Dr. James Rovira

**Syllabus: ENC 1101, Freshman Composition I**

Valencia College, DTC

Please note that this syllabus is subject to change. Revisions to the syllabus will be posted to Canvas, and the class will be notified by an announcement in Canvas when revisions are made. Please always refer to the most recent version of this syllabus in Canvas and to modifications of instructions, dates, and other content issued by your instructor in class or posted to Canvas.

# Class Meeting Times

 Fully asynchronous online.

# Contact Information

## Office Hours

* By appointment only via Skype, Microsoft Teams, phone, or Google, Yahoo, or Facebook messaging.
* Please have an electronic copy your writing assignment ready for conferencing if needed.

## E-mail

* Use Canvas Messaging OR this email: jrovira3@valenciacollege.edu
* I will respond to all emails Monday through Friday within 24-48 hours. Please wait at least 24 hours before sending a follow-up email, but please don’t hesitate to contact me after a day has passed.

## Important Dates

## Withdrawal

* Drop/Refund deadline: August 30th.
* Deadline to receive a “W”: November 3rd.
* Additional dates are listed on the campus calendar linked below and in the course schedule at the end of the syllabus.

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

Students are responsible for knowing their own financial aid rules on withdrawal. **All students at the DTC campus are *responsible for their own withdrawls*. Faculty are not allowed to withdraw students from DTC classes.** Withdraw yourself by the deadline if necessary, or earn a grade in the class. Students who do not formally withdraw from a class will be assigned the grade they have earned by the end of the semester.

# Attendance and Tardiness

## Online course no-shows and attendance:

Not participating in the first online assignment(s) classifies a student as a “no-show,” and the student will be withdrawn after the drop-refund deadline and during the no-show period. Simply logging in does NOT count as participation; reliable Internet connection is MANDATORY, and computer problems are NOT a valid excuse.

## Face-to-face no-shows and attendance:

## No-shows

Any student not attending the first class(es) is a “no-show” and may be administratively withdrawn after the drop-refund deadline and during the no-show period.

## Attendance

* **Attendance will be recorded based on participation in the class online.**
* **Attendance in all classes is expected and earns a grade.**
* **It is the STUDENT’S responsibility to know about assignments and due dates. Being absent does NOT change a due date. Some assignments/quizzes cannot be made up (such as peer reviews, group work, and in-class writing); others may incur late penalties.**
* **There are no excused absences: the point of the absence policy is that your learning in this class is compromised if you miss too many classes for whatever reason. Keep in mind that two absences is an entire week of class. If you have special circumstances such as jury duty, military deployment or responsibilities, or major medical circumstances, please contact me about your situation as soon as possible.**

Absences reduce your grades. Based on student history, students compromise their chances of success in my class after missing:

* 15-week semester: 4+ days
* 12-week semester: 3+ days
* 6- or 8-week semester: 2+ days

## Tardiness

Arriving late (or leaving early) is disruptive to class; please do not make me lock the door to prevent re-entry. Tardiness also affects the absence grade. Being late three times is equivalent to one absence.

# Class Protocol (for in-person classes0

 Please:

* Avoid leaving class once it has begun.
* Bring all materials to class or risk being asked to leave.
* Act like an adult to be treated like an adult.
* Silence cellphones; resist texting—you can do it!
* Stay awake and participate (sleeping = absence).
* Eat before or after class, NOT during.

# Disabilities and Health

[**Office for Students with Disabilities**](http://valenciacollege.edu/osd/default.cfm) **(link)**

* Students who need accommodations should share the form from OSD with me, and we will make a plan to ensure a great learning experience. Accommodations will only be provided for students with an OSD form, and accommodations provided will only be those required on the form.

[**Bay Care Student Assistance Services**](http://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/) **(link)**

* Students may use the FREE services provided by Bay Care.
* Call (800) 878-5470 24 hours a day for assistance.

# Helpful Valencia College Links

[**College Catalog**](http://valenciacollege.edu/catalog/)

[**Student Services**](http://catalog.valenciacollege.edu/studentservices/)

[**VC Policy Manual**](http://valenciacollege.edu/generalcounsel/)

[**Smoke-free Campus**](http://valenciacollege.edu/generalcounsel/documents/Valencia_Smoke_Free_Policy_and_Procedure.pdf)

[**Writing Centers and Tutoring**](#LinkCCWC)

# Academic Integrity

Plagiarism is the use of someone else’s words, ideas, pictures, designs, and/or intellectual property without providing correctly formatted documentation (including punctuation) that clearly attributes the material to its source. Any student who plagiarizes, either accidentally or intentionally, is subject to penalty.

Note: Valencia uses [**Unicheck**](https://support.unicheck.com/hc/en-us/articles/360016436734-Student-s-Guide) (link) software designed to find matching texts. The matches Unicheck finds should all be cited correctly. Sometimes, there is a coincidental match, and I do look at each person’s paper/report individually. Students will have access to their OWN Unicheck reports, so if a paper has a “problem,” I expect students to contact me before I contact them.

**Penalties for plagiarism depend on the severity of the plagiarism:**

* Minimum, first offense: a zero on the assignment that cannot be made up.
* Second offense: a meeting with the professor and/or Dean will be required and the assignment earns a zero that cannot be made up.
* Three or more offenses: the student will fail the class and meet with the division Dean and/or the Dean of Students.

**Note: “academic dishonesty” is a broad term that includes plagiarism but is not limited to it. For example, submitting a paper you have already submitted in another class will earn you a zero on that assignment. See the college catalog for additional details.**

# Valencia Core Competencies

Valencia has identified four competencies as goals within a learning-centered college. Descriptions below explain how these goals fit in with VC’s composition classes:

***Thought*:** Critical thinking is an essential skill in many disciplines. Students will gain practice in analysis (breaking a whole into smaller, meaningful parts) and synthesis (connecting old and new information in different ways to achieve new insight and demonstrate the interrelatedness and significance of the new information) through speaking, listening, reading, and writing.

***Values*:** By opening our minds to the thoughts, opinions, and beliefs of others, our scope of what seems valuable usually increases. Students will question the information available to them to allow for judgment and evaluation—or *reevaluation*—of personal opinions based on facts, inferences, emotions, and experiences. In the process, students will have the opportunity to discover the meaning, significance, and relevance of others’ ideas to their own lives.

***Communication*:** By definition, communication *requires* a two-way exchange. Just as listening and speaking work together during verbal communication, which we will utilize in class discussions, writing and reading must also work in tandem. Students will read both professional and student essays and respond to them in both verbal and written form. Similarly, students will *write* essays to be read and analyzed by small and large groups as well as the instructor. Feedback is a crucial tool of communication, and student writing will gain feedback from the instructor as well as peers, as students practice their roles of *listener/reader* and *speaker/writer*.

***Action*:** Communication requires *action*. Writing is a practice-oriented skill that only develops through reading and writing. Participation is the key to gaining the most from the classroom experience. Students are expected to come to class prepared—with assignments complete—in order to contribute their thoughts, questions, agreements, disagreements, and opinions (please note that you’re never required to agree with any reading assigned or opinion expressed in class, but always required to agree or disagree respectfully). Students will work both collaboratively and individually in all steps of the writing process, which will then lead to peer responses, rebuttals, revisions, and rethinking.

# Course Requirements & Grades

See specific class schedules in Canvas for assignments.

STUDENTS WITH A ZERO ON ANY ASSIGNMENT WILL RECEIVE EXACTLY THE GRADE EARNED! (For example, if you have earned a zero for any assignment, a final average of 69.4 remains a D. It will not be rounded up).

## Grading Scale

| **Grading Scale** |  |
| --- | --- |
| Percentage | Letter grade |
| 89.5-100% | A |
| 79.5-89.4% | B |
| 69.5-79.4% | C |
| 59.5-69.4% | D |

## Late Penalties

Usually, essays may be turned in late (which is any time after the due date), but they lose 10% each day, including weekends/ holidays/ days we do not meet. By this policy, even a paper that initially received a 100% becomes failing on the fifth day it is late. Unless otherwise posted in the class agenda, no other late work is accepted.

Please also note that this is a point-based class. While grades of both 0 and 59 are equally Fs, it is much better to get a 59 on an assignment than a 0 in terms of your final average. You will always get some points for even incomplete work, so always be sure to turn in what you have.

## Posted Grades

Grades and attendance will be posted in Canvas. Students are responsible for checking both in a timely manner. If a grade or day of attendance is missing or incorrect, it is each student’s job to bring a problem to my attention and/or to bring me the graded paper in question so we can review it. Please do so as soon as possible, and please know I will be happy to correct any errors on my part.

## Midterm Grades

I enter no midterm grades in Atlas since grades are available all semester through Canvas.

## Failing Grades

Any student who earns a D or F in ENC 0017, ENC 0027, ENC 1101 or ENC 1102 will need to repeat that course with a different professor. Students MUST pass the first linked class to remain enrolled in the second; students who fail must retake the course.

### Grade Distribution (Assignments vary—see agenda):

* 60% Essays (final drafts, rough drafts, peer reviews)
* 20% In-class writing and quizzes
* 10% Final Exam
* 10% Attendance

Reading and writing skills are linked, so this class will use each one to improve the other. All students are expected to keep up with weekly readings, as any in-class writings will stem from those. Plan on reading quizzes for all assigned readings! These may consist of brief written summaries or multiple choice quizzes.

Your major essays in this course are summary, synthesis, analysis, and argument. See the Canvas modules for these assignments for assignment instructions.

* Summary paper (100 pts total)
	+ Rough draft and peer review, 25 pts each
	+ Final draft, 50 pts
* Synthesis paper (200 pts total)
	+ Rough draft and peer review, 50 pts each
	+ Final draft, 100 pts
* Analysis paper (300 pts total)
	+ Rough draft and peer review, 75 pts each
	+ Final draft, 150 pts
* Argument paper (400 pts total)
	+ Rough draft and peer review, 100 pts each
	+ Final draft, 200 pts

Notes:

* All final drafts must be uploaded to the appropriate area of Canvas in order for the student to receive credit for the paper.
* All rough drafts and peer reviews are in-class exercises. Any student who misses class on these days may not be able to make up this work.

**Writers’ Resources: Labs and the Writing Center**

The Writing Center is a place for students to get one-on-one help with writing skills. All consultants are instructors, who will be happy to read and discuss essays at any stage of the writing process. The instructors will not CORRECT papers or tell you what grade you will get; they will, instead, help you to become better at structure, grammar and mechanics, development and/or revision. Appointments are 30 minutes in length and may be made in advance; the exception is a research paper, and students may sign up for two 30-minute spots (60 min.—signed form is required). All walk-in appointments are first come, first serve, so be there on the hour and half hour.

[Campus Computer Labs & Writing Centers](http://valenciacollege.edu/learning-support/browse-by-campus.cfm)

http://valenciacollege.edu/learning-support/browse-by-campus.cfm

# Find and read information on a specific course.

Please check the [College Catalog](https://valenciacollege.edu/students/catalog/) (<http://valenciacollege.edu/catalog/>) for all course descriptions and pre-reqs.

**ENC 1101: Freshman Composition I**

### Objectives

* Students will compose expository essays.\*
* Students will write in standard American English
* Students will write a documented essay.\*
* Students will demonstrate information literacy.
* Students will develop critical reading skills.\*

\*General Education Outcome Indicators

### Materials and Resources Needed:

* An Internet connection is necessary for this course.
* *The Kirkman Reader* (our free online textbook), which is found at [*The Kirkman Reader*](http://www.kirkmanreader.com/) (http://kirkmanreader.com)
* Blue or black pens, notebook paper.
* A dictionary or a dictionary app. Dictionary.com is a great resource with pronunciation links.
* A USB device to save your work. You want to save your work both on a network drive (if provided to you by VC/UCF), on Dropbox or Google Drive, ***and*** on a USB.
* Students will also use handouts and other internet materials as assigned by the instructor.

### If you miss class:

* Notes and discussion: get highlights from a classmate and CHECK CANVAS.
* Workshops, Responses & Discussions, or other in-class activities: Only students who are PRESENT on the days we conduct workshops or do in-class activities/quizzes may participate and get credit.
* Handouts: Have a classmate pick them up for you or ask me; most are posted in Canvas.
* Turning in an essay: Essays MUST BE TYPED and in MLA format. Please use Times New Roman 12 point font with one inch margins. Double space from the very top of the first page to the very last entry on your Works Cited page with no extra spaces between paragraphs. These essays must be submitted by the start of class on the day they are due. *Students MUST submit essays through Unicheck in Canvas, and students are responsible to meet all deadlines.* Any assignment turned in after this time will lose points—

10% each day, starting with the day it is due. If you know you will miss one of these days, please email me BEFORE THE DUE DATE and we will discuss the problem.

Note: Earning a D, F, or 0 on ANY assignment means the student MUST conference with me before ANY additional work will be graded. Email me to arrange a meeting time. Please bring the assignment that earned the D or F to the office visit.

*All late work—if taken at all—is subject to losing a letter grade (10%) per day, starting on the due date and including weekends/holidays.*

**Class Schedule**

See Canvas for full assignment descriptions and assigned readings when indicated below.

**Week 1 Class Overview**

**M Aug. 23-Sun. Aug. 29**

See Canvas for work due every week.

**Week 2 Summary Writing Week 1**

**M Aug. 30-Sun. Sept. 5**

**Week 3**

**M Sept. 6-Sun. Sept. 12 (no class Monday, Sept. 6th for Labor Day)**

**Week 4**

**M Sept. 13-Sun. Sept. 19**

**Week 5**

**M Sept. 20-Sun. Sept. 26**

**Week 6**

**M Sept. 27-Sun. Oct. 3**

**Week 7**

**M Oct. 4-Sun. Oct. 10**

**Week 8**

**M Oct. 11-Sun. Oct. 17**

**Week 9**

**M Oct. 18-Sun. Oct. 24**

**Week 10**

**M Oct. 25-Sun. Oct. 31**

**Week 11**

**M Nov. 1-Sun. Nov. 7**

**Week 12**

**M Nov. 8-Sun. Nov. 14 (no class Thursday, Nov. 11 for Veteran’s Day)**

**Week 13**

**M Nov. 15-Sun. Nov. 21**

**Week 14**

**M Nov. 22-Sun. Nov. 28**

**(W Nov. 24-Sun. Nov. 28:** No class, Thanksgiving Break)

**Week 15** Last Week of Class

**M Nov. 29-F Dec. 3**

**Week 16-17** Final Exam Week

**M Dec. 6- F Dec. 11**

See Final Exam instructions in Canvas.

**M Dec. 6**: Last day to email instructor with questions about grades.

**M Dec. 13:** Grades due 9:00 a.m.