**VALENCIA COLLEGE**

**ENC 0017: Developmental Reading & Writing I**

**Summer 2022**

**CRN: 31340**

**Professor:** Kathryn Wells

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**Office:** 3-251

**Zoom ID:** 247-660-3020

**Office Hours:** Immediately before & after class, Thursdays; On Zoom by appointment

**Classroom:** 3-128

**FrontDoor:** <http://frontdoor.valenciacollege.edu/?kwells20>

**Course 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.

**Core Competencies**

Think, Value, Communicate, and Act are Valencia's core competencies.  In this class you will develop these four cores through reading, viewing, discussion, group work, and writing, etc.

* **Think:** As you engage with the texts we will be reading, you will be asked to think critically and creatively about them. You will also apply and hone your skills of analysis and synthesis as you evaluate and incorporate material from your experiences and opinions, the original texts, and synthesis.
* **Value:** Through the process of reading and writing about various academic essays, you will gain an appreciation of a variety of viewpoints and modes of organization of thought. Through class discussion and writing, you will also gain an understanding of and an appreciation for the opinions of others (peers, critics, etc.).
* **Communicate:** Through discussion, you will engage in thoughtful dialogue with your peers and instructor about the various texts we will read as well as yourself.  You will also express your opinions and integrate the opinions of others into your writings and share these with your peers.
* **Act:** You will take personal responsibility for your own learning, work, collegial attitude, and behavior and participate fully and to the best of your ability in the learning environment.  Let’s make this a fun semester!

**Course Requirements and Grades**

A minimum grade of “C” is required to pass this course. This grade can only be earned through completion of all major assignments and exams (see Assignments and Methods of Assessment).

**Course Learning Outcomes**

Students will:

**I.**  **Students will apply strategies to broaden vocabulary**

* Students will be able to use context clues and word structure to clarify meaning and broaden vocabulary base

**II.**   **Students will demonstrate comprehension of texts**

* Student will be able to identify stated main ideas and supporting evidence
* Student will be able to differentiate between major and minor supporting detail
* Student will be able to identify transitions that signal relationships between ideas
* Student will be able to summarize and paraphrase text for meaning

**III. Students will apply active reading strategies.**

* Student will be able to preview and predict text
* Student will be able to connect personal experience or prior knowledge with text
* Student will be able to annotate text
* Student will be able to reflect on text

**IV. Students will be able to write a unified, well-developed paragraph.**

* Student will be able to construct a topic sentence to set up the main idea of a paragraph
* Student will be able to develop ideas with specific and relevant details
* Student will be able to arrange sentences in a logical sequence

**V. Students will apply structure and grammar conventions consistent with varied writing situations.**

* Student will be able to construct sentences with at least one independent clause
* Student will be able to employ coordination and subordination with correct punctuation to combine clauses
* Student will be able to use accurate verb forms
* Student will be able to maintain agreement between subjects and verbs
* Student will be able to use pronoun forms that apply to the writing context
* Student will be able to apply accurate spelling, punctuation, and capitalization

**Required Texts and Materials**

1. Online readings/handouts (provided by professor)
2. Reliable internet access
3. Microsoft Word [you may download a free copy of this through Valencia]
4. A notebook for in-class writings and discussion
5. Pen/pencil/highlighters for notes and annotation

**Canvas**

Canvas will be the main place to all access course content. **All** important materials for the course will be posted to Canvas, as will all homework assignments and emergency announcements. Make sure you have access to this within in the first week! It is your responsibility to keep up with the class and follow the posted deadlines.

**Contacting the Professor**

You can contact me in various ways this semester:

* You can speak with me face to face immediately before or after class. You may also set up a longer F2F meeting if necessary, though these meeting times will vary based on my meeting/teaching schedule
* Virtual office hours are held in Zoom by appointment as indicated at the top of the syllabus and under the Professor Information tab on our Canvas course homepage
* You can contact me at any time through email or Canvas inbox

I will generally respond to emails within 24 hours on weekdays and within 48 hours on weekends.

**Email Netiquette:** It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your instructor and peers. This requires you to follow some guidelines for behaviors (adapted from Rasmussen University and Ashley Brooks):

* **No Yelling Please:** There’s a time and a place for everything—BUT IN MOST SITUATIONS TYPING IN ALL CAPS IS INAPPROPRIATE. Most readers tend to perceive it as shouting and will have a hard time taking what you say seriously, no matter how intelligent your response may be.
* **Attempt to Find Your Own Answer**: If you're confused or stuck on an assignment, your first instinct may be to immediately ask your instructor a question. But before you ask, take the time to try to figure it out on your own first. For questions related to class structure, such as due dates or policies, refer to your syllabus and the Orientation Module. Attempt to find answers to other questions on your own using a search engine. If your questions remain unanswered after a little bit of effort, feel free to bring them up with your instructor.
* **Stop....Grammar Time!:** Make an effort to use proper punctuation, spelling and grammar. Trying to decipher a string of misspelled words with erratic punctuation frustrates the reader and distracts from the point of your message.
* **Set a Respectful Tone:** Every day may feel like casual Friday in an online classroom where you don’t see anyone in person, but a certain level of formality is still expected in your communication with instructors. In addition to proper punctuation and spelling, it’s good netiquette to use respectful greetings and signatures, full sentences and even the same old “please” and “thank you” you use in real life.
* **Be Kind and Professional:** Online communication comes with a level of anonymity that doesn’t exist when you’re talking to someone face-to-face. Sometimes this leads people to behave rudely when they disagree with one another. Practicing professional communication skills while you’re in school will serve you will in the workplace as well—whether you end up working remotely or not.

## Online Expectations:

### **Expectations of Student:**

* Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week.
* Students can expect to devote at least 4-8 hours each week to this course (this can vary depending on your level of preparation and familiarity with prerequisite material).
* For guidelines on how to interact with your instructor and peers in an online learning environment, read through [How We Treat Each Other](https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php) from Valencia's Peace & Justice Institute. The focus in this course is to create a hospitable and accountable community.

### **Expectations of Instructor:**

* The instructor will reply to emails within approximately 24 - 48 hours.
* The instructor will provide feedback on submitted work within 2 weeks of submission.
* I will notify you of any changes to the coursework via the Inbox (Canvas email) or Announcements. Please check Announcements weekly for any updates in the course and reminders on due dates.

## Face to Face Expectations:

Expectations of Student:

* Students are expected to show up to class on a weekly basis, **Building 3, Room 128:**
  + CRN 31340: **Thursday 10:00 am – 12:20 pm**
* Students are expected to be in class on time. I realize this can be difficult some days, but I expect you to be in your seat and ready to go at the beginning of the class period.
* Students are expected to come to class prepared – **make sure you have readings completed prior to the F2F meetings.**
* This is a class that requires participation in discussion. My expectation is that you are contributing to the class’s understanding of a text. To this end, I do not care what your particular interpretation of the reading is, as long as you defend your argument with reasoning. Be bold. Think critically. Delve deep in terms of understanding. **Speak and be heard.**
* As a follow up to the last point: We are a class of individuals. As such, there are likely to be multiple opinions expressed throughout the semester that you may not personally agree with or understand. That’s okay. However, my expectation is that you **show respect** for the expression of those opinions. Even if you don’t agree listening to a different point of view may give you further insight into your own arguments – and that has value as well.

Expectations of Instructor:

* The instructor will make time for questions/clarification of course content during class time.
* If class needs to be cancelled, the instructor will make every effort to let students know as early as possible through email and/or the announcements page on Canvas.
* The instructor will provide written feedback on submitted work within 2 weeks of submission. Verbal feedback will also be provided immediately during class discussion.
* The instructor will make every effort to be respectful of student interpretations of texts and differing opinions during class discussion.

**Attendance Policy**

**Online:** In general, you are expected to keep up with the classwork and abide by all posted due dates. If you have an issue, you need to contact me before the assignment is due – not after. Each type of assignment has a late policy attached. If you are unable to participate in the course for a prolonged timeline due to a long-term illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan for the best course of action. Again, I am willing to work with you if you contact me within a reasonable timeline.

**Face to Face:** Students are expected to be in class during the assigned meeting time. We meet in Building 3, Room 128. Our schedule this semester is as follows:

* CRN 31340: Thursdays from 10:00 am - 12:20 pm

If you need to miss a class, you need to make every effort to let me know prior to the class meeting that you will be absent. This face to face time will include discussions, quizzes, and in-class writings that may not be available for make-up. Letting me know you will be absent ahead of time gives me the opportunity to arrange an alternate assignment for you so you do not lose out on those points. If you miss a class, there are no make-ups unless you have contacted me ahead of time to let me know. In the event of an extended absence [COVID, for example], you should contact me via email or phone as soon as possible in order to make alternate arrangements for any missed material.

**Withdrawal Policy**

A student who withdraws from class before the withdrawal deadline will receive a grade of “W.” A faculty member is permitted to withdraw a student from the class up to the beginning of the final exam period for violation of the faculty member’s attendance policy as published in the syllabus. A student is not permitted to withdraw from this class after the withdrawal deadline; if you remain in the class after the deadline, you can only receive a grade of A, B, C, D, F, or I. An “I” grade will only be assigned due to extraordinary circumstances that occur at the end of a semester. If you receive an “I”, you will need to meet with me and sign an agreement stating that all incomplete work will be turned in by a specific deadline during the following semester. Failure to meet this deadline will result in an “F” for the course. If you choose to withdraw from the course before the deadline, then it is **your** responsibility to do so.

I will only withdraw a student due to academic dishonesty or failure to follow student codes of conduct. I do not monitor your personal rate of success – that is your job. Plan accordingly.

**No Show Reporting Period**

If you do not review the Orientation Module and complete the Introduction discussion and syllabus quiz within the first week of class (see course calendar), you will be withdrawn from the course (No-Show Policy).

**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.

**Academic Integrity:**

All forms of academic dishonesty are prohibited at Valencia College. Academic 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 a student is expected to be the result of the student's individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source must be appropriately acknowledged. Likewise, all work submitted for this course must be new work and cannot have been submitted for credit in any other course. If a student is caught submitting plagiarized work, a first offense will result in a zero score on the assignment and a second offense will result in more severe consequences.

The work on assignments and exams in the course must be your own work. Copying of any kind, regardless of the number of editorial changes and/or renaming will be considered cheating.

**Important Dates**

* Classes begin – **May 9**
* **Memorial Day – May 30**
* Midterm due – **May 26**
* Final Exam due – **June 16**
* Summer A ends – **June 20**

**Grading Scale** 90-100% **A** 80-89% **B** 70-79% **C** 60-69% **D** 0-59% **F**

**Assignments and Methods of Assessment**

**Annotation Assignments – 20%**

You will be assigned a variety of readings throughout the semester. As part of your daily homework, you will be asked to read, annotate, and assess these readings in order to better contribute to class discussion. It will also serve as a test of reading comprehension and general understanding. **Online late policy:** After 2 days, assignments will be locked and no further late work will be accepted. **F2F late policy:** Assignments are available in-class only. No late work will be accepted.

**Writing Assignments – 30%**

You will be assigned several short writing assignments through the semester. These will be influenced by both the annotation assignments and the discussion activities and will be assessed for grammar, syntax, organization, and development. **Online late policy:** After 2 days, assignments will be locked and no further late work will be accepted. **F2F late policy:** Assignments are available in-class only. No late work will be accepted.

**Grammar “Quizzes” – 10%**

You will be asked to participate in weekly grammar assignments. Each assignment is a major grammar concept that should then be applied to your writing. **Online late policy:** After 2 days, assignments will be locked and no further late work will be accepted. **F2F late policy:** Assignments are available in-class only. No late work will be accepted.

**Peer Reviews – 10% points**

You will be asked to submit **2 peer reviews** that follow a specific set of guidelines. Completion of these will both prepare you to move forward with your writing and give pertinent feedback during the revision process. **Late policy: No late peer reviews can be accepted as these are in-class only opportunities.**

**Midterm – 10%**

This will include a mid-semester writing that shows an understanding of paragraphing, grammar, and revision. **Late policy: No late midterms can be accepted.**

**Final Exam – 20%**

Your final exam will include everything covered in the course. You will be required to demonstrate your active reading and annotation skills in one section. Then, you will be asked to use what you have read as the starting point for a final writing assignment that reflects your paragraphing and grammar skills. **Late policy: No late finals can be accepted.**

**\*\*\*Final Note:** This syllabus is subject to change as the course proceeds. I will announce any changes or submit an updated syllabus. Specific essay due dates will be announced in class. You will receive specific day-to-day assignments in class, along with weekly reminders of upcoming due dates.\*\*\*

**Additional Student Information**

**Online Tutoring Services:**

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: <http://www.valenciacollege.edu/tutoring>

**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: [www.valenciacollege.edu/tutoring](http://www.valenciacollege.edu/tutoring)

**Quick Start Library Guide:**

Use this handy guide to learn about and gain access to all the library resources from home or on-the-go. Visit Quick Start LibGuides to get started!

**Keep Learning:**

Visit Keep Learning if you are still unable to find what you are looking for, please visit our Keep Learning webpage to get information on a wide range of resources and online learning tips.

**Health Assistance:**

Valencia College is interested in making sure 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. Free face-to-face counseling is also available.

**Students with Disabilities:**

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. West Campus SSB, Rm 102, phone number 407-582-1523.

**Writing Center:**

The West Campus Writing Center is an appointment-based resource located in 5-155. At the Writing Center, consultants help students at any point of the writing/learning process. The qualified staff will go over English language assignments with students from all disciplines and courses, college wide, helping with grammar assignments; pronunciation; understanding main ideas and other reading skills; organizing and developing a speech; constructing paragraphs, essays, or research papers; and scholarship essays, letters, and resumes. The Writing Center consultant will not edit or proofread the paper. The student should make attempts at revising and editing on his or her own before coming to the Writing Center.