ENC 1101: Composition I

Spring 2017

Instructor: Megan Evans

Course CRN: 20464

Course Time and Location: TR 2:30-3:45, Classroom 4-235

Office Hours: MW 11:15-12:45/ TR 8:30-9:45, 11:30-2:15/ F Online 9:00-11:00

Office Location: 3-251

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**What does Valencia College’s catalog say about this course?**

“Prerequisites: Score of 103 on writing component of PERT or equivalent score on other state-approved entry test or minimum grade of C in [ENC 0027](https://webmail.valenciacollege.edu/OWA/redir.aspx?SURL=7tk7F09CpSOpvASViI9tjUnexIKFqPxuxInfqtjG-FXEmMOIZ6nSCGgAdAB0AHAAOgAvAC8AYwBhAHQAYQBsAG8AZwAuAHYAYQBsAGUAbgBjAGkAYQBjAG8AbABsAGUAZwBlAC4AZQBkAHUALwBzAGUAYQByAGMAaAAvAD8AUAA9AEUATgBDACUAMgAwADAAMAAyADcA&URL=http%3a%2f%2fcatalog.valenciacollege.edu%2fsearch%2f%3fP%3dENC%25200027) or minimum grade of C in ENC 0025C or [EAP 1640C](https://webmail.valenciacollege.edu/OWA/redir.aspx?SURL=7J0stbB0KBWnkpy_VK4mX7TSx0ozjGmMz9KYIio7O_3EmMOIZ6nSCGgAdAB0AHAAOgAvAC8AYwBhAHQAYQBsAG8AZwAuAHYAYQBsAGUAbgBjAGkAYQBjAG8AbABsAGUAZwBlAC4AZQBkAHUALwBzAGUAYQByAGMAaAAvAD8AUAA9AEUAQQBQACUAMgAwADEANgA0ADAAQwA.&URL=http%3a%2f%2fcatalog.valenciacollege.edu%2fsearch%2f%3fP%3dEAP%25201640C), and a score of 106 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](https://webmail.valenciacollege.edu/OWA/redir.aspx?SURL=ymp_P0g1DDucleMsR5g0Ugkew0G0WQp5juoq4XQgxD7EmMOIZ6nSCGgAdAB0AHAAOgAvAC8AYwBhAHQAYQBsAG8AZwAuAHYAYQBsAGUAbgBjAGkAYQBjAG8AbABsAGUAZwBlAC4AZQBkAHUALwBzAGUAYQByAGMAaAAvAD8AUAA9AEUAQQBQACUAMgAwADEANgAyADAAQwA.&URL=http%3a%2f%2fcatalog.valenciacollege.edu%2fsearch%2f%3fP%3dEAP%25201620C). Development of essay form, including documented essay; instruction and practice in expository writing. Emphasis on clarity of central and support ideas, adequate development, logical organization, coherence, appropriate citing of primary and/or secondary sources, and grammatical and mechanical accuracy. 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 1101](https://webmail.valenciacollege.edu/OWA/redir.aspx?SURL=HsIxGhfwzYdnieut-TSwpLOz-gdulN2xvRSR76a2fEEk-sWIZ6nSCGgAdAB0AHAAOgAvAC8AYwBhAHQAYQBsAG8AZwAuAHYAYQBsAGUAbgBjAGkAYQBjAG8AbABsAGUAZwBlAC4AZQBkAHUALwBzAGUAYQByAGMAaAAvAD8AUAA9AEUATgBDACUAMgAwADEAMQAwADEA&URL=http%3a%2f%2fcatalog.valenciacollege.edu%2fsearch%2f%3fP%3dENC%25201101) is used to satisfy Gordon Rule and General Education Requirements.” (Catalog).

**What is this course about?**

The goal of ENC 1101 is to help you master the fundamentals of essay-writing and to give you the opportunity to develop your individual voice. We will also work on refining your grammar, punctuation, and reading skills in order to make you more academically competitive in your current classes and in your future life beyond Valencia.

**What are the required Textbooks?**

Buscemi and Smith. *75 Readings Plus, 10th ed.*

Bullock and Weinberg. *The Little Seagull Handbook*, 2nd ed.

**Attendance and Classroom Expectations**

* *What is Valencia’s attendance policy?*
  + The [Valencia College Attendance policy](http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/) states that students are expected to attend every class, beginning with the first class meeting. Students whose names appear on my printed class roll on the first day but ***do not show*** will be marked as a No-Show and withdrawn from the class. Please see the college catalog for Valencia’s full policy.
* *What is Professor Evans’ attendance policy?*
  + Students are expected to attend every class meeting.
  + Students are expected to be on time. “On time” means you are in the classroom when attendance is taken at the beginning of class.
  + Students who are more than 10 minutes late will be marked absent.
  + Students who leave class early will be marked absent.
  + Two lates equal one absence.
  + Students who miss four class meetings (consecutive or non-consecutive) will be withdrawn from the course. These absences can come from being late, leaving early, or missing class entirely.
* *How many points will I lose per day for being absent?* 
  + For each day you are absent, or for each two days you are late, or for each day you leave class early, you will lose 5 points from your overall attendance/participation grade.
* *Does Professor Evans accept excused absences?*
  + Only if the student is admitted to the hospital (i.e., checked into a hospital room and kept at least one night), or if the student is called for military service. All other absences are unexcused.
* *What does Professor Evans expect from me in and outside of class?*
  + Be on time
  + Come to class ready to learn and participate actively.
  + Complete all homework and other assignments on time.
  + Show respect for your classmates and yourself by respecting the fact that our classroom is a learning community. The smallest distractions can hinder your educational experience and the education experience of your classmates.
  + Turn your phone and other devices on silent.
  + Do not use your phone, tablet, computer, or other devices for non-course related things.
  + Do not make or take phone calls during class. Students who step out of class to answer a call (which causes a distraction in our learning community) will be asked to leave for the remainder of the class meeting.
  + Use proper email etiquette when emailing Professor Evans. See below:
    - All email correspondence to me will be sent through Atlas email. **I will only reply to emails sent from your Atlas email. All other email messages will be deleted without being read.** This may sound harsh, but this policy works to avoid viruses. Atlas automatically scans emails for viruses, making correspondence safe and easy.
    - Your email messages to me must include:
* A Subject Heading. The subject heading must include our course CRN number (see the top of our syllabus) so that I know which class you are in.
* A greeting (“Dear Professor Evans,” “Hi Professor Evans,” etc.)
* You message, checked for correct spelling, grammar, and punctuation.
* A salutation (“Sincerely, Jane Doe,” “Thank you, Jane Doe,” etc.) Make sure you always include your full name in your salutation. I cannot give you the information you are asking for if I don’t know who you are.
* Additionally, make sure you purge old email from previous semesters so that important emails are not rejected by your email account.

**Course Assignments and Grades**

* *Where can I find all class assignments and instructions for completing them?*
  + All assignments and instructions can be found in Blackboard.
* *What is the grading scale?*
  + 800-720 pts A
  + 719-640 pts B
  + 639-560 pts C
  + 559-480 pts D
  + 479-0 pts F
* *What are the assignments?*

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| --- | --- |
| **Assignment** | **Point Value** |
| Diagnostic Essay | 10 pts |
| Justice Week Reflections (2 @ 10 pts each) | 20 pts |
| Reading Reflections (15 at 10 pts each) | 150 pts |
| Essay #1 | 75 pts |
| Outline for Essay #1 | 25 pts |
| Essay #2 | 75 pts |
| Outline for Essay #2 | 25 pts |
| Research Essay | 125 pts |
| Team Debate | 20 pts |
| Debate Group Project | 125 pts |
| Attendance and Participation | 150 pts |
| **Total** | **800 pts** |

* *How do I turn in the assignments?*
  + All assignments (unless done during class) will be completed and submitted on Blackboard.
* *Does Professor Evans accept late assignments?*
  + Only major essays (those worth 75 pts and 125 pts) are accepted late. An essay may be turned in up to four days late. For each day late, five points will be deducted from the essay grade. After four days late, the grade will be recorded as a *zero*.
  + No other assignments will be accepted late. If these assignments (Diagnostic essay, outlines, team debate, group project debate, Justice Week reflections, and reading reflections) are not completed by the time and date listed in the course calendar, the grade will be recorded as a *zero*.
* *Does Professor Evans offer extra credit or make-up assignments?*
  + No. In your future career, your employer will not give extra credit or make-up tasks and assignments, and neither will I.
* *How can I find out what my grade is in the course?*
  + All assignment grades and the overall grade can be viewed by logging into Blackboard, going to our course, and clicking the “My Grades” link. Feedback on assignments can be viewed by clicking on the individual graded assignment.

**Academic Honesty**

* *What is plagiarism?*
  + Plagiarism is defined as “to take (ideas, writings, etc.) from another and pass them off as one’s own” (Webster). All work submitted for credit in this class must be the product of the individual student’s own original thoughts supported and informed by appropriately documented and credited sources.
  + Plagiarism is intentionally or unintentionally copying and pasting information from another source without proper source documentation in an effort to pass that work off as your own or because you simply failed to cite the source.
  + Plagiarism is also turning in an assignment you completed for a previous class. Colleges and universities do not accept this and it is considered self-plagiarism. The aim of writing new work for each assignment is to learn through the process of writing. You cannot learn anything new from a paper you already wrote.
* *How will Professor Evans know if I plagiarize?*
  + Valencia subscribes to the plagiarism-checking software Safe Assign. All major assignments are run through Safe Assign to ensure the originality of students’ work.
* *What will happen if I plagiarize?*
  + On a first offense, the assignment will receive an automatic zero.
  + On a second offense, the student will receive an F for the course, and the student may have to meet with the Dean of Students to determine if further disciplinary action is required.

**Withdrawals**

* *When is the withdraw deadline?*
  + The deadline this session for withdrawing is March 31, 2017. If you choose withdrawal for any reason, you must do it yourself before the deadline.

**Help**

* *What learning support and counseling services are available to me?*
  + **The Writing Center/Communications Lab**: As a Valencia College student, you are entitled to utilize the West Campus Writing Center. The Writing Center staff is there to help you make your essays the best they can possibly be by assisting you with overall essay structure, support of ideas, grammar, and mechanics. If you wish to get the best grade possible, I highly recommend you take your essays to the Writing Center at least one day prior to the due date.
    - The Communications Lab provides tutors and more casual instruction on the writing skills you are expected to master in this course. Walk-ins are always welcome*.*
    - To make an appointment with the Writing Center, call 407-582-1812 or stop by 5-155.
  + **The Office for Students with Disabilities (OSD):** Students who are registered with the Office for Students with Disabilities (OSD) and need special accommodations should notify me privately and provide the necessary documentation. Please note: I am not required to make special accommodations for students who have not properly notified me of their documented disability.
  + **BayCare Counseling:** Valencia College’s devotion to student success is not limited to classroom experiences. Free counseling services are offered to students through BayCare. BayCare phone number: 800-878-5470
  + **Academic Advising and General Counseling:** Valencia offers academic advising and counseling for general concerns in the Student Services Building (SSB).