



## ENC 1102 21668 Spring 2015 Syllabus

### INTRODUCTION:

**Instructor:** Associate Professor, Jasara Hines

**E-mail:** Use e-mail function in BlackBoard. Secondary e-mail: [jhines7@valenciacollege.edu](mailto:jhines7@valenciacollege.edu)

**Conference times:** usually a scheduled phone call.

**Course:** Freshman Composition II

**Course textbooks:** *Portable Literature: Reading, Reacting, Writing*. 8<sup>th</sup> edition. Ed. Laurie Kirszner. 978-1111839048 **AND** *The Little Seagull Handbook with Exercises*. 2<sup>nd</sup> edition. Ed. Richard Bullock. 978-0393935813

**Term:** TWK – February 16, 2015 – May 3, 2015 **ONLINE**

**Common Course Number and CRN:** ENC 1102-21668

**Credit Hours:** 3

**Course Description:** 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.

**Prerequisite(s) and co-requisite(s):** ENC1101 or 1101H with minimum grade of C Application of skills learned in [ENC 1101](#).

### COMMUNICATION:

**E-MAIL POLICY:** All e-mails will be answered. If you e-mail questions to the instructor and do not receive a reply e-mail, then your message or work did not reach the instructor. Activate the "sent" function on your e-mail system to have a record of outgoing messages.

**DUE DATES:** You are responsible for keeping track of all the due dates this semester. Modules will open weekly, and the due dates for each assignment in the module can be found in three places: course calendar, the module itself, and the assignment tab (other than discussions).

**ATTENDANCE:** Because we do not meet, you are expected to sign on to the course at least once a day. Assignments may change. Due dates may change. If any changes are made, the information will be sent via a course announcement in the morning, so checking the course frequently will ensure that you get the memo in a timely manner. Once I make changes, it is your responsibility to note that change.

## DOCUMENT FORMATS:

You must submit all research papers as email **attachments**, not in the actual email. In addition, the documents must be in **rich text or Word formats**. The file extension will be **.rtf, .doc, or .docx**. If you do not know how to save in these formats, be sure to visit a **campus computer lab** to get instructions. I will not evaluate your work in any other formats. **I CANNOT OPEN WPS or ODT files, and so I will automatically give a zero for any assignment that is submitted in WPS or ODT files. I will not accept PDF files of your work.**

## COMPUTER EXCUSES:

**I do not accept technological problems at home as excuses for late work.** If you are unable to complete your assignments on your own computer and deliver them via the assignment tab, I expect you to drive to campus and finish them at one of the college's computer labs. I buy "My hard drive crashed" with the same skepticism as "The dog ate my homework." **Online equals via computer, not necessarily from home.**

## CORE COMPETENCIES AND OBJECTIVES:

Think, Value, Communicate, and Act are Valencia's core competencies. This course will help develop these core competencies by developing your ability to interpret literature, and to research and compose a coherent research essay. Specifically, you will develop your ability to infer meaning and analyze the specific elements good writers use to create both fiction and non-fiction texts. You will learn how to think critically and respond to literature in numerous ways to the texts that you read.

In addition, you will learn the skills needed to become good stewards of other writers' work by learning how to incorporate and properly document their words and ideas in your own work.

Students will:

- Compose essays, including a formal research essay
- Use conventions of standard American English
- Demonstrate competence in research and documentation
- Demonstrate competence in critical reading skills

## PLAGARISIM:

Plagiarism is a serious offense. **The minimum consequence for plagiarism is a zero on the assignment**, but more serious consequences can occur. Plagiarism is defined as "presenting another person's ideas or words as if they were your own" (Kriszner and Mandell, 224). Plagiarism covers quoting without using

quotation marks, or referencing the source, paraphrasing an idea without referencing the source, and of course using parts of any document (including those found on websites) without quoting or referencing. **Please see chapter 17 in your handbook for further information on plagiarism. Plagiarized essays will receive an automatic zero.**

## IMPORTANT DATES:

**DROP/REFUND:** February 24, 2015

**NO SHOW PERIOD:** February 16<sup>th</sup> – 18<sup>th</sup> 2015

If students registered for the course have not attended any classes from the first day of class to the beginning of the no-show reporting period, then the instructor will withdraw them from the course on the first day of the no-show reporting period.

**WITHDRAWAL DEADLINE:** April 6, 2015.

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of will receive a grade of “W.” A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period 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.” 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.” For a complete policy and procedure overview on Valencia Policy 4-07 please go to:

<http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75>.

**EXAMS:** April 27 – May 3, 2015

## COLLEGE POLICIES:

A full description of all College policies can be found in the College Catalog at

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

Links to the College Catalog, Policy Manual, and the Student Handbook:

- College Catalog - <http://www.valenciacollege.edu/catalog/>
- Student Handbook - <http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>
- Policy Manual - <http://www.valenciacollege.edu/generalcounsel/>
- Student Code of Conduct - [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)

## RESOURCES AND ASSISTANCE:

### STUDENT ASSISTANCE PROGRAM:

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.

## **OFFICE OF STUDENTS WITH DISABILITIES INFORMATION:**

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

East Campus Bldg. 5, Rm. 216 Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222

Osceola Campus Bldg. 1, Rm. 140A Ph: 407-582-4167 Fax: 407-582-4804 TTY: 407-582-1222

**West Campus SSB, Rm. 102 Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222**

Winter Park Campus Bldg. 1, Rm. 212 Ph: 407-582-6887 Fax: 407-582-6841 TTY: 407-582-1222

## **THE WRITING CENTER:**

The Writing Center will open for the fall semester on Tuesday, September 2nd. *Please stop by 5-155 or call (407)582-1812 to make an appointment for a Writing Center Consultation.*

## **The Mobile Writing Center**

The Mobile Writing Center is located in the group study area on the first floor of the library (Building 6). Please check back for the times the Mobile Writing Center will be open in the fall. *Consultations at the Mobile Writing Center are given on a first-come, first-served, walk-up basis.*

For more information, visit: <http://valenciacollege.edu/west/lss/communications/writing.cfm>

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## **COURSE ASSIGNMENTS, ASSIGNMENT REQUIREMENTS AND GRADING:**

**ALL ASSIGNMENTS ARE DUE ON OR BEFORE THE DUE DATE. NO ASSIGNMENT WILL BE ACCEPTED LATE.**

### **FORMAT FOR COMPOSITIONS:**

- The following information must be on page one at the **top left**:

Your name

Instructor's name

Course

Date

- Type on **one side** of the page only.
- If you have more than one page, **number each page** (except the first) in the upper right hand corner.
- Allow a **one-inch margin** on the left, right and bottom of the page.
- Skip a line between the **title** and the first line of the essay.

- **All papers must be double-spaced!**
- **Proofread** your paper carefully to correct all grammatical and mechanical (spelling, capitalization, and punctuation) errors.

## GRADING PROCEDURES:

Your grade will be determined by the skill you demonstrate in your written work. Your essays will be evaluated according to the criteria specified on the writing rubrics (see course homepage).

For purposes of computing, the following scale will be used:

A = 540 – 600

B = 480 – 539

C = 420 – 479

D = 360 – 419

F = 359 and below

To calculate your grade at any time, total your earned points, divide that number by the total of possible points and multiple by 100.

### Graded assignments

<b>100 points</b>	<b>Research Summaries</b>
3 @ 33 points each	Your culminating paper requires you to conduct research. Throughout the semester, you will have to submit summaries of your research.
<b>400 points</b>	<b>Essays</b>
Minor Essay: 1 @100 points	You will write a minor essay this semester. It will be either a compare/contrast or a definition essay that makes an argument about one of the pieces that we have read. Due date and detailed descriptions of the essay will be found in the course modules.
Research Essay: 1 @200 points	This essay will require you to research some aspect of literature. The essay is, first and foremost, an argument essay, but you may also employ other rhetorical modes in the essay such as compare/contrast, definition, narrative, etc. Due date and detailed description of the essay will be found in the course module.
Journals: 3 @ 33 points	Journal prompts will be assigned to specific texts throughout the semester. See modules for prompts.
<b>100 points</b>	<b>Discussions</b>
5 @ 20 points each	You will partake in five discussions this semester. Each discussion will have its own prompt which you can find in the discussion tab.

## Basic requirements for written assignments:

### Minor essays:

- must follow MLA format
- must be a minimum of 4 pages in length
- must contain quotations from the text
- must have a works cited page
- must be double spaced, 12pt font
- must address the prompt

### Journals:

- must follow MLA format
- must be a minimum of 500 words in length
- must contain your opinion of the reading
- must answer the prompt assigned
- is not a summary
- must be double spaced, 12 pt font

The texts for the journal responses can be found in the reading schedule.

### Research essay:

- must follow MLA format
- must be a minimum of 8 pages in length
- must be an argument based on researched information
- must have at least 3 sources
- must contain quotations from the sources
- must have a works cited page
- must be double spaced, 12pt font

Assignment	Due Date
Introductory Discussion	Initial Post due by Wed 18 <sup>th</sup> Feb
Journal 1	Sunday 22 <sup>nd</sup> Feb
Discussion on archetypes	Initial Post due by Wed 25 <sup>th</sup> Feb
Journal 2	Sunday 1 <sup>st</sup> March
Discussion on plot	Initial Post due by Wed 11 <sup>th</sup> March
Summary 1	Sunday 8 <sup>th</sup> March
Minor Essay	Sunday 22 <sup>nd</sup> March
Discussion on Character	Initial Post due by Wed 25 <sup>th</sup> March
Summary 2	Sunday 29 <sup>th</sup> March
Summary 3	Sunday 5 <sup>th</sup> April
Journal 3	Sunday 12 <sup>th</sup> April
Discussion on Symbol	Initial Post due by Wed 15 <sup>th</sup> April
Research Essay	Monday 27 <sup>th</sup> April

**DISCLAIMER: Changes may be made at the discretion of the professor.**