**Schedule**

**Important Dates and Deadlines**

**Start Date:**21 August 2023  
**End Date:**10 December 2023  
**Drop/Refund Deadline:**29 August 2023 (11:59pm)  
**Withdrawal Deadline:**27 October 2023 (11:59)  
**College Closed:**4 September, 10 November, 22-26 November  
**College Calendar:**<http://valenciacollege.edu/calendar>

**Course Calendar**

A general course calendar is located at the end of the syllabus. Remember to always open the assignment's Canvas page for detailed descriptions and explanations of all assignments. You can also see assignment deadlines in the [Canvas calendar](https://online.valenciacollege.edu/calendar), which you can access from the global navigation menu in Canvas. **Assignment due dates can and will likely change** as we progress through the course. Always refer to due dates on the Course Calendar, and please contact your instructor if you notice any discrepancies.

**General Schedule**

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| **Week** | **Lesson** | **Assignments** |
| Week 1 | Orientation    MLA Formatting | **Required:** Syllabus & Course Policies Quiz Discussion: Meet the Class  QUIZ: MLA Formatting |
| Week 2 | Three-Part Structure | WRITING: Paragraph Structure |
| Week 3 | Internal Structures | QUIZ: Internal Writing Structures WRITING: Draft Paragraph EXTRA CREDIT: Using Your Feedback |
| Week 4 | Causation Pattern | QUIZ: Causal Analysis Discussion: Causation Outline |
| Week 5 | Introductions and Conclusions | Discussion: Sample Introductions EXTRA CREDIT Quiz: LORE Podcast WRITING: Conclusion Paragraph |
| Week 6 | Facts & Opinions | QUIZ: Facts vs. Opinions Discussion: Opinions EXTRA CREDIT: Crafting Useful Opinions |
| Week 7 |  | Essay #1 |
| Week 8 | Rhetoric | QUIZ: Rhetorical Devices Mid-Semester Feedback Survey |
| Week 9 | Asking the Right Questions | QUIZ: Asking the Right Questions |
| Week 10 | Opposing Views | QUIZ: Responding to Opposition WRITING: Side Switching |
| Week 11 | Citation and Documentation | QUIZ: MLA Citation Extra Credit Quiz: MLA Scavenger Hunt |
| Week 12 | Integrating Research | Discussion: Citation Errors Scavenger Hunt WRITING: Including Research and Works Cited |
| Week 13 | Analysis Structure | QUIZ: Analytical Paragraph WRITING: Practicing Rhetoric and Analysis |
| Week 14 |  | Essay #2 |
| Week 15 | Reflection on our Learning |  |
| Week 16 | Finals Week | Final Reflection |

**Communication**

**Online Community**

In this class we will be making extensive use of online spaces. Sometimes, the anonymity of such spaces can lead people to say or do things that they would not say or do in a face-to-face environment; online communications can also lose some of the nuance and tone that helps us convey meaning in person, leading to a higher potential for misinterpretation. I ask each of you to make sure that your online persona, including profile and background images, chat messages and discussion posts, exhibits the respect and kindness to others as I know you would want extended to you.

**Contact Policy**

For this course you should follow professional guidelines for communication. I check Canvas and email regularly and suggest you do so too. **I aim to reliably answer emails on weekdays.** Assume a maximum 48 hour response time before sending a follow-up message. All correspondence for this course should be respectful and professional.

**Asking for Help**

Your instructors are here to provide you guidance through this course. However, there are a few guidelines you can follow to make getting the help you need smoother and more efficient.

* 1. **Consult your resources first!**  
     Before emailing your instructor, make sure your question hasn't already been answered on the syllabus, the assignment sheet, or a course announcement. There are also student support services that might answer your question, including the [Valencia Library](https://valenciacollege.edu/students/library/), the [Writing Center](https://libguides.valenciacollege.edu/c.php?g=1014597&p=7351775), Canvas Student [Help Chat](https://cases.canvaslms.com/liveagentchat?chattype=student&sfid=001A000000KJsPQIA1) and [Support Guides](https://community.canvaslms.com/t5/Student-Guide/tkb-p/student), and Valencia's [IT Services](https://valenciacollege.edu/employees/office-of-information-technology/). When in doubt, don't be afraid to google your question!
  2. **What to include in a professional email**
     + Address the instructor by their title (usually Professor, sometimes Doctor) but not by Mr./Ms. or their first name, unless otherwise instructed.
     + Include both a greeting and closing. Make sure to identify yourself. Your instructor may have 100+ students. You can get your answer quicker if you include your full name and course number.
     + Never send attachments without an explanation of their purpose.
     + Your tone should be calm and direct. Focus on the most important details, and aim for clarity.
     + Make sure to proofread. First impressions have lasting impacts.
  3. **Straight to the point!**If you have a question, ask it directly. If you are requesting a meeting, state when you're available, and what you'd like to discuss. If you are requesting an action from your professor, identify specifically what you need and when. Include any relevant documents, or background conversations we've already had about the topic.

**What are Office Hours?**

**This is a time I reserve for you!**

Meeting with your instructor is an important element of supporting you through the course. Even if you don't have specific questions, needs, or concerns, I'd love to talk with you at least once during the semester.

**During office hours we can:**

* + chat briefly and get to know each other
  + discuss questions about the course content or specific assignments
  + review your work in order for you to understand how to improve
  + discuss time management strategies and create work schedules
  + review grades you have received in class, discuss additional feedback, or create a plan for achieving a certain grade
  + meet as a small group if you have classmates you prefer to work with outside of Canvas

**Attendance**

**General Attendance**

**This course does not meet online or in person.**

To pass the course, you must be actively participating. Because this class meets online, attendance is measured by engagement in any scheduled Zoom meetings (RTV courses only), completing quizzes, submitting written assignments, and making discussion board posts by the due dates. Simply logging into the class and reading the course contents not participating.

**Excused Absences**

**If you are unable to participate in the course for personal reasons**, e.g. illness, family emergency, etc., please communicate with me as soon as possible in order 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 of two weeks or more**, continuation in the course will be determined on a case-by-case basis through discussion between you and your professor.

**Extenuating Circumstances**

**If you are unable to participate in the course due to a temporary obligation,**you may be able to have your deadlines extended for extenuating circumstances.Extenuating circumstances such as religious observances, jury duty, participation in extracurricular activities in which students are official representatives of the college, and active military obligations are recognized as excused absences; however, **you must notify me at least two weeks in advance**, so we can determine how to best help you move forward based on how long you will be absent from the course.

**Grading**

**College Credit Hours and Workload**

For every **one credit hour** in which you enroll, you will spend approximately **two to three hours outside of class** studying or completing work. The course load that is best for you depends on a variety of factors, such as other commitments, study skills, time management skills, and self discipline. To determine whether your current course load is appropriate for you, please refer to the expanded [Workload and Course Expectations](https://online.valenciacollege.edu/courses/184823/pages/workload-and-course-expectations) page for guidance on calculating your obligations.

**Assignments and Evaluation**

All assignments in the course, unless otherwise noted, will be due on either Wednesday or Saturday before 8am. You can rely on these consistent due dates to help you plan your work week.

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| **Grading Scale** | **Grading Breakdown** |
| 90% -100%       A  89.9%-80%       B  79.9%-70%       C  69.9%- 60%      D  59.9%- 50%  and lower          F | (60%) essays (30% each)  (20%) quizzes and discussions  (20%) writing exercises |

**Late Work**

All assignments' due dates are listed on the [course calendar](https://online.valenciacollege.edu/calendar) and on individual assignment pages. **Graded activities will be accepted up to 48 hours late for a 5% grade penalty.** Assignments beyond 48 hours late will be approved on a case-by-case basis.

If you are unable to access Canvas due to technical difficulties, then you should e-mail me your assignment at kholt12@valenciacollege.edu before the deadline. You can also call my office line to schedule alternate submissions if necessary (leave a voicemail!).

Please be aware that a broken or ill-functioning computer, or the inability to retrieve, produce or submit your assignments from a computer will not be accepted as a valid excuse for an assignment that is submitted late.

**Extensions**

Students may request extensions on assignments, and are encouraged to plan ahead and use extensions to manage their time wisely. Extension requests need to be made at least 24 hours prior to the due date. Extension requests made within 24 hours of the due date are unlikely to be granted, and may fall into the late submission window described above. The professor will handle these requests on a case-by-case basis. When considering an extension, students should submit:

* + proof of their current progress on the assignment, and
  + the factors limiting their ability to complete an assignment on time.

**Factors that will keep a student from being awarded an extension include:**

* + the assignment progress being minimal or non-existent,
  + the limiting factors being within the control of the student to plan better, and
  + requests within 24 hours of the due date, as the student cannot ensure the professor will see the request in time

**Extra Credit**

Extra Credit for this course will be available to the whole class and posted in a separate Canvas module with included guidelines and instructions. The instructor will not create extra credit assignments for individual students. However, students may request additional attempts on assignments, which will be awarded on a case-by-case basis.

**Instructor Feedback**

Under normal circumstances, homework and quiz assignment grades will be posted within a week after submission, and essays will be graded within two weeks of submission.  I will notify the class by group email if I am late in returning any graded assignments.

If you have questions about course assignments or your grades, I recommend you email me through Canvas. I try to return all emails within twenty-four hours. If you need to speak to me directly, you may call me at  (407) 582-2010 during my office hours.

**Technology**

**Required Materials**

**No textbook is required  
I will provide all materials through web links and PDF files.**

However, students will need access to:

* + cloud storage ([Google Drive syncs to Canvas](https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-my-Google-Drive-files-in-Canvas-as-a-student/ta-p/521))
  + word processing software ([free for Valencia students](https://valenciacollege.teamdynamix.com/TDClient/2067/Portal/KB/ArticleDet?ID=94248))
  + reliable internet access
  + the ability to record audio and video

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| A green stamp with red text  Description automatically generated | **Software to Install**   * [Microsoft Office](https://valenciacollege.edu/about/support/documents/Valencia_Office-ProPlus-Instructions.pdf) (free via Valencia College)   + You may work in Google Drive or Pages, but all formatting must be consistent with Word   + You may need to locate your own tutorials if you use a different word processor * A [Valencia Zoom](http://valenciacollege.zoom.us/) account for attendance in class sessions and office hours * The **Canvas Student** app for [Google](https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en_US&gl=US) or [iOS](https://apps.apple.com/us/app/canvas-student/id480883488) * The [Zoom mobile](https://zoom.us/download) app |

**Tech Skills**

Students should consider the computer and video skills needed to be successful in this course, since they are not skills that will be taught within the course. These skills include:

* + Software application skills (PowerPoint, Word, Office365, etc.)
  + using a word-processing program to type, revise, and edit your work (Tutorials available for [Word](https://support.microsoft.com/en-us/office/word-for-windows-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73), [Google Docs](https://support.google.com/a/users/answer/9282664?hl=en))
  + Internet and library browsing
  + Copying and pasting
  + Taking Screenshots or Snips
  + Saving files in different formats
  + Uploading and downloading files and attachments
  + File management
  + Sending and receiving emails in the Outlook program ([Tutorials available](https://support.microsoft.com/en-us/office/outlook-training-8a5b816d-9052-4190-a5eb-494512343cca))

As part of each essay assignment, you will be expected to use word-processing tools effectively; papers may be returned for revision if they do not follow the guidelines specified by your instructor.

**Policies**

**Copyright Policy**

All content created for the course, distributed through Canvas or handouts, or written on the board/zoom during student/professor interaction is the property of Professor Kirsten Holt. Do not photograph, upload, or otherwise reproduce course lectures without express permission from the instructor. Permission will not be given to reproduce content without accompanying paperwork from the Office of Students with Disabilities. © 2023 Kirsten Holt, all rights reserved.

**No Show**

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

**Withdrawal**

Per Valencia policy a student who withdraws from class before the established deadline for a particular term will receive a grade of “W”. A student is not permitted to withdraw after the withdrawal deadline without instructor approval.

A faculty member will withdraw a student up to the withdrawal deadline for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W”. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.” If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date, or request withdrawal prior to the final exam period.

**Student Conduct**

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia’s learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct.](https://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/)

**Academic Honesty**

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

By now, you may also be familiar with ChatGPT and other AI writing tools that some writers are using to enhance their writing AND to write their work for them. Generally speaking, you are not authorized to use AI writers, software, or artwork-generating programs (or similar) to produce work for this class.**Work written by an AI writing tool is not your own original work and as such is not acceptable in this class.**

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F.

**FERPA & Third-Party Software**

Valencia College has a firm commitment to protecting the privacy rights of its students. Any use of student records and information in this course will comply with the Family Educational Rights and Privacy Act (FERPA), including third party tools and services used in this course. You can access [FERPA rights and policies](https://valenciacollege.edu/about/ferpa/) and the [Privacy Statements](https://valenciacollege.edu/about/privacy/) via Atlas. Additional privacy policies for tools used in the course are listed below:

* [Valencia College privacy policy](http://valenciacollege.edu/privacy/)
* [Canvas privacy policy](https://www.canvaslms.com/policies/privacy)
* [YouTube Privacy Guidelines](https://www.youtube.com/howyoutubeworks/policies/community-guidelines/)
* [Google Services Privacy Policy](https://www.google.com/policies/privacy/)
* [Library Database Privacy Policy](http://www.linccweb.org/cmn/privacy_and_use_policy.asp)
* [Office 365 Privacy Statement](https://www.microsoft.com/online/legal/v2/?docid=43)

**Support**

**Preferred Name & Gender Pronouns**

Class rosters are provided to the instructor with the student's legal name. I will gladly honor your request to address you by an alternate name  and/or gender pronoun. Please advise me of this early in the semester so that I may make appropriate changes to my records.

**Students with Disabilities**

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities (OSD) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability.

Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a Notification to Instructor form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

**Mental Health and Counseling Assistance**

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

**International Students (F-1 or J-Visa)**

Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia’s International Student Services office for more information.

**Undocumented Students**

The college values diversity and is committed to creating and maintaining an inclusive community, which includes members of the Undocumented and Mixed Immigration status community. I will work towards promoting an anti-discriminatory environment, which may be direct or indirect that take place in the class, at the institution and on a personal level. I understand and will treat your disclosure with the utmost confidentiality permitted and value your trust. I will work with you on a one-to-one basis should you encounter barriers to you academic and developmental success.

**Students with Food/Housing/Financial Needs**

Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to meet with a Counselor in the Advising Center for information about resources that may be available from the college or community.