**ENC 0017**

**Developmental Reading and Writing I**

**Course Syllabus**

**Term**:  Spring 20201

**Course Number**:  27776

**Instructor**:  Kelly Lightbody

**Email**:  klightbody1@valenciacollege.edu

**Virtual Office Hours**:  By appointment

**Phone**: 407-582-1616 (Department Office)

**Mailbox**: 5-231 (Department Office)

**Credit Hours:**  4

**Prerequisites**

Appropriate score on PERT or other approved assessment.

**Important Dates**

Course Begins:  January 11

Drop Deadline:  January 19

Withdrawal Deadline:  March 26

Course Ends:  May 2

**Canvas**

This is a fully online course delivered through a learning management system called Canvas. You are responsible for using this system to view, complete and submit all work in this course. The Week 1 Module contains many resources for how to use Canvas, including video tutorials and links to help sites.

# Course Description and Outcomes

### ****Introduction****

In this course we will focus on literal comprehension, critical thinking, active reading and writing as a tool for success in college. By the end of the course, you will know how to read actively to improve comprehension and write cohesive paragraphs.

### ****Catalog Description****

An integrated reading and writing course designed for students scoring 83 or below on the reading portion of the PERT exam and scoring 89 or below on the writing portion of the PERT exam. The course will focus on reading comprehension, vocabulary skills, grammar, and paragraph development. In addition, the course will address the connection between reading and writing through reading response activities.

### ****Learning Outcomes****

Students will:

* apply active reading strategies to improve comprehension
* demonstrate literal comprehension of interdisciplinary texts
* apply vocabulary principles in authentic settings
* write write unified, well developed paragraphs
* apply the conventions of Standard American English as appropriate for academic writing

### ****Valencia Student Core Competencies****

Valencia faculty have defined four interrelated competencies (Think, Value, Act, Communicate) that prepare students to succeed in the world community. These competencies are outlined in the College Catalog. In this course, through lecture and discussion, group work, and other learning activities, you will further develop your mastery of those competencies. For more information, see [http://valenciacollege.edu/competencies](http://valenciacollege.edu/competencies%20).

# Course Communications and Expectations

### ****Communications****

#### **Contact Your Instructor**

You may contact me in various ways during this semester.

* You may contact me through the [Canvas Inbox](https://online.valenciacollege.edu/conversations) Monday-Friday. I will respond to your message within 48 hours with the exception of days and times when the college is closed.
* You may email me at **klightbody1@valenciacollege.edu**.
* In your messages, please indicate your course number (CRN) so that I may better assist you.
* Virtual office hours are held on Zoom.  Dates and times will be sent via announcement.

#### **Netiquette**

It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your instructor and peers. In addition to [Valencia's Standards of Classroom Behavior](https://valenciacollege.edu/students/disputes/standards-of-classroom-behavior.php), you must use appropriate netiquette.  Be certain to familiarize yourself with this [Guide for Online Courses](https://www.memphis.edu/fcbe/students/netiquette.php).

### ****Expectations****

#### **Expectations of Student**

* Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week.
* For guidelines on how to interact with your instructor and peers in an online learning environment, read through [Our Practice of Respect and Community Building.](http://valenciacollege.edu/PJI/principles.cfm) from Valencia's Peace & Justice Institute. Some highlights from these principles are:
  + Create a hospitable and accountable community
  + Suspend judgment
  + All voices have value
* Students should expect to devote 8-10 hours per week to this course.

#### **Expectations of Instructor**

* The Instructor will address students following the guidelines as indicated in [Our Practice of Respect and Community Building.](http://valenciacollege.edu/PJI/principles.cfm) from Valencia's Peace & Justice Institute.
* The Instructor will notify students of changes to the course work via the Inbox or Announcements tools.
* The Instructor will respond to emails within 48 hours Monday to Friday, except when the college is closed.
* The instructor will provide grades and feedback within 14 days.
* The instructor will be available for individual (virtual) conferences by appointment.

# Course Policies

### ****No-Show Policy****

If you do not log in to the course during the first week and complete the Academically Required Attendance Activity, you will be withdrawn from the class as a "[no show](http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/)." 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.

### ****Attendance Policy****

This is an online course, available 24/7, managed through Canvas. You must have access to the internet to complete the required activities.  You are expected to log into the course a minimum of several times per week.  You are responsible for the information in all emails and announcements throughout the term.  Attention to these matters is crucial to success in online learning.

### ****Withdrawal Policy****

Per [Valencia policy](http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/), 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. 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.

### ****College Student Conduct Policy****

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](http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf).

### ****Academic Integrity****

All forms of academic dishonesty are prohibited at Valencia College. [Academic dishonesty](http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-11-Academic-Dishonesty.pdf) 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.

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. Students who plagiarize will automatically fail the course.

### ****Late Work/Makeup Policy****

Work submitted after the due date and time will receive a grade reduction of 10% per day.  Late work will not be accepted after 10 days.

### ****Privacy Policy****

Valencia College has a firm commitment to protecting the privacy rights of its students. Third party software privacy policies will be provided at the point of use within the course.

Valencia College has a firm commitment to protecting the privacy rights of its students. In making this commitment, the College wants to ensure that all faculty and staff are familiar with state and federal laws pertaining to student privacy, as well as College policies and procedures that have been implemented to help guarantee student privacy.

### ****Final Exam Policy****

Students must complete the final exam to pass the course.  Students who do not complete the final exam will automatically fail the course.

### ****Grades****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grading Scale** | | | | |
| **Minimum Score** |  | **Maximum Score** |  | **Letter Grade** |
| 90 | to | 100 | = | A |
| 80 | to | 89 | = | B |
| 70 | to | 79 | = | C |
| 60 | to | 69 | = | D |
| 59 | and | below | = | F |

|  |  |  |
| --- | --- | --- |
| **Grade Calculations** | | |
| **Percentage** | **Categories** | **Number** |
| 70% | Assignments and Quizzes | (26-30) |
| 10% | Portfolio | (1) |
| 10% | Read Aloud Project | (1) |
| 10% | Final Exam | (1) |

# Course Materials and Technology Requirements

### ****Textbook Requirements****

### There are no traditional materials or specialized software required for this course. All readings and supplemental resources will be available online at no cost.

### ****Technology Requirements****

Students should verify [computer software and hardware requirements](http://valenciacollege.edu/oit/learning-technology-services/student-resources/getting-started-online/system-requirements.cfm) to ensure course work can be submitted successfully.  Since all assignments are submitted through Canvas, access to a computer is required for this course.  Students have free access to computers at all Valencia campuses.

Canvas lists [minimum computer specifications](https://community.canvaslms.com/docs/DOC-10721) and [supported browsers](https://community.canvaslms.com/docs/DOC-10720) to ensure compatibility.  The [Chrome browser](https://www.google.com/chrome/browser/desktop/index.html) is recommended.

Students are also encouraged to install the Canvas app on their [Android](https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en) phone or [iPhone](https://itunes.apple.com/us/app/canvas-by-instructure/id480883488?mt=8) in order to receive mobile notifications and to access your courses via your mobile device.

Microsoft Office is required.  Your tuition dollars pay for a license, and you are entitled to [download a copy at no additional cost](https://valenciacollege.edu/employees/office-of-information-technology/network-and-info-security-services/office-365.php).

### ****Technical Skills****

Students should consider the [basic computer skills](https://www.gcflearnfree.org/subjects/technology/) needed to be successful in this course, which include:

* Reading and responding to emails
* Software application skills (PowerPoint, Word, Office365, etc.)
* Internet and library database browsing
* Copying and pasting
* Saving files in different formats
* Working with attachments
* File management

[Canvas 101](http://valenciacollege.edu/canvas/canvas101) is a free self-paced course available for student to learn more about using the Canvas learning management system we are using for this course.

### ****Technology Privacy Policies****

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)](http://valenciacollege.edu/ferpa/), including third party tools and services used in this course.  Privacy policies for the tools used in this course are listed below and at the point of use.

* [Valencia College privacy policy](http://valenciacollege.edu/privacy/)
* [Canvas privacy policy](https://www.canvaslms.com/policies/privacy)

If you have any concerns or issues with any of these requirements or policies, please [contact your instructor](https://online.valenciacollege.edu/courses/89714/pages/contact-your-instructor).

# Collegewide Resources

Valencia College is committed to supporting students. The college offers various services to meet student needs in a variety of domains.

### ****Learning Support Centers****

Each Valencia campus has a Learning Center that provides resources such as tutoring, writing consultations, and skillshops to students. To locate available resources for the campus closest to you, view the [Learning Support](http://valenciacollege.edu/learning-support/browse-by-campus.cfm) website.

### ****Library****

At each campus library, librarians and other qualified staff can assist students with searching and finding items and information, MLA and APA citations, and technologies. The library provides a variety of books, eBooks, online articles, textbooks, DVDs and streaming videos to support course-related research and other learning needs. View the [Library website](http://valenciacollege.edu/library/) for more information, as well as the [tutorials](http://valenciacollege.edu/library/tutorials/) below:

* [How to Connect to the Library Online](http://libguides.valenciacollege.edu/connecting)
* [How to Request Books from College and University Libraries](http://libguides.valenciacollege.edu/requestingbooks)
* [How to Access eBooks At Valencia Library](http://libguides.valenciacollege.edu/eBooks)
* [What Is A Database And How Do I Use It](https://libguides.valenciacollege.edu/databasesandarticles)

### ****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)](http://valenciacollege.edu/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.

### ****BayCare Student Assistance 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 Behavioral Health Student Assistance Program (SAP)](http://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/) 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.

### ****LifeMap****

LifeMap is a student's guide to figuring out "what to do when" in order to complete their career and education goals. LifeMap links all of the components of Valencia (faculty, staff, courses, technology, programs, services) into a personal itinerary to help students succeed in their college experience.  For more information on LifeMap and to get started, go to <https://valenciacollege.edu/about/lifemap/>.

### ****Important Links****

[The College Catalog](http://www.valenciacollege.edu/catalog/%C2%A0) contains the necessary information for you to plan your degree at Valencia.

[Academic Policies and Procedures](http://catalog.valenciacollege.edu/academicpoliciesprocedures/) provides the governing academic policies and procedures that apply to all credit students.

**Course Structure and Navigation**

### ****Course Structure****

This course will be presented in weekly modules.  Each module will include learning resources, activities and assessments for reading and writing topics each week.  Key assessments include a writing portfolio, a multi-media "read aloud" presentation and a final exam.  Other activities will include reading response activities, discussion posts and replies, and a variety of additional assignments throughout the course.  Weekly modules will go live at 12:00am on Mondays.  Starting in Week 2, you can expect to have assignments due at 11:59pm on Tuesdays, Thursdays and Sundays.

### ****Course Navigation****

If, at any time, you become confused about where you left off, click the Home button in the upper left to see the complete list of contents in order.

# Two Critical Canvas Tools

There are two tools built into Canvas that are critical to your success, especially in online classes:  rubrics and feedback.

### ****Rubrics****

A rubric is a tool that is designed to communicate the criteria for an assignment and to remove the subjectivity from grading.  To put it plainly, a rubric is a document that shows how you will earn a grade.  In this class, you will be able to view the rubric for every assignment before you begin.  Canvas has provided [this support page](https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-the-rubric-for-my-assignment/ta-p/275) for how to view rubrics.

### ****Instructor Comments****

Throughout the semester, I will be using comments to provide feedback on your work.  I will never deduct points from your work without telling you why.  You are responsible for information that I have conveyed to you through comments.  [Here is a support page](https://ursinus.instructure.com/courses/2839/pages/view-instructor-comments?module_item_id=87880) with instructions for how to view my comments on your work.