

# ENC1102 CRN 15226 Syllabus

## GENERAL COURSE INFORMATION

Term/Year: Fall 2018  
Modality: Face-to-Face  
Length of Term: 16 weeks

Credit Hours: 3  
Building/Room: WC 007 232  
Meeting Day: Saturdays  
Time: 8:30am-11:15am

## CONTACT INFORMATION

Instructor: Jennifer Brophy  
Email: jbrophy2@valenciacollege.edu  
Phone: (860) 214-8217  
Office Location: N/A  
Office Hours:

Meetings available upon request ☺  
**Since I am not available on campus during the week, I do my very best to always respond to student messages (See the Communication Policy section for details) within 24 hours.**

## COURSE DESCRIPTION

Application of skills learned in ENC 1101. 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 is required if ENC1102 is used to satisfy Gordon Rule and general education requirements.

## PREREQUISITES

Successful completion (Grade "C" or higher) of ENC 1101.

## COURSE OUTCOMES

- Students will compose essays (including a formal research paper).\*
- Students will use conventions of standard American English.
- Students will demonstrate competence in research and documentation.
- Students will demonstrate competence in critical reading skills.\*

\*General Education Outcome Indicators

## TEXTBOOK & REQUIRED MATERIALS

Required:

**Portable Literature W/Mla Update**  
Kirsznar ISBN 1337284998 Copyright 16  
Publisher: Cen Edition: 9 Binding: Paperback

**Little Seagull Handbook W/Exercises**  
Bullock ISBN 0393602648 Copyright 17  
Publisher: Norton Edition 3 Binding Spiral

## COMPUTER/EQUIPMENT REQUIREMENTS

Since many assignments are submitted on Canvas, access to a computer or tablet is required. Valencia (West Campus) offers students free use of computers in Building 6.

Occasionally, you will need access to a printer. You will have at least one week warning.

## TECHNOLOGY ACCESS/SKILLS

You will demonstrate competence in the following areas:

- using a word-processing program to type, revise, and edit your assigned out- of-class essays
- using Blackboard to submit out-of-class essay assignments as MS WORD attachments
- navigating the electronic library databases

As part of each essay assignment, you will be expected to use word-processing tools effectively; no papers will be accepted unless they follow the guidelines specified by your instructor.

## COURSE COMPETENCIES

The course seeks to strengthen students' skills applicable to Valencia's Student Core Competencies: **Think**, **Value**, **Communicate**, and **Act**.

## IMPORTANT DATES

**Start Date: September 1st**

**End Date: December 15th**

**Withdrawal Deadline: November 9th**

**College Closed: November 24th**

**College Calendar:** [http://valenciacollege.edu/ calendar](http://valenciacollege.edu/calendar)

## NO SHOW POLICY

Class attendance is required for face-to-face classes beginning with the first class meeting. If you do not attend the first class meeting, you will be withdrawn from the class as a "no show." Class attendance is required for online classes; students who are not actively participating in an online class and/or 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."

## WITHDRAWAL POLICY

Per Valencia policy a student who withdraws from class before the established deadline for a particular term will receive a grade of "W. A student is not permitted to withdraw after the withdrawal deadline.

A faculty member **will** withdraw a student up to the withdrawal deadline 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". After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date. Review the complete policy at <http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattempts/coursewithdrawal/>

## **COLLEGE STUDENT CONDUCT POLICY**

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the Student Code of Conduct, which can be reviewed at [http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID\\_1=8&navst=0](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0)

## **COLLEGE LINKS**

College Catalog

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

Valencia Policy Manual

<http://valenciacollege.edu/generalcounsel/policy/>

Student Handbook

<http://valenciacollege.edu/pdf/studenthandbook.pdf>

Microsoft Office: Free Software

[valenciacollege.edu/support/howto/documents/](http://valenciacollege.edu/support/howto/documents/)

[Valencia\\_Office-ProPlus-Instructions.pdf](#)

Course Support: onsite, online tutoring, writing help, etc.

<http://valenciacollege.edu/learning-support/>

## **ACADEMIC HONESTY**

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive. To review the Valencia policy, go to [http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID\\_1=8&navst=0](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID_1=8&navst=0)

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F.

## **STUDENTS WITH DISABILITIES**

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities (OSD) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability. For more information, go to <http://valenciacollege.edu/osd/>

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. To obtain a letter of accommodation, contact OSD at 407-582-2229.

## **BAYCARE STUDENT ASSISTANCE SERVICES**

Valencia College strives to ensure 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. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

## **ATTENDANCE POLICY**

It is vital for students to be present in as many classes as possible in order to be successful. Therefore, the following policies have been put into place:

- If you miss one class: Is ok! Life happens. Missing one class will NOT impact your attendance grade. However, it will remain the student's responsibility to contact classmates to see if they missed anything important. If you miss a class, you are also still expected to hand in your work on time if something is due!
- If you miss two class: You will have 10 points deducted from your final grade.
- If you miss three classes (up until the week before finals): You will be withdrawn from the class. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W." After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course.

## **TARDINESS POLICY**

If a student arrives late, he/she will receive a "tardy." For every three tardies that a student receives, one absence will be deducted.

## **LATE WORK/MAKEUP POLICY**

I do accept late Journals and Papers (excluding the in-class paper) under the following conditions:

- If you submit the assignment (through Canvas or email) within 24 hours of the time due, I will accept the assignment and deduct 10 points from the grade.
- If you submit the assignment within 48 hours of the time due, I will accept the assignment and deduct 20 points from the grade.
- I will NOT accept any late work after 48 hours from the due time.
- **Homework Assignments will NOT be accepted late.**

In the case of a documented medical emergency, please reach out to me as soon as possible to see if this warrants special consideration (I do not make any promises!).

## **FINAL EXAM POLICY**

Your final exam will be your final project. Presentations will last for three days at the end of term. The last day of presentations, and the accompanying written portion will take place on our scheduled exam day: April 21st.

## **GRADING SCALE**

90% -100% A  
89.9%-80% B  
79.9%-70% C  
69.9%- 60% D  
59.9%- 50% and lower F

## **GRADING BREAKDOWN**

(16.6%) Homework  
(16.6%) In-Class Participation  
(16.6%) Journal Entries  
(16.6%) Paper Grade  
(16.6%) Research Paper  
(16.6%) Presentation

## **CLASSROOM POLICY**

Students must at all times behave in accordance with the student catalogue's conduct code (6Hx28: 10-18). Appropriate classroom conduct promotes an environment of academic achievement and integrity. Disruptive classroom behavior that substantially or repeatedly interrupts either the instructor's ability to teach, or a student's ability to learn, is prohibited. I encourage the civil discussion of ideas; however, repeatedly talking without being recognized, talking while others are speaking, or arguing in a way that is perceived as "crossing the civility line" will not be tolerated and students engaged in this behavior may be asked to exit the classroom. Also, while students are encouraged to bring laptops,

tablets, and smart phones to class, they are to be used for teacher-initiated academic activities only.

## **COMMUNICATION POLICY**

The most efficient method for contacting me and receiving prompt replies is by messages on Canvas. I check this several times each day, so please make this your first choice. However, if Blackboard is having technical difficulties, you should email me at [jbrophy2@valenciacollege.edu](mailto:jbrophy2@valenciacollege.edu).

I have included my cellphone at the top of this syllabus for a reason- if you need me, use it! This is for emergencies or to access information you have not been able to receive otherwise. It is NOT to be used simply to ask me what the homework is.

## **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 class and/or via Blackboard message.

Week	Date	In-Class Activities	What is Due Today?
1	September 1st	Expectations, Syllabus Review, Introductions	Show Up :)
2	September 8th	Theme: Let Me Tell You My Story	<b>Reading Due</b> "The Cask of Amontillado"- pg 249 "The Things They Carried"- pg 310 <b>Journal Entry Due</b>
3	September 15th	Library Day Work Cited Exercise  **Meet in Classroom	<b>Homework Assignment #1 Due</b>
4	September 22nd	Hamlet	<b>Reading Due</b> "Hamlet"- pg 1043 (the play, not the poem!) <b>Journal Entry Due</b>
5	September 29th	Hamlet	<b>Paper Due at 11:59pm</b>
6	October 6th	"Hamlet" Debate Day	<b>Homework Assignment #2 Due</b>
7	October 13th	<b>Research Project Overview</b>	
8	October 20th	Dynamic Characters Lesson  In-Text Citations Exercise	<b>Reading Due</b> "Girl"- pg 95 "The Yellow Wallpaper"- pg 434 <b>Journal Entry Due</b> <b>Research Project: Topics Due</b>
9	October 27th	In-Class Paper	
10	November 3rd	Poetry	<b>Reading Due</b> Chapter 15- pg 486-498 <b>Homework Assignment #3 Due</b>
11	November 10th	Emily Dickinson/Writing Poetry  Assign Project Topics	<b>Reading Due</b> At least 5 Emily Dickinson Poems in the book of your choosing  <b>Journal Entry Due</b>
12	November 17th	Library Day ***MEET AT LIBRARY	<b>Research Project: Worksheet Due</b> <b>Homework Assignment #4 Due</b>
13	Nov 24th	NO CLASS	Thanksgiving Break
14	December 1st	Presentations	Presentations
15	December 8th	Presentations	Presentations
***	December 15th	"Final Exam" Day	<b>Bring Draft of Research Paper to Class</b> <b>Final Draft of Research Paper Due at 11:59pm</b>

