

## ENC 1101

Fall 2023

### Professor Salmon

Section: 11020

Time: 8:30 am - 11:15 am

Day: Fridays

### Syllabus Purpose

A course syllabus explains the kind of teaching and learning you can expect in the course, helping you understand what is expected of you and what you can expect from me, your professor.

It includes things like

- course learning outcomes.
- required technology and materials.
- learning support and resources.
- how you will be assessed and the kinds of assignments.
- course policies.

Pre-requisites/Co-requisites

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 in ENC 0025C or 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 in REA 0017C or EAP 1620C.

### Course 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.

## Course Learning Outcomes

The following outcomes will be assessed in this course. An “outcome” is defined as something students take with them beyond this course. During this course, you will learn the following skills.

### **Apply a multi-stage composing and revising process to produce essays.**

*Explanation:* For each paper, you will go through the entire writing process: choosing a topic, finding and evaluating your sources, creating an outline, writing a rough draft, peer reviewing your classmates’ rough drafts, and polishing your rough draft into a final draft. Following the process will help you to approach all writing tasks with confidence.

### **Apply conventions aligned to varied writing situations.**

*Explanation:* You will learn about various styles of writing, including argument, narrative, description, process analysis, comparison & contrast, division & classification, and cause & effect. You will learn to edit your work for errors in grammar and writing mechanics. Learning the conventions will prepare you for many different writing situations you will encounter in college and beyond. You will be able to shape and polish your writing so that it meets academic and professional standards.

### **Demonstrate information literacy.**

*Explanation:* You will learn how to use the Valencia library and the open internet to find sources. You will learn how to assess those sources for *relevance* (how do the sources support your writing?) and for *credibility* (how do you know the sources are believable?). Improving your research skills will help you to find good sources for any academic or professional project.

### **Synthesize information for a specific rhetorical aim.**

*Explanation:* You will not only find good sources, but you will also learn how to use the sources in your writing projects. You will integrate information into your paper by *paraphrasing* (restating information in your own words), *summarizing* (boiling down information to its main ideas), and *quoting* (taking information word-for-word, but not too much!). You will be able to explain your sources and show how they are relevant to your writing. Finally, you will combine different sources to support your points and strengthen your ideas.

## **Document source material in accordance with at least one recognized documentation style.**

*Explanation:* You will learn two documentation styles this term. First, you will learn MLA, the documentation style used in English and the humanities. Second, you will learn APA, the documentation style used in the sciences and social sciences. No matter your major, you will see these two documentation styles repeatedly in college and, possibly, in your professional life. Mastering MLA and APA will improve your writing and information literacy skills, as correct documentation is an important part of using sources.

## **Apply active reading strategies.**

*Explanation:* You will learn to read sources for more than just surface facts. Instead, you will learn to read a source thoroughly and judge how it suits your needs. Is it useful? Is it credible? Is it quotable? Which parts of the source are most relevant to your research and writing? Included in this process is learning to *annotate* (take notes), on your sources so that you remember them and understand how to use them in your own writing. Active reading will make you a more successful student and, one day, a more successful professional. Life is full of information that needs to be analyzed and evaluated!

## **Required Materials**

- In lieu of assigning a costly textbook, you will access readings using Open Education Resources (OER) using the [Valencia Writer](#)
- View this [short video](#) that shows you this tool.

## **Tech Support**

- Use the "Help" button on the Canvas menu for resources.
- Additional [Canvas Resources for Students](#) access to tutorials and support for online learning. Their hotline is 407-582-5600, which is available 24 hours a day, seven days a week.
- For Atlas issues, use [Atlas Help](#) or 407-582-5444.

## **Succeeding In A Once A Week Course**

These are some of the characteristics that can contribute to your success.

### **1) Create a learning space**

Use a space conducive to learning. An optimal space is technologically accessible, has minimal distractions, is comfortable, and allows you to take mental and physical breaks every 15-20 minutes or as needed, where you can process what you learned, stretch, etc.

## 2) Manage your time each day

Plan to dedicate at least 8-10 hours per week to this course by creating a daily schedule that allows time to

- **complete** the online lessons.
- **review** the material, create notes, and study.
- **create** the assignments in a thoughtful manner.
- **respond** online in the forums.
- **review** and utilize professor's feedback.
- **create** feedback log or journal to help you track your mistakes to be mindful about.
- **use** learning support.
- **recognize** that some assignments require much more time than others and plan accordingly, particularly planning, drafting, and revising essays.
- **Plan** ahead & **Look** ahead

## 3) Communicate with professor and peers

- Get to know your professor.
- Use engagement hours for one-on-one support.
- Use the online forums to engage in the discussions and learn from your professor as well as your peers.
- Set up study groups outside of class.
- Exchange phone numbers or social media handles with a few classmates in case of absences.

## 4) Utilize additional resources

A natural part of the college experience is using additional support to supplement your learning. Each student comes with different skills, so using learning support is advised.

- [Getting Started in Canvas](#)
- [Getting Help](#)
- [How to Succeed](#)

## 5) Acknowledge your stress or challenges

College is hard! But you have a lot of support and resources while learning. When things become stressful, acknowledge the stress and create a plan to manage these challenges. Use support, like [Baycare](#), if this becomes more than you can manage.

- Articles and resources:
  - [College Student's Guide to Stress Management](#)
  - [College Stress Article](#)
  - [Mayo Clinic Resource](#)
  - [Positive Thinking and Self-Talk](#)

# Online Engagement Hours

## Purpose

- Engagement hours are designed to support your learning.
- In college, it is a natural part of the process to use this time to discuss your assignments, your progress in the course, and your grade.

## Contact Information

- Email: [ksalmon@valenciacollege.edu](mailto:ksalmon@valenciacollege.edu)
- **Canvas inbox (preferred):** Click the inbox icon on the left-hand menu in Canvas.

## My Availability

- I have office hours on Fridays at 8:00-8:30 am & 11:30 am-12:00 pm
- During my weekly office hours, students who message me via Canvas inbox will receive a response within 30 minutes.
- Students wishing to have a one-on-one Zoom chat during office hours can schedule it by messaging me or by clicking here: [Calendly Scheduling](#)
- To access a Zoom appointment, click the Zoom meeting office hours link at the top of the Modules page in Canvas.
- The best way to reach me on non-office days is via Canvas Inbox message.
- Students wishing to Zoom chat outside of regular office hours can set up a special appointment by messaging me via Canvas inbox.
- If you have a question, email me, no question is a dumb question, I mean it, I'm here to assist!

## Zoom Tutorials

If you are unfamiliar with using Zoom, please review these materials:

- [How to Join a Zoom Meeting \(written directions\)](#)

These are illustrated step-by-step instructions for using Zoom in Canvas.

- [How to Join a Zoom Meeting \(video directions\)](#)

Prefer an instructional video? Go here.

- [How to Add a Profile Picture to Zoom](#)

Please add a picture so that when you turn your camera off during a meeting, I can still see a photo of you!

- [How to Add a Virtual Background to Zoom](#)

Want to attend class from space or from the set of your favorite TV show? Follow these directions. (Virtual backgrounds are also great if your room is messy!)

## Learning Support and Other College Resources

### Learning Resources

- Valencia's [Keep Learning](#) guide for learning online:
  - [Getting Started in Canvas](#)
  - [Getting Help](#)
  - [How to Succeed](#)
- 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 [reference librarians](#)

### Tech Resources

- [Canvas Resources for Students](#) has tutorials and support for online learning. Their hotline is 407-582-5600, which is available 24 hours a day, seven days a week.
- [Atlas Help](#) or 407-582-5444

### Mental Health Resources

- [Baycare](#) provides referrals for short-term private and confidential counseling services for credit students who need to resolve problems affecting their college performance. Call 1-800-878-5470 for a referral. Please consider using Baycare if you find yourself in need of support.

### Academic Resource

- [The Office for Students with Disabilities](#) determines accommodations based on appropriate documentation of disabilities, so please reach out to them for support and provide their documentation to receive the accommodations.

## COVID-19 Resources

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

## Course Communication Plan

### In this course, I

- post Canvas announcements.
- comment on individual assignments.
- comment in class discussions.
- email using Canvas Inbox.

If a circumstance arises where a change must be made to the syllabus or calendar, this will be announced in Canvas.

## How You Should Stay Informed

In this course, you should

- check Canvas announcements and Inbox at least 2-3 times per week.
- set your [notification preferences](#) to your preferred device.
- download the Canvas app if you plan to use your phone.
- refer to the syllabus as a reference for policies, resources, and procedures.

## Email Etiquette

- Emails must come from your Canvas or Atlas email account. (Do not give anyone access to these accounts.)
- Follow email etiquette.
  - Email Etiquette
    - Begin with a greeting: Hello Professor Salmon,
    - Write a concise message.
    - Conclude with your name, ENC 1101, and course CRN.

## **Example Email**

Hello Professor Salmon,

I hope you are having a nice day. You mentioned that we could send you our thesis statements. Would you check mine and offer advice please?

Thesis: Having a growth mindset fosters academic achievement.

Thanks for your help!

Jameesha Jones

ENC 1101 (CRN: 12345)

## **Classroom Decorum and Student's Responsibility**

### **Why is this important?**

The purpose of being in the virtual classroom is to learn, and student behavior affects the learning environment. Therefore, each student is responsible for offering respectful contributions when participating in any online forum.

Each student is required to follow the protocols in Valencia's [Student Code of Conduct](#) policy.

### **What are the implications of disruptions?**

- Inappropriate comments or content disrupt the learning environment and distract students.
- Please acknowledge your responsibility to conduct yourself appropriately and encourage the same from others. Always be mindful of appropriate content, tone, and word choice.

### **If a disruption or distraction occurs, what happens?**

- If this were to happen, the student would receive a private email, and a meeting would be scheduled, if necessary, to discuss the issue.
- However, if the disruption or distraction persists, the student is referred to the appropriate college representative, where proceedings for disciplinary measures may occur depending on the egregious nature of the Student Code of Conduct violation.



# Attendance Policy

## What is expected?

- This course meets every Friday for 2 hours and 45 minutes. It is imperative that you are here on time for every class. The doors will be locked by 8:45 AM. If you are later than that please refrain from interrupting the class. You'll need to wait until the next break to join. If you miss more than half the class, you will be marked absent for the entire class meeting. There shall be no more than 2 excused absences per semester. If you miss more than 2 class meetings excused or unexcused, I will assume you have dropped the course. Excused absences are permitted with valid documentation (including Covid-related illnesses, Military orders, etc.) When in doubt, ask me beforehand.
- Yes, attendance counts towards your overall grade. An excused absence would not. However, being in class, understanding and applying the content is again imperative to your success in the course.

## What happens if I miss multiple lessons or assignments?

- Missing lessons and assignments can seriously affect your course grade, which is why active participation is required of you. I will contact you through the Grade forum and/or Canvas email if you miss multiple assignments or a high-stakes assignment.

## What if I am absent from the course?

- If you experience short-term absence from the course due to illness, family emergency, etc., please communicate with me as soon as possible to create a plan to complete any missed assignments so that your learning can progress in your course.
- In the case of a long-term absence, please communicate with me as soon as possible to create a plan for the best course of action.

## What is the withdrawal deadline?

- If circumstances arise where you need to withdraw yourself, the deadline is **October 27, 2023**.
- Withdrawing from a course can affect your financial aid and your progress toward graduation. Always speak with your counselor before withdrawing from a course.

# Grading Policy and the Learning Process

## Grading Policy

Each category is described below and the total points possible in each category are noted. The policies for late work and documents/links that do not open are also explained.

## Methods of Evaluation

Category	Description	Points
<i>Quizzes</i>	Fourteen short tests on the readings <i>Submission Method:</i> Canvas quiz pages	150 points
<i>Small Assignments</i>	Six short assignments which reinforce basic skills <i>Submission Methods:</i> Word file; Canvas discussion	150 points
<i>Prewriting for the Essay</i>	Six short assignments which prepare for the Argument Essay <i>Submission Methods:</i> Word file; Canvas discussion	150 points
<i>Argument Essay</i>	An MLA-style position paper which shows the student's mastery of skills from Weeks 2-8 <i>Submission Method:</i> Word file	200 points
<i>Prewriting for the Anthology</i>	Five short assignments which prepare for the Rhetorical Modes Anthology <i>Submission Methods:</i> Word file; Canvas discussion	150 points
<i>Rhetorical Modes Anthology</i>	An APA-style, researched anthology which includes short writings in at least 3 different rhetorical modes and shows the student's mastery of skills from Weeks 9-15 <i>Submission Method:</i> Word file	200 points
<b>Totals</b>	<b>Summation of all points for the term</b>	<b>1000 points</b>
<i>Extra Credit</i>	Additional peer reviews for the Essay & Anthology Extra Rhetorical Mode Section for the Anthology Complete Course Evaluation	30 points 30 points 10 points

## Can I submit assignments early?

- Students are welcome to submit work early.

- Regrades of submitted assignments will only be allowed under very specific circumstances (such as a posting error). If a graded assignment can be resubmitted for additional credit, I will let you know in my grading comments.

### **What happens if I submit late?**

- Late assignments lose 5% credit for each day of lateness. Assignments may not be turned in more than 1 week late. Extensions in emergency circumstances are decided on a case-by-case basis: Students experiencing unusual circumstances should contact me for a conference.
- Certain assignments this term may not be turned in late. Those will be specifically labeled in the Canvas module.

### **What if my file attachment or video link does not open?**

- If your file attachment or video link does not work, this counts as a "0" because there is nothing to grade. This is also true for "blank" submissions when there is a submission, yet nothing is posted. Students will have to resubmit those assignments to receive credit.
- To prevent this, after you post, you need to return to the forum and check that your work is visible and opens.

### **When will I get my grades back?**

I generally return regular assignments within **4 days** and major papers within **7 days** from the original due date. If there is ever a grading delay, I'll let students know via Canvas announcement.

### **Course Grade Distribution**

A = 90-100

B = 80-89.99

C = 70-79.99

D = 60-69.99

F = 0-59.99

### **Gordon Rule Policy**

- Students are 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. Refer to

### **Keeping Up with Your Grades**

- Check both your individual grades and course grade weekly to monitor your progress. Read assignment comments when feedback is offered. My feedback informs you of your errors to improve and avoid on your next assignments.
- Please reach out to me for support and to discuss your grade.

## Plagiarism and Its Consequences

- All work submitted by you is expected to be the result of your individual thoughts, research, and self-expression for this course and for this semester.
- Review Valencia's [Academic Dishonesty Policy](#).

### What can lead to plagiarism?

There are several ways that plagiarism can occur, so make sure you understand the conditions that can lead to plagiarized content to prevent unintentional or intentional plagiarism in this course.

Plagiarism happens when a student

- uses a source's ideas or content without quoting and citing.
- uses ideas or content from a peer.
- gives his or her work to another student.
- submits work from a prior semester or another class.

### How is this prevented?

- Create your own original work for this course that meets the assignment's criteria.
- Document a source's ideas by quoting what the source says and citing it using MLA citations.

### What happens when plagiarism occurs?

- If an assignment has plagiarized ideas, the student is notified through Grades in Canvas or through email. **An assignment with plagiarized ideas will lose points depending on the amount of plagiarism involved. Heavily plagiarized assignments receive an automatic zero.**
- If plagiarism happens repeatedly, the student may be referred to the appropriate college representative, where proceedings for disciplinary measures may occur depending on the egregious nature of the Academic Dishonesty violation.

\*\*\*\*\*WARNING: The use of AI to complete ANY assignment is cheating. If I determine that AI was used to answer any discussion post, quiz question, or essay writing, you will fail the course automatically. This includes the use of translation software to translate your work from one language to English. The use of Grammarly is only acceptable for spelling and grammar. It is not acceptable to use it for revision of your sentences to make them "more sophisticated." The writing has to sound like something you would write.\*\*\*\*\*

## Course Calendar

**All assignments are due on Sundays at 11:59 PM unless otherwise noted by instructor.**

**I DO NOT ACCEPT EMAILED FINAL SUBMISSIONS (FINAL DRAFTS) VIA CANVAS NOR ATLAS.**

Week	Begins	Ends	Objectives	Assignments Due
1	8/21	8/27	Course Introduction	Introductions Writing Sample -In Class Syllabus Response
2	8/28	9/3	Argument Essay Overview	Logical Fallacies Quiz Argument Articles Quiz Argument Response
3	9/5	9/10	Argument Essay Structure	Argument PowerPoint Quiz Argument Worksheet Thesis Discussion
4	9/11	9/17	MLA Format	MLA Page Format Quiz MLA Citation Quiz MLA Exercise
5	9/18	9/24	Researching The Argument Essay	Research PowerPoint Quiz Active Reading PowerPoint Quiz Annotated Articles
6	9/25	10/1	Planning The Argument Essay	Using Sources PowerPoint Quiz Annotated Bibliography Essay Structure PowerPoint Quiz Essay Outline
7	10/2	10/8	Drafting The Argument Essay	Essay Rough Draft Revisions PowerPoint Quiz
8	10/9	10/15	Reviewing & Finalizing The Argument Essay	Peer Reviews Essay Final Draft
9	10/16	10/22	The Rhetorical Modes Anthology Overview	Rhetorical Modes Quiz 1 Rhetorical Modes Quiz 2 Anthology Topic Discussion
10	10/23	10/29	APA Format	APA Page Format Quiz APA Citations Quiz APA Exercise
11 & 12	10/30	11/12	Researching & Planning The Anthology	Annotated Bibliography Anthology Outline
13	11/13	11/19	Drafting the Rhetorical Modes Anthology	Anthology Rough Draft
14 & 15	11/20	12/3	Reviewing The Rhetorical Modes Anthology Finalizing The Rhetorical Modes Anthology	Peer Reviews Anthology Final Draft

Finals Week	12/4	12/10		
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## **Disclaimer**

The course outline and syllabus are subject to change as needed; changes will be announced in class (or via Canvas inbox) in a timely manner when necessary. It is your responsibility to find out what, if any, announcements, or changes have been made. 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.