Course Expectations

General Expectations

What I expect from you:

* Completing course work by due date as often as possible
* Asking questions when you have them
* Communicating with me before the deadline if an extension is requested
* Giving your best effort (even when it is the last thing you want to do in the moment)
* Treating writing as a process, not a product
* You will review & revise your work before submitting it (to emphasize this, it is good practice for you to call me out when I have errors in anything I publish in the course or emails—I am a terrible typist)

What you can expect from me:

* Providing the best support I can to help you strengthen your and become more confident in your writing skills
* Useful feedback, not judgment or just "grading"
* Fair and clear grading (I have tried to be clear on what the primary criteria are for each assignment)
* Effective communication, such as responding in a timely manner; technically, I have 48 hours to respond but do my best to respond within the hour
* Kindness and understanding; however, I tend tio be a bit informal and some have said sarcastic—offense is never my intention
* I will take the work seriously, but myself not too much

Communication

Talk to me! Let me know what is going on with you and what II can do to help. I only know what you let me know! If I do nothing else write in this class, I try to be an effective and reliable communicator.

**Email**

The best way to contact me is through email. I mean Canvas is easy because we are already here, but my main Valencia email is: Jvrhovac@valenciacollege.edu.

When you email, please remember we are in a somewhat professional setting and that I am an English teacher. Take the time to correctly capitalize and punctuate your email. This is not just a stodgey request; practice with anything leads to improvement mostly. Double-checking your email for such things will improve your review and revision process in all your writing. Make it second nature!

Face-to-Face students can also meet me right before or after class.

**Office Hours**

M-F 8 to 10am virtually & Zoom; in H2 I will be available T & R (college's abbreviation for Thursday) in my office as well.

My office is in building 5, room 260. For Summer 2023, I will not be in there until the beginning of the H2 semester on June 20.

**Zoom**

Ah, the Post-COVID virtual office. I do not have a standing Zoom, but am always willing to hop on and work with you. Please email me to set up a session if need be.

**Final Note**

While the stated time frame to respond to any email or communication is 48 hours, I will always do my best to respond to you as quickly as possible. All my emails are forwarded to my phone and I can get to them quick. If I do not respond quickly, it is because I am teaching a F2F class or otherwise indisposed. If you email me while I am in a meeting, especially a virtual one, I will probably be overjoyed at the "official" distraction and respond rapidly! My entire Master's program was online, and I recall the agony of waiting on a professor to respond so do my best to make you not have to.

That being said, if I learned anything from COVID it is that I need to set boundaries for myself or find work never ending. Although I am sure I will break my ruule sometimes out of convenience, I will not respond to emails after 7pm during the week and not at all on the weekends. I am trying really hard to take actual time off...which of course is why I am writing this bit on Saturday morning.

Attendance

As stated in Simple Syllabus is mandatory and accounted for at Valencia College.

**Online Student Attendance**

Online attendance is recorded through assignments completed. Your work in the course is your record of attendance. In this regard, emailing the instructor does not constitute attendance, as the work is the central reflection of a student's progress in the course.

**Face-to-Face/Mixed Mode Students**

Attendance is taken at the beginning of each class (it helps me learn names). For each of these modalities, the classroom activities and discussions directly support the learning and development of learning outcomes. Students must be in class to take part in this process. If a student misses more than four (4) days without a discussion with the instructor to work out some form of acceptable alternative, that student will fail the course.

Assignments & Due Dates

Every assignment has a due date and a closing date.

I do not assess any late penalties, but you only have five (5) days after the due date to turn each assignment in. After five days, the assignment closes permanently.

This course does not have an unbearable work load, as I tried to consider that most students are taking other courses as well. However, extensions will only be made if requested at least 24 hours prior to the due date.

Late & Make-Up Work

Yes, this is redundant after the last page but history has taught me it needs repeating.

You have five (5) days after the due date to turn an assignment in no questions asked nor needed. After five days the assignment closes permanently.

If you need an extension due to extenuating circumstance, ie life, you must email me 24 hours prior to an assignment being due. So, for most assignments, this would be emailing me by Thursday.

Beyond the stated turn-in above, there is no make-up work. If you miss something you miss something. However, ["Life Happens"](https://online.valenciacollege.edu/courses/176016/pages/life-happens-coupons-extra-credit-sort-of) coupons are available.

Grading & Feedback

**Grade Scale**

A 85-100

B 70-84

C 55-69

D 40-54

F 39 and below

You have 100 total points for the work in this course. The grade schema here offers a little more fair and balanced point s assessment than a standard 10 point scale.

**Feedback**

I do my best to provide feedback on your assignments within a week of the due date, but that is not always the case.

For each assignment I have placed a grading checklist at the end to indicate specific things to focus on for an assignment.These are the things I will assess points for.

The important thing I would like you to focus on with graded work is the feedback. I try to provide targeted feedback on assignments to make them useful for you developing your writing. Reviewing the feedback and assessing your work is the best way to improve your writing throughout the course.

Revise, revise, revise!

Writing is a process. It is planning, writing, reviewing, and revising. Sometimes that is needed multiple times as well.

Excellent writers are not "good" at writing; they are good at persevering and putting in the work. They ask others to read their work and provide feedback. They accept that sometimes are the hard work they put in just isn't working and let it go.

Do not wait until the last minute. Yeah, I get it. Some of you can sit down and bang out an essay on the keyboard two hours before the deadline an get it done. But is the worry and anxiety building up to that worth it? It is probably easier to start earlier, doing bit by bit. Make life easier, not harder.

Academic Honesty & Integrity

Academic honesty and integrity is you producing your own work and submitting it for review. Anything else is pretty much plagiarism, aka cheating.

In my opinion, this often happens either mistakenly or because of a lack of confidence. Do your own work and double-check it.

If an academic honesty infraction happens, a student will receive a zero for that assignment. If it happens a second time, that student will fail the course.

**AI Writing**

If a submission of AI is suspected, I will run the text through an AI checker (currently trying [zeroGPT](https://www.zerogpt.com/)

[Links to an external site.](https://www.zerogpt.com/)). If the report comes back suspecting the assignment of being written by an AI generator, that student will receive a zero for the assignment.

\*Small note on AI Writing: I think this is actually a very useful tool but must be used ethically. I think it can be great to help you maybe get started or develop some ideas, but your writing must come from you.

For further information, please review the [Plagiarism](https://online.valenciacollege.edu/courses/176016/modules/1473274) module created by the Valencia librarians. Also here is a link to [Valencia College's Academic Dishonesty polic](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwi_k8H9t-H-AhWqgIQIHZRwASQQFnoECA0QAQ&url=https%3A%2F%2Fvalenciacollege.edu%2Fabout%2Fgeneral-counsel%2Fpolicy%2Fdocuments%2Fvolume8%2F8-11-academic-dishonesty.pdf&usg=AOvVaw0QhCpqvGx_5zdLdk2vEnjv)

[Links to an external site.](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwi_k8H9t-H-AhWqgIQIHZRwASQQFnoECA0QAQ&url=https%3A%2F%2Fvalenciacollege.edu%2Fabout%2Fgeneral-counsel%2Fpolicy%2Fdocuments%2Fvolume8%2F8-11-academic-dishonesty.pdf&usg=AOvVaw0QhCpqvGx_5zdLdk2vEnjv)y.

Life Happens Coupons

There is no extra credit in this course except not using the Life Happens coupons.

Do not email at the end of the semester asking if their is extra work to help bring up your grade. I provide a more than fair grading system and time to complete your work, so no extra should be needed. Also, something students may often not realize, extra work for them means extra work for me. I do a lot of work already; I do not need extra.

Do not email me at the end of the semester asking about your grade point percentage and if I can bump it up to the next level. I am aware enough  of what students do in the course and how engaged they are to know if they have earned a bump.

Finally, Life Happens coupons. These are in the assignments section, and there is two of them. These are used to turn in to resubmit an assignment you may have missed.

If you do not use the coupons, you will receive five extra credit points for each. I will add these points when I enter your final grade in Atlas.When the course opens, I will put five points in each of these assignments for ev

Disclaimer

As the creator of the course, I  reserve the right to modify or update course policies as needed. If an update is made, I will inform you via the announcement board and/or in class for Face-to-face and Mixed Mode courses within 24 hours.