## ENC 1101: Freshman Composition I

### Course Syllabus

**Term**:  Spring 2022 TWK

**Course Number**:  21578

**Credit Hours:**  3

**Instructor**:  Kelly Lightbody

**Email**:  klightbody1@valenciacollege.edu

**Virtual Office Hours**:

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| --- | --- |
| **Day** | **Time** |
| Monday | 12:00pm – 03:00pm |
| Tuesday | 10:00am – 01:00pm |
| Wednesday | 12:00pm – 03:00pm |
| Thursday | 10:00am – 01:00pm |

**Zoom Meeting Room**: <https://valenciacollege.zoom.us/my/kelly.lightbody>

**Phone**: 407-582-7309

**Mailbox**: West Campus, 5-231 (Department Office)

**Important Dates**:

* Course Begins:  Monday, February 14
* Drop Deadline:  Monday, February 21
* Withdrawal Deadline: Friday, April 08
* Course Ends:  Sunday, May 01

### Course Description and Outcomes

**Introduction**

In this course we will focus on critical reading, grammar, writing as a process, the structure and elements of an essay, information literacy and research and documentation. By the end of the course, you will know how to find, evaluate and integrate information from reliable sources and write essays in several rhetorical modes.

**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 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 EAP 1620C.

**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. Minimum grade of C is required if ENC 1101 is used to satisfy Gordon Rule and general education requirements.**

**Learning Outcomes**

Students will:

* 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

**Major Topics/ Concepts/ Skills/ Issues**

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

**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**

You may contact me in various ways during this semester.

You may email me at klightbody1@valenciacollege.edu **any time**. I will respond to your message within 48 hours with the exception of days and times when the college is closed.

You may message me through the [Canvas Inbox](https://online.valenciacollege.edu/conversations) any time. I will respond to your message within 48 hours with the exception of days and times when the college is closed.

You may call me at 407-582-7309 during my office hours or leave a voicemail message any time. I will respond to your message within 48 hours with the exception of days and times when the college is closed.

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.
* Students should expect to devote 8-10 hours per week to this course.
* 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.

***Expectations of Instructor***

* 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 10 days.
* The instructor will be available for virtual office hours as scheduled and individual (virtual) conferences by appointment.
* 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.

### 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 must be appropriately acknowledged. An assignment with plagiarized ideas earns a zero regardless of whether this is intentional or unintentional.  If plagiarism happens more than once, the student will be referred to the appropriate college representative and disciplinary measures may occur.

**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. The College and its faculty and staff will comply 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

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| **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 |

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| **Grade Calculations** |
| **Percentage** | **Categories** | **Number** |
| 35% | Assignments and Quizzes | (20) |
| 10% | Reading Responses/Annotations | (8) |
| 10% | MLA Modules | (4) |
| 40% | Formal Essays | (2) |
| 05% | Final Exam | (1) |

**Two Critical Canvas Grading Tools**

There are two grading 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 both how you will earn a grade before you begin an assignment and how you earned a grade after an assignment has received a score.  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. You will learn more about this in the Week 1 Module.

**Feedback**

There are three ways in which I may provide feedback on your work: comments within the rubric, submission comments and annotated 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 all three types of feedback on your work. You will learn more about this in the Week 2 Module.

**Important Note**

I will never deduct points from your score on an assignment without telling you why. You are responsible for the feedback that I provide in the rubrics and comments of your graded work.

### Course Structure and Navigation

**Course Structure**

**This course will be presented in weekly modules.  You are required to move through the items in each module in order; each item will unlock when you complete the item before it.  The weekly modules will include some recurrent assignments as well as resources, activities and assessments for selected topics each week.  Key assessments include a final exam, two formal essays, 4 MLA modules and 8 reading responses.  Other activities include (but are not limited to) quizzes and planning for essays.  Weekly modules will go live at 12:00am on Mondays.  There are two Thursday deadlines: the Viewing Feedback Assignment during Week 2 and the Final Exam during Week 10. All other due dates are on Sundays at 11:59pm.**

**Course Navigation**

This course is designed with simplicity in mind.  If you become confused about where you left off, click the Home button in the upper left to return to the course home.  You may use the navigational buttons at the bottom of each page to move backward or forward.

### Course Materials and Technology Requirements

**Textbook Requirements**

There are no traditional materials, specialized software or access codes required for this course. All readings and supplemental resources will be available online at no additional 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). Several assignments in this course must be completed using the full version of Microsoft Office; Office365 will not be adequate for these assignments.

**Technical Skills**

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. Work that is submitted via email or which requires a third party login (such as Google Docs) will not be accepted.

[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.

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.)
* Saving files in different formats
* Working with attachments
* File management

**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.instructure.com/canvas/privacy)

If you have any concerns or issues with any of these requirements or policies, please 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.

**Brainfuse Online Tutoring**

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](file:///C%3A%5CUsers%5Cklightbody1%5CDownloads%5Cwww.valenciacollege.edu%5Ctutoring).

**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 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.

**Pooky’s Pantry**

Valencia has a partnership with Second Harvest Food Bank to help ensure that your food needs are met. Located in the student development office on each campus, the pantry is open to students Monday through Thursday from 8 a.m. to 7 p.m. and on Fridays, from 9 a.m. to 5 p.m. To receive food, students must bring their current class schedule and a Valencia student identification card. Each student has the opportunity to retrieve five items per day, from the pantry.

**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](https://valenciacollege.edu/students/catalog/index.php) 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.

**COVID-19**

**Valencia College is here to support you if you feel ill, test positive for COVID-19 or come in contact with someone who has tested positive. If you think you have been exposed to COVID-19 and you have been on a Valencia campus or location in the last week, contact Tanya Mahan, HR analyst and Valencia’s specially trained COVID-19 case manager at COVIDillness@valenciacollege.edu or 407-299-5000, extension 3047. This is a crucial first step toward keeping our community safe and limiting the potential spread of the coronavirus.**

**Because this class is fully online, we do not need to discuss safety protocols. In case you are taking face to face class or visiting campus to receive support, please review the guidelines for protecting yourself and others at** [https://valenciacollege.edu/about/coronavirus/#protecting](https://valenciacollege.edu/about/coronavirus/%23protecting)**.**

**Valencia has a robust approach to promoting our health and safety during these unprecedented times. For details on the college’s response to the pandemic, visit** <https://valenciacollege.edu/about/coronavirus/>**.**

**In order to receive special consideration for COVID-19 (e.g. extended deadlines), you must report your illness to the case manager at COVIDillness@valenciacollege.edu or 407-299-5000, extension 3047.**