##### ENC 1101 – English Composition I

##### Section/Crn 16267 Fall 2012

**(3 credit hours ~ 10 Wks)**

**PROFESSOR:** Lauren Ermel

**OFFICE HOURS:** Available by appointment. (Please email me through our Blackboard course to arrange a specific time & location).

**EMAIL:**  Please ONLY email me through our Blackboard course email system. In the event of an emergency and/or our Blackboard course being down or inaccessible, you may email me at: [**lermel@mail.valenciacollege.edu**](mailto:lermel@mail.valenciacollege.edu). If you email me at this address, I will only accept emails sent from your Valencia email address.

#### **MEETING TIME & PLACE**

ENC 1101 – Section/CRN 16267 Tues/Thurs 5-6:50pm WC 07-207

**REQUIRED TEXTS**:

*75 Readings Plus* **10th Edition** by Santi V. Buscemi & Charlotte Smith, 2013. ISBN: 978-0-07-742644-6

*The Little Seagull Handbook: Write, Research, Edit* by Richard Bullock & Francine Weinberg, 2011

ISBN: 978-0-393-91151-0

**BLACKBOARD:** We **WILL** use Blackboard as a supplement to the course (i.e. you may access all course documents and assignments on our Blackboard course’s homepage). In addition, please refer to our Blackboard course’s homepage for any course announcements. Again, to contact me, please only use the email system within our Blackboard course.

**COURSE DESCRIPTION & OBJECTIVES:**

*General Course Objectives and Learning Outcomes*:

* Construction of various essay genres, including a formal research essay
* Use of grammatically and mechanically correct and diverse stylized sentences
* Demonstration of competence in research and documentation

ENC 1101 introduces you to college level writing techniques and strategies, provides you with an opportunity to ***finally***fix those pesky grammar and writing style problems ***for good****,* and prepares you to write several different types of competent expository, academic essays. In ENC 1101, you will strengthen your critical thinking, reading, and analytical skills, which in turn will ***greatly*** improve your writing. Lastly, this course encourages you to investigate the relationship between knowledge and writing, and discover how you transmit that knowledge bouncing around in your head into coherent writing!

We’ll cover the essential elements of writing, namely the art of composing clear and effective sentences, paragraphs, and arguments. Additionally, we’ll emphasize the command of common grammar problems, as well as the practice and mastery of strong writing style strategies such as transitioning, clarity, cohesion, and concision. We will read and write several modes of essays, examine various claims, evidence, and logic within the essays we read and those we write, and evoke thoughtful critiques and class discussions. Moreover, we’ll learn to recognize strengths and weaknesses in writing by reviewing each other’s work.

There are two overarching goals of this class: 1) to improve your critical thinking and analytical skills; and 2) to improve your ability to transfer those thinking skills into your writing. The course is designed to help you understand more about your writing process (note I call it *your* writing process). Strong writers become strong through practice - this is what you will be doing in this class. In addition to practice, the other key to becoming a strong writer is finding a way to become genuinely interested in your writing – perhaps in figuring something out or expressing ideas that you deem important. You will be given many opportunities to practice writing, and discover ways to become interested and invested in your writing.

Please note that a minimum grade of “C” is required if ENC 1101 is to be used to satisfy the Gordon Rule and Valencia College’s General Education requirements.

**COURSE PREREQUITES:**

Score of 99 on writing component of PERT or equivalent score on other state-approved entry test or minimum grade of C in ENC 0025C or EAP 1640C, and a score of 104 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.

**VALENCIA COLLEGE’S CORE COMPENTENCIES: Think, Value, Communicate**, and **Act** are Valencia’s core competencies; every student needs these complex skills and abilities to succeed in college and in life. You will engage in these activities and build on them over the course of your lifetime. See the VCC catalog for a more complete reference.

**COMPUTER-BASED LEARNING ACTIVITY:** To demonstrate competence with the basic use of computers, Valencia College's Freshmen Composition course (ENC 1101) is designed to include a formal "computer-based" learning activity. All HW assignments and formal essays for this course will be submitted online through our Blackboard course, thus fulfilling this requirement.

**STUDENTS WITH DISABLITLIES STATEMENT:** Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The West Campus’ office is located in SSB, Room 102. You may contact the office at 407.582.1523.

**STUDENT ASSISTANCE PROGRAM INFORMATION:** Valencia College strives to ensure that all of 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 are available 24 hours a day by calling 800.878.5470. Free face-to-face counseling is also available.

**IMPORTANT LINKS:** Please use the following links for additional information, if needed.

College Catalog: <http://www.valenciacollege.edu/catalog/>

Student Handbook: <http://www.valenciacollege.edu/studentdev/campusinformationservices.cfm>

Policy Manual: <http://www.valenciacollege.edu/generalcounsel/>

* Student Code of Conduct: <http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0>

**IMPORTANT FALL 2012 DATES:**

* Classes Begin: October 3
* Classes End: December 9
* Withdrawal Deadline with a refund: October 9 (11:59pm)
* Withdrawal Deadline for a “W” Grade: November 16 (11:59pm)
* Final Exams Week: December 10 - December 16
* Final Exam Period for this course: Thursday, December 13, 5-6:50pm
* Campus Closed Dates:
* Monday, September 3 (Labor Day)
* Thursday, October 11 (College Day for East, West, and Winter Park Campuses)
* Wednesday, November 21 – Sunday, November 25 (Thanksgiving)
* Please refer to the College Calendar for additional important dates and final exam schedules at http://valenciacollege.edu/calendar/documents/2012-13ImportantDatesCalendarFinal.pdf

**COURSE REQUIREMENTS AND POLICIES**:

**Attendance, Withdrawal, No-Show, and Tardiness**

* ***Attendance:* For this ENC 1101 course, you are allowed two (2) excused and/or unexcused absences. Upon your third absence, your final course grade will drop by one letter grade. If you miss four (4) or more classes, YOU WILL FAIL THE COURSE.**
* ***Withdrawal:*** It is the STUDENT’S responsibility to withdraw from the course based on absences. Please see “Important Dates” below for the withdrawal deadline.
* ***No Show:*** I will report a “W” for you if you are a no-show for first two weeks of class (since we only meet once a week).
* ***Tardiness:* PLEASE DO NOT ARRIVE LATE.** It is disrupting, unfair to those who are here on time, and it is irritating. If you are more the five minutes late to more than three classes, I will start counting each late day as an absence.
* Please note that my attendance and tardiness policies are not negotiable. If you encounter a major emergency, please contact me as soon as possible; any exceptions to the attendance and/or tardiness policies will be made at my discretion.

**Late Work Policies**

* All out-of-class work is due on the specified due date.
* **In-Class Work:** You cannot make up any in-class work . You MUST be in class to receive credit for in-class work.
* **Late Essays:** I will accept the formal assigned essays and peer reviewed drafts up to three (3) days after they are due (by 11pm on day 3 after the essay’s due date), but I will subtract an automatic 10 to 15 points, depending on the essay’s total value. Final drafts of the formal essays will be submitted via the dropbox function in Blackboard, while the peer reviewed hard-copy drafts will be submitted in-class. Each formal essay’s dropbox will remain open for late submission until 11pm on the third day after the essay’s due date. For example, if a formal essay is due on Tuesday, 11/6, the dropbox for that essay will remain open for late submission until 11pm on Friday, 11/09. It is the student’s responsibility to deliver his/her late peer review drafts either to me in person or to my instructor box in Building 5, Room 231. I will NOT accept late essays without their accompanying peer reviewed drafts.
* **HW Assignments/Quizzes:** HW assignments and quizzes will be submitted through our Blackboard course and will be due on a specified due date (I will let you know if you need to bring a copy to class). You are permitted to submit these types of HW assignments and quizzes late through our Blackboard course up to three (3) days after they are due. Each HW assignment will remain open for late submission until 11pm on the third day after the assignment’s due date; however, you will only receive half credit for any late HW assignments and/or quizzes submitted within the three (3) day period.
* Please note that any work that I have permitted to be submitted late according to the above policies will be the last work that I grade and return with feedback.

### Classroom Conduct

Since we are all adults here, I expect that we will treat one another respectfully and courteously. Repeated disruptions will result in a warning first; if the behavior continues, I will dismiss you from the class and you will not be permitted back until you meet with me. If the issue remains unresolved after we meet, I will recommend that you meet with the Communications Dean.

Taken From Valencia College’s Student Code of Classroom Behavior (Policy Number: 6Hx28:8-03):

Primary responsibility for managing the classroom environment rests with the faculty. Faculty members are authorized to define, communicate, and enforce appropriate standards of decorum in classrooms, offices, and other instructional areas under their supervision. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from class or dismissal on disciplinary grounds must be preceded by a disciplinary conference or hearing, as set forth in the Implementing Procedures of this Code.

Examples of such disruptive or distracting activities include, but are not limited to, the following (full policy and list of disruptions): http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID\_1=8&pcdure=0&navst=0:

* Activities that are inconsistent with commonly acceptable classroom behavior and which are not conducive to the learning experience, such as: excessive tardiness, leaving and returning during class, and early departure when not previously authorized;
* Activities which violate previously prescribed classroom guidelines or constitute an unreasonable interruption of the learning process;
* Side discussions which are irrelevant to the subject matter of the class, that distract from the learning process, or impede, hinder, or inhibit the ability of the students to obtain the full benefit of the educational presentation;
* Physical abuse, including but not limited to, rape, sexual assault, sex offenses, and other physical assault; threats of violence; or conduct that threatens the health or safety of any person;
* Sexual harassment, as defined in College policy (see Policies 6Hx28:02-01, 02-02, and 02-03): Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment;
* Stalking behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose;
* The use or display of “‘fighting words’” by students to harass any person(s) on College property, on other property to which these policies apply as defined in campus implementing regulations, or in connection with official College functions or College sponsored programs. “‘Fighting words’” are those personally abusive epithets which, when directly addressed to any ordinary person are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. “‘Fighting words’” create a hostile and intimidating environment which the student uttering them should reasonably know will interfere with the victim's ability to pursue effectively his or her education or otherwise to participate fully in College programs and activities;
* Academic dishonesty allegations may be processed by the professor as academic violations, and/or may be processed in accordance with student conduct procedures set forth in this Code. Students may be subject to both the Student Conduct Code and academic sanctions as determined in the academic judgment of the professor in cases where there is a combination of alleged violations of academic and nonacademic regulations. Any student determined by the professor to have been responsible for engaging in an act of academic dishonesty shall be subject to a range of academic penalties (apart from any sanctions that may be imposed pursuant to the Code) as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of "F" in the course.

Please note that “unreasonable interruption to the learning process” also includes the use of cell phones, MP3 players, or other electronics during class, and/or basically anything that will annoy the class.

The class rule is **TURN ALL ELECTONICS OFF upon entering the room**. It is OBVIOUS when students text, so DON'T DO IT. If an emergency arises, please see me.

Violation of the Student Code of Classroom Conduct shall constitute grounds for student disciplinary action as provided in Policy 6Hx28: 8-03.

**Internet, Blackboard, Email Correspondence, and Word Processing**

* Note that this class is dependent upon access to the internet, ATLAS, and Blackboard. It is your responsibility to check your Blackboard course email and our Blackboard course website. Problems with your personal computer and/or your internet connection being “down” are NOT excuses for not completing work. There are plenty of resources available to use!
* Course documents will be posted on our Blackboard course website (ENC 1101 syllabus & Weekly In-Class/Assignment schedule, HW assignments/quizzes, student essay examples, helpful weblinks, detailed essay assignment guidelines etc.).
* Detailed Essay Assignment Guidelines will be handed out in class AND posted on our Blackboard course website.
* HW assignments (assigned quizzes, discussion board questions, short answer questions regarding the readings, etc.)will be posted AND submitted via our Blackboard course website.
* ALL FINAL ESSAY DRAFTS will be submitted via our Blackboard course website (we will discuss this in detail later). Hard-copies of ALL peer reviewed drafts will be submitted in-class on the specified due date.
* You will submit your final essay drafts to the appropriate assignment dropbox via our Blackboard course website (we will go over this in detail in class).
* All formal essays, including peer review drafts, must be typed (word processed). I will specify if you will need to bring a copy of your submitted HW assignments through Blackboard to class. **VERY specific formatting guidelines for all formal essay assignments will be provided.**
* All of your grades will be maintained in our Blackboard course’s gradebook.
* *Please ONLY email me through the Blackboard course’s email.* It is much easier for me to keep track of student emails, AND I respond much faster when I am contacted through our Blackboard course email. If you contact me through my Atlas email, I will respond the first time to remind you to ONLY use the Blackboard course’s email.

**Additional Resources**

* **Valencia College’s MLA Resources:** http://valenciacollege.edu/library/west/research/; please note the tabs on the left-hand side for research and MLA help!
* **The Library:** http://valenciacollege.edu/library/west/default.cfm;please note that you even have live access to librarians through chat and text!
* **Valencia’s Helpful Labs:** http://valenciacollege.edu/west/lss/communications/**;** please note, to use the lab, a photo ID is required.
* **Blackboard Help:** To correct problems with Blackboard, call **407.582.5600**. This class will use Blackboard A LOT! It is your responsibility to maintain access to this resource.
* **Atlas Help:** If you have login problems with Atlas, please contact the Atlas Student Help Desk at [askatlas@valenciacollege.edu](mailto:askatlas@valenciacollege.edu) or **407.582.5444**

**Assignments and Course Point Breakdown**

**It is imperative that you come to class prepared – this means that you have completed ALL the required readings and/or assigned HW.**

* HW assignments will be assigned through our Blackboard course website.
* All formal essay assignment guidelines will be provided both in-class and posted on our Blackboard course website. The descriptions of the formal essays will be very detailed, and I will spend time going over each essay assignment during class in the event of questions and for further clarification.
* **Please note that students are responsible for maintaining duplicate copies of ALL work submitted in this course and retaining all returned, graded work until the semester is over. Should the need arise for a re-submission of papers or a review of graded essays, it is the student's responsibility to have and make this material available.**

**GENERAL FORMATTING FOR ALL WORK (Please note that I will provide detailed formatting guidelines for each formal essay):**

* All writing must be typed, using 12 point Times New Roman or Arial font.
* All writing must be double-spaced with **NO extra white space between paragraphs**.
* All submitted formal essays must have 1 inch margins on all sides.
* All submitted work must have an MLA formatted heading AND include MLA headers (we will cover MLA formatting in class, and online resources will be provided).
* Please note that ALL submitted formal essays must meet the word count requirement of the assignment. At the end of each final essay draft, students must include WORD COUNT number (this count does NOT include the assignment’s heading and/or bibliography, if applicable).
* Note that every assignment is worth a designated number of points - the total number of points for this class is 1000. Below is the general breakdown; specific point information for in-class and homework assignments will be forthcoming:
  1. Essay 1 Example/Illustrative (550-650 words): **125 points**
  2. Essay 2 Personal Narrative (550-650 words): **125 points**
  3. Essay 3 Compare/Contrast (550-650 words): **125 points**
  4. Argument Research Thesis Statement: **50 points**
  5. Argument Research Working Bibliography: **125 points**
  6. Final Argument Research Essay Project (1700-2100 words / 4-6 sources): **250 points**
  7. HW Assignments/Class Participation/In-Class Work (**includes peer editing**)/Quizzes: **200 points**

**Total – 1000 points**

***\*\*Detailed guidelines of all assignments will be provided in class.***

**Course Grading Scale**

For major essays, you will receive detailed feedback from me that informs you of what areas are strongest and which areas need further attention. For smaller HW and in-class work, you will receive a number of points depending on the effort put forth. A record of your performance on assignments (drafts, responses to readings, peer review, etc.) will be kept. Your grade will be determined by the extent to which you complete the required work of the course.

Final Course Grading Scale: 89.5-100% A (899.5-1000pts)

79.5-89.4 B (799.5-899.4pts)

69.5-79.4 C (699.5-799.4pts)

59.5-69.4 D (599.5-699.4pts)

59.4 and below F (0-599.4pts)

**ACADEMIC HONESTY AND PLAGIARISM POLICY**

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty 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 students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.

To ensure that you don’t plagiarize, be sure to cite and document properly by using the MLA guidelines! And, when in doubt, don’t hesitate to ask your instructor and/or reference Valencia’s many resources, such as the Writing Labs, tutors, and the librarians!

And, all work submitted in this course must be original; it may not be recycled from high school or other colleges/universities, taken from online sources, or written by someone other than you.

Failure to adhere to this policy will result in a “0” on the assignment and possibly an “F” in the course. **In short, JUST DON’T PLAGIARIZE; trust me, it’s *obvious* when students plagiarize!**

Lastly, please note that Valencia College subscribes to **SafeAssign**. This website allows faculty to upload student writing so that software can compare the papers to all available, online resources, looking for parts that match. Any assignment that you submit is subject to analysis through **SafeAssign**.

*Updated 09/10/2012*