# Additional Course Policies for LIT1000—Introduction to Literature

## Valencia College: Spring 2024

*[Writing] is patient, sustained labor—no more, no less... --Vivian Gornick*

## **Professor:** Jill M. Sebacher **Office:** 5-151

**CRN:** 22346 **Meeting Day/Time/Room:** online & Wednesdays 1:00-2:15 in 5-115

## **Contacting Your Instructor**

* **Preferred/most timely method:** please contact me with any questions or concerns throughout the semester by sending a **message via Canvas Inbox.**Except in the case of my own illness, I will respond to your message within 24 hours Monday through Friday. This is the preferred method of communication to ensure a timely response as I spend a lot of time on Canvas and will see your message sooner than in Outlook.
* I’ll also be holding **in-person office hours on West Campus** and **optional Zoom Q&A sessions on a weekly basis** that students can join to have their questions answered in real time.
* Please do not sent e-mail messages to my Atlas address.
* **Please do not reply back to e-mails/announcements sent to the entire class with your personal business.** Please send a separate message via Canvas Inbox with your questions and concerns so that we can maintain your privacy and avoid spamming others' inboxes.

**Course Navigation and Activities Overview**

*How to Successfully Navigate This Canvas Course*

Make certain you view and complete the coursework through the Modules tab in our Canvas course.  The week’s module will include any instructional material needed to complete the week's work along with any quizzes and assignments due. Review all of the module pages before completing quizzes and assignments as the modules are designed for progressive learning. Don’t just go to the syllabus, look at what is due that week, and click on the assignments, skipping the learning materials—instead, look through all of that week’s module pages, so you actually get the information you need to succeed on the assignments due.

*Course Activities Overview*

For LIT1000, we will have three major units covering the genres of creative nonfiction, fiction, and poetry. Students will be assigned readings in each unit, along with reading quizzes to make sure the student studied the selections well. After this, students will complete discussions on the assigned readings based on a variety of creative prompts. Since many of you are not ready to cite literature correctly (skills taught in ENC1101 and 1102) and I want you to learn how to respond to literature without hating it because of the frustration of citation, we will use class discussions/creative writing prompts to meet our learning outcomes instead of composing analytical essays on the texts, which you would have to cite perfectly or receive a failing grade. Any papers due in the course will be creative assignments, which will not require citation but will need to demonstrate grammatically-clean writing. No one will be writing poems for a grade.

Expectations of Students

* Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week.
* Students can expect to devote **at least three hours each week** to this course.
* For guidelines on how to interact with your instructor and peers in an online learning environment, read through Our Practice of Respect and Community from Valencia's Peace & Justice Institute. Some highlights from these principles are:
	+ Create a hospitable and accountable community.
	+ Suspend judgment.
	+ All voices have value.

## Expectations of Instructor

* The Instructor will provide feedback on submitted assignments within **14** days.
* The Instructor will address students following the guidelines as indicated in Our Practice of Respect and Community Building from Valencia's Peace & Justice Institute.
* The Instructor will notify students of changes to the course work via the Inbox or Announcements tools.

# Course Policies and Grade Breakdown

## COVID-19 Late Work Policy and Grace Period for All

Late work will be accepted for students diagnosed with COVID-19 However, **students must reach out to the professor prior to the assignment's due date** to be able to submit their work late for course credit.

It’s important to note that **the due date is different than the assignment’s closing date** as there is a 24-hour grace period for everyone added to each assignment, just in case anyone’s internet starts behaving crazily or another non-COVID illness occurs on the due date.

No-Show Policy

If you do not show up for the opening class meeting or log in to the Canvas course during the first week and complete the orientation module and quiz, you will be withdrawn from the class as a "no show.” Class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show.” If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course.

## Withdrawal Policy

Per Valencia policy, a student who withdraws from class before the established deadline for a particular term will receive a grade of “W.” The withdrawal date for this semester is March 15th, 2024. A student is not permitted to withdraw after the withdrawal deadline. After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course. 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.” If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.

## Discussion Post and Assignment Requirements

Please ensure that your posts within discussions meet the following criteria:

* Comments are substantial—please make thoughtful, original, and relevant responses, which contribute to the overall learning of the group.
* Comments are positively stated—please consider that your tone of voice and body language can't be factored in to discussion threads and phrase any ideas for improvement of work being discussed in a kind and respectful manner.
* Discussion assignments are completed in a timely manner—post early to give your peers time to respond; this contributes to a rich discussion.
* Phrase comments in concise and grammatically correct language, avoiding profanities.
* Keep all comments, shared work and submitted assignments in this course at the PG13 level; no sexually explicit work is acceptable course content.

## **Plagiarism**

Plagiarism is the use of someone else’s words, ideas, pictures, design, and/or intellectual property without the correct documentation and punctuation. Presenting someone else’s writing and/or ideas as one’s own, according to the aforementioned plagiarism definition, will not be tolerated and will result in **an F or zero on the assignment**, which could cause failure in the course, and/or **the student’s expulsion from Valencia.**

**Students are forbidden to look at or use websites, articles, or books aside from the assigned class resources when completing assignments—we need YOUR thoughts expressed in your writings, not anyone else’s!  No AI-generated work is allowed in this course—we want to hear your creativity, not a computer’s.** Do not use anything from an online source unless instructed to do so by the professor!  **Copying ANYTHING (sentences, phrases or ideas) from the internet constitutes severe cheating, which will result in an F or zero on the assignment.**

The only online sources that students may feel free to access (**but not use/quote in a paper**) are dictionary.com to review the spelling or meaning of a word and thesaurus.com to find synonyms for varying word choice.  Please speak to the professor before looking at anything else.

## Writing Requirements

* All hand-written work must be neat and **legible**. Microscopic or sloppy print will not be accepted.
* All typed writings must be **double-spaced** unless otherwise directed.
* All writings must be submitted as Word documents, composed in the **Times New Roman** font set at **12pt.**
* The margins should be set at 1 inch on all sides.

## Grade Breakdown and Grading Scale

### Grade Breakdown

|  |  |
| --- | --- |
| **Assignment Type** | **%** |
| General Coursework | 10% |
| Nonfiction Unit | 30% |
| Fiction Unit | 30% |
| Poetry Unit | 30% |

### Grading Scale

|  |  |
| --- | --- |
| **Numerical Grade** | **Letter Grade** |
| 89.5 - 100% | A |
| 79.5 – 89.4% | B |
| 69.5 – 79.4% | C |
| 59.5 – 69.4% | D |
| 59.4% and below | F |