

## ENC1101

**Professor Katriona Salmon  
Valencia College, West Campus**

### Freshman Composition I (Mixed Mode): General Information

"Excellence is the gradual result of always striving to do better" (Pat Riley).

**We will meet IN-PERSON once a week, each Tuesday:**

#### Sections:

<b>10139</b>	<b>10:00 AM – 11:15 AM</b>
<b>13208</b>	<b>8:30 AM - 9:45 AM</b>

**(Students will do the activities for Thursday online.)**

**Virtual Office Hours: book a private meeting:**

<https://calendly.com/ksalmon1>

**Zoom Appointment Office Hours:**

Monday: 2pm -4pm

Wednesday: 2pm -4pm

Friday: 2pm -4pm

#### E-mail

- Use Canvas Messaging OR either of these emails:  
[ksalmon@valenciacollege.edu](mailto:ksalmon@valenciacollege.edu)  
[ksalmon@mail.valenciacollege.edu](mailto:ksalmon@mail.valenciacollege.edu)
- I will respond M-F within 24-48 hours (usually sooner!).

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- Quick questions or comments only—any student needing help with writing should book an appointment using the appointment link posted in Canvas under modules.

## Important Dates

### Withdrawal

- Full refund deadline: **August 30, 2021**
- Deadline to receive a "W": **November 3, 2021**
- **Last week of class December 5, 2021 – December 12, 2021**

### College Calendar (withdrawal deadlines, holidays, final exams)

#### [Valencia College Calendar](http://valenciacollege.edu/calendar/)

<http://valenciacollege.edu/calendar/>

**Students are responsible for knowing their own financial aid rules on withdrawal. After the no-show withdrawals, I am not withdrawing anyone. Withdraw yourself if you must, by the deadline, or earn a grade.**

Tip! [Read about withdrawing](#) BEFORE you do it.

## Attendance

### No-shows and attendance for mixed-mode:

Not participating in the first week's online assignment(s) classifies a student as a "no-show," and the student will be withdrawn **after** the drop-refund deadline and during the no-show period. **I expect to see students in class, on time, each Tuesday.** More than TWO absences mean a student may be withdrawn.

## Class Protocol

Please:

- Keep on top of assignments and due dates; others may be counting on you (group projects/assignments/ peer review).
- Keep communications professional at all times.
- Use standard American English (not "text" talk).

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- Communicate with me often.

## **Accommodations and Health**

### **[Office for Students with Disabilities](#) (link)**

- Students with special needs or accommodations should share the form from OSD with me, and we will make a plan to ensure a great learning experience.

### **[Bay Care Student Assistance Services](#) (link)**

- Students may use the FREE services provided by Bay Care.
- Call (800) 878-5470 24 hours a day for assistance.

## **Helpful Valencia College Links**

**[College Catalog](#)**  
**[Student Services](#)**  
**[VC Policy Manual](#)**

**[Smoke-free Campus](#)**  
**[Writing Center and Tutoring](#)**

## **ENC 1101: Freshman Composition I**

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 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](#). 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!

**Materials and Resources Needed:  
Hardware and Access**

All successful online students will need:

1. A Reliable Internet Connection
2. A Computer (with audio and video). Video is required in virtual classes.

**MANY assignments will not open/work correctly on a phone.**

Do you need to borrow a laptop from Valencia? (if available)

Please call Enrollment Services at 407-299-5000, extension 1507

or email [laptops@valenciacollege.edu](mailto:laptops@valenciacollege.edu)

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The laptop will be shipped to the student's home (or alternative delivery can be arranged).

## Software

Students need **Microsoft Word**, and students may download a free version directly from Atlas, Office 365. See these [instructions to download Office 365](#).

Beware! Canvas cannot open certain file types, such as:

Apple Pages (Please convert/save as a Word doc before submitting.)

Google Docs (Please just download/save as a Word doc.)

**\*\*Note:** Canvas will allow students to upload these files even though they cannot be read by the professor. Please submit only Word documents.

## Textbooks

We will not use a traditional textbook, so there is nothing to buy.

We will use various free websites for readings and instruction. Many excellent Web resources are collected in the [Valencia Writer](#), an Open Educational Resource (OER) created for Composition One, including [The Kirkman Reader](#). Every source within Valencia Writer can also be accessed directly on the Internet, and students do not need to be signed into Atlas or Canvas to find the sites that will provide:

\*Readings: Essays and instructional guides

\*Grammar & mechanics practice / formatting and citation help

## Academic Integrity: Plagiarism

Plagiarism is the use of someone else's words, ideas, pictures, designs, and/or intellectual property without the correct documentation and punctuation. Any student who plagiarizes, either accidentally or intentionally, is subject to penalty.

Note: Valencia uses [Unicheck](#), (link), software designed to find matching texts. The matches Unicheck finds should all be cited correctly. Sometimes, there is a coincidental match, and I do look at each person's paper/report individually. Students will have access to their OWN Unicheck reports, so if a

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paper has a “problem,” I expect students to contact me before I contact them.

### **Penalties for plagiarism depend on the severity of the crime:**

- Minimum, first offense: A zero on the assignment is typical; some points may be given if the copied material is minimal/citing was attempted, but the student will still earn no higher than an F on the paper.
- Second offense: A meeting with the professor and/or dean will be required; the paper earns a zero.
- Three or more offenses: The student will fail the class and talk with the dean and/or dean of students.

**Note: Submitting a paper you have already submitted in another class will earn you a zero on that assignment.**

**Note: Sharing an assignment with a classmate means you both earn zeros.**

**Note: Getting too much “help” from someone means the writing is no longer your own. Submitting work that is obviously of a higher level than your own writing skills is subject to these same penalties.**

### **Valencia Core Competencies**

Valencia has identified four competencies as goals within a learning-centered college. Below I describe how these goals fit in with our composition classes:

**Think:** Critical thinking is an essential skill in many disciplines. Students will gain practice in analysis (breaking a whole into smaller, meaningful parts) and synthesis (connecting old and new information in different ways to achieve new insight and demonstrate interrelatedness and significance) through speaking, listening, reading and writing.

**Value:** By opening our minds to the thoughts, opinions and beliefs of others, our scope of what seems valuable usually increases. Students will question the information available to them to allow for judgment and evaluation—or *reevaluation*—of personal opinions based on facts, inferences, emotions and experiences. In the process, students will have the opportunity to discover the meaning, significance and relevance of others’ ideas as they relate to their own lives.

**Communicate:** By definition, communication *requires* a two-way exchange. Just as listening and speaking work together for verbal communication, which we will utilize in class discussions, writing and reading must also work in tandem. Students will read both professional and student essays and respond to them in both verbal and written form. Similarly, students will *write* essays to be read and analyzed by small and large groups as well as the instructor. Feedback is a crucial tool of communication, and student writing will gain feedback from the instructor as well as peers, as students practice their roles of *listener/reader* and *speaker/writer*.

**Act:** Communication requires *action*. Participation is the key to gaining the most from the classroom experience. Students are expected to come to class prepared—with assignments complete—in order to contribute thoughts, questions, agreements, disagreements and opinions. Students will work both collaboratively and individually in all steps of the writing process, which will then lead to peer responses, rebuttals, revisions and rethinking.

### Course Requirements & Grades

See specific class modules in Canvas for assignments and due dates. The modules provide individual rubrics for different assignment types.

#### Grading Scale

A = 90-100

B = 80-89.99

C = 70-79.99

D = 60-69.99

F = 0-59.99

#### Posted Grades

Grades are posted in Canvas as soon as possible, usually within days, no more than a week. Students are responsible for checking their own grades in a timely manner. If a grade is missing or incorrect, it is each student's job to bring a problem to my attention.

Essays follow academic structure across multiple patterns and are graded by the 100-point essay rubric that emphasizes five criteria: introduction, cohesion, development, organization and transitions, and correctness of grammar, mechanics, and formatting style. Possible scores for each criterion are 20, 17, 15, or 0.

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Response papers are writings other than essays and may require reading, writing, or research. RPs are graded by the 100 point response paper rubric that focuses on following instructions, details, organization, formatting, and correctness of grammar and mechanics. Possible scores for each criterion are 20, 15, or 0.

Grades in Canvas are set up so students can see what their percentage is at all times for these two assignments, since the course grade depends upon the averages of these two assignment types.

### **Midterm Grades**

I do not enter midterm grades in Atlas since grades are available all semester through Canvas.

### **Failing Grades**

Any student who earns a D or F in ENC 1101 will need to repeat that course with a different professor (

### **Due Dates**

- **It is each STUDENT'S responsibility to know about assignments and due dates. See individual assignments in Canvas.**
- Late work is recorded in Canvas.
- Due dates are always on Tuesdays and Thursdays at midnight.

### **Exceptions**

Provided documentation is provided as proof, I will allow certain things to be made up and/or withhold penalties:

- Jury Duty
- Deployment / Military duties
- Major medical situation
- Death in the family

### **Writers' Resources: Online Labs and the Writing Center**

The [Distance Tutoring Lib Guide](#) is a place for students to find MANY resources, including one-on-one help with writing skills through Smarthinking. All consultants are instructors, who will be happy to read and discuss essays at any stage of the writing process. The instructors will not CORRECT papers or tell you what grade you will get; they will, instead, help you to become better at structure, grammar and mechanics, development and/or revision.

I will teach and guide students throughout the course to support students' individual goals. I am the best resource in the class, and I expect students to reach out and utilize me, as well as the many other resources I will provide in the course, and that means good communication is key.

### **What will the course look like in Canvas?**

The course will use "Modules" to post all assignments and resources.

**\*\*Note:** All modules will utilize multiple outcomes, no matter the focus.

- Wee1 Welcome Module (mandatory)
- Week 2 Argument Essay
- Week 3 Structuring the Argument Essay
- Week 4 MLA Format
- Week 5. Researching the Argument Essay
- Week 6 Planning the Argument Essay
- Week 7 & 8 Drafting, Reviewing, and Finalizing the Argument Essay
- Week 9 The Rhetorical Modes Anthology Overview
- Week 10 APA Format
- Week 11 & 12 Researching & Planning the Rhetorical Modes Anthology
- Week 13, 14, & 15 Drafting, Reviewing, and Finalizing the Rhetorical Modes Anthology

### **What kind of assignments will there be, and how are they graded?**

Category	Description	Points
<i>Quizzes</i>	Fourteen short tests on the readings  <i>Submission Method:</i> Canvas quiz pages	150 points

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Category	Description	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>	Six 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

\*Writing Conventions' Quizzes can be taken multiple times until mastery is achieved.

\*\*Peer reviews must be done in time to help a fellow writer!

### **What is the revision policy for writing assignments?**

All students have two revision opportunities, and the two revisions may be used on essays, response papers, or one of each.

Students wanting to use a revision opportunity must communicate with the professor to set up the revision plan / due date. Revisions must be submitted before the final week of class. The final essay may NOT be revised.

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## Late Penalties, Zeros, and Dropped Grades

**Students are expected to finish and submit ALL assignments on time.**

It is vital to pay attention to due dates. The modules are set up so that students must move through them in order, so submitting late work will prevent students from accessing the next assignment, which then may also be late. Plan to submit early.

Peer reviews must be on time in order to help fellow writers.

However:

- All students will have four late submissions allowable before they cannot pass the course. Canvas records late submissions. Students should communicate with the professor about any late work and additional restrictions about submitting late work, which is usually due within three days of the original due date.  
\*\*Note: The original assignment must be on time; corrections may go past the due date but should be complete before the student moves to the next module.
- “Late” assignment offer: Because each student gets only four allowable “late” assignments, there will be opportunities to “remove” extra late passes. This opportunity is not extra credit; it will be an offer of additional work to help fellow students, usually by doing additional peer reviews.
- All students will have TWO grades dropped—the lowest grades—from quizzes, discussions, and miscellaneous homework (Canvas will drop the lowest two automatically). **Essays and response papers are NOT included, as those have revision opportunities.** This gift is designed to protect the student who may need to take a zero, since a zero/incomplete would prevent a student from passing the course.

## Course Calendar

Week	Begins	Ends	Objectives	Assignments Due
1	8/23	8/29	Course Introduction Personal Essay	Introductory Discussion

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				Syllabus Response Personal Narrative (Due in Week 2)
<b>2</b>	8/30	9/5	Argument Essay Overview	Logical Fallacies Quiz Argument Articles Quiz Argument Response
<b>3</b>	9/6	9/12	Argument Essay Structure	Argument PowerPoint Quiz Argument Worksheet Thesis Discussion
<b>4</b>	9/13	9/19	MLA Format	MLA Page Format Quiz MLA Citation Quiz MLA Exercise
<b>5</b>	9/20	9/26	Researching the Argument Essay	Research PowerPoint Quiz Active Reading PwrPnt Quiz Annotated Articles
<b>6</b>	9/27	10/3	Planning the Argument Essay	Using Sources PwrPnt Quiz Annotated Bibliography Essay Structure PwrPnt Quiz Essay Outline
<b>7</b>	10/4	10/10	Drafting the Argument Essay	Essay Rough Draft Revision PowerPoint Quiz
<b>8</b>	10/1 1	10/17	Reviewing & Finalizing the Argument Essay	Peer Reviews ( <b>due Wed.</b> ) Essay Final Draft
<b>9</b>	10/1 8	10/24	The Rhetorical Modes Anthology Overview	Rhetorical Modes Quiz 1 Rhetorical Modes Quiz 2 Anthology Topic Discussion
<b>10</b>	10/2 5	10/31	APA Format	APA Page Format Quiz APA Citations Quiz

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				APA Exercise
<b>11 &amp; 12</b>	11/1	11/14	Researching & Planning the Anthology	Annotated Bibliography Anthology Outline
<b>13</b>	11/15	11/21	Drafting the Rhetorical Modes Anthology	Anthology Rough Draft
<b>14</b>	11/22	11/28	Reviewing the Rhetorical Modes Anthology	Peer Reviews
<b>15</b>	11/29	12/5	Finalizing the Rhetorical Modes Anthology	Anthology Final Draft

Let's go to the course and get started! A great semester awaits.