**ENC 1102**

**Freshman Composition II**

**Fall 2024**

**Professor:** Kat Wells

**Email:** kwells20@valenciacollege.edu

**Office Location:** West Campus, 3-251

**Office Hours:** By appointment: MW 10 – 11 am, 12:30 – 1, & 4 – 5 pm F2F

T 2 – 4 pm, Zoom or F2F

 R 4 – 5 pm, Zoom

F 10 am – 12 pm, Zoom

**Course Information**

**Credit Hours:** 3

**Course Pre-requisites:** ENC1101 or 1101H with minimum grade of C

**Class Meeting Times:** Mon Wed 1:00 – 2:15 pm

**Class Location:** WC 003-115

**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.

**Course Learning Outcomes:** Apply a multi-stage research process to produce essays. Compose a written argument using evidence from varied sources. Apply conventions aligned to varied writing situations. Document source material in accordance with at least one recognized documentation style. Apply critical reading skills.

**Required Materials:** This course uses Open Education Resources/Zero cost course material. There are no required books to purchase for this course, or items will be provided to you in the class. While our course is OER with no required textbook, below are some resources you can access in order to increase your chances for success:

* Microsoft Word [you may download a free copy of this through Valencia]: <https://valenciacollege.teamdynamix.com/TDClient/2067/Portal/KB/ArticleDet?ID=94248.>
* Grammarly for Microsoft Word: <https://www.grammarly.com/office-addin>
* Many of the works we read will be available through:
	+ the Valencia Reader: <https://libguides.valenciacollege.edu/valencia_reader>
	+ the Poetry Foundation: <https://www.poetryfoundation.org/>
* Pen/pencil/highlighter for note-taking
* Printer access through your Valencia ID

**Assessments:** Assessments in this course include weekly assignments, quizzes, & discussions, peer reviews, major writing assignments, and a group project.

Grading Breakdown:

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| --- | --- |
| **Assignments & Discussions** | 5 – 20 points each |
| **Quizzes & Peer Reviews** | 10 – 30 points each |
| **Research**  | 50 – 150 points each |
| **Major Writing Assignments** | 150 – 300 points each |
| **Group Project** | 150 points |

**Late Submission Policy:** Most graded submissions [general online assignments, research, major writings, etc.] have a two-day late policy attached. Students should aim to submit by the assignment deadlines. However, if extra time is needed due to illness, emergency, or a scheduling issue, students have two days to submit late with no penalty. Once two days have passed, assignments will lock and no further submissions will be accepted.

There are some exceptions to this rule: Peer reviews, quizzes, notes, and in-class assignments cannot be submitted late. You must either be in attendance or have made prior arrangements with me at least 24 hours before the absence for these points to be possible. Similarly, the group project has a hard deadline and cannot be submitted late.

**Attendance:** You are expected to attend all class meetings of all courses for which you are registered. Regular attendance and regular class participation are significant factors that promote success in college.

In the event of an absence from class, students should make every effort to let the instructor know before the class meeting being missed. Face-to-face meetings will include discussions, group work, and in-class writings that may not be available for make-up. Letting the instructor know ahead of an absence allows for the opportunity to arrange an alternate, online assignment to make up those points. Make-up work is offered solely at the discretion of the professor.

In case of a prolonged absence due to a long-term illness, family emergency, etc., please communicate with the professor as soon as possible to determine whether a longer extension is appropriate and to determine your eligibility to continue in the course.

**Withdrawal Policy:** Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of October 25, 2024 will receive a grade of W. A student is not permitted to withdraw after the withdrawal deadline. A faculty member may withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of W. 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. For a complete policy and procedure overview on Valencia Policy 4-07 please go to the information on this link to Valencia College's website.

If you do not review the Orientation Module and complete the Introduction discussion within the first week of class (see course calendar), you will be withdrawn from the course (No-Show Policy). After that period, if you wish to withdraw from the course, you must do so by October 25, 2024, to receive the grade of W. If you do not withdraw and do not take the final exam, you will receive F in the course.

**Academic Honesty Statement:** Valencia College is dedicated to engaging in intellectual activity and maintaining an academic environment consistent with high academic standards including a shared commitment to transparency, integrity, and creating the right conditions for learning. In all areas of academic and instructional endeavors, the College expects work to be the result of individual knowledge, thoughts, research, effort, and self-expression or that appropriate citation/credit is given for the origin of the work.

For more on Valencia's Academic Integrity policy and procedure, click here: [Valencia Policy 6Hx28:8-11: Academic Dishonesty.](https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-11-academic-integrity.pdf)

**Expectations and Responsibilities:**

1. **Original Work:** All work submitted by students must be their own original effort, unless other expectations are explicitly stated otherwise by the instructor. This includes assignments, papers, exams, and any other academic exercises.
2. **Citing Sources:** Proper attribution of sources is essential. Whenever students use ideas, words, data, or other intellectual property from external sources, they must appropriately cite these sources following the conventions of the discipline. In this course, you will be expected to use [insert your required or preferred citation style(s) here].
3. **Collaboration:** Collaboration can be a valuable learning tool, but it must always be conducted ethically. Students must adhere to the collaboration guidelines set forth by their instructors, which may vary by course and assignment.
4. **Assignments, Quizzes, and Examinations:** During graded assignments, quizzes, and examinations, students are expected to adhere strictly to the rules and guidelines provided by the instructor. Any form of cheating, plagiarism, or unauthorized assistance is strictly prohibited.

**Consequences of Violations:** Violations of academic integrity, including, but not limited to, cheating, plagiarism, falsification of data, and unauthorized collaboration, are serious offenses that may result in disciplinary sanctions and academic consequences. In this course, consequences may include a grade of zero, failure of the course, and/or official reporting [depending on the severity of misconduct]. Students will have a reasonable opportunity to respond to allegations of an academic integrity violation and will be notified of the assigned penalty, if any.

**Note on AI:** AI writing tools [such as ChatGPT, Google Gemini, Grammarly, etc.] are not permitted at any stage of the writing process unless specifically assigned by the instructor. Use of these tools without explicit permission will be considered academic dishonesty. Content generated by such tools must be acknowledged and cited correctly. Approval of the use of AI for one assignment does not provide blanket approval for other assignments. The instructor will provide clear instructions about assignment requirements. The first instance will result in a zero score for the assignment, and a second offense will result in failure of the course.

**Student Code of Conduct:** 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 does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct.](https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-03-student-code-of-conduct.pdf)

**Disclaimer Statement:** Changes to this syllabus, schedule, and/or policy may be made at any time during the course per instructor discretion. These changes will be reasonable and made in the best interest of student learning. Students will be notified of any changes either in class, through Announcements, and/or via the Canvas Inbox conversations tool. Students with any concerns about any changes should discuss it with the instructor as soon as possible.

**Supplemental Policies:**

**HB7 Disclaimer:** This class requires participation in discussion to meet course learning outcomes. We are a class comprised of individuals. As such, there will be multiple opinions expressed throughout the semester that you may not personally agree with or even understand - as may be expected. My role as an instructor is to facilitate freedom of expression that is relevant to the course, credible, open, and respectful without the promotion or endorsement of a single viewpoint. Conversations informed by diverse viewpoints contribute to critical thinking and higher-level learning. Even if you don’t agree, listening to different points of view may give you further insight into your own perspectives. No lesson is intended to espouse, promote, advance, inculcate, compel a particular feeling, perception, viewpoint, or belief in a concept. Concepts, as presented, are not endorsed by the instructor but are presented as part of the larger course of instruction. Should a student feel uncomfortable with how course content is presented or discussed, please contact the instructor for further conversation.

**Class Media Policy:** Students may record video and/or audio of class lectures for their personal use. Recordings may be a useful tool to support your learning and provide a resource for review. It is important to be respectful of your peers’ rights to privacy; with that in mind, please refrain from recording your peers during lectures. You may not record class discussions, student presentations, labs, group work, and private conversations. Further, you may not publish or share recordings without my written consent, nor may you provide recordings to classmates as a substitution for class participation and attendance. If necessary, I will handle violations of this section through the College’s Student Code of Conduct.

**Student Grievances:** Valencia College is committed to providing each student with a quality educational experience. Faculty members have set high standards of instruction for themselves and you. If you have a problem in a class, your first step is to talk to your instructor. If you are still dissatisfied, you may talk with the academic dean of the division for your class. We will work together to resolve any issues.

**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), 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

• Canvas privacy policy.

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

**Learning Support Centers:** Learning Support Services provides students with academic support through distance tutoring, face to face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming and writing assistance for any course. Assistance with library research can be accessed online through Atlas or the tutoring LibGuide. For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services LibGuide at: https://libguides.valenciacollege.edu/distancetutoring

**Brainfuse:** 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: https://libguides.valenciacollege.edu/c.php?g=1014597&p=7351876

**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) 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) 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.