

VALENCIA COLLEGE

ENC 1102 | Freshman Composition II – MIXED MODE (WEDNESDAYS) Fall 2023 Course Syllabus

INSTRUCTOR:	Prof. Kyona Levine Farmer	
CONTACT:	<ul style="list-style-type: none"> ▪ Canvas Email preferred ▪ Office: Building 5, Room 122 	
COLLEGE CALENDAR:	http://valenciacollege.edu/calendar/	
CREDIT HOURS:	3	
TERM/DATES:	Fall 2023	Aug. 21 st , 2023 – December 10 th , 2023
LOCATION & TIME:	West Campus - Wednesdays	Building 1, Room #236
CLASS MEETING TIME:	Wednesday – CRN #: 13616	10:00 am – 11:15 am
OFFICE HOURS:	Mondays	10:00 am – 1:00 pm
<i>*Other times available upon request.</i>	Tuesday	1:00 PM – 3:00 pm
	Wednesdays	1:00 pm – 3:00 pm
Link to schedule virtual meeting:	Schedule a Meeting with Farmer (Face to Face must be requested via Canvas with Prof. Farmer.)	

MORE IMPORTANT INFORMATION	
Valencia College - Important Dates Calendar	
<i>*Students are responsible for knowing their own financial aid rules on withdrawal.</i>	
DROP/REFUND DEADLINE:	August 28, 2023 (No grade/Receive a refund)
WITHDRAWAL DEADLINE:	October 27, 2023 (Receive a "W" grade)
NO SHOW REPORTING DEADLINE:	September 8, 2023
REQUIRED TEXT:	The Valencia Writer is the Open Educational Resource that will be used in this course. Alternative OER (Open Educational Resources) links will be provided when necessary.
REQUIRED SUPPLIES:	A laptop/computer is necessary for this course. All assignments and resources are electronic.

[PREREQUISITES \(FROM COURSE CATALOG\)](#)

ENC1101 or 1101H with minimum grade of C.

COURSE DESCRIPTION

Prerequisite: ENC1101 or 1101H with minimum grade of C 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.

CANVAS

This course requires regular access to Canvas for submission of assignments, discussions, quizzes, etc.

MAJOR TOPICS/ CONCEPTS/ SKILLS/ ISSUES

- Writing as a Process
- Structure and Elements of an Essay
- Documentation and Information Literacy
- Active Reading

MAJOR LEARNING OUTCOMES

By the end of the semester, the student will have met the following learning objectives:

1. Apply a multi-stage research process to produce essays.
2. Apply conventions aligned to varied writing situations.
3. Demonstrate information literacy.
4. Synthesize information for a specific rhetorical aim.
5. Document source material in accordance with at least one recognized documentation style.
6. Apply active reading strategies.

CORE COMPETENCIES OF A VALENCIA GRADUATE

Valencia's Student Core Competencies are complex abilities that are considered the essential elements of a successful student. This course will help you develop and demonstrate the abilities to: (1) think clearly, critically, reflectively, and creatively; (2) communicate with others verbally and in written form; (3) make reasoned value judgments and responsible commitments; and (4) act purposefully, reflectively, and responsibly. Our goal is to provide these global competencies in the context of application; this means that students will be required to understand problems and effectively communicate an appropriate solution.

GORDON RULE STATEMENT

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

TECHNOLOGY ACCESS

A Computer/Laptop with reliable internet access is required for this course. Use of smart phones or tablets may impact your access to important online content and features.

MICROSOFT OFFICE 365 – AVAILABLE FOR ALL VALENCIA COLLEGE STUDENTS

Office 365 is now available for all current Valencia College students, faculty, and staff. Office 365 accounts are active for the duration of active enrollment/employment at Valencia College.

Visit the following link for installation instructions: [Microsoft Office 365 Installation Instructions](#)

MIXED MODE COURSE

What is it? A course that blends the delivery of instruction between online and face-to-face (*some hours are spent in the classroom with the rest being completed online*).

ATTENDANCE

Attendance is a major contributing factor to student success; as such, attendance is mandatory.

Attendance and Tardiness

This section of ENC 1102 is a Mixed Mode course that will meet every week. *See your class schedule for the day and time. Attendance is expected once per week. It is each STUDENT'S responsibility to know about assignments and due dates. ***Being absent does NOT change the due date.***

There will be in-class assignments and/or quizzes that can only be submitted by students who are physically present; absent students will not receive credit for these assignments.

No-shows, onsite classes

Any student not attending the first class(es) is a "no-show" and may be withdrawn. 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.

INTERNATIONAL STUDENTS (F-1OR J-1VISA)

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 requirements of 12 credit hours. Consult the International Student Service office for more information.

CLASS PROTOCOL

- Avoid leaving class once it has begun (*very disruptive*).
- Bring all materials to class or risk being asked to leave.
- Act like an adult to be treated like an adult.

- Silence cellphones; resist texting during class.
- Stay awake and participate (*sleeping = absence*).
- Eat before or after class, NOT during.
- AirPods, headphones, earbuds are prohibited unless the professor allows during independent, in-class writing assignments.

CLASS PREPARATION

Laptops will be used in every class. It is important that students bring their charged device to every class.

Please come to class prepared, meaning that you have all required course material, and are prepared to be actively engaged in the course. Reading assignments should be completed prior to the class period where they will be discussed. All assignments must be submitted by designated deadlines.

CLASS PARTICIPATION

Students are expected to actively participate in class discussions and activities, as well as participate regularly in peer editing and group work. While not directly factored into grading, it does affect your performance in this course (*students who are actively involved in course material tend to be more successful*). Be prepared to discuss all materials in class: take notes while reading at home, complete all assigned tasks on the weekly schedule, and have at least one question or comment about assigned readings every session. Please be aware that participation does not just mean talking in class (*though I encourage you all to join in classroom discussions*). Participation includes being attentive, joining in group work, and communicating with your professor.

IMPROPER TECHNOLOGY USAGE

While you are allowed to use technology as a resource in class, it is expected that you will use the resource maturely. Please try to avoid using your cell phone/laptops for personal reasons during class time; please note you are encouraged to use these devices for material relevant to the class discussion.

ASSIGNMENT SUBMISSION

All assignments will be submitted and graded through Canvas. Informal assignments completed in class will be collected and graded traditionally.

Grading

- 90% and above of the total possible points equals an "A"
- 80% to 89% of the total possible points equals a "B"
- 70% to 79% of the total possible points equals a "C"
- 69% to 60% of the total possible points equals a "D"
- Below 60% equals an "F"

Assignment Formatting Guidelines

ALL assignments must use MLA formatting.

The following are link to the general guidelines for formatting a paper in MLA style:

- [MLA Ninth Edition: What's New and Different](#)

LATE WORK/MAKEUP POLICY

If you are not in class, obviously you cannot participate in the in-class activities and discussions. Students who are absent will lose the in-class assignment points.

- Essays, research projects, and homework assignments will receive up to a 10-point deduction for every class day that it is late, **for up to two (2) class meeting days**.
- For extenuating circumstances ex. military, a medical emergency or ongoing medical condition, please contact the professor for discussion **prior to the late work final submission day**. **See the above bullet point.*
- **MAKE-UP POLICY FOR ASSIGNMENTS:** Make-up work is only permitted without penalties in **EXTREME** and **OFFICIALLY DOCUMENTED**, Valencia-approved circumstances. Otherwise, the late paper policy remains in effect.

STUDENT CODE OF CONDUCT

Valencia College is dedicated not only to the advancement of knowledge and learning, but the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility of 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 member to leave the classroom. Violation of any classroom or Valencia rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from 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.

ACADEMIC HONESTY

Each student is required to follow Valencia 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." Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog. At Valencia, we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with policy 6Hx28: 8-11 upheld by the Vice President of Student Affairs (<http://valenciacollege.edu/generalcounsel/policy/>). 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.

PLAGIARISM

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.

INTERNET RESEARCH STATEMENT

Because of the variety of sources, ease of publication, lack of central control, and proliferation of commercial information on the free Internet, it is often hard to tell if information obtained online is reliable. Many sites contain research and information of high quality; however, unlike traditional print publications or library-based electronic resources, there is usually no process of peer review, nor is there an editor verifying the accuracy of information presented on the Internet. There are an increasing number of sites containing information that may be incomplete, anonymously written, out-of-date, biased, fraudulent, or whose content may not be factual. Students should, therefore, use caution in use of the

free Internet for their research needs. For academic topics that are addressed in scholarly literature, use of electronic databases or visiting the library may better meet your needs. However, each professor makes the final determination of what is, or is not, accepted as a valid source, so review the syllabus for specific guidelines from your professor.

DISABILITY STATEMENT

“Students with disabilities who qualify for academic accommodations must provide a letter 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 accommodation based on appropriate documentation of disabilities.

Office for Students with Disabilities and Testing Services

Disability accommodations will be provided through the Valencia Office for Students with Disabilities (OSD). This office is in Union West, room 210. Testing Services is also located in this same space. For more information about the services that these offices provide or to find contact information, please see their respective webpages.

- [Valencia Office for Student Disabilities](#)
- Email: osddtc@valenciacollege.edu
- Phone: 407-582-3517

LEARNING SUPPORT SERVICES

West Campus Learning Support

Our mission is to create a learning environment where students are empowered with the tools and services they need to be successful. We provide a range of academic services.

- [West Writing Center](#) help students at any stage of the writing/learning process.
- [Valencia's Online Tutoring Services](#) are available for writing support. Through Distance Tutoring, you can participate in live tutoring sessions as well as submit assignments for feedback on your writing, which is especially useful when you need help with grammar and mechanics.
- [Valencia's Library](#) and [Ask a Librarian](#)

LINKS TO HELPFUL RESOURCES

[Valencia College Library Quick Start LibGuide](#) - This guide has information specific to faculty needs, in general and by campus.

BAYCARE BEHAVIORAL HEALTH SERVICES

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 provides referrals for short term private and confidential counseling services for credit students who need to resolve problems affecting their college performance. 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 speak face-to-face with a licensed counselor.

BayCare services can also be reached through Video Relay Interpreters, Telecommunications Relay Service (TRS), at (800) 878-5470 or via email at BayCareSAP@baycare.org.

[FERPA \(FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT\)](#)

FERPA (Family Educational Rights and Family Privacy Act) (*Family Educational Rights and Family Privacy Act*) is a federal law that is administered by the Family Policy Compliance Office in the U.S. Department of Education Department. 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA affords students certain rights with respect to their educational records. Valencia College has a firm commitment to protecting the privacy rights of its students. For further information on FERPA see:

- <https://valenciacollege.edu/about/ferpa/>
- [Valencia Health & Wellness – Student Information](#)
- [Student Support Form – Schedule a Counseling Appointment](#)

[COVID-19 RESOURCES](#)

The college has detailed information for students and faculty. To find out more, please click this link: [Monitoring the Coronavirus \(COVID-19\)](#).

[TITLE IX](#)

Valencia College strives to be a place free from all forms of discrimination. Title IX protects students from discrimination based upon sex including protections against sexual violence, domestic violence, and stalking. This also includes protection for students who are pregnant or may become pregnant. If you experience sexual violence, domestic violence or stalking and would like assistance there are several options available to you. Valencia partners with the Victim Service Center of Central Florida which is a confidential resource available 24/7. They can be reached by calling 407-497-6701. If you would like assistance on campus, you can go to valenciacollege.edu/eo or contact Valencia College’s Title IX and Equal Opportunity Officer, Ryan Kane, by emailing rkane8@valenciacollege.edu. If you would like to report to law enforcement, you may visit Campus Security or call 911.

[VALENCIA COLLEGE POLICIES](#)

Important Valencia Website Links

- [2023 -2024 College Calendar](#)
- [2023-2024 Important Dates & Deadlines](#)
- [Final Exam Schedule](#)
- [College Catalog](#)
- [Valencia Policy and Procedures](#)
- [FERPA](#)

*NOTE: Visit the following website for the dates in the current academic year:
<http://valenciacollege.edu/calendar/>

DISCLAIMER

The syllabus, assignments, and due dates are subject to change at the discretion of the professor.