Valencia College
ENC 1102 Online
Spring 2023

Syllabus Purpose

A course syllabus explains the kind of teaching and learning you can expect in the course, helping you understand what is expected of you and what you can expect from me, your professor.

It includes things like

- course learning outcomes.
- required technology and materials.
- learning support and resources.
- how you will be assessed and the kinds of assignments.
- course policies.

Course Information

Section Number: **26702**

Instructor: Jenn Hilley

Contact Days/Location: Fully Online

Term: Spring 2023

Credit Hours: 3

Pre-requisites/Co-requisites

ENC1101 or 1101H with minimum grade of C

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 required if ENC 1102 is used to satisfy Gordon Rule and general education requirements.

Course Learning Outcomes

The following outcomes will be assessed in this course. An "outcome" is defined as something students take with them beyond this course. During this course, you will learn the following skills.

Apply a multi-stage composing and revising process to produce essays.

Explanation: For each paper, you will go through the entire writing process: deciding on a topic, choosing sources, creating an outline, assembling an annotated bibliography, and polishing your rough draft into a final draft. For the first paper, you'll also be peer reviewing your classmates' papers. Following the process will help you to approach all writing tasks with confidence.

Compose a written argument using evidence from varied sources.

Explanation: Argument isn't just for non-fiction topics. You can also make strong, significant claims about literature, too. In this course, you'll be writing an argument paper related to one of the poems we're reading in the second half of the course. You'll analyze the poem and relate it to a personal experience or a current event. This paper will not only sharpen your argumentative skills, it will also give you a new appreciation for the power and importance of poetry. Poetry isn't just Shakespearean sonnets: Poetry can capture a moment with a rawness and realness that even fiction can't match.

Apply conventions aligned to varied writing situations.

Explanation: In this course, you'll become familiar with several types of writing: informal journal responses, group discussions with classmates, evaluations of classmates' work, analysis of professional sources, and formal expressive and argumentative papers. Learning the conventions of these situations will prepare you for different writing challenges you will encounter in college and beyond. You will be able to shape your writing so that it meets academic and professional standards.

Document source material in accordance with at least one recognized documentation style.

Explanation: MLA is the documentation format of English and the humanities. For the first paper, you will be required to use MLA format. For the second paper, you'll have the option of using APA format, the documentation style used in the sciences and social sciences. You'll be able to use the format which aligns with your major. No matter your major, you will see these two documentation styles repeatedly in college and, possibly, in your professional life. This course assumes that you have some experience with format and documentation, but there will be ample resources in the course Canvas shell to help you with both. Mastering MLA and APA will improve your writing and information literacy skills, as correct format and documentation are important whenever you are using sources.

Apply critical reading skills.

Explanation: To be able to write about literature, you must be able to read it carefully. This course will promote the deep and thoughtful reading of stories, poems, and sources about the

stories and poems. We will learn active reading skills and annotation methods to help you master these varied, complex, and beautiful pieces of writing. These skills will be important not just for ENC 1102, but for any class or profession which requires clear understanding of written materials—and that's all of them!

To put it another way, these objectives align with the 2022-2023 objectives for the Valencia College English Department. Specifically:

Apply critical reading skills

· Analyze the author, audience, purpose, tone, context (i.e. rhetorical situation)

· Analyze text for literal and inferential meaning

Apply a multi-stage research process to produce essays

· Evaluate research source material for academic credibility and relevance

· Select research source material

· Synthesize research materials

Compose a written argument using evidence from varied sources

· Support thesis with relevant evidence

· Align evidence to form valid conclusions

Apply conventions aligned to varied writing situations

· Evaluate the text, author, audience, purpose, context (i.e. rhetorical situation) of a given assignment/prom

· Write essays consistent with a given writing context

· Apply grammatical and mechanical standards consistent with the norms of a given writing context

Document source material in accordance with at least one recognized documentation style

· Apply conventions of academic integrity to avoid plagiarism

· Create in-text citations to document source material

· Create a reference list to provide bibliographic information for sources

Required Materials

- In lieu of assigning a costly textbook, you will access readings using Open Education Resources (OER) using the Valencia ReaderLinks to an external site.
- View this short video Links to an external site.that shows you this tool.

Tech Support

- Use the "Help" button on the Canvas menu for resources.

- Additional Canvas Resources for Students Links to an external site.access to tutorials and support for online learning. Their hotline is 407-582-5600, which is available 24 hours a day, seven days a week.
- For Atlas issues, use Atlas Help or 407-582-5444.

Succeeding Online

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 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.

- [Getting Started in CanvasLinks to an external site.](#)
- [Getting HelpLinks to an external site.](#)
- [How to SucceedLinks to an external site.](#)

5) Acknowledge your stress or challenges

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

- Articles and resources:
    - [College Student's Guide to Stress Management Links to an external site.](#)
    - [College Stress ArticleLinks to an external site.](#)
    - [Mayo Clinic ResourceLinks to an external site.](#)
    - [Positive Thinking and Self-TalkLinks to an external site.](#)

Online Engagement Hours

Purpose

- Engagement hours are designed to support your learning.
- In college, it is a natural part of the process to use this time to discuss your assignments, your progress in the course, and your grade.

Contact Information

- Email: jhilley1@valenciacollege.edu
- **Canvas inbox (preferred):** Click the Inbox icon in the left-hand menu in Canvas.

My Availability

- I have office hours on Tuesdays and Thursdays from 5-7 p.m.
- During my weekly office hours, students who message me via Canvas inbox will receive a response within 30 minutes. However, I check messages daily and will respond to you even out of office hours as quickly as I can.

- Students wishing to have a one-on-one Zoom chat during office hours can schedule it by messaging me through the Canvas inbox or emailing me. I will send you a Zoom link after we agree on a good time.
- The best way to reach me on non-office days is via Canvas Inbox message.
- Students wishing to Zoom chat outside of regular office hours can set up a special appointment by messaging me via Canvas inbox.

Zoom Tutorials

If you are unfamiliar with using Zoom, please review these materials:

- [How to Join a Zoom Meeting (written directions) Links to an external site.](#)

These are illustrated step-by-step instructions for using Zoom in Canvas.

- [How to Join a Zoom Meeting (video directions) Links to an external site.](#)

Prefer an instructional video? Go here.

- [How to Add a Profile Picture to Zoom Links to an external site.](#)

Please add a picture so that when you turn your camera off during a meeting, I can still see a photo of you!

- [How to Add a Virtual Background to Zoom Links to an external site.](#)

Want to attend class from space or from the set of your favorite TV show? Follow these directions. (Virtual backgrounds are also great if your room is messy!)

Learning Support and Other College Resources

Learning Resources

- Valencia's [Keep Learning Links to an external site.](#)guide for learning online:
    - [Getting Started in CanvasLinks to an external site.](#)
    - [Getting HelpLinks to an external site.](#)
    - [How to SucceedLinks to an external site.](#)

- Valencia's online Links to an external site.tutoring Links to an external site.services are available for writing support. Through Distance Tutoring, you can participate in live tutoring sessions as well as submit assignments for feedback on your writing, which is especially useful when you need help with grammar and mechanics.

- Valencia's library Links to an external site.and reference librariansLinks to an external site.

Tech Resources

- Canvas Resources for Students Links to an external site.has tutorials and support for online learning. Their hotline is 407-582-5600, which is available 24 hours a day, seven days a week.
- Atlas Help or 407-582-5444

Mental Health Resource

- Baycare Links to an external site. 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 Links to an external site.determines accommodations based on appropriate documentation of disabilities, so please reach out to them for support and provide their documentation to receive the accommodations.

COVID-19 Resources

- The college has detailed information for students and faculty. To find out more, please click this link: Monitoring the Coronavirus (COVID-19) Links to an external site..

Course Communication Plan

In this course, I

- post Canvas announcements.
- comment on individual assignments.
- comment in class discussions.
- email using Canvas Inbox.

If a circumstance arises where a change must be made to the syllabus or calendar, this will be announced in Canvas.

How You Should Stay Informed

In this course, you should

- check Canvas announcements and Inbox at least 2-3 times per week.
- set your [notification preferences Links to an external site.](#)to your preferred device.

- download the Canvas app if you plan to use your phone.

- refer to the syllabus as a reference for policies, resources, and procedures.

Email Etiquette

- Emails must come from your Canvas or Atlas email account. (Do not give anyone access to these accounts.)
- Follow email etiquette.
  - Email Etiquette
    - Begin with a greeting: Hello Professor Hilley,
    - Write a concise message.
    - Conclude with your name, ENC 1102, and course CRN.

Example Email

Hello Professor Hilley,

I hope you are having a nice day. You mentioned that we could send you our thesis statements. Would you check mine and offer advice please? Thesis: "Everyday Use" is the story of two sisters and their very different attitudes towards family and heritage.

Thanks for your help!

Jameesha Jones

ENC 1102 (CRN: 12345)

Classroom Decorum and Student's Responsibility

Why is this important?

The purpose of being in the virtual classroom is to learn, and student behavior affects the learning environment. Therefore, each student is responsible for offering respectful contributions when participating in any online forum.

Each student is required to follow the protocols in Valencia's [Student Code of Conduct Links to an external site.](#)policy.

What are the implications of disruptions?

- 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 a disruption or distraction occurs, what happens?

- If this were to happen, 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.

Attendance Policy

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 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 if I am absent from the course?

- If you experience short-term absence from the course due to illness, family emergency, etc., please communicate with me as soon as possible to create a plan to complete any missed assignments so that your learning can progress in your course.

- In the case of a prolonged online absence, please communicate with me as soon as possible to create a plan for the best course of action.

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 24, 2023.**
- Withdrawing from a course can affect your financial aid and your progress towards graduation. Always speak with your counselor before withdrawing from a course.

Grading Policy and the Learning Process

Grading Policy

Each category is described below and the total points possible in each category are noted. The policies for late work and documents/links that do not open are also explained.

Methods of Evaluation

Category	Description	Points
Quizzes	9 short tests on the course texts *Submission Method:* Canvas quiz pages	115 points
Journals	9 informal responses to the course texts *Submission Method*: Word files	155 points

Category	Description	Points
Discussions	9 written conversations about the course texts *Submission Method*: Canvas discussion boards	180 points
Fiction Essay Prewriting	4 assignments which prepare students for writing the Fiction Essay: An annotated bibliography, an outline, essay rough draft, and essay peer reviews. *Submission Method*: Word files	100 points
Fiction Essay	A formal essay where students compose a creative work related to a story and then analyze the story using critical articles they read for class. *Submission Methods:* Canva, photographs, web links, Word files (vary by individual paper)	200 points
Poetry Portfolio Prewriting	2 assignments which prepare students for writing the Poetry Portfolio: An annotated bibliography and an outline. *Submission Method*: Word files	50 points
Poetry Portfolio	A 3- or 4-part portfolio that focuses on a poem. Students write an expressive reflection, a researched analytical argument, and a comparison/contrast with another poem. A fourth creative response section may be completed for extra credit. *Submission Method:* Canva, photographs, web links, Word files (vary by individual paper)	200 points
Total	**Summation of all points for the term**	**1000 points**

Category	Description	Points
Extra Credit	Additional peer review for the Fiction Essay	15 points
	Additional Poetry Portfolio section	30 points
	Course Reflection	20 points
	Course Evaluation	10 points

Can I submit assignments early?

- Students are welcome to submit work early.
- Regrades of submitted assignments will only be allowed under very specific circumstances (such as a posting error). If a graded assignment can be resubmitted for additional credit, I will let you know in my grading comments.

What happens if I submit late?

- Late assignments lose 5% credit for each day of lateness. Assignments may not be turned in more than 1 week late.
- Certain assignments this term may not be turned in late. Those will be specifically labeled in the Canvas module.

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

- If your file attachment or video link does not work, this counts as a "0" because there is nothing to grade. This is also true for "blank" submissions when there is a submission, yet nothing is posted. Students will have to resubmit those assignments to receive credit.
- To prevent this, after your post, you need to return to the forum and check that your work is visible and opens.

When will I get my grades back?

I generally return regular assignments within **4 days** and major papers within **7 days** from the original due date. If there is ever a grading delay, I'll let students know via Canvas announcement.

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.
- Minimum grade of C is required if ENC 1102 is used to satisfy Gordon Rule and General Education Requirements. Refer to [Links to an external site.](#)

Keeping Up with Your Grades

- Check both your individual grades and course grade weekly to monitor your progress. Read assignments comments when feedback is offered.
- Please reach out to me for support and to discuss your grade.

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.Links to an external site.](#)

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 will lose points depending on the amount of plagiarism involved. Heavily plagiarized assignments receive an automatic zero.**
- If plagiarism happens repeatedly, the student may be referred to the appropriate college representative, where proceedings for disciplinary measures may occur depending on the egregious nature of the Academic Dishonesty violation.

Course Calendar

All assignments are due on Sundays at 11:59 PM unless otherwise noted.

Week	Begins	Ends	Objectives	Assignments Due
1	1/09	1/15	Course Introduction Research Module	Syllabus Quiz Introductory Discussion Film Journal Formative Quiz for Research Module
2	1/15	1/22	Fiction: Plot & Character	Reading Quiz 1 Reading Journal 1 Reading Discussion 1
3	1/23	1/29	Fiction: Setting & Point of View	Reading Quiz 2 Reading Journal 2 Reading Discussion 2
4	1/30	2/5	Fiction: Style & Symbolism	Reading Quiz 3 Reading Journal 3 Reading Discussion 3
5	2/6	2/12	Fiction: Theme	Reading Quiz 4 Reading Journal 4 Reading Discussion 4
6	2/13	2/19	Researching & Planning the Fiction Essay	Fiction Essay Annotated Bibliography Fiction Essay Outline
7	2/20	2/26	Drafting the Fiction Essay	Fiction Essay Rough Draft
8	2/27	3/5	Reviewing & Finalizing the Fiction Essay	Essay Peer Reviews **(Due Wed.)**

				Fiction Essay Final Draft
				Reading Quiz 5
9	3/6	3/12	Poetry: Voice & Syntax	Reading Journal 5
				Reading Discussion 5
				Reading Quiz 6
10	3/20	3/26	Poetry: Imagery & Figures of Speech	Reading Journal 6
				Reading Discussion 6
				Reading Quiz 7
11	3/27	4/2	Poetry: Sound & Form	Reading Journal 7
				Reading Discussion 7
				Reading Quiz 8
12	4/3	4/9	Poetry: Symbolism & Meaning	Reading Journal 8
				Reading Discussion 8
13	4/10	4/16	Researching & Planning the Poetry Portfolio (Thanksgiving Break 11/23-11/25)	Poetry Portfolio Anno. Bibliography Poetry Essay Outline
				Poetry Portfolio Final Draft
14	4/17	4/23	Finalizing the Poetry Portfolio	Course Reflection (*extra credit*)
				Course Evaluation (*extra credit*)
FINAL			Grades due 4/30/23; final survey for students (check announcements)	

Disclaimer

The course outline and syllabus are subject to change as needed; changes will be announced in class (or via Canvas inbox) in a timely manner when necessary. It is your responsibility to find out what, if any, announcements or changes have been made. Your continued participation in this course after the drop-add deadline period constitutes an agreement with and an acceptance of the conditions presented in this syllabus.