch, etc.

### 2) Manage your time each day

Plan to dedicate at least 8-10 hours per week to this course by creating a daily schedule that allows time to

- **complete** the online lessons.
- **review** the material, create notes, and study.
- **create** the assignments in a thoughtful manner.
- **respond** online in the forums.
- **review** and utilize professor's feedback.
- **use** learning support.
- **recognize** that some assignments require much more time than others and plan accordingly, particularly planning, drafting, and revising essays.

### 3) Communicate with professor and peers

- Get to know your professor.
- Use engagement hours for one-on-one support.
- Use the online forums as a way to engage in the discussions and learn from your professor as well as your peers.
- Set up study groups outside of class.

## 4) Utilize additional resources

A natural part of the college experience is using additional support to supplement your learning. Each student comes with different skills, so using learning support is advised.

- Overview of [Learning Support](#) and Other Resources
- [Getting Started in Canvas.](#)
- [Getting Help.](#)
- [How to Succeed.](#)

## 5) Acknowledge your stress or challenges

College is hard! But you have a lot of support and resources while learning. When things becomes stressful, acknowledge the stress and create a plan to manage these challenges. Use support, like [Baycare.](#), if this becomes more than you can manage.

- Articles and resources:
  - [College Student's Guide to Stress Management](#)
  - [College Stress article](#)
  - [Mayo Clinic resource](#)
  - [Positive Thinking and Self-Talk](#)

## Mental Health Resource

- [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 Resource

- The [Office for Students with Disabilities.](#) determines accommodations based on appropriate documentation of disabilities, so please reach out to them for support and provide their documentation to receive the accommodations.

## *Online Attendance and Participation*

**What is expected?**

- Online attendance is evaluated by your active participation and completion of the weekly lessons and assignments. This is your responsibility as an online student.

## What happens if I 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 in the course.

## What happens if I miss multiple lessons or assignments?

- Missing online lessons and assignments can adversely affect your course grade, which is why active participation is required of you. I will contact you through the Grade forum and/or Canvas email if you miss multiple assignments or a high-stakes assignment.

## What is a "no show"?

- 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.

## What is the withdrawal deadline?

- If circumstances arise where you need to withdraw yourself, the deadline is March 24th. This course does not withdraw students after the "no show" period.

## Grading Policy

Each category is described below and notes the percentage of the course grade. The policies for late work, documents or links that do not open, and forum closings is explained too.

### Discussions and Quizzes - 25%

- Discussions provide you with an opportunity to discuss the course readings with your peers and professor. It's a place to practice writing, responding, and peer-reviewing. Discussions are worth 20 points.

### Outlines and Rough Drafts - 30%

- Outlines give you the chance to come up with a plan for your essay and a starting point to work from.
- Rough Drafts provide you a space to work on your essay with your peers to gain feedback to improve upon for your final draft.

### Revised Essays 35%

- 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.

### Adaptation Project 10%

- You have a project focused on creatively recreating your research paper and translating it into a new genre. This will demonstrate your ability to verbally communicate information to your audience in a new form.
- This assignment is worth 100 points.

# What happens if I post late?

- Late discussion board posts and responses will not be accepted as they may impact the success of other students in the course.
- All other assignments should be submitted by their due date. I will attempt to be flexible due to the nature of an online course and the unique challenges presented with Covid-19, but please reach out to me by email at emonnig@valenciacollege.edu if you require an extension.

# What if my file attachment or video link does not open?

- If your file attachment or video link does not work, this counts as "no submission" because there is nothing to grade.  This is also true for "blank" submissions when there is a submission, yet nothing is posted.  To prevent this, after your post, you need to return to the forum and check that your work is visible and opens.

## Course Grade Distribution

| Letter Grade | Total Percentage |
|:---:|:---:|
| 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. Minimum grade of C is required if ENC 1101 is used to satisfy Gordon Rule and General Education Requirements.  [Refer to catalog.](#)

## Plagiarism and Its Consequences

All work submitted by you is expected to be the result of your individual thoughts, research, and self-expression for this course and for this semester.  Review [Valencia's Academic Dishonesty Policy.](#)

### What can lead to plagiarism?

- 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.

### How is this prevented?

- Create your own 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.

### What happens when plagiarism occurs?

- If an assignment has plagiarized ideas, the student is notified through Grades in Canvas or through email.  **An assignment with plagiarized ideas earns a zero regardless of whether this is intentional or unintentional.**

- If plagiarism happens more than once, the student will receive an F for the course.