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# ENC1101 ONLINE SYLLABUS

**Semester: Spring 2024**

**Please print a copy of this syllabus for handy reference. Whenever there is a question about the class requirements, remember this syllabus is considered to be the ruling document.**

**The instructor reserves the right to make changes to this syllabus throughout the semester, but the changes will be posted online under the title SYLLABUS.**

[Course Information](#_Instructor_Information) / [Instructor Information](#_Course_Information) /[General Course Description](#_General_Course_Description) / [Class Procedures and Policies](#_Attendance) /[Assignments](#_Assignments) /[Time Commitment](#_Time_Commitment) / [Accommodations](#_Accommodations) / [Statement of Diversity](#_Statement_of_Diversity) / [Important](#_Course_Calendar/Timeline) Dates

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| Course Information | |
| Course Prefix & Number | ENC1101 |
| Course Title | English Composition I Online |
| Credits | 3 |
| Pre/Co-requisites | 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 Start Date | 9 January. 2024 |
| Course End Date | April 2024 |
| Meeting Times | This class meets on virtually, online only |
| Course Drop and Withdrawal Dates | Drop/Refund Deadline – 15 January. 2024  Withdrawal Deadline “W” Grade- March. 2024 |
| Required Text(s) | This course uses online resources and links in replace of textbooks. All readings and lectures will be presented virtually. There are no assigned textbooks for this course.  A majority of the course readings will come from the following resource: https://libguides.valenciacollege.edu/c.php?g=394082&p=2677399  **Note: The lectures in this course are in the form of online resources, links, and attachments. Notes should be taken for all content taught.**  **You can access all course lectures and assigned readings in corresponding learning modules. In addition, you can access all lectures and readings in the Pages link titled “Lectures” and “Readings.** |
| Required Technology | * Active Valencia Atlas email account * Internet access * Microsoft Word software   + FREE Download Microsoft Office. Login to ATLAS and click “Courses.” There, you will see a link to download a free Word subscription.  Computer Equipment Requirements Students should verify[computer software and hardware requirements](http://valenciacollege.edu/oit/learning-technology-services/student-resources/getting-started-online/system-requirements.cfm) to ensure course work can be submitted successfully.  Since all assignments are submitted through Canvas (unless otherwise noted), access to a computer or tablet are required for this course.  Students are encouraged to download the [Student Canvas App (Links to an external site)](https://community.canvaslms.com/docs/DOC-4048)  onto their mobile device. Students have free access to computers at all Valencia campuses  Access/Skills  Students should demonstrate competence in the following areas:   * using a word-processing program (MS Word) to type, revise, and edit your course assignments * using Canvas to submit assignments and upload file attachments * navigating the electronic library databases |
| Instructor Information | |
| Name | Professor James R. Fleming |
| Office Location | Virtual |
| Office Hours | **Phone: Mondays, Wednesdays, and Fridays: 1pm-4pm**  **I will also hold live office hours via Zoom every Tuesday and Thursday from 4pm-5pm. I will send out a link to the meeting via email every Tuesday and Thursday morning.**  **You are welcome, also, to text me at the number below any time. However, I’ll only be responding to student texts between 9am and 7pm Monday-Friday.** |
| Phone Number | 407-473-8626 |
| Email | *Jfleming24@valenciacollege.edu* |
| Website |  |
| Instructor Availability | Messages sent via Valencia email or Canvas messaging will be answered within 24 hours, during set office hours, except on weekends, holidays, or when the college is closed. Emails are not instant messages, nor are they texts; therefore, immediate responses are not to be expected. Emails will not be answered on weekends, holidays, or when the college is closed.  Do not email from a private email account, such as hotmail, yahoo mail, gmail, etc. Only emails sent from an ATLAS account will be answered.  Online students can access the Canvas Messaging system. A list of all students can be found in the Content Link “Messages.” Students are encouraged to use this when emailing classmates. All messages sent will be visible in this link, so students are required to check their messages inbox daily. I answer both emails and Blackboard messages. Feel comfortable using either of these communication tools. |
| Instructor Bio | James R. Fleming, M.A. and Ph.D Fellow |
| General Course Description | |
| Course Description | ENC 1101 is designed to introduce students to the essay form and to provide instruction and practice in expository writing, including the documented essay. The emphasis is 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. |
| Course Outcomes | * compose expository essays * write in standard American English * write a documented essay * demonstrate information literacy * develop critical reading skills |
| Course Log-in | If you are absent during the first week of the course, you will be dropped from the course, per college policy. Any online student who does not login to Blackboard within the first week will be reported as a “No Show” student, and will be withdrawn from the course and receive a W as a Final Grade in the course. |
| Where to go in Class: | We will be using a course management system called ***Canvas*** to access assignments and handouts. We also use ***Canvas*** to communicate with each other via email and announcements.  All variations of this course use the resources of the Canvas course management system. All items used for this course will be available in Canvas.  Please understand that it is your responsibility to ensure that you are ready for Blackboard- enhanced courses. This includes appropriate hardware and software, and reliable high-speed internet connection. Upon taking this course, you are expected to understand and adhere to internet resources.  Please use the first week of the semester to sort out any technical issues you might encounter. For technical help, use the Canvas Content Link technology resources.  In order to stay enrolled in this course, you must have daily access to a computer with internet. This course cannot be completed with a cell phone, **no exceptions**. If your computer breaks, then you are responsible for finding another one. If you move or travel, then you are responsible for internet access throughout that time.  Valencia has resources available to students who need computers and/or internet. Laptops can be checked out through the West Campus library for 1 week rentals. These laptops cannot be reserved and are first-come first-serve. This is your responsibility, and it is important you recognize this before committing to this class. |
| Online Course Materials | Lectures are delivered through external HTML links. Students are directed to these hyperlinks in specific assignment/discussion instructions. It is extremely important the student learns and studies these lectures. All external lectures can be printed, and all lectures should be saved (or printed) and organized in a specific location. Take notes on each lecture and ask questions about any content that seems confusing or unclear. A complete list of lectures and access to all lectures, is available under the Content Link titled “Lectures.” |
| Need Help? Online Resources | Students are responsible for their own success in this course. There are several resources available to ensure you are successful. These resources include MLA guidelines and templates, library support, communications center support, writing center support, and YouTube college success strategies. Students can access these support services through any of the Content Links beginning with “Need Help?” |
| Class Procedures and Policies | |
| Attendance- Online | **Online Student Attendance:**  Students are required to log into Vanvas on a daily basis. Attendance will be monitored throughout the semester. A student’s “last day of access” is visible to the instructor. How often and for how long students have logged into this course is visible to the instructor. Attendance in this class is closely monitored. If student(s) do not log into this course a minimum of three times per week, student(s) can be withdrawn from the course. |
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| Assignment Submission | Assignments are due on scheduled deadline dates. All due dates and deadlines are included on the corresponding assignment details. To view due dates, open the assignment and carefully read the details regarding the assignment. Talk to your professor if you have questions or concerns regarding due date deadlines. All work can be submitted early, but late work will not be accepted (see “late work” policy below).  All assignments will be submitted electronically. Essays will be submitted electronically through Canvas’s SafeAssign. Find the link with the appropriate essay assignment and follow all directions. If an essay is not turned in electronically the essay will not be graded, and the student will result in a zero.  You are responsible for completing all assessments with high speed, reliable internet. Internet outages, electricity outages, timed out reports, circuit brakes, or any other technical barriers will not be accepted as excuses for work. Resubmissions will not be permitted, and no assessment will be reset. |
| Late Assignments | All discussion posts, responses, quizzes, and exams are due on the assigned due dates only. Extensions on these assignments will not be given under any circumstance.  Essays submitted late will lose an automatic 10%.Essays can be submitted up to 1 week late. Any essay submitted after 1 week will not be accepted or graded. |
| Rewrite Guidelines | Students are not given rewrite opportunities. No essay or assignment can be rewritten or resubmitted for a new grade. Students must accept the grade they earned, and move forward to improve future work. |
| Extra Credit Guidelines | Extra credit is not offered in this class. |
| Academic Integrity | Academic integrity is highly valued at Valencia College and throughout higher education. Maintaining academic integrity is the responsibility of every member of the college community: faculty, staff, administrators and students. Academic integrity requires students to refrain from engaging in or tolerating acts including, but not limited to, submitting false academic records, cheating, plagiarizing, altering, forging, or misusing a college academic record; acquiring or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonest grades, honors, or awards.  Any form of academic dishonesty will result in an F on the particular assignment, and possible F in the course.  Academic dishonesty in a learning environment could involve:   * Having a tutor or friend complete a portion of your assignments * Having a reviewer make extensive revisions to an assignment * Copying work submitted by another student * Using information from online information services without proper citation (Proper documentation consists of quotation marks around three or more of someone else’s words followed by a proper citation. No quotation marks are necessary if you put someone else’s ideas in your own words; however, you must follow the paraphrase with a proper citation.) * Using a paper you have/had written for another class to fulfill an assignment in this class unless you have permission of both instructors * Sharing or receiving answers on tests before the test has been completed |
| Online Classroom Environment | In order to assure that we can have a free and open discussions and help each other, I expect each person to respect the confidentiality of what your classmates are willing to share while at the same time I ask that each of you exercise good judgment in what you choose to share, avoiding non-public or sensitive information. All of your writing in this course will be shared with the class.  When engaged in online interaction, it is important that we all follow netiquette. This means our feedback must be clear, concise, not in all capital letters (which indicates yelling), and focus on both the positive and negatives of the work we are reading, giving the author specific examples to support our criticism and specific suggestions on how to fix what we are criticizing. We should start and end each critique with a positive but specific comment about what we are studying.  Students are reminded to follow basic rules of civil communications:   * There will be no inappropriate language, threats, or negative personal comments tolerated. All such correspondence will be forwarded to the Student Conduct Officer for appropriate action. * Additionally, students are urged to report to the instructor immediately any harassment by a classmate, whether by email or on the Discussion Board and to forward the offending messages.   Any post/comment deemed inappropriate by the professor will be deleted/discussed. At any time, the comments or posts will be brought to the attention of the dean, and disciplinary action (deemed appropriate by the professor and the dean) will be taken. |
| Assignments | |
| Grading Policies | Scores for tests, assignments, and discussions can be accessed using the “My Grades” tool in the Canvas content area.  The overall grade for the course will be calculated based on a percentage system as follows:   |  |  | | --- | --- | | **Assessment** | **Points** | | **Discussions-** A discussion board forum contributes to the development of your cognitive and critical thinking skills, allows time for thoughtful, in-depth reflection on course topics, facilitates exploratory learning by allowing you to review and respond to the work of others and paves the way for you to approach your own learning in diverse ways. The purpose of an online discussion:   1. To assist in building a sense of community among students; 2. Students can replicate the robust discussions that take place in the traditional classroom; 3. They serve as an additional medium for collaboration and the exchange of ideas; and/or 4. As a way to demonstrate the understanding or application of course material. | 25% | | **Assignments-** The main purpose of assignments is to increase the learning capabilities of students.  When looking at assignments, it is important to consider:   * “How does this assignment relate to the course objectives?” * “Why am I being asked to do this assignment or to think about this topic/question in this way?”   By giving you this assignment, your instructor may be asking you to:   * express ideas or concepts in your own words to demonstrate understanding * apply relevant concepts to a situation or phenomenon * analyze ideas and concepts and consider relationships among them * evaluate a decision, perspective or a particular way of doing something * create new ideas or perspectives given a particular topic or issue | 50% | | * Writing is an essential job skills |  | | **Final Portfolio-** | 25% | |
| Grades | You can check your grade through Content Link *Grades* at any point during the semester. If you have any questions, please contact me immediately.  You can expect to have graded assignments returned within 2 weeks of the due date of the assignment.  Your grade will be a reflection of how well you have mastered the material, not how hard you have worked. |
| Grading Formula | A= 90-100% B=80-89%  C=70-79% D=60-69%  F=59 and below |
| Time Commitment | **Allow 10-15 hours per week to complete the required work in this course. That is quite a time commitment. You should make sure you can meet it before you can continue.** |
| Accommodations | |
| Student Support Services | ****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)](http://valenciacollege.edu/osd/) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability.  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)](http://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/) 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. **Learning Support Centers** Each Valencia campus has a Learning Center that provides resources such as tutoring, writing consultations, and skillshops to students. To locate available resources for the campus closest to you, view the [Learning Support](http://valenciacollege.edu/learning-support/browse-by-campus.cfm) website. **Smarthinking** As a Valencia student, you have free access to an online academic support program that is available 24/7 through your Atlas account. You can get live online tutoring, as well as receive feedback on your essays and research papers, among other support services. For more information, view the [Learning Support](http://valenciacollege.edu/learning-support/browse-by-campus.cfm) website. |
| Diversity Commitment | |
|  | The entire class will benefit from the wealth of diversity brought by each individual, so students are asked to extend every courtesy and respect that they, in turn, would expect from the class.  This college is committed to creating a positive, supportive environment that welcomes diversity of opinions and ideas for students. There will be no tolerance of race discrimination/harassment, sexual discrimination/harassment, or discrimination/harassment based on age, disability, color, creed, national origin, religion, sexual orientation, marital status, status with regard to public assistance, or membership in a local commission. |
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