Valencia College, West Campus

Jackie Zuromski, Professor of English & [Phoenix](http://valenciacollege.edu/phoenix/) Adviser

(What to call me: JZ, Prof. Zuromski, Prof. JZ)

Developmental Reading and Writing I & II: General Information

Fall, 2022 CRNs: 14572 and 16337

“No! Try not. Do or do not. There is no try” (Yoda).

# Virtual Office Hours: book a private meeting (15 or 30 minutes): <https://calendly.com/jzuromski1>

**Below are the hours I plan to be in my office (3-143) Monday-Thursday. Just stop by during the times listed. Zoom appointments are available for these same hours. If you stop by and I am with another student (in person or via Zoom), please just wait. You are all important. 😊**

**If I need to make a change to office hours, I will announce the changes in class.**

Monday/Wednesday: 10am-11am (West, 3-143)

Tuesday/Thursday: 8:45am-9:45am and 11:30pm-12:45pm (West, 3-143)

Friday: 9am-12am—Zoom only: <https://calendly.com/jzuromski1>

\*Do these hours not work for you? Email me. Let’s find a time that does, either onsite or on Zoom, and we will make you an appointment.

Note! Making an appointment (office or Zoom) and not showing up is unprofessional. Please cancel or reschedule the appointment BEFORE it is time to meet if you cannot attend.

## E-mail

* Use Canvas Messaging OR my college email: jzuromski1@valenciacollege.edu
* Please email a question only ONCE; I check all mail regularly.
* I will respond M-F within 24-48 hours (usually sooner!).
* Email by 12pm on Friday, please, or wait until Monday for a response.

## Office Phone (Not my preferred method!)

* 407-582-1074 (Note: Calls come through my computer. I will not answer if I am conferencing).
* Quick questions or comments only—any student needing help with writing should come to office hours or email me.

Note: If you leave me a phone message, unless it is an issue I consider urgent, I will **email** my reply.

# Important Dates

## Withdrawal

Please read about [Course Attempts and Course Withdrawal](https://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/) before doing it!

* Full refund deadline:
* Full term & H1 (first 8 weeks): **29 Aug. 2022**
* H2 (last 8 weeks): **21** **Oct. 2022**
* Deadline to withdraw yourself and receive a “W”:
* Full term: **28 Oct. 2022**
* H1 (first 8 weeks):  **23 Sept. 2022**
* H2 (last 8 weeks): **18 Nov.** **2022**

## College Calendar (double-check withdrawal deadlines and holidays)

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

http://valenciacollege.edu/calendar/

**Students are responsible for knowing their own financial aid rules on withdrawal. After the no-show withdrawals, I am not withdrawing anyone. Withdraw yourself if you must, by the deadline, or earn a grade. Contact an adviser if you need a medical, military, or other special withdrawal after the deadline.**

# General Class Protocol

Please:

* Read ALL emails and class “Announcements”—these are required reading for the course.
* Keep on top of assignments and due dates; others may be counting on you (group projects/assignments/ peer review).
* Communicate professionally at all times (no “text” talk).
* Communicate with me often: use office hours, email, book a Zoom meeting. Please do not just stop participating.

# Disabilities and Health

[**Office for Students with Disabilities**](https://valenciacollege.edu/students/office-for-students-with-disabilities/) **(link)**

* Students with special needs or accommodations should share the form from OSD with me, and we will make a plan to ensure a great learning experience.

[**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

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

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

**[Smoke-free Campus](https://valenciacollege.edu/about/general-counsel/documents/Valencia_Smoke_Free_Policy_and_Procedure.pdf)**

[**Dental Care**](https://catalog.valenciacollege.edu/studentservices/healthservice/)

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

## Writers’ Resources: Labs and the Writing Center

Online:

The [Distance Tutoring Lib Guide](https://libguides.valenciacollege.edu/c.php?g=1014597&p=7351775) is a place for students to find MANY resources, including one-on-one help with writing skills through Brainfuse. 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.

Onsite:

[West Campus Learning Support (Communications Center & Writing Center)](https://valenciacollege.edu/students/learning-support/west/)

West Campus, Building Five (155)

[West Campus Writing Center](https://valenciacollege.edu/students/learning-support/west/communications/writing-center/index.php): Get on-on-one assistance with all stages of the writing process. Make an appointment online or in person.

West Campus, Building Five (155)

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| --- | --- | --- | --- |
| Placement and Course Descriptions |  |  |  |
| ENC 0017 DEVELOPMENTAL READING AND WRITING I (4 Credits)Prerequisite: Appropriate score on PERT or other approved assessment.An integrated reading and writing course designed for students scoring 83 or below on the reading portion of the PERT exam and/or scoring 89 or below on the writing portionof the PERT exam. The course will focus on reading comprehension, vocabulary skills,grammar, and paragraph development. In addition, the course will address theconnection between reading and writing through reading response activities.[Testing/Placement Charts](https://catalog.valenciacollege.edu/entrytestingplacementmandatorycourses/pert/) | | | |
|  |  |  |  |
|  | | | |
|  |  |  |  |
| ENC 0027 DEVELOPMENTAL READING AND WRITING II (4 Credits) Prerequisite: Minimum grade of C in ENC 0017 or appropriate score on PERT or  other approved assessment.  An integrated reading and writing course designed for students scoring between  84-105 on PERT reading and a 90-102 on PERT writing; or minimum grade of C in  ENC 0017. The course will focus on reading comprehension, vocabulary skills, grammar,  and essay writing. In addition, the course will address the connection between reading  and writing through reading response activities. | | | |

### Major Learning Outcomes

ENC0017

Apply strategies to broaden vocabulary

Demonstrate comprehension of texts

Apply active reading strategies

Write a paragraph

Apply structure and grammar conventions consistent with varied writing situations

ENC 0027

Demonstrate literal comprehension of texts

Apply inferential skills for a deeper level of comprehension

Apply active reading strategies

Apply a multi-stage process to produce an essay

Apply structure and grammar conventions consistent with varied writing situations

### Materials and Resources Needed:

(Click the title to see our book on Amazon.)[***The Power of Habit: Why We Do What We Do in Life and Business***](https://www.amazon.com/Power-Habit-What-Life-Business/dp/081298160X/ref=sr_1_3?crid=TE7MR50MNGMR&keywords=power+of+habit&qid=1564573670&s=gateway&sprefix=powerr+of%2Caps%2C146&sr=8-3)***,* by Charles Duhigg**

The library has many eBooks of this title (see link in our course), and students are welcome to use these copies instead of buying the book. However, many students find it useful to have their own copy to annotate (take notes in). You may buy it online, on campus, from a friend, or from wherever you like.

ENC 0017: Stand-alone course—no book is needed. We will use all free resources.

ENC 0017 linked with ENC 0027--We will need the book above by Week Five in ENC 0017, and we will continue the book throughout ENC 0027.

ENC 0027: Whether the class is linked with ENC 0017 or not, our book is *The Power of Habit.*

Other readings: We will use other websites and open educational resources online.

In-class materials:

* + Blue or black pens to take notes (some of these notes will be sent to me as pictures!)
  + Notebook paper (you may also use copy paper, a pad, or a journal if you prefer)
  + A folder to keep organized (sometimes you will likely print out something--an assignment or article--to be able to read it and keep it, so please keep any papers for our class in a folder)
  + A pencil for annotating in the book (students without a paper book to annotate will have to do a different type of note-taking--more to follow).

### Hardware and Access

All successful online students will need:

1. A Reliable Internet Connection: Students will need to access and submit work through our class Canvas.

2. A Computer (with audio and video if you would like to conference--phones may work for this feature).

**MANY assignments will not open/work correctly on a phone.**

Do you need to borrow a laptop from Valencia?

Please call Enrollment Services at 407-299-5000, extension 1507

or email [laptops@valenciacollege.edu](mailto:laptops@valenciacollege.edu)

If available, the laptop will be shipped to the student’s home (or alternative delivery can be arranged).

### Software

Students need **Microsoft Word**, and students may download a free version directly from Atlas, Office 365. See these [instructions to download Office 365](https://valenciacollege.edu/about/support/documents/Valencia_Office-ProPlus-Instructions.pdf).

Beware! Canvas cannot open certain file types, such as:

Apple Pages (Please convert to Word doc before submitting.)

Apple Image Files (HEIC, HEIF): Please take pictures for submission in JPEG. Here is [how to change your iPhone setting](https://www.imore.com/how-take-jpeg-pictures-ios-11-instead-heif). You can also just Google how to convert the files.

\*\*Note: Canvas will allow students to upload these files even though they cannot be read by the professor. Please submit only Word documents.

# Academic Integrity: Plagiarism

Plagiarism is the use of someone else’s words, ideas, pictures, designs, and/or intellectual property without the correct documentation and punctuation. 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 crime:**

* Minimum, first offense: A zero on the assignment is typical; some points may be given if the copied material is minimal/citing was attempted, but the student will still earn no higher than an F on the paper.
* Second offense: A meeting with the professor and/or dean will be required; the paper earns a zero.
* Three or more offenses: The student will fail the class and talk with the dean and/or dean of students.

**Note: Submitting a paper already submitted in another class will earn a student a zero on that assignment.**

**Note: Sharing an assignment with a classmate means both students earn zeros.**

**Note: Getting too much “help” from someone means the writing is no longer original. Submitting work that is obviously of a higher level than a student’s demonstrated writing skills is subject to these same penalties.**

# Valencia Core Competencies

Valencia has identified four competencies as goals within a learning-centered college. Below I describe how these goals fit in with our composition classes:

***Think*:** 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 interrelatedness and significance) through speaking, listening, reading, and writing.

***Value*:** 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 as they relate to their own lives.

***Communicate*:** By definition, communication *requires* a two-way exchange. Just as listening and speaking work together for verbal communication, which we will utilize in class discussions, writing and reading must also work in tandem. Students will read both professional and student writing 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*.

**Act:** Communication requires *action*. 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 thoughts, questions, agreements, disagreements and opinions. 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.

## No-shows and attendance:

Online: Not participating in the first week’s REQUIRED 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; a reliable Internet connection is MANDATORY, and computer/internet problems are NOT a valid excuse. (Read below for the virtual class attendance policy).

In class: Not attending class during the first week will classify a student as a “no-show,” even if the student has logged into the Canvas course. No refunds are given for no-shows. Attendance is expected; students missing more than three classes may be withdrawn. Successful students attend class.

NOTE: Missing class does NOT change assignment due dates.

## Video Protocols (for virtual classes only)

The [Valencia College Student Code of Conduct Policy](https://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/)applies to online and virtual behavior as well as in-person or classroom behavior. Please be professional and respectful when attending class on Zoom. The following are class policies that outline the expectations for our meetings with Zoom. Please read carefully, these policies are effective immediately and apply for the remainder of the semester. All students are expected to adhere to the policies.

**NOTE: The virtual classroom on Zoom includes video, audio, and chat text.** All these elements are therefore subject to the Valencia College Student Code of Conduct and any violations will be resolved according to those policies.

## General Instructions & Attendance:

* **(For virtual classes only): Sign in with your full first name and last name as listed on the class roster.** It is impossible to know who is in attendance if you use a nickname or other pseudonym when you log in. Using your full name also allows students to be quickly sorted into their groups when needed. **Users who do not provide their full names will be asked to rename themselves before being admitted into the Zoom classroom session.**
  + **Exception:** If you currently use a different name than what is listed on the official roster, please send me a private message in Canvas so this can be noted on the roster and you can use your current name on Zoom.
* **Stay focused.** Please stay engaged in class activities. Close any apps on your device that are not relevant and turn off notifications to help avoid unnecessary distractions.

If you need technical help contact the Valencia College [Help Desk](https://valenciacollege.edu/about/support/).

**Video**

* **Turn on your video when you can.** Being able to see each other, just as in a face-to-face class, helps us to build community. It also allows me to be more conscious of your learning needs throughout the class session. If you have an issue that will keep you from using your video, please send me a private message in Canvas so that we can work together to find the best solution.   
    
  **Exceptions**
  + If you occasionally have limited internet bandwidth or no webcam, it is okay to not use video. Communicate with the professor.
  + If you are unable to find an environment without a lot of visual distractions, it is also okay to turn off your video for the session.
* **Keep it clean.** Do not share anything you would not put up on the projector in class. If you choose to use a virtual background or a profile picture, please be sure to choose an image that is appropriate for the classroom (i.e. nothing suggestive, offensive or vulgar).
* **Be mindful of your surroundings and your attire.** Although you may be virtually attending class from the comfort of your own home, please remember that you are a member of our virtual learning community present in our virtual classroom.
* **Some or all portions of our class sessions may be recorded.** In the event of extenuating circumstances which prevent a student from being present in class and to offer the opportunity to review course content, presentations to the class will be recorded and shared in Canvas. This does not replace the requirement of regular class attendance.

**Audio**

* **Place your microphone on mute when you are not talking.** This helps eliminate background noise.
* **Use a headset when possible.** If you own headphones with a microphone, please use them. This improves audio quality.
* **Be in a quiet place when possible.** Turn off any music, videos, etc. in the background. If your circumstances allow, find a quiet and distraction-free spot to log in.

**Chat**

* **Encourage a welcoming and inclusive learning environment.** Just like in a face-to-face class, respectful behavior is expected. Do not use hate speech or tear down others. Consider Zoom a professional environment, and act like you are at a job interview, even when you are typing in the chat.
* **Stay on topic during class.** Before class begins you may use the chat window to socialize with your classmates or with the professor. Once class begins, please use the chat window only for questions and comments that are relevant to the topic of the class session. If it fills with comments that distract from or are unrelated to the lesson, it will be difficult to sort through the information quickly and address students' questions/concerns about the class.

**NOTE:** The instructor may mute the audio and/or video or remove from the Zoom session a student who demonstrates offensive behavior (as defined in the policies above) or intentionally obstructs class instruction.

# Course Requirements & Grades

See specific class modules in Canvas for assignments and due dates. The modules provide individual rubrics for different assignment types.

### What is "Specifications Grading"?

"Specs" grading is a system in which students complete mandatory specifications to learn and apply skills. It is the most equitable form of grading, because it gives the student all the power, and here is how we use it in our class:

1. Outcomes drive the course: EVERY activity or assignment helps students meet the course outcomes. Outcomes are given and applied in every assignment.

2. Category 1 assignments are ALL for skill-building and practice. These assignments can be done over and over--without penalty--until they are perfect and the skill has been mastered. The two lowest scores are dropped, so students determine that. Students who choose not to complete these assignments choose not to pass the course.

3. Category 2 assignments: These are all the 100 pt. writing assignments; in these writings, students APPLY what they learned in all the Category 1 assignments. Two revisions allow students to learn from feedback and apply it. The Category 2 average is the class grade, so students know their WRITING skills have determined the grade they earn in class. Any zero in this category will likely prevent a student from passing the course.

4. No late penalties. Students take more time if they need it. Every student gets only four (more than four late assignments mean the student cannot pass the course), but "lates" can be erased with extra peer reviews (and doing those helps our skills!). Note! Submitting a paper for peer review late means the student will be able to offer others feedback, but the student will receive no peer feedback.

### The harder students work, the better their writing skills--and therefore their grades--will be.

## ****Part I: Assignments and Categories****

We will be using a system based on completion (Category 1) and writing competency (Category 2). See the syllabus for a full explanation, but this summary gives you the main ideas. Attendance counts, too.

Here are the three weighted categories that create your grade:

**Attendance (100 pts., 5% of the total course grade)**

I record attendance in Canvas on the days we meet. If students are present when class begins, that is 100%. If a student is tardy, that is 80%. Note: Students who arrive late have the responsibility of reminding the professor to change the “absent” to “tardy”; please do so during the break or after class.

**Category 1—Mastery through Skill-building (0% of total class grade, but this column must be 100% to pass the course.)**

This category is where ALL quizzes, discussions, and miscellaneous assignments (of various points) are, including any pre-writing and peer review scores as part of our writing process. The number needs to be 100% to show ALL assignments have been done--and re-done--until they are perfect to demonstrate mastery of reading, writing, and listening skill(s).

Students should retake quizzes immediately to earn all points; ALWAYS read my feedback, and correct any assignment that is marked as less than 100% /or marked as INCOMPLETE. Students have three days to correct work and make it complete / 100%. After three days, students may need to earn a re-do opportunity by completing additional writings (TBD by JZ). Students should communicate with JZ.

The two lowest scores will be dropped automatically from Category 1.

**Category 2—Writing Competency Average (95% of the total class grade). This category determines your class grade--70% is the minimum for a C (plus, Category 1 assignments must = 100%)**

This category averages all scores for writing assignments that follow the process of drafting and revising to produce final copies. These writing assignments may be timed in class or in Canvas, or assigned outside of Canvas, and these writings will always use our 100 pt. rubric. Only TWO of these writings from Category 2 may be revised after they have been graded during the entire semester, so always try your best before submitting one. Revisions must be planned with JZ; revisions must be complete BEFORE the last week of class.

None of the scores will be dropped from Category 2.

\*\*Note: All students get ONLY four "late" passes; additional peer reviews may be done to erase "lates" (talk to JZ). Correcting a Category 1 assignment OR revising a Category 2 writing after the due date will not make it "late" if it was submitted on time initially.

**Due dates will ONLY be on Mondays and Thursdays by midnight. :)**

## ****Part II: Canvas****

**Note: Students MUST use the modules. All lessons and resources are there. Students who click only on assignments in the "To Do" list will miss key information.**

Please get familiar with our Canvas space AND with the Zoom application (for office hours). Each week will have its own module, starting with the Welcome Week. Each week's readings, writings, and other assignments/quizzes should be done in order, as each new assignment is designed to build on the one(s) that came before it. Many "Resource Modules" have documents and links that we will need more than once.

The assignments are explained in the modules, but more information is ALWAYS given in class. By clicking on each assignment in the module (they are all links), or the icon of the calendar (see link on the left), or the syllabus link on the left, students can see what is due and when it is due.

**REQUIRED! Please read your email, Canvas mail, AND our class "Announcements"--I use all of them. Many times I further explain assignments or offer additional tips in announcements—be sure your announcements are sent to your email.**

\*Tip: Get the [Canvas app](https://community.canvaslms.com/docs/DOC-14241-67952843574) for students and maybe the Zoom app if you want to conference with me about your grades, an assignment, or skill-building.

## 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 or ENC 0027 will need to repeat that course with a different professor (see “[Letter Grade Requirements”).](#_Letter_Grade_Requirements)

## Due Dates

* **It is each STUDENT’S responsibility to know about assignments and due dates. See individual assignments in Canvas.**
* **Late work is recorded in Canvas. Each student gets four “late” assignments; after those, students may complete additional writings (see JZ)** **to erase them.**
* **NOTE: Assignments must be complete when submitted. An incomplete assignment submitted on time will earn a “late” when resubmitted.**

## Exceptions

Provided documentation is provided as proof, certain things may be made up without penalties:

* Jury Duty
* Deployment / Military duties
* Medical through OSD
* Death in the family

# All about our online class: Grading

## What kind of assignments will there be, and how are they graded?

The following are types of assignments in the modules; some assignments are complete/incomplete with multiple chances to earn the complete, and some—writing assignments (sentences, paragraphs, essays)—each have a clear rubric giving the criteria:

| Assignment type | How they are graded |
| --- | --- |
| Category 1 Assignments | Complete / Incomplete (0) OR **Various Points (2 lowest grades drop)** Correct until perfect. |
| Quizzes\* | 0% or 100% |
| Discussions\* | Complete / incomplete (0) |
| Misc. Assignments\* | Points or complete/incomplete |
| Drafts / Peer reviews\*\* | Complete/ incomplete(0) |
| **Category 2 Assignments**  **Determines the letter grade earned in class (If Cat. 1= 100%)** | **(2 revisions possible; no grades are dropped)** |
| Attendance (5% of the grade) | Absences and tardies, deduct pts. Through Canvas attendance. Present: 100%  Tardy: 80%  Absent: 0% |
| All 100-point writings average for 95% of the course grade |  |
| Timed writings / final drafts\*\*\* (sentences, paragraphs, essays) | 100 pts., recorded as a percentage  (Rubric provided) |
| Specific written homework | 100 pts., recorded as a percentage  (Rubric provided) |

\*Redo most assignments to earn all the points (within 3 days).

\*\*Pre-writing, drafts and peer reviews must be done on time to give/get feedback. Missed peer reviews will need to be made up in the next peer review.

\*\*\*Two revisions are allowed per semester; arrange with JZ.

## How do I find things in Canvas?

I will use weekly “Modules” to post all assignments and resources. The first module will feature Canvas / basic skills and the rest will focus on mastery of the major learning outcomes for Integrated Reading & Writing I & II (linked or separate courses). Follow the assignments in each module in order—the due dates are all visible, and students can see immediately whether the assignment is Category 1 or 2. Hint: If it’s worth 100 points, it’s a Category 2 assignment.

Resource Modules will provide materials—docs, links, tip—for completing work and learning skills.

## How do I do well in this class? (Hint: Do ALL the work!)

Our grading system honors student learning above all else. The learning outcomes for Integrated Reading and Writing I & II guide every assignment. Every assignment MUST be completed (the two lowest grades in quizzes, discussions, and misc. will be dropped). No more than 4 “lates” are acceptable (students may “erase” lates with extra peer reviews).

I will teach and guide students throughout the course to support students’ individual goals. I am the best resource in the class, and I expect students to reach out and utilize me, as well as the many other resources I will provide in the course, and that means good communication is key.

**Earning a C:** *Successful* completion of the modules means a student has a 69.5%-79.4% average in Category 2 assignments and has completed ALL assignments satisfactorily (no zeros or incompletes after the 2 dropped grades in Category 1). Up to two revisions are possible for Category 2 assignments. No more than 4 late assignments. This student has achieved a C in the course.

If the assignments are complete but a 70% average has not been achieved, OR if the student has an average between 69.5-79.4%, but all assignments are not complete (after the 2 dropped grades), the student will need to take the course again and receive a D or an F.

Note: In ENC 0017, a C or higher is needed to continue to the second part of the course, ENC 0027. In ENC 0027, a C or higher is needed to pass to Composition I.

**Earning a B:** *Successful* completion of the modules means a student has a 79.5%-89.4% average in Category 2 assignments and has completed ALL assignments satisfactorily (no zeros or incompletes after the 2 dropped grades). Up to two revisions are possible for Category 2 assignments. No more than 4 late assignments. This student has achieved a B in the course.

**Earning an A:** *Successful* completion of the modules means a student has a 89.5% or higher average on Category 2 assignments and has completed ALL assignments satisfactorily (no zeros or incompletes after the 2 dropped grades). Up to two revisions are possible for Category 2 assignments. No more than 4 late assignments. This student has achieved an A in the course.

## Can assignments be corrected and resubmitted?

All students SHOULD automatically correct and resubmit any **Category 1** assignment that will not be dropped--be sure to read JZ's feedback first. Quizzes can be retaken until a perfect score is achieved; discussions can be revised until a perfect score is achieved. Students have the chance to follow the feedback until a 100% complete is earned (3 days once the grade is posted).

## Can assignments be revised?

All students have two revision opportunities for Category 2 assignments (within a week of the posted grade).

Students wanting to use a revision opportunity must communicate with the professor to set up the revision plan / due date.

## Late Penalties, Zeros, and Dropped Grades

**Students are expected to finish and submit ALL assignments on time**.

It is vital to pay attention to due dates. The modules are set up so that students must move through them to scaffold the skills, so submitting late may prevent students from accessing or understanding the next assignment, which then may also be late. Plan to submit early.

Peer reviews must be on time to get peer reviews assigned. Students submitting late may ask JZ to assign peer reviews, but the late student will get no peer feedback.

However:

* All students will have four late submissions allowable before they cannot pass the course (see grade chart). Canvas records late submissions. Students should communicate with the professor about any late work and additional restrictions about submitting late work, which is usually due within three days of the original due date.

\*\*Note: The original assignment must be on time; corrections may go past the due date but should be complete before the student moves to the next module.

* “Late” assignment offer: Because each student gets only four allowable “late” assignments, there will be opportunities to “earn” extra late passes (or remove them). This opportunity is not extra credit; it will be an offer of additional work to practice skills and help fellow students, usually by doing additional peer reviews. Opportunities will be explained in the modules.
* All students will have TWO Category 1 grades dropped—the lowest grades—from quizzes, discussions, and miscellaneous homework. **Timed writings and assigned writings—Category 2 assignments—are NOT included, as those have revision opportunities.** This gift is designed to protect the student who may need to take a zero, since a zero/incomplete would prevent a student from passing the course.
* Note: The 5% for attendance is designed to offer a slight increase in the Category 2 grade; likewise, poor attendance will create a slight decrease in the Category 2 grade.

Remember: The goal is learning enough about reading and composition to be successful in all college courses. Earn at least a C to feel confident that you have the skills. I promise that I am going to do everything I can to teach, help, and encourage you.

## Letter Grade Requirements: ENC 0017 & ENC 0027

| Letter Grade | All listed requirements must be satisfied in order to achieve the respective letter grade for the course. For all students during the semester:   * Two revisions allowed (Category 2: timed / assigned writings / responses / paragraphs / essays) * Four late assignments allowed (not peer reviews, please!) * Two dropped quizzes, discussions, or misc. assignments (Category 1) |
| --- | --- |
| **A** | * Successfully complete the entire “Welcome Module” * Successfully complete all assignments in all modules * ALL Category 2 timed / assigned writings average at least 89.5% |
| **B** | * Successfully complete the entire “Welcome Module” * Successfully complete all assignments in all modules * ALL Category 2 timed / assigned writings average 79.5%-89.4% |
| **C** | * Successfully complete the entire “Welcome Module” * Successfully complete all assignments in all modules * ALL Category 2 timed / assigned writings average 69.5%-79.4% |
| **D** | * Failure to complete requirements for a C * ALL Category 2 timed / assigned writings average 59.5%-69.4% |
| **F** | * Failure to complete requirements for a D |

## Student Questions and Answers

Q#1: I read that I can’t take a zero, but what if I really can’t do an assignment by the due date?

A: Every student gets two grades dropped (except essays/response papers), so that zero could drop automatically. If you choose to take a zero on an essay (a REALLY bad idea), then you can use a revision, sure, but only if you had handed in a draft so there is something to revise.

Q#2: Can I use both my revisions on the same assignment?

A: If you used a revision to make up for a zero on an essay, and then you did very poorly on it, yes, you could use the other revision on that same essay. Then you will be out of revisions, however, for the rest of the course. (It’s less stress just to hand it in late, maybe?)

Q#3: Oh yeah! I get four late passes. So if I haven’t handed in my essay, rather than waste a revision on a zero, I can use a late pass and hand it in!

A: True, but you will need to talk to the professor. We can’t have students handing in late work whenever they feel like it. Late work is generally handed in within three days of the due date. Some things, like peer reviews, have a very small window before they are no longer relevant.

Q#4: What if I never use ANY of my late passes? Or what if I only use one of my revisions?

A: Good for you! If you get to the A module and still have unused late passes or revisions, maybe you will still need them—the semester isn’t over. If you never use them and your grades are poor, however, I will wonder why you didn’t make those work for you.

Q#5: What if I keep moving through the modules without going back and retaking quizzes until they’re perfect or revising discussions until they are “complete”?

A: The student who does that is setting up for failure. It’s not only easier to correct as you go, it’s beneficial. The smaller assignments are designed to help students do well on the essays and response papers. Two grades are dropped, but after that, even one 0 or incomplete means the students cannot pass. It’s best to choose success.

Q#6: What if my Category 2 score is passing, but my Category 1 assignments are not 100%? Haven’t I shown that I can write?

A: Category 1 assignments are to learn and practice skills. If your skills are already good, they should not take you long to complete. Category 1 MUST equal 100%.

Q#7: If I get a zero for plagiarizing an essay or response paper, am I allowed to use a revision?

A: Sure. If it’s the first plagiarism offense. Meet with JZ to discuss the error of your ways. If you have already been warned of plagiarism, you may not use a revision and will fail the class (See “Academic Integrity: Plagiarism” in this syllabus).

## Let’s go to the course and get started! A great semester awaits.