Course Syllabus

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**ENC1102-Freshman Composition II**

"Our doubts are traitors and make us lose the good we oft might win by fearing to attempt."                                                                                                                                                  -William Shakespeare

**GENERAL COURSE INFORMATION**

**Course Name:**Freshman Composition II

**Course ID/Section:**ENC1102/ CRN26858; CRN27685

**Term/Year:**Spring/2021

**Modality: Online**

**Length of Term**:  (16 Weeks)

**Credit Hours:**3

**CONTACT INFORMATION**

**Instructor: Jasmine Nokaly**

**Email:****jnokaly@valenciacollege.edu**

**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**

ENC 1101 or 1101H with a minimum grade of C.

**COURSE OUTCOMES**

* Students will compose essays, including a formal research
* Students will use conventions of standard American English
* Students will demonstrate competence in research and
* Students will demonstrate competence in critical reading

**TEXTBOOK & REQUIRED MATERIAL**

[Online Textbook ENC1102: The Valencia ReaderLinks to an external site.](https://libguides.valenciacollege.edu/valencia_reader)

**COMPUTER/EQUIPMENT REQUIREMENTS**

Since all assignments are submitted on Canvas, access to a computer or tablet is required.  Valencia offers free use of computers.  Information about Valencia computer labs can be found at ([http://valenciacollege.edu/learning-support/browse-by-campus.cfmLinks to an external site.](http://valenciacollege.edu/learning-support/browse-by-campus.cfm)).

**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 Canvas to submit out-of-class essay assignments as **MS WORD attachments-Canvas can only read MS WORD attachments**
* navigating the electronic library databases

As part of each essay assignment, you will be expected to use word-processing tools effectively; papers may not be accepted unless they follow the guidelines specified by your instructor.  All papers should be double-spaced, Font 12 Times New Roman, and have 1” margins.

See[Technical Skills And Requirements](https://online.valenciacollege.edu/courses/63736/pages/technology-requirements-and-skills) for more details.

**COURSE COMPETENCIES**

The course seeks to strengthen students’ skills applicable to [Valencia’s Student Core CompetenciesLinks to an external site.Links to an external site.](http://valenciacollege.edu/competencies/): **Think**, **Value**, **Communicate**, and **Act**.

**IMPORTANT DATES**

Start Date: 01/11/21

Drop/Refund Deadline 01/19/21 (11:59 p.m.)

No Show Reporting Period 01/20/21-01/29/21

Withdrawal Deadline -"W" Grade 03/26/21 (11:59 p.m.)

End Date: 05/02/21

Final Exams: 04/26/21-05/02/21

College Closed (Credit Classes Do Not Meet):

01/18/21 (Dr. Martin Luther King, Jr.'s Birthday); 02/12/21 (Learning Day); 03/08/21-03/14/21 (Spring Break)

College Calendar: [http://valenciacollege.edu/calendarLinks to an external site.Links to an external site.](http://www.valenciacollege.edu/calendar)

[**Links to an external site.**Links to an external site.](http://www.valenciacollege.edu/calendar)

**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 ConductLinks to an external site.Links to an external site.](http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf).

**ACADEMIC HONESTY**

All forms of academic dishonesty are prohibited at Valencia College. [Academic dishonestyLinks to an external site.Links to an external site.](http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-11-Academic-Dishonesty.pdf) 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.

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. Plagiarism is the use of someone else’s words, ideas, pictures, designs, and/or intellectual property without the correct documentation and punctuation. Likewise, all work submitted for this course must be new work, and cannot have been submitted for credit in any other course.

If a student is caught submitting plagiarized work a first offense may result with a zero score on the assignment, a second offense may result with a class grade of F and a conference with the Dean of Students.

**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)Links to an external site.Links to an external site.](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 407-582-1523. Email:osdwest@valenciacollege.edu Fax: 407.582.1523

**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)Links to an external site.Links to an external site.](http://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/%22%20%5Ct%20%22_blank) 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.

**COLLEGE LINKS**

[**College CatalogLinks to an external site.**Links to an external site.](http://valenciacollege.edu/catalog/)

[**Valencia Policy ManualLinks to an external site.**Links to an external site.](http://valenciacollege.edu/generalcounsel/policy/)

[**Microsoft Office Instructions for free softwareLinks to an external site.**Links to an external site.](http://valenciacollege.edu/support/howto/documents/Valencia_Office-ProPlus-Instructions.pdf)

[**Course SupportLinks to an external site.**Links to an external site.](http://valenciacollege.edu/learning-support/)**: onsite, online tutoring, writing help, etc.**

**ATTENDANCE POLICY**

To pass the course, you must attend class by actively participating. Because this class meets online, attendance is measured by completing quizzes, submitting written assignments, and making discussion board posts by the due dates. Simply logging into the class and reading the course content, assignment instructions or posts is not participating.

**LATE WORK/MAKEUP POLICY**

The submittal time for graded activities is not open-ended; they are expected to be submitted by their due dates. **If you are unable to access Canvas due to technical difficulties, then you should e-mail me your assignment on Atlas before the deadline.** If you miss work due to a medical condition, religious observance, jury duty, military deployment or death in the family and want to submit the assignment late, contact me as soon as possible so we can make alternative arrangements to ensure your success in the course. Otherwise, no graded activities may be accepted late.

**EXTRA CREDIT POLICY**

I do not assign extra credit.  However, I will drop the lowest quiz and essay grade.

**COPYRIGHT POLICY**

To avoid copyright infringement, any materials produced specifically for this class can ONLY be used during this term for this class.

**THIRD PARTY SOFTWARE &  FERPA POLICY**

Valencia College has a firm commitment to protecting the privacy rights of its students.

**FINAL EXAM POLICY**

The final exam, which makes up 5% of your grade, is administered through Canvas during final exam week.

**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**

25% three essays (I will drop the lowest essay grade)

20% five quizzes (I will drop the lowest quiz grade)

20% documented essay (You must complete the documented essay to pass this course)

15% freewriting assignments

15% discussion posts

5% final exam

**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.

**COMMUNICATION POLICY**

The most efficient method for contacting me and receiving prompt replies is by email on Canvas. On our class Canvas site, click the Inbox button in the global navigation menu.  See these [instructions on how to send an email from Canvas (Links to an external site.)Links to an external site. (Links to an external site.)](https://community.canvaslms.com/docs/DOC-10574-4212710325).  I check this several times each day, so please make this your first choice. However, if Canvas is having technical difficulties, you should email me at jnokaly@valenciacollege.edu.

**COURSE CALENDAR**

A general course calendar is located in Canvas. Remember to always go to our Canvas page for detailed descriptions and explanations of all assignments.

You can also see assignment deadlines in the Canvas calendar, which you can access from the global navigation menu in Canvas.

**DISCLAIMER STATEMENT**

Changes to the course calendar may be made at the discretion of the professor and students will be notified of any changes via Canvas message/Canvas Announcement.

**How We Treat Each Other**

*Our Practice of Respect and Nonviolence*

1. Create a hospitable and accountable community. We all arrive in isolation and need the generosity of friendly welcomes.  Bring all of yourself to the work in this community.  Welcome others to this place and this work, and presume that you are welcomed as well.  Hospitality is the essence of restoring community.

1. Listen deeply. Listen intently to what is said; listen to the feelings beneath the words.  Strive to achieve a balance between listening and reflecting, speaking and acting.

1. Create an advice free zone. Replace advice with curiosity as we work together for peace and justice.  Each of us is here to discover our own truths.  We are not here to set someone else straight, to “fix” what we perceive as broken in another member of the group.

1. Practice asking honest and open questions. A great question is ambiguous, personal and provokes anxiety.

1. Give space for unpopular answers. Answer questions honestly even if the answer seems unpopular.  Be present to listen not debate, correct or interpret.

1. Respect silence. Silence is a rare gift in our busy world.  After someone has spoken, take time to reflect without immediately filling the space with words.  This applies to the speaker, as well – be comfortable leaving your words to resound in the silence, without refining or elaborating on what you have said.

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1. Suspend judgment. Set aside your judgments. By creating a space between judgments and reactions, we can listen to the other, and to ourselves, more fully.

1. Identify assumptions. Our assumptions are usually invisible to us, yet they undergird our worldview.  By identifying our assumptions, we can then set them aside and open our viewpoints to greater possibilities.

1. Speak your truth. You are invited to say what is in your heart, trusting that your voice will be heard and your contribution respected.  Own your truth by remembering to speak only for yourself.  Using the first person “I” rather than “you” or “everyone” clearly communicates the personal nature of your expression.

1. When things get difficult, turn to wonder. If you find yourself disagreeing with another, becoming judgmental, or shutting down in defense, try turning to wonder:  “I wonder what brought her to this place?”  “I wonder what my reaction teaches me?”  “I wonder what he’s feeling right now?”

1. Practice slowing down. Simply the speed of modern life can cause violent damage to the soul.  By intentionally practicing slowing down we strengthen our ability to extend non-violence to others—and to ourselves.

1. All voices have value. Hold these moments when a person speaks as precious because these are the moments when a person is willing to stand for something, trust the group and offer something he or she sees as valuable.

1. Maintain confidentiality. Create a safe space by respecting the confidential nature and content of discussions held in the group.  Allow what is said in the group to remain there.

*Prepared by the Peace and Justice Initiative with considerable help from the works of  Peter Block,*

*Parker Palmer, the Dialogue Group and the Center for Renewal and Wholeness in Higher Education*

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| **Weeks** | **Class Schedule and Readings** |   |
| **Week 1**Dates:01/11/21-01/17/21 | * Read and Review the Orientation Module
* Read and Review Week 1 Module
* **Submit Week 1 Freewriting Post**
* **Submit Week 1 Discussion Posts**
* **Submit Syllabus Scavenger Hunt (Quiz#1)**
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| **Week 2**Dates:01/18/21-01/24/21 | * Read and Review Week 2 Module
* **Submit Week 2 Freewriting Post**
* **Submit Week 2 Discussion Posts**
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| **Week 3**Dates:01/25/21-01/31/21 | * Read and Review Week 3 Module
* **Submit Week 3 Freewriting Post**
* **Submit Week 3 Discussion Posts**
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| **Week 4**Dates:02/01/21-02/07/21 | * Read and Review Week 4 Module
* **Submit Week 4 Freewriting Post**
* **Submit Week 4 Discussion Posts**
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| **Week 5**Dates:02/08/21-02/14/21  |

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| * Read and Review Week 5 Module
* **Submit Week 5 Freewriting Post**
* **Submit Week 5 Discussion Posts**
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| **Week 6**Dates:02/15/21-02/21/21 | * Read and Review Week 6 Module
* **Submit Week 6 Freewriting Post**
* **Submit Week 6 Discussion Posts**
* **Submit Short Story Analysis Quiz (Quiz#2)**
* **Submit Short Story Analysis**
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| **Week 7**Dates:02/22/21-02/28/21 | * Read and Review Week 7 Module
* **Submit Week 7 Freewriting Post**
* **Submit Week 7 Discussion Posts**
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| **Week 8**Dates:03/01/21-03/07/21 | * Read and Review Week 8 Module
* **Submit Week 8 Freewriting Post**
* **Submit Week 8 Discussion Posts**
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| **Week 9**Dates:03/08/21-03/14/21 |  * Enjoy your Spring Break!
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| **Week 10**Dates:03/15/21-03/21/21 | * Read and Review Week 10 Module
* **Submit Week 10 Freewriting Post**
* **Submit Week 10 Discussion Posts**

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| **Week 11**Dates:03/22/21-03/28/21 | * Read and Review Week 11 Module
* **Submit Week 11 Freewriting Post**
* **Submit Week 11 Discussion Posts**
* **Submit Poetry Quiz (Quiz#3)**
* **Submit Poetry Analysis**
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| **Week 12**Dates:03/29/21-04/04/21 | * Read and Review Week 12 Module
* **Submit Documented Essay**
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| **Week 13**Dates:04/05/21-04/11/21 | * Read and Review Week 13 Module
* **Submit Week 13 Freewriting Post**
* **Submit Week 13 Discussion Posts**
* **Submit MLA Documentation Quiz (Quiz#4)**
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| **Week 14**Dates:04/12/21-04/18/21 | * Read and Review Week 14 Module
* **Submit Week 14 Freewriting Post**
* **Submit Week 14 Discussion Posts**
* **Submit Drama Quiz**
* **Submit Drama Analysis**
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| **Week 15**Dates:04/19/21-04/25/21 | * Read and Review Week 15 Module
* **Submit Week 15 Freewriting Post**
* **Submit Week 15 Discussion Posts**
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| **Week 16**FINAL EXAM WeekDates:04/26/21-05/02/21 | * Read and Review Week 16 Module
* **Submit Final Exam (Course Reflection)/Wednesday, April 28, 2021**

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**\*All readings, discussion posts, quizzes, and essays must be completed/submitted before Sunday midnight (11:59p.m.) of each week (unless otherwise stated).**