

Valencia College, ENC1102, Section 12060, Spring 2024

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COURSE INFORMATION

- **Contact days and hours/week:** Face-to-face lecture
- **Class meeting location(s):** West Campus Building Five, Room 229.
Mondays and Wednesday 10-1115am
- **Term the course is offered:** Spring 2024
- **Credit Hours earned upon passing:** 3
- **Prerequisite(s) and Co-requisite(s):** Minimum grade of C in ENC1101 or 1101H
- **Course Description:** Application of skills learned in ENC 1101. Emphasis on style; use of library; reading and evaluating available sources; planning, writing, and documenting short research paper. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if ENC 1102 is used to satisfy Gordon Rule and general education requirements.
- **Required Instructional Materials:** In lieu of textbooks, we use Valencia's database of OER materials. Any additional readings will be indicated and provided to you.
- **Course Learning Outcomes:** Apply a multi-stage composing and revising process to produce essays; Compose a written argument using evidence from varied sources; Apply conventions aligned to varied writing situations; Document source material in accordance with at least one recognized documentation style; Apply critical reading skills.

STUDENT SUCCESS INFORMATION

Grades

- Grading scale (90-100=A, 80-89=B, 70-79=C, 0-69=F)

Assignments/Assessments

- This class is comprised entirely of writing. Your assignments fall into the following categories and are weighted as such:
 - Discussions: 15% of total grade
 - Journals: 10% of total grade
 - Major Assignment Process Work: 15% of total grade
 - Fiction Essay: 30% of total grade
 - Poetry Portfolio: 30% of total grade

Late Work and Make-Up Work

- I accept late work on the following terms:
 - A late assignment loses 5% of its final grade for each day that it is late **unless** you contact/email me before hand to discuss a late submission. In this case, you will be granted an extension for the assignment without the grade penalty. However, you must contact me **before** the assignment due date; any extension requests sent after the assignment due date will not be considered.
 - Regardless of extensions, I do not accept assignments that are more than two weeks late.
 - The last day to submit late work is April 21st at 1159pm. Any requests to submit late work past this date will be denied.

Extra Credit Policy

- Extra credit may be available. However, there is no guarantee or expectation of it.

Attendance and Tardy Policy and Expectations

- This is a face-to-face class. As such, attendance is required. I do not withdraw students for non-attendance, however, your attendance will be documented for college purposes nonetheless.

Withdrawal Deadline and Policy

Spring 2024 Withdrawal Deadline: April 24th

A student who withdraws from class before the 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. Student on financial aid will be asked to re-pay the amount of the class.

I 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.

- Students on financial aid should consult an advisor or counselor before withdrawing from a course; there may be financial implications to the student which they 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.

In order 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:
http://valenciacollege.edu/finaid/satisfactory_progress.cfm
 - For a complete policy and procedure overview on Valencia Policy 4-07 please go to:
http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0

Valencia College Core Competencies

Include a note explaining the four Valencia College Core Competencies. Here is an example:

“The faculty of Valencia College has identified four core competencies that define the learning outcomes for a successful Valencia graduate. These competencies are at the heart of the Valencia experience and provide the context for learning and assessment at Valencia College. You will be given opportunities to develop and practice these competencies in this class. The four competencies are:

1. **Think** - think clearly, and creatively, analyze, synthesize, integrate and evaluate in the many domains of human inquiry
2. **Value** - make reasoned judgments and responsible commitments
3. **Communicate** - communicate with different audiences using varied means
4. **Act** - act purposefully, effectively and responsibly.”

ADDITIONAL CLASSROOM INFORMATION

Security Statement

Consider adding a security statement to your syllabus. This statement comes from our chief of 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.

Faculty/Student Communication

- If you need to communicate with me outside of lecture time, please send me a message via Inboxes on your Canvas. This ensures that your message does not get lost in my Outlook inbox.
- I will respond to your emails within 24-48 hours of them being sent; however, I do not check emails over the weekends, and will respond to any emails sent on Friday after 5pm on the following Monday (Spring Break excluded).
- Be sure to check their emails every other day, at least.

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

Academic Honesty Statement

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 individual thoughts, research, and self-expression unless the assignment specifically states 'group project.' If plagiarism is suspected, I

will carry out the college's plagiarism policy, listed in the student handbook, to the letter.

Classroom Rules of Student Behavior

The primary responsibility for managing the classroom environment rests with you, and you will find the Student Code of Conduct in the current Valencia Student Handbook: <http://valenciacollege.edu/studentdev/CampusInformationServices/>

Disciplinary action could include withdrawing a student from class or initiating a disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions.

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 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 the **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.*

Students with Disabilities Information:

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; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

West Campus SSB, Rm. 102 Phone: 407-582-1523 Fax: 407-582-1326

Writing Center Information

- *The West Campus Writing Center is an appointment-based resource located in building 5, room 155 (Phone: 407-582-5454). At the Writing Center, consultants help students at any point of the*

writing/learning process. The qualified staff will go over English language assignments with students from all disciplines and courses, college wide, helping with grammar assignments; pronunciation; understanding main ideas and other reading skills; organizing and developing a speech; constructing paragraphs, essays, or research papers; and scholarship essays, letters, and resumes. The Writing Center consultant will not edit or proofread the paper. The student should make attempts at revising and editing on his or her own before coming to the Writing Center. The fall semester hours are:

Monday through Thursday, 8am-8pm; Friday, 8am-5pm; Saturday, 9am-2pm.

For more information, please visit

<http://valenciacollege.edu/learning-support/communications/writing.cfm>

College Catalog/Student Handbook/Policy Manual

- A full description of all College policies can be found in the College Catalog at <http://valenciacollege.edu/catalog/>
- The Student Handbook can be found at: <http://valenciacollege.edu/studentdev/CampusInformationServices/>
- The Policy Manual can be found at <http://www.valenciacollege.edu/generalcounsel/>
- The college calendar can be found at <http://valenciacollege.edu/calendar/> for important dates.

Support Services

-Tutoring services are available in bldg. 7-240 (extension 1633)

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, BlackBoard, etc.) in a timely manner, when necessary. Your continued participation in this course after the drop-add deadline period constitutes an agreement with and an acceptance of the conditions presented in this syllabus.

Weather Emergencies

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