ENC 1102 – ONLINE

Spring 2023

Syllabus

**COURSE OVERVIEW**

**Course Information**

ENC 1102

Spring 2023 Online

January 9, 2023- April 30, 2023

Credit Hours: 3

**Instructor Information**

*Instructor:* Mailin Barlow

*Email:* Canvas is greatly preferred. If Canvas is down, you can send email to my Outlook account at [mbarlow@valenciacollege.edu](mailto:mbarlow@valenciacollege.edu) BUT make sure you include your course number.

*Phone:* 407-582-1439 (This is the school phone. Leave a voice mail with your name and phone number, and I will return the call.)

*Office:*West Campus, Building 5, Room 154

*Office Hours*: *Campus --*Mondays and Wednesdays 8 a.m. to 10 a.m. *Online --* Tuesdays, Thursdays, and Fridays 10 a.m. to 2 p.m. (These are the times you can find me online reading emails and grading work. I will be online other times, so you can email me at any time. On weekends, I check email once each day.)

**Course Description**

The official course description reads: "ENC 1102 is designed to improve critical reading and analysis skills through discussion and examination, both oral and written, of selected works of literature. It is also designed to develop research skills through the successful completion of a research paper."

To summarize: we are about **LITERATURE**, **RESEARCH**, and (of course) **WRITING**!

**Learning Outcomes**

Students will:

* 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.

**Course Prerequisites**

ENC 1101 or 1101H with a minimum grade of C.

**Gordon Rule**

ENC 1102 is a 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 1102 is used to satisfy Gordon Rule and General Education Requirements.

**Course Structure**

The course is organized into modules:

* Orientation
* Module One: Research Paper
* Module Two: Short Stories (Round One)
* Module Three: Short Stories (Round Two)
* Module Four: Poetry (Round One)
* Module Five: Poetry (Round Two)

**COURSE WORK**

Course work for the class will fall into three categories:

* Research Paper
* Literary Analyses
* Daily Work

**RESEARCH PAPER**

A formal research paper is required. It should be 1200-1500 words in length. It will be submitted in two stages: a **First Draft** for feedback, and a **Final Draft** for grading. The [Requirements](https://online.valenciacollege.edu/courses/6402/pages/research-paper-requirements) page will give information on topics and content.

The research paper must be typed, double-spaced, in Times New Roman 12 point. It should have a title. It should be submitted as a file upload, preferably Word. The essays should follow MLA rules for formatting and documenting. A video demonstrating MLA format will be provided on the Requirements page. MLA documentation will be covered in the daily work. Specifics on grading of the Research Paper can be found here: [About Grades](https://online.valenciacollege.edu/courses/6402/pages/about-grades).

**Late Research Paper**

There are no late freebies for Research Paper drafts.

Research Paper **FIRST** drafts will be accepted late for feedback but will not receive any points.

**A LATE FINAL DRAFT WILL BE DOCKED TEN POINTS FOR EVERY DAY IT IS LATE.**If you have Canvas problems, EMAIL THE DRAFT TO ME. The date/time of email will be used for submission date/time. **NO EXCEPTIONS.**

Absolute Deadlines for both drafts will be identified. An Absolute Deadline is just what it says: the **absolute last day** an essay will be accepted late for credit.

**LITERARY ANALYSES**

Four essays providing literary analysis are required:

* Short Story Essay #1
* Short Story Essay #2
* Poetry Essay #1
* Poetry Essay #2

Each essay will have a Requirements page giving specifics about the assignment: [Short Story Essay #1: Requirements](https://online.valenciacollege.edu/courses/6402/pages/short-story-essay-number-1-requirements), [Short Story Essay #2 Requirements](https://online.valenciacollege.edu/courses/6402/pages/short-story-essay-number-2-requirements),. [Poetry Essay #1 Requirements](https://online.valenciacollege.edu/courses/6402/pages/poetry-essay-number-1-requirements), [Poetry Essay #2 Requirements](https://online.valenciacollege.edu/courses/6402/pages/poetry-essay-number-2-requirements). Sample essays will also be provided. All literary analyses should be 500-700 words in length. They must be typed, double-spaced, in Times New Roman 12 point. They should have a title. They should be submitted as file uploads, preferably Word. The essays should follow MLA rules for formatting. A video demonstrating MLA format will be provided on the "Requirements" page for each essay. Specifics on grading of literary analyses can be found here: [About Grades](https://online.valenciacollege.edu/courses/6402/pages/about-grades).

**Late Essays**

You are allowed to turn in **one** literary analysis up to **two days** late with no grade penalty. This is your **late freebie**. You only get one late freebie, so you should save it for when you need it.

After the freebie deadline passes, the essay will be docked **five points for every day** it is late up to the A**bsolute Deadline**. An Absolute Deadline is just what it says: the **absolute last day** an essay will be accepted late for credit.

The exception is Poetry Essay #2, which is due during Final Exam Week. **Poetry Essay #2 will not be accepted late.**

**Revision**

You can revise **one** **literary analysis** to improve the grade. Revisions must be **emailed** to the instructor by Wednesday, April 26, 11:59 p.m.

The revision option cannot be used to repair a zero for an essay not turned in. The revision option is *only* for essays that have been turned in and graded.

Poetry Essay #2 is not eligible for revision.

**DAILY WORK**

Daily work will consist of quizzes on the readings, writing exercises, and discussion posts with classmates. Specifics on grading of Daily Work can be found here: [About Grades](https://online.valenciacollege.edu/courses/6402/pages/about-grades).

**Quizzes**

Quizzes will cover reading assignments and research paper work. Multiple attempts will be allowed. Each quiz is worth 10 points. Due dates will be posted.

You can review the how-to's for using the Quizzes feature on Canvas: [Quizzes on Canvas.](https://community.canvaslms.com/docs/DOC-10701#jive_content_id_Quizzes)

**Exercises**

Exercises on research and writing skills will be assigned. The requirement for exercises is that they be complete and on time. They will not be graded for correctness. You should see the exercises as practice sessions. If complete and on time, each exercise will receive 10 points.

Exercises should be submitted as either **text entry** or **file upload**. A video demonstrating both will be posted. Due dates will be posted.

**Discussions**

*Posting to Discussions*:

The length should be a **minimum** of five sentences. Grammar will not be graded except for the use of capital letters and periods to determine "sentences." Post the discussions and responses complete, on time, and on topic, and you will receive 10 points. Due dates will be posted.

*Posting  Classmate Responses:*

For some discussions, you will also be asked to respond to classmates' posts via "Reply." Responses should say more than "I agree" or "disagree." Responses should be a **minimum** of three sentences. Again, capital letters and periods will be used to determine sentences.

More information on content of discussions can be found on the [Discussion Guidelines](https://online.valenciacollege.edu/courses/6402/pages/discussion-guidelines). You can review the how-to's for using the Discussion feature on Canvas: [Discussions on Canvas**.**](https://community.canvaslms.com/videos/1128-discussions-students)

**Late Daily Work**

**Daily work (quizzes, exercises, and discussions) will not be accepted late.** You should confirm the uploads, posts, submissions, and/or attachments via "Submission Details" before you turn off your computer. You are responsible for making sure the assignment is properly uploaded.

If you lose access to Canvas or lose power or whatever in mid-quiz, discussion, or exercise, **email** me or **call** me**immediately** to request an alternative quiz, discussion topic, or exercise (which will be different from originals). The date/time of the email or voice mail will be used to determine if an alternative is merited. If the email or voice mail is sent after the original was due, an alternative will not be provided.

The lowest four daily work scores will be dropped.

**COURSE POLICIES**

**Important Dates**

Start Date: Jan. 9, 2022

End Date: April 30, 2022

Final Exam Week: April 24 - 30, 2023

Withdrawal Deadline: March 24

College Closed: January 16 (Martin Luther King Day) and March 13-19 (Spring Break)

Other Dates: See [College Calendar](https://www.valenciacollege.edu/academics/calendar/)

**Attendance Policy**

**No Show**

Class attendance is required for online classes. If you do not log in to the course during the first week and complete the Required Attendance Activity ([Quiz: Orientation](https://online.valenciacollege.edu/courses/6402/quizzes/609566)), you will be withdrawn from the class as a "no show." If you are withdrawn as a no show, you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course.

**Withdrawal**

This is an online course, available 24/7, managed through Canvas. Your online attendance will be checked based on your participation in the course and submission of coursework. If you do not complete required assignments for a period of two weeks, you will be contacted by the instructor about options for remaining or withdrawing from the course.

Per [Valencia policy,](http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/) a student who withdraws from class before the withdrawal deadline will receive a grade of “W." A student is not permitted to withdraw after the withdrawal deadline.

**The withdrawal deadline for this semester is March 24.**

The instructor will only withdraw a student at the student’s request. Otherwise, the student will receive the grade earned at the end of the course. Per college policy: 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.”

**College Student Conduct Policy**

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 that 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://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/).

**Academic Integrity Policies**

All forms of academic dishonesty are prohibited at Valencia College. [Academic dishonesty](https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-11-academic-dishonesty.pdf) 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.

**Plagiarism**

Of particular concern to this class is plagiarism. **PLAGIARISM is the use of someone else's words, ideas, pictures, designs, and/or intellectual property without the correct documentation and punctuation. This includes but is not limited to the following:**

* **Use of an author's words or phrases without quotations marks**
* **Use of information from a source without documentation**

Self-plagiarism is also plagiarism. Self-plagiarism is defined as submitting work created for another class in this one. All work for this class should be original to this class.

**Any essay that contains plagiarized material will receive a grade of zero.**

One plagiarized literary analysis can be redeemed through the Revision option of the course. A second plagiarized literary analysis cannot be revised and thus will keep the grade of zero, which will have a big impact on the final grade for the course. **A third plagiarized literary analysis will result in a grade of "F" for the entire course.**

The research paper will be turned in in two stages: a first draft and a final draft. If the first draft contains plagiarism, there will be no grade penalty but there will be a warning from the instructor. If the final draft contains plagiarism, it cannot be revised and resubmitted. The zero will stand.

**Students with Disabilities Policy**

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).](http://valenciacollege.edu/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.

**College Policy Links**

[Policies and Procedures](https://valenciacollege.edu/about/general-counsel/policy/)

[Student Handbook](https://valenciacollege.edu/students/student-services/documents/student-handbook.pdf)

[College Catalog](https://valenciacollege.edu/students/catalog/)

**College Copyright Policy**

To avoid copyright infringement, any materials produced specifically for this class can ONLY be used during this term for this class.

**Third Party Software & FERPA Policy**

Valencia College has a firm commitment to protecting the privacy rights of its students. Third party software privacy policies will be provided at the point of use within the course.

Valencia College has a firm commitment to protecting the privacy rights of its students. In making this commitment, the college wants to ensure that all faculty and staff are familiar with state and federal laws pertaining to student privacy, as well as College policies and procedures that have been implemented to help guarantee student privacy.

**Disclaimer**

Changes to the syllabus and course calendar may be made at the discretion of the professor, and students will be notified of any changes in class and/or via the Canvas Inbox conversations tool.

**COURSE COMMUNICATIONS**

**Contact with Instructor**

You may contact the instructor various ways during this semester.

**Email**

The first and easiest option is to email the instructor through**Canvas**. If there are issues with Canvas, you can reach the instructor through Outlook at [mbarlow@valenciacollege.edu](mailto:mbarlow@valenciacollege.edu). The instructor will be checking email several times a day, Monday through Friday, and at least once on Saturday and Sunday. The instructor will reply to all emails within 48 hours.

In emails, please provide your full name and course number (CRN).

**Telephone**

If you prefer to speak to the instructor directly, the Valencia number for Mailin Barlow is (407) 582-1439. Leave a voice mail including your full name and a telephone number at which you can be reached. Your call will be returned within 48 hours.

**Expectations of Students**

Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week.

For guidelines on how to interact with your instructor and peers in an online learning environment, read through [Our Practice of Respect and Community Building](https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php) from Valencia's Peace & Justice Institute.

**Expectations of Instructor**

The instructor will address students following the guidelines as indicated in [Our Practice of Respect and Community Building](https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php) from Valencia's Peace & Justice Institute.

The instructor will notify students of changes to the course work via the Inbox or Announcements tools.

**TEXTBOOKS AND STUDENT SUPPORT SERVICES**

**Textbooks**

You will not be required to purchase a textbook for this class. Instead of textbooks, this course will use **online sources** and**instructor-produced materials.**

**Online Sources**

A variety of online sources will be used for textbooks, including the following:

* [The Valencia Reader](https://libguides.valenciacollege.edu/valencia_reader)
* [Purdue Online Writing Lab](https://owl.purdue.edu/owl/purdue_owl.html)
* Literary Terms
* Other miscellaneous websites.

**Instructor-Produced Materials**

Instructor Handouts and Power Points will be posted on Canvas.

**Student Support Services**

**Learning Support Centers**

[Learning Support Services](https://valenciacollege.edu/students/learning-support/west/) 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.

In addition, students can find online writing help with essays at the [Valencia College Online Writing Center](https://online.valenciacollege.edu/courses/6402/pages/valencia-college-online-writing-center).

Valencia's Office of Information Technology offers [Microsoft Office 365](https://valenciacollege.edu/employees/office-of-information-technology/network-and-info-security-services/office-365.php) free for all students.

**Library**

At each campus library, librarians and other qualified staff can assist students with searching and finding items and information, MLA and APA citations, and technologies. The library provides a variety of books, eBooks, online articles, textbooks, DVDs and streaming videos to support course-related research and other learning needs. Learn about [how to access and use these resources](https://online.valenciacollege.edu/courses/128484/pages/how-to-use-library-resources) and view the [Library](http://valenciacollege.edu/library/)website for more information. For information on using the library remotely, see [Quick Start Library Guide: For Students.](https://libguides.valenciacollege.edu/quickstartlibraryguide)

**Students with Disabilities**

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**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)](http://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/) 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.

**TECHNOLOGY REQUIREMENTS AND SKILLS**

T**echnology Requirements**

Since all assignments are submitted through Canvas, access to a computer is required for this course. Students also have free access to computers on Valencia campuses (when open). The recommended browsers are **Chrome, Safari, and Firefox.** ([Chrome](https://www.google.com/chrome/browser/desktop/index.html) works the best.)

Students are also encouraged to install the Canvas app on their [Android](https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en) phone or [iPhone](https://itunes.apple.com/us/app/canvas-by-instructure/id480883488?mt=8) in order to receive mobile notifications and to access your courses via mobile device.

Valencia College also provides [student support and resources for general technical issues or frequently asked questions](https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php#technicalquestions).

Students should use **Word** (.doc, .docx or a .pdf) for their essays. Valencia provides Microsoft Office 365 free to students via [Office for Information Technology.](https://valenciacollege.edu/employees/office-of-information-technology/network-and-info-security-services/office-365.php)

**Technology Skills**

Students should consider the [basic computer skills](https://www.gcflearnfree.org/subjects/technology/)needed to be successful in this course, which include:

* Reading and responding to emails
* Software application skills (PowerPoint, Word, Office365, etc.)
* Internet and library database browsing
* Copying and pasting
* Saving files in different formats
* Working with attachments
* File management

[Canvas 101](https://online.valenciacollege.edu/enroll/DWDR8N) is a free self-paced course available for students to learn more about using the Canvas learning management system we are using for this course.

**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)](http://valenciacollege.edu/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](http://valenciacollege.edu/privacy/)
* [Canvas Privacy Policy](https://www.canvaslms.com/policies/privacy)
* [Purdue OWL Privacy PolicyLinks to an external site.](https://owl.purdue.edu/owl/privacy_notice.html)

If you have any concerns or issues with any of these requirements or policies, please [contact your instructor](https://online.valenciacollege.edu/courses/6402/pages/meet-your-instructor).

**ABOUT GRADES**

**GRADING SCALE**

You can keep an eye on your final grade throughout the semester by checking under "Grades" on the left side of your class Home page. Below is the grading scale used to determine letter grades:

|  |  |
| --- | --- |
| Grading Scale | |
| **PERCENTAGE** | **GRADE** |
| 90 - 100 % | A |
| 80 - 89.9% | B |
| 70 - 79.9% | C |
| 60 - 69.9% | D |
| 0 - 59.9% | F |

**ASSIGNMENT GRADES**

Assignment grades include (1) **essays**and (2) **daily work**. Information on both can be found below.

**Essay Grades**

Below you will find information on how essays (research paper and literary analyses) will be graded. Included are sections on (1) how rubrics break down the grades, (2) how to access instructor feedback on essays, and (3) what editing marks mean on essays.

**RUBRICS**

All essays are graded with rubrics. Below are the criteria used for each rubric. The rubrics themselves will provide more information.

The **Research Paper FIRST draft** will be graded on just completion and timeliness. The elements must be present but do not have to be correct. It also must be turned in on time. This is the rubric that will be used:

|  |  |
| --- | --- |
| Criteria for Research Paper First Draft | |
| **CRITERIA** | **POINTS** |
| Completion of essay | 30 |
| Inclusion of in-text citations | 10 |
| Inclusion of Works Cited | 10 |
| TOTAL | 50 |

The **Research Paper FINAL draft** will be graded with the following rubric:

|  |  |
| --- | --- |
| Criteria for Research Paper Final Draft | |
| **CRITERIA** | **POINTS** |
| Research and Documentation | 25 |
| Grammar/Mechanics/Form | 25 |
| Thesis and Support | 50 |
| TOTAL | 100 |

Each **literary analysis** will be graded with the following rubric:

|  |  |
| --- | --- |
| Literary Essay Rubric | |
| **CRITERIA** | **POINTS** |
| Introduction | 10 |
| Thesis | 5 |
| Support/Evidence | 15 |
| Explanation/Analysis | 20 |
| Organization/Paragraphing | 15 |
| Grammar/Mechanics | 15 |
| Style/Form | 10 |
| Conclusion | 10 |
| TOTAL | 100 |

**FEEDBACK AND UNICHECK**

After your essay is graded, you will want to look at more than the grade. You will need to look at the **feedback**. Below is a video demonstrating how to view the feedback on your essay and how to read the Unicheck report:

**EDITING MARKS**

Editing symbols:

* blue dots: grammar comment
* orange dots: style comment
* red dots: MLA comment
* purple dot: content comment
* green dot/square: header comment
* brown dots: paragraphing comment
* black dot: personal comment from instructor

Plagiarism identification:

* pink highlights: plagiarized language (using source's words without quotation marks)
* yellow highlights: plagiarized information (using source's information without a citation)

Editing abbreviations:

Explanations for the abbreviations used can be found in this document: [Editing Marks](https://online.valenciacollege.edu/courses/6402/files/30628258?wrap=1)[Download Editing Marks](https://online.valenciacollege.edu/courses/6402/files/30628258/download?download_frd=1). You can print out the handout and have it beside you when you look over the feedback for your essay. If you need help understanding a specific grammar mistake, PLEASE ASK the instructor. You can also find two terrific sources for help with grammar here:

[Purdue OWL Grammar](https://owl.purdue.edu/owl/general_writing/grammar/index.html)

[Grammar Bytes](http://chompchomp.com/)

**Daily Work Grades**

Daily work assignments (quizzes, exercises, and discussions) will be worth 10 point each. Exercises and discussions will be graded on **completion only**. If you do all of it and turn it in on time, you will get 10 points. Quizzes will be graded for **correctness,** but you will have multiple chances to take each quiz.

**Final Grade**

Below is the breakdown used to determine final grades:

|  |  |
| --- | --- |
| Final Grade | |
| **ASSIGNMENT** | **PERCENTAGE OF FINAL GRADE** |
| Literary Analyses | 55% |
| Daily Work | 20% |
| Research Paper First Draft | 5% |
| Research Paper Final Draft | 20% |
| TOTAL | 100% |