ENC 1102

Spring 2025

Syllabus

**COURSE OVERVIEW**

**Course Information**

ENC 1102

Spring 2025 Online

January 6, 2025- April 27, 2025

Credit Hours: 3

 **Instructor Information**

*Instructor:* Mailin Barlow

*Email:* Canvas

*Phone:* 407-582-1313 (This is the Division Office. Leave a message, and the Office Assistant will pass it along to me.)

*Office:*Online

*Office Hours*: Monday - Friday 10 a.m. - 12 p.m. These are the hours I am online answering emails and completing class work. I am online other times, so you are not limited to using those hours. If you want a face-to-face meeting, we can arrange a zoom call.

 **Course Description**

The official course description reads: "ENC 1102: 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."

The instructor description adds: ENC 1102 uses literature as a means of improving reading and writing skills.

 **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**

ENC1101 or 1101H with 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
* Module Three: Poetry

**COURSE WORK**

Course work for the class will fall into four 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 page online 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 on the About Grades page online.

Late Research Paper

A late FIRST draft will be accepted for half credit. It will receive instructor review. 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.**

Neither the first nor final draft will be accepted after their **Absolute Deadlines**. An Absolute Deadline is just what it says: the absolute last day an essay will be accepted late for credit.

 LITERARY ANALYSES

Two essays providing literary analysis are required:

* Short Story Essay
* Poetry Essay

Each essay will have a Requirements page online giving specifics about the. Sample essays will also be provided. Both literary analyses should be 700 - 1000 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, in 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 on the About Grades page online.

 Late Literary Analyses

You are allowed to turn in one literary analysis up one day late with no grade penalty. This is your **late freebie**.

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

 Revision

ONE literary analysis can be revised to improve the grade. The deadline to submit a revised essay is Friday, April 25.

Essays turned in late will NOT be eligible for revision.

DAILY WORK

Daily work will consist of quizzes on the readings, writing exercises, and discussion posts with classmates. Specifics on the grading of Daily Work can be found on the About Grades page online.

 Quizzes

Quizzes will cover reading assignments and research essay work. Multiple attempts will be allowed. Some quizzes will have 10 questions; other quizzes will have 20 questions. Each quiz, regardless of the number of questions, is worth 20 points. Due dates will be posted.

 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 is posted online. 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.

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. 6, 2025

End Date: April 27, 2025

Withdrawal Deadline: March 14

College Closed: January 20 (Martin Luther King Day) and March 17-23 (Spring Break)

Other Dates: See College Calendar online

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, 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

Per Valencia policy, students can withdraw from a class (via Atlas) up to the withdrawal deadline and will receive a grade of “W." After the withdrawal deadline, students are not permitted to withdraw from a class and will receive the grade earned.

Please review the Course Attempts & Withdrawal page online before withdrawing!

**The withdrawal deadline for this semester is MARCH 14.**

The instructor will not withdraw any students.

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 (online).

Academic Integrity Policies

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.

 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.**Proper citing of sources is essential. Whenever students use ideas, words, data, or other intellectual property from external sources, they must appropriately cite these sources in MLA format.

The definition of plagiarism includes the following**:**

* **Student use of an author's words or phrases without quotations marks**
	+ If you copy phrases, sentences, or entire passages from a source, you must use quotation marks around that material and cite the source. If you don't, you have plagiarized!
* **Student use of information from a source without documentation**
	+ If you use information from a source (information that is not common knowledge) you must cite the source the same way you would a quotation.
* **Student submitting a work already submitted in another class (called self-plagiarism).**
* By taking this class, you contract to do work specifically for this class, ENC 1102. If you submit something for another class, you are stealing from yourself.
* **Students submitting AI-generated material.**
* The use of artificial intelligence tools, including, but not limited to, automated essay generators, content generators/synthesizers (e.g., ChatGPT, Google Gemini, etc.), translation tools, external grammar checkers (e.g., Grammarly), and plagiarism detection algorithms, is prohibited.

**ANY ESSAY CONTAINING PLAGIARIZED MATERIAL WILL RECEIVE A GRADE OF ZERO.**

The research paper will be submitted 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.**

If either of the literary analyses contains plagiarized material, **ONE of them can be revised**.

To avoid this, you should check the Turnitin report on submitting any essay. You can also submit the essay early for a Plagiarism Pre-Check by the instructor.

**Turnitin**

Canvas provides the software Turnitin to detect matching texts. It compares a student's work to other texts, both online and in its database. The student will receive a report for each essay submitted. A video demonstrating how to read a Turnitin report is posted on the About Grades page online. If there are any questions about the report, contact the instructor.

Turnitin also provides a report to the instructor on potential AI-generated material. If this is a problem with your paper, the instructor will notify you. The presence of AI-generated material constitutes plagiarism.

Turnitindoes not catch all plagiarism. For example, Turnitin will not catch plagiarized information. The instructor will use other sources to check for plagiarism if warranted.

 Plagiarism Pre-Check

In addition, you will be offered the opportunity for a **Plagiarism Pre-check** by the instructor for all essays. You can submit an essay to Canvas before 4 p.m. on its due date and request the instructor check it for plagiarism.

 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) determines reasonable and appropriate accommodation 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 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 COMMUNICATION**

Contact with Instructor

You may contact the instructor in the following ways:

Email

Emails should be sent through**Canvas.**Canvas is the only method accepted for student emails. If Canvas is down, you can email via Outlook at  mbarlow@valenciacollege.edu, but only if it is an emergency.

Telephone

The Valencia telephone number for Mailin Barlow is (407) 582-1313, which is the Communications Division. Leave a message with the Division assistant which includes your full name and a telephone number. Your call will be returned within 48 hours.

Expectations

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

The instructor is expected to check their Canvas email inbox on a daily basis. The instructor is expected to 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
* Purdue Online Writing Lab
* Literary Terms
* Other miscellaneous websites

Instructor-Produced Materials

Instructor-Produced Handouts and Power Points will be posted on Canvas.

STUDENT SUPPORT SERVICES

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.

In addition, students can find online writing help with essays at the Valencia College Online Writing Center. In-person assistance can be found at the West Campus Writing Center.

The Office of Information Technology offers Microsoft Office 365 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.

Valencia College Counselors

Valencia College counselors assist students who may be facing barriers that impede their academic success. Valencia counselors can provide strategies and on-campus support if you're experiencing symptoms of stress/anxiety/depression, lack of motivation, feeling overwhelmed, relationship concerns, physical/mental health challenges, loss of loved one/grief, food insecurity, homelessness, among many other concerns; or can provide resources for community mental health and social services. Valencia counselors cannot provide therapy and will refer students to BayCare Student Assistance Program appropriately. Valencia Counselors can assist students virtually or on-campus during standard business hours. Connect with a counselor and review many helpful resources at Valencia Counseling Services. Students can also connect with a Valencia Counselor themselves by completing a Student Support Form online.

 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.

**TECHNOLOGY REQUIREMENTS AND SKILLS**

Technology Requirements

Since all assignments are submitted through Canvas, access to a computer is required for this course.

Students have free access to computers on Valencia campuses (when open). The recommended browsers are Chrome, Safari, and Firefox**.**

Students are also encouraged to install the Canvas app on their Android phone or iPhone in order to receive mobile notifications and to access courses via mobile device. Smartphones and iPads are NOT capable of completing all of the course work. **A computer is required to complete this class.**

Valencia College also provides online student support and resources for general technical issues or frequently asked questions. See online for links.

Students should use **Word** (.doc, .docx or a .pdf) for their essays. Valencia provides Microsoft Office 365 free to students via the Office for Information Technology.

 Technology Skills

Students should be proficient in the following basic computer skills to be successful in this course:

* 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 101is 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), 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
* Purdue OWL Privacy Policy

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

**ABOUT GRADES**

ASSIGNMENT GRADES

Assignment grades include (1) **research paper**, (2) **literary analyses**, and (3) **daily work**. Information on all can be found below.

Research Paper

Below you will find information on how the research paper will be graded.

 RUBRICS

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 | 20  |
| Inclusion of in-text citations | 5 |
| Inclusion of Works Cited | 5 |
| TOTAL  | 30 |

 The Research Paper FINAL draft will be assessed on the quality of the work. It will be graded with the following rubric:

|  |
| --- |
| Criteria for Research Paper Final Draft |
| **CRITERIA** | **POINTS** |
| Research and Documentation | 20 |
| Grammar/Mechanics/Form/Voice  | 30 |
| Thesis and Support | 50 |
| TOTAL | 100 |

The Research Paper First Draft will comprise 10% of your final grade. The Research Paper Final Draft will comprise 30% of your final grade.

 Literary Analyses

You are required to write two literary analyses -- one on a short story and another on a poem. Each analysis will be graded with the following rubric:

|  |
| --- |
| Literary Essay Rubric |
| **CRITERIA** | **POINTS** |
| Introduction | 5 |
| Thesis | 5 |
| Support/Evidence | 15 |
| Explanation/Analysis  | 20 |
| Organization/Paragraphing  | 15 |
| Grammar/Mechanics | 10 |
| Style/Form/Voice | 25 |
| Conclusion  | 5 |
| TOTAL | 100 |

Each literary analysis will comprise 20% of your final grade (both together: 40%).

Feedback and Turnitin

After your essay is graded, you will want to look at more than the grade. You will need to look at the feedback (instructor commentary). You will also need to consult the Turnitin report for any issues with plagiarized language.

EDITING MARKS

The editing marks used for feedback in the essays are as follows: \

* 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
* 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 feedback abbreviations used can be found in a document posted online. You can print out the handout and have it beside you when you look over the feedback for your essay.

Daily Work Grades

Daily work assignments include exercises, discussions, and quizzes. Exercises and discussions will be graded on completion only. If you do all of the assignment and turn it in on time, you will get 10 points. Quizzes will be graded for correctness. You will have multiple chances to take all quizzes up to the due date. Some quizzes will have ten questions; other quizzes will have twenty questions. All quizzes are worth 20 points each but will carry equal weight with exercises and discussions in the overall grade.

The four lowest daily-work scores will be dropped. Daily work in total comprises 20% of your final grade.

 Final Grade

Below is the breakdown used to determine final grades:

|  |
| --- |
| Final Grade |
| **ASSIGNMENT** | **PERCENTAGE OF FINAL GRADE** |
| **Research Paper First Draft** | 10% |
| **Research Paper Final Draft** | 30% |
| **Short Story Essay** | 20% |
| **Poetry Essay** | 20% |
| **Daily Work (exercises, discussions, quizzes)** | 20% |
| **TOTAL** | **100%** |