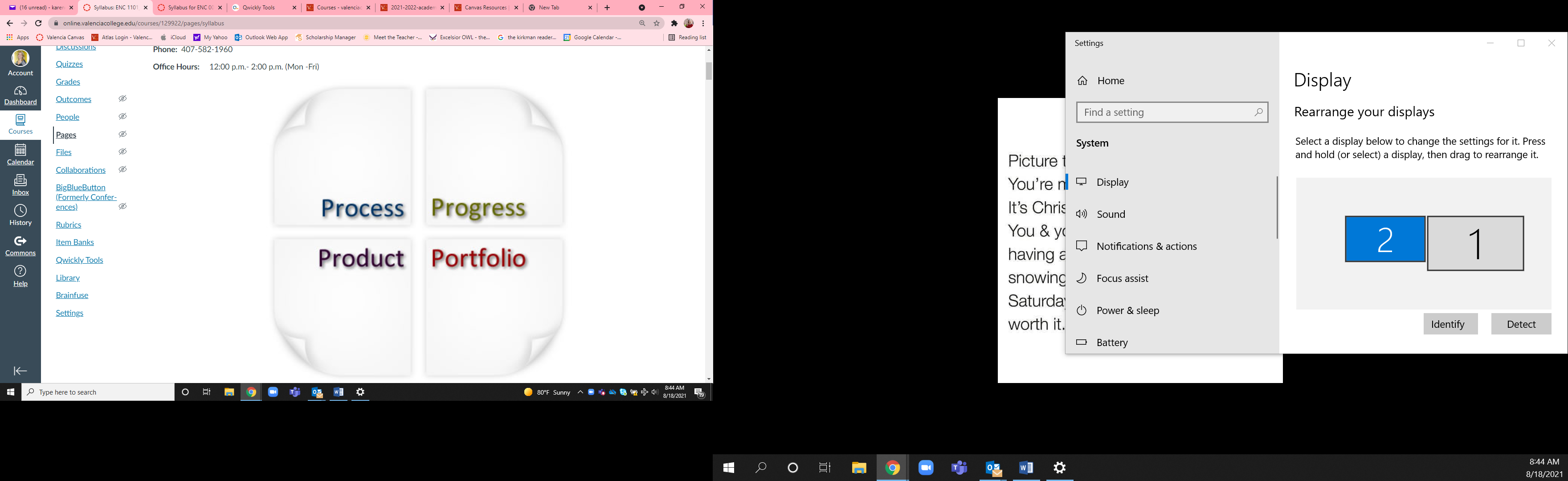
English Composition I (ENC 1101 – 3 Credits)

**Instructor:**Karen Cowden, M.A. Ed/Professional Writer

**Contact**: via Canvas Messenger

**Phone:** 407-582-1960

**Office Hours:**     12:00 p.m.- 2:00 p.m. (Mon -Fri)



**Course Learning Outcomes**

This course is designed to introduce students to the writing, reading, and thinking skills necessary for success at the college level. It has been enhanced with essay assignments to provide the most comprehensive learning experience for upper-division/career-based coursework. *The course design was originally commissioned by* [*Project Kaleidoscope,*](https://www.aacu.org/pkal) *(PKAL), (which) is the American Association of Colleges and University's (AAC&U’s) center of STEM higher education reform dedicated to empowering STEM faculty, including those from underrepresented groups, to graduate more students in STEM fields who are competitively trained and liberally educated."*

**Peace and Justice Institute Principles**

In this course, you will work in groups of three or four for the purpose of peer review of their rough drafts. The writing communities that develop as a result of this practice will help you become a more compelling and confident writer.

Writing communities are support groups for writers, and the goal of the group members is to help one another improve their written work. The vehicle that members use for improving their writing is peer review. Your full participation in the review process is usually reciprocated by your classmates and goes a long way toward establishing an energetic and enthusiastic learning environment. The more time and energy writing community members spend editing and proofreading one another's work, the more likely it is that all group members will show marked improvement in their essays and attitudes about writing.

Please avoid pouncing into the corrective mode as you work in groups. Instead, participate in an informed mode as you engage in the peer-review process. You should practice revision strategies on your work before you work with the members of your writing community.  This exercise is an excellent self-revision technique, but it's also a perfect segue to the peer review assignment. When you peer review drafts of classmates in your writing community, use the [PJI Principles.](https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php)

**Upon completing this course, students will be able to:**

A. Compose essays demonstrating proficiency in developing and organizing ideas, using language effectively, and writing in standard edited English.

B. Find, evaluate, and use sources appropriately.

C. Demonstrate continued use and development of effective writing strategies in upper-division courses.

To achieve these outcomes, students will focus on writing as a recursive process that includes prewriting, drafting, editing, and revising. Emphasis will be placed on personal, reflective, and expository writing.  Students will develop critical reading skills and use course readings to analyze specific writing techniques and strategies that can be used to improve their own writing. Students will also identify at least five personal grammatical, mechanical, and stylistic errors that recur in their work and find resources that assist them in resolving these problems.

This course is comprised of 8 modules, and students will achieve course-level outcomes through module-level outcomes.

**Specifically, the Valencia College Catalog lists the following:**

**Catalog Description:** Development of essay form, including documented essay; instruction and practice in expository writing. Emphasis on clarity of central and support ideas, adequate development, logical organization, coherence, appropriate citing of primary and/or secondary sources, and grammatical and mechanical accuracy. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. A minimum grade of C is required if ENC 1101 is used to satisfy Gordon Rule and general education requirements.

**Prerequisites:** Score of 103 on writing component of PERT or equivalent score on other state-approved entry test or minimum grade of C in ENC 0027 or minimum grade of C in ENC 0025C or EAP 1640C, and a score of 106 on reading component of PERT or equivalent score on other state-approved entry test or minimum grade of C in REA 0017C or EAP 1620C.

**Corequisites:** None

**The Major Topics/ Concepts/ Skills/ Issues that will be covered are:**

* Apply a multi-stage composing and revising process to produce essays.
* Apply conventions aligned to varied writing situations.
* Demonstrate information literacy.
* Synthesize information for a specific rhetorical aim.
* Document source material in accordance with at least one recognized documentation style.
* Apply active reading strategies.

**The Major Learning Outcomes with Evidence, Core Competencies, and Indicators are:**

* Apply a multi-stage composing and revising process to produce essays.
  + Use prewriting and planning to develop a working thesis.
  + Revise drafts based on constructive feedback.
* Apply conventions aligned to varied writing situations.
  + Evaluate the text, author, audience, purpose, context (i.e. rhetorical situation) of a given assignment/prompt.
  + Write essays consistent with a given writing context.
  + Apply grammatical and mechanical standards consistent with the norms of a given writing context.
* Demonstrate information literacy.
  + Evaluate the credibility of sources.
  + Recognize bias in source material.
* Synthesize information for a specific rhetorical aim.
  + Incorporate source material by paraphrasing, summarizing, and directly quoting.
  + Introduce source material and explain its significance or relevance.
  + Combine material from different sources to draw a conclusion or support an idea.
* Document source material in accordance with at least one recognized documentation style.
  + Apply conventions of academic integrity to avoid plagiarism.
  + Create in-text citations to document source material.
  + Create a reference list to provide bibliographic information for sources.
* Apply active reading strategies.
  + Identify the author, audience, purpose, tone, context (i.e. rhetorical situation).
  + Annotate a text for main ideas and supporting details.

**College Catalog Course Description**

Development of essay form, including documented essay; instruction and practice in expository writing. Emphasis on the clarity of central and support ideas, adequate development, logical organization, coherence, appropriate citing of primary and/or secondary sources, and grammatical and mechanical accuracy.

Gordon Rule- ENC1101 is a Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. A minimum grade of C is required if ENC 1101 is used to satisfy Gordon Rule and General Education Requirements.

**Course Prerequisites**

A score of 103 on the writing component of PERT or equivalent score on other state-approved entry tests or a minimum grade of C in ENC 0027 or a minimum grade of C in ENC 0025C or EAP 1640C, and a score of 106 on the reading component of PERT or equivalent score on other state-approved entry test or a minimum grade of C in REA 0017C or EAP 1620C.

**Course Texts and Media - ALL resources are provided.  You are welcome to purchase optional supplies of a 3-ring binder and 8-tab dividers if taking this course in-person/hybrid/mixed-mode.**

1. McLean, Scott. Writing for Success. Irvington: Flat World Knowledge, 2011. ISBN 13: 978-1-4533-1071-7. This is an open college textbook that can be accessed online free of charge. There are two different ways that you can access the text:

* [Access a free online version](https://saylordotorg.github.io/text_handbook-for-writers/index.html) ( The Saylor Foundation provides access to a .pdf or .doc version of the book. Click on the link above and scroll to the bottom of the page to find the text).
* [Purchase a print or e-reader version of the book from Flat World Knowledge](http://catalog.flatworldknowledge.com/catalog/editions/242) (Flat World Knowledge provides a range of print and electronic options for the text and is committed to affordable access for students).

1. The Valencia Writer. This is an open source curated page with resources on writing, genre, rhetoric, information literacy, and more.
   * [Access the free resource](https://lgapi-us.libapps.com/widget_c.php?site_id=2441&widget_type=9&output_format=3&widget_embed_type=1&guide_id=394082&enable_navigation=1&content_type_id=1&config_id=1610391620121&lti_id=27948&lti_placement_id=1653654)
     1. Inclusive in this resource is:
        1. Grammar Bytes: <http://www.chompchomp.com/menu.htm>
        2. Excelsior Online Writing Lab: <https://owl.excelsior.edu/>
        3. The Elements of Style: <https://www.bartleby.com/141/>

**Course Format**

This course is conducted entirely online and consists of eight modules of content. Each module requires that students read a variety of writing and sometimes view and interact with other media. Ideas and skills are formulated and demonstrated in writing. The course is designed to run over sixteen weeks with one module completed every two weeks.

This is a [writing community](https://mailvalenciacc-my.sharepoint.com/courses/129922/pages/writing-communities) course. While a course instructor will monitor the course, it is designed for the students to work independently and collaboratively. A primary component of the learning experience is giving and receiving feedback on writing. For this to occur effectively, all students must invest time to review and comment on their classmate's work. This evaluation, reflection, and collaboration are key to the course.

**Portfolio**

In this course, you will prepare a portfolio, which will suffice as your final exam.

**What is a portfolio? A portfolio is a collection of work that demonstrates effort and achievement.**

Imagine you are a photojournalist for a magazine and have to present your best work in the past few months and explain the process by which you achieved these signature pieces. Like anyone putting together a collection of work, you go about searching your inventory. With each selection, you review what you did to capture certain photographs (maybe you had to travel long distances, learn new photography techniques, work around family schedules, consider impossible deadlines, work with uncompromising regulations or equipment); you think about how you developed the photographs over time (perhaps using approaches to change the tones of the photos or editing in details after-the-fact in an editing program); you take into consideration what your fellow photojournalists and your magazine editor advised you as you worked to make the photos award-winning for the magazine (you made multiple copies of the work even). Perhaps you realize that some photographs were never fully actualized because you did not give them the time they deserved, and some photographs received more attention than they needed. In the end, you want to present a portfolio of your best work as your presentation.

A writer's portfolio is much like that of the photographer. You assemble a presentation about your best work in this course. Looking ahead, you should plan for a writing portfolio that includes certain elements:

1. Three samples of your best work, including:

1.1. your best formal essay

1.2. your best writing practice assignment

1.3. your best forum post.

2. An essay featuring the following:

2.1. an explanation about why you selected these three samples and what qualities make them particularly effective or successful

2.2. a description of your writing process in these three works from coming up with the idea from drafting to revising

2.3. reflection on your least effective writing in this class and explain why you think the writing was not effective

2.4. an assessment on how well you achieved the writing goals you set for yourself at the beginning of the semester

**2.5. an explanation regarding what you have learned about yourself as a writer this semester and how your assumptions and understandings of writing and reading have changed as a result of your work in this course.**

**Grades**

You will finish the course with a portfolio of college-level writing samples that may be used in other courses. Given the self-reflective, open nature of this course, your writing portfolio will be the most valuable, reusable outcome of the course.  You will earn a final grade on the completed portfolio with all other work.

**Discussion Forum**

Student exchanges and learning take place through the online Discussion page. Students will be responsible for responding to 2-6 topics/posts within each module.

* Primary Posts are original responses to the topic/post. Most primary posts are due around the module’s midpoint.
* Secondary Posts are responses to classmates’ primary posts.
  + Please keep in mind that students will not have time to respond to your primary post if it is submitted very late in the module timeline and use good judgment with your secondary posts by creating a personal rotation system whereby you reply to a variety of classmates rather than your favorites or the first you see.

Discussion deepens student learning, so please post early and often.

**Guidelines for Discussion Posts**

Primary Posts should be more than one paragraph and should reflect reasoned thought, thought beyond what might go into an email or chat response.  Think of Primary Posts as mini-essays that make a clear, focused point.  Remember that the goal of a discussion is to develop writing skills; these posts are great practice.  Take them seriously, and say something substantial and worthwhile. To facilitate effective collaboration consider making your primary post before Thursday @ 11:59 p.m. and your Secondary post before Sunday @ 11:59 p.m.

Please note the guidelines below:

* Primary Post should be at least 200 words.
* Secondary Post should be at least 125 words.
* Each post should be a quality writing sample (please organize your thoughts, proofread, and spell-check).
* Look for opportunities to build on the conversation by referencing your readings, other sources, or classmate's comments.
* Be courteous.  Students don’t always have to agree, but they do have to treat each other respectfully and civilly.

**Netiquette**

All members of the class are expected to follow rules of common courtesy in all communications (including email messages, discussions, and chats).  You may find these guidelines helpful:

* Label posts and emails with a relevant subject heading.
* Use capital letters sparingly. THEY LOOK LIKE SHOUTING.
* Forward emails only with a writer’s permission.
* Be considerate of others’ feelings and use language carefully.
* Cite quotations, references, and sources.
* Use humor carefully. It’s hard to "read" the tone of an email or post; sometimes humor can be misread as criticism or personal attack. Feel free to use [emoticons](http://en.wikipedia.org/wiki/Emoticon) to let others know you’re being humorous.
* Use complete sentences and standard English grammar to compose posts.  Write in proper paragraphs.  Review work before submitting it.

**Technical Requirements**

[Microsoft Word](http://office.microsoft.com/en-us/word/), [Adobe Acrobat Reader](http://get.adobe.com/reader/), and [Adobe Flash Player](http://www.adobe.com/downloads/) are required applications for creating, reading, and viewing course documents and media. Additionally, students should have updated web browsers that feature the [standard media plug-ins](http://netforbeginners.about.com/od/p/a/Internet-Plug-Ins-Explained.htm). For an optimal viewing experience of this course use the latest version of [Mozilla Firefox](http://www.mozilla.com/en-US/firefox/new/).

**Time Management**

An online course demands a serious time commitment. It requires a high level of responsibility, dedication, and self-discipline on the part of the student. In this course, students are responsible for their work, progress, and grades. Some students mistakenly believe that online courses will be easier than face-to-face courses and require less time, but in reality, students may spend significantly more time preparing and studying for an online course.  Students should expect to spend 10-15 hours on each course module (which usually spans two weeks), completing reading and writing assignments and posting discussion responses.

**Late Work**

Much of the learning in this course occurs as students review and provide feedback on the writing of their peers. As such, it is important to stay at pace with the general flow of the course. If you submit work late, other students will have moved on and will not provide feedback on your writing.

To facilitate effective collaboration consider making your primary post before Thursday @ 11:59 p.m. and your Secondary post before Sunday @ 11:59 p.m.

**Technical Support**

Most of your questions about Canvas can be found in the [Canvas User Guide](http://guides.instructure.com/m/4212). If you identify errors or missing elements in the course, please contact the "Instructor" found on the [People](https://mailvalenciacc-my.sharepoint.com/courses/129922/users) page.

|  |
| --- |
| **Valencia College is committed to providing each student with a quality educational experience. Faculty members have set high standards of instruction for themselves and you. If you have a problem in a class, or your instructor has a problem with you, the first step is to have a private talk with me in private. If you or the professor are still dissatisfied, either party may talk with the academic dean of the division for your class. We will work together to resolve any issues that arise.** |

**Academic Honesty**  
  
Plagiarism is unacceptable. 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.

Examples of plagiarism include assignments:

* that someone else has written and claimed the work as one’s own
* without a list of resources used in the research
* that contain sections, paragraphs, sentences, or key phrases that someone else has written without documenting the source for each portion of the assignment not written by the student
* that contain paraphrased ideas from another source without documenting the source for each paraphrase.

Students can avoid plagiarism by doing their own work and by documenting the sources that they use. Documenting sources means providing the name of the author, the title of the source used, and other relevant bibliographical information. Strict use of [MLA Guidelines](http://owl.english.purdue.edu/owl/resource/747/02/) will prevent inadvertent plagiarism; the website will help you determine how adequately to document and note sources.

* All forms of academic dishonesty are prohibited at Valencia Community College.
* **A "Unicheck" score of higher than 8% will trigger an e-mail from the professor to discuss the possibility of plagiarism.**
* Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.
* Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be subject to a range of academic penalties as determined by the professor. *Each student is required to follow Valencia's policy regarding academic honesty.*All work submitted by students is expected to be the result of the student's thoughts, research, and self-expression unless the assignment specifically states 'group project.
* The penalties may include, but not be limited to, one or more of the following:
  + Loss of credit for an assignment, examination, or project
  + Reduction in the course grade
  + A grade of "F" in the course
  + For further detail, refer to the Student Code of Conduct in the current Valencia Student Handbook.

**Atlas & Canvas:**

Your Atlas account and the class Canvas page are essential tools for your success in the course. Class notifications, progress notices, special readings, and attendance warnings are sent through Canvas (check your Atlas e-mail before each course meeting). If you need help, technical support and computer labs are available.

**Links to the College Catalog, Policy Manual, and the Student Handbook:**

* Policy Manual - <http://www.valenciacollege.edu/generalcounsel/>
* College Catalog - [http://www.valenciacollege.edu/catalog/ (includes a description of policies)](http://www.valenciacollege.edu/catalog/%20(includes%20a%20full%20description%20of%20all%20VC%20policies)%20%0d)
* Student Handbook - <http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>

**Valencia Student Core Competencies**

This course seeks to reinforce the following Valencia Student Competencies listed below that prepare students to succeed in the world community.

**-Think: clearly,** critically, and creatively by analyzing, synthesizing, integrating, and evaluating symbolic work,s and truth claims.

-**Values:** Reflect on your own and others' **values**from individual, cultural, and global perspectives.

**-Communicate**by reading, listening, writing, and speaking effectively.

**-Act**purposefully, reflectively, and responsibly by implementing effective problem solving and decision-making strategies.

**College Expected Student Conduct: Think Act Value**

Valencia Community College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct.

By enrolling at Valencia Community College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from the class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

**Important Dates**

**You will need to keep on top of**[**important dates.**](https://catalog.valenciacollege.edu/importantdatesdeadlines/) **for all your college courses and financial aid issues.**

**Withdrawal**

Students always wonder about withdrawal deadlines (do not withdraw, simply chat with me for a solution).

Withdrawing from a college course affects not only your overall G.P.A. but also your financial aid and possible ability to continue with your chosen course sequence.  It is best to have a conversation WITH YOUR PROFESSOR for guidance on possible withdrawal before making such a CRITICAL DECISION. *The professor will not withdraw any student for any reason; it is the responsibility of the student to withdraw themselves before the withdrawal deadline and to be aware of the date of the withdrawal deadline.*If you do not intend to complete the course, you must withdraw yourself before the withdrawal date. Review the complete policy at [http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75Links to an external site](http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75).

*A student who withdraws from class before the****withdrawal deadline noted on the first page of this syllabus under "Important Dates"****will receive a grade of "W." A faculty member is permitted to withdraw a student from the faculty member's class up to the beginning of the final exam period, for violation of the faculty member's attendance policy, as published in the faculty member's syllabus. A student is not permitted to withdraw from this class after the withdrawal deadline; if you remain in the class after the withdrawal deadline, you can only receive a grade of A, B, C, D, F, or I. An I grade will only be assigned under extraordinary circumstances that occur near the end of the semester.  If you receive an I, the work missed must be made up during the following semester, at which time you will get an A, B, C, D, or F.  Failure to make up the work during the following semester will result in you getting a grade of F in the course.  Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of "F." International students on an F1 Visa may lose their F1 Visa due to an attendance withdrawal. Students who do not attend class during the first week of class or online students who do not complete assignments during the first week of class will be listed as” No Shows”. Students on financial aid will be asked to re-pay the amount of the class.*

To academically maintain financial aid, students must meet all of the following requirements:

* Complete 67% of all classes attempted, and
* Maintain a Valencia GPA of 2.0 or higher, and
* Maintain an overall GPA of 2.0 or higher, and
* Complete  degree within the 150% timeframe

Detailed information about maintaining satisfactory academic progress (SAP) can be found at:        h[ttp://valenciacollege.edu/finaid/satisfactory\_progress.cfm](http://valenciacollege.edu/finaid/satisfactory_progress.cfm)

**Safety & Security**

We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It's important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus.  White security phones can also be found in many of our buildings; simply pick up the phone and security will answer. Finally, report any suspicious persons to West Campus Security at 407-582-1000, 407-582-1030 (after-hours number), or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.

**Baycare Behavioral Health's Student Assistance Program**

Valencia is committed to making sure all our students have a rewarding and successful college experience.  To that purpose, Valencia students can get the immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home, or work.  Students have 24-hour unlimited access to **Baycare Behavioral Health's confidential student assistance program** phone counseling services by calling **(800) 878-5470**.  Three free confidential face-to-face counseling sessions are also available to students.

**Dental Clinic**

Valencia College’s Dental Hygiene Clinic — a fully functional dental hygiene clinic where students provide preventive dental hygiene services to the general public — now has a [webpage](https://valenciacollege.edu/academics/programs/health-sciences/dental-hygiene/clinic.php).

The new [webpage](https://valenciacollege.edu/academics/programs/health-sciences/dental-hygiene/clinic.php%C2%A0) includes information on the clinic’s services, open dates, hours of operation, cost, and how to make an appointment.

**SunRail**

Downtown Campus students may register to ride SunRail for free again this year from Monday, August 16 through Thursday, September 30, 2021, and receive a reloadable SunCard. This card may be used for free SunRail trips to and from LYNX Central Station, which is walking, bike-share, and scooter share distance from the campus.

[For more information and to register, click here.](https://sunrail.com/downtown-campus/?fbclid=IwAR0Hu-xgSc11ZE8fEMdM21YjOSV3mguGQJbP65CfACiaGOq07PG1FohpBhU) After registering, SunRail will mail you a complimentary, reloadable, registered SunCard to your mailing address. This is a limited-time promotion.

**Resources for Students/Campus Closures/Covid-19**

Valencia College is here to support you throughout your college journey and beyond. Learn more about the various student resources available to you, along with student services and life around campus. The information you need is right at your fingertips. All information about the campus, inclusive of Covid-19 implications (campus closures, policies, etc) can be found below via <https://valenciacollege.edu/students/>

**Valencia I.D. Cards: Act**

Valencia ID cards are required for LRC, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID are mandatory to obtain these services.

**Laptops for Student Use** – Valencia has purchased 1,000 laptops to lend to students who may not currently have access to the technology necessary to be successful in an online environment. The laptops are available to students who have registered for classes during the summer term. If you may need a laptop, please call Enrollment Services at 407-299-5000, extension 1507 to request one; the laptop will be shipped to the student's home (or alternative delivery can be arranged).

**Enrollment Services**

* Call: 407-582-1507
* Email: [enrollment@valenciacollege.edu](mailto:enrollment@valenciacollege.edu)
* Hours
* Mon-Thurs: 8 AM - 8 PM
  + Fri: 8 AM - 5 PM
  + Sat and Sun: - 10 AM - 3 PM

**Academic Advising**

Faculty are here to support your learning in the course competencies.  While we strive to be excellent partners with your education, you must have a connection with your Academic Advisor to make a plan for your degree and goals.  Advising and counseling are available to assist students with course selection, education, and career planning as well as supporting students as they strengthen their college success and life skills.

* Call: 407-582-1507
* Email: [advising@valenciacollege.edu](mailto:advising@valenciacollege.edu)
* Link to "chat" <https://valenciacollege.edu/students/advising-counseling/>
* Hours
  + Mon-Fri: 7 AM – 10 PM
  + Fri: 8 AM - 5 PM
  + Sat and Sun: - 10 AM - 10 PM

**Financial Aid:**

Faculty are here to support your learning in the course competencies.  While we strive to be excellent partners with your education, you must have a connection with Financial Aid to make a plan for your funds and costs. Contact [FinAidOffice@valenciacollege.edu](mailto:FinAidOffice@valenciacollege.edu)for their financial aid questions, as well as for potential assistance with financial support.

**Distance Tutoring & Technology Support at Valencia:**

Learning Support Services provides students with academic support through distance tutoring, face-to-face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming, and writing assistance for any course.  Assistance with library research can be accessed online through Atlas or the tutoring LibGuide.  For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services LibGuide at: [www.valenciacollege.edu/tutoring](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.valenciacollege.edu%2Ftutoring&data=04%7C01%7Ckcowden%40valenciacollege.edu%7C91c4eec542384b7cd18d08d95e977e20%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637644827063234327%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=XgcJHMh361L%2BmslES3qFENHWOk0wpbgDEzyFBIN8Dw4%3D&reserved=0)

**Please note**: Brainfuse is our new  24/7 online tutoring and learning hub, which is available to all of Valencia’s students.  This service is best used as a back-up to Valencia’s Distance Tutoring service, not as a replacement.  Brainfuse is accessible through Canvas or by visiting [www.valenciacollege.edu/tutoring](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.valenciacollege.edu%2Ftutoring&data=04%7C01%7Ckcowden%40valenciacollege.edu%7C91c4eec542384b7cd18d08d95e977e20%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637644827063244320%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Cj9U0js6NBjW2kjJ1qlaaMB0tp4KI%2BOD27K8lbm9sX4%3D&reserved=0)

**Accessibility Statement/Students with Disabilities Statement (and Support)**

Canvas provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The [National Federation of the Blind](https://www.nfb.org/) granted Canvas the Gold Level Web Certification in 2010.

The Office for Students with Disabilities (OSD) is committed to the fulfillment of equal educational opportunity, autonomy, and full inclusion for students with disabilities. Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (<https://valenciacollege.edu/students/office-for-students-with-disabilities/>).

**What Professors Expect From Students**

* Below is a list of expectations I have for you:
* **Active engagement in** all course activities, readings, and discussions.
* **Access Canvas at least every 48 hours for** the duration of the course.
* **Complete all assignments on time**.
* Provide **substantive, thoughtful feedback** to peers.
* Practice **professional ethics.**
* **Use the**[**Principles for How We Treat Each Other i**](https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php)n interactions with the professor, students, and staff.
* Observe the [Rules of Netiquette](http://www.albion.com/netiquette/corerules.html)
* **Provide feedback -**Complete an online evaluation of this course.

**What You Can Expect from Your Professor**

* And here is a list of what you can expect from me:
* **Prompt responses to** your questions and emails if contacted through Canvas Messenger.
* **Monitoring of** course website every 24-36 hours during my office hours.
* **Thoughtful discussion facilitation**(although I may limit my involvement so you spend more time in discussion with peers).
* **Helpful feedback tailored to your specific needs on** discussions, assignments, and activities.
* **Prompt action on** technical problems within my control, such as broken links, file size, discussion settings, etc.
* **Use the**[**Principles for How We Treat Each Other Links to an external site.**](https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php)in interactions with the students and staff.
* **Respect for** your ideas and opinions.

**Free Microsoft Programs**

Valencia College is pleased to announce that we are now able to offer the Microsoft Student Advantage to our current students!  Microsoft Student Advantage offers students the free Office 365 ProPlus, which is a full version of Office and includes Word, PowerPoint, Excel, Access, and more.  Office 365 ProPlus is a user-based service and allows each student to install on up to five PCs or MACs and access Office mobile applications on iPhone and Android phones.  Your Office ProPlus subscription will remain valid while you are an active Valencia student.

* To download your free subscription to Office ProPlus:  
  1.    Log into your Atlas Account  
  2.    Click on the EMAIL icon in the upper right corner  
  3.    If given an option, select Atlas Email & Office 365  
  4.    Click on the Settings Icon  
  5.    Select Office 365 Settings  
  6.    Select Software  
  7.    Follow the instructions provided to install the software

**Weather Emergencies**

In the case of weather emergencies, you can find out about campus closings by signing up to update your information for Valencia Alerts.

**Security Statement**

We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It's important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus.  White security phones can also be found in many of our buildings; simply pick up the phone and security will answer. Finally, report any suspicious persons to West Campus Security at 407-582-1000, 407-582-1030 (after-hours number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.

**Students on Financial Aid**

* Important Note for International Students (F-1 or J-1 Visa): Withdrawal from this course may negatively impact your visa status. Consult the International Student Services office for more information on full-time enrollment requirements.
* Bright Futures withdrawal information:  If you withdraw or are withdrawn by the professor from any course(s) that were paid for by a Florida Bright Futures Scholarship, you are responsible for repaying the cost of tuition and fees for those course(s).
* Students on financial aid should consult an advisor or counselor before withdrawing from a course; there may be financial implications to the student which he or she must know about to make an informed decision before withdrawing from a course.  Students with some scholarships who withdraw or are withdrawn from a class must pay the college for the cost of the class.  Other scholarship sponsors may also require repayment.

**Faculty/Student Communication**

* Emails/Canvas Messenger(s) are formal documents (which means that a Dean or others can request to read notes if needed) that show the professional relationship between student and their professors.  As such, you do have rules for e-mailing that require a demonstration of academic skills.  See the "Student Code of Conduct" page, below.
* You can expect to wait less than 2 business days until you receive a response.
  + For students whose interaction in your course is through online methods, we recommend that they document technical issues (copy emails, save screenshots, etc.).
  + Check their emails every other day, at least.

**Class/Online Rules of Student Behavior – Code of Conduct/Interruptions**

* The primary responsibility for managing the class environment rests with your professor, and you will find the Student Code of Conduct in the current Valencia Student Handbook: [http://valenciacollege.edu/studentdev/CampusInformationServices.cfmLinks to an external site.](http://valenciacollege.edu/studentdev/CampusInformationServices.cfm)
* Disciplinary action could include withdrawing a student from class or initiating a disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions.
* The consequence of interruption - yes, even online which is viewed as off-task or "oversharing", during a lecture/lesson will be a redirection to the topic.  After the second instance, the student will be invited to have a private meeting before returning to the class session(s).  The only issue that will be forwarded to the Dean would be those of personally attacking the professor or insubordination.   I will direct any student who engages in any prohibited or unlawful acts that result in the disruption of a class to leave the class.  Violations of any classroom or Valencia rules may lead to disciplinary actions up to and including expulsion from Valencia.

**Academic/Assignment "Emergencies** "/**Illness**

I have experienced a moment when I thought the computer saved my work, or I had a ride to class, or I got sick, which made another thing stressful or unsuccessful.  Things can happen at a moment's notice that makes our world challenging.  So, you must practice being professional with this course and arrange/plan a problem.  **Think of my class as a model for your career.  If you would miss work you would need to inform your manager, just like you need to inform me.**Communicate with me about issues, absences, or illnesses that may be affecting your work or participation.   Unfortunately, due to the timeframe of our course, I will be unable to accommodate all requests yet will attempt to be kind and compassionate to your situation.  **Simply come and share the space and learn together, and as best as possible practice the "5PRule":  Prior Planning Prevents a Poor Performance.**  Have a "Back-Up" Plan - Back-up can mean several things.  First, you must complete all your assignments at least 2 days in advance of the listed due date/deadline in case something "happens" or you are ill. You need to turn in all your work on time or early. **Make sure you have a way to get work to me before the due date.** Then, arrange or plan a problem for turning in your work be it by a relative or friend, a classmate at school, one of the Valencia tutors in the lab, or a neighbor.

* **If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible to create a plan for the best course of action.**

**Study tips**

LEARNING IS AN ACTION VERB!  Most students need to do more than just sit through lectures and reread their notes.  **Spend 1-2 hour blocks of time EVERY DAY** actively writing or discussing concepts to make them a part of your memory.  Use the words you learn often, they will sink in better.

*Here are* *some study and classroom management tips that have assisted former students:*

*-  Attend class daily and don't be tardy. The introduction to each lecture explains the purpose of the entire lecture. Students who follow this rule won't miss important information.*

*-  REWRITE YOUR NOTES soon after the lecture; if the instructor permits, tape-record lectures, and replay to refresh your memory when you rewrite your notes.*

*-  Create flashcards with questions you make up from the lecture and lab with answers on the back.*

*-  Use mnemonic devices and other games to remember concepts; go to Google images, YouTube, and Khan Academy for additional pictures and videos to clarify concepts.*

*-  Make lists of confusing topics from your studying and ask questions.*

*-  Take advantage of the professor's office hours.*

*-  JOIN A STUDY GROUP and predict what questions the professor could ask on the test.*

*-  Get the telephone number of one or more buddies in case you are absent from a class.*

***Syllabus Changes/Disclaimer***

*The course outline and syllabus are subject to change as needed; changes will be announced in class (or state how you will contact students with this information, such as by using ATLAS email, Canvas, etc.) on time, when necessary.  Your continued participation in this course after the drop-add deadline period constitutes an agreement with and an acceptance of this syllabus.*

*Credits*

This course was created by Daryl Smith O'Hare and Susan C. Hines as part of the [Kaleidoscope Project](https://www.aacu.org/pkal). The course is now maintained and updated by [Lumen](http://www.lumenlearning.com). last revised: December 26, 2013.  Reworked with permission granted via CCC regulations on August 23, 2021.