**Syllabus Purpose**

**Valencia College ENC 1101 Online**

**Fall 2023**

A course syllabus explains the kind of teaching and learning you can expect in the course, helping you understand what is expected of you and what you can expect from me, your professor.

It includes things like

* course learning outcomes.
* required technology and materials.
* learning support and resources.
* how you will be assessed and the kinds of assignments.
* course policies.

# Course Information

### Section Numbers: 11089, 11991, and 12621

### Instructor: Dr. M. Rudden

**Contact Days/Location: Fully Online**

**Term:** FALL 2023—08/21/2023-12/4/2023

### Credit Hours: 3

**Pre-requisites/Co-requisites**

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 or minimum grade of C in ENC 0025C or EAP 1640C, 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.

# Course Description

* 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 is used to satisfy Gordon Rule and General Education Requirements.
* 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 or minimum grade of C in ENC 0025C or EAP 1640C, 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.

# Course Learning Outcomes

The following outcomes will be assessed in this course. An “outcome” is defined as something students take with them beyond this course. During this course:

* Students will compose expository essays.
* Students will write in standard American English.
* Students will write a documented essay.
* Students will demonstrate information literacy.
* Students will develop critical reading skills.

# Required Materials

* In lieu of assigning a costly textbook, you will access readings using Open Education Resources (OER) using the [**Valencia Writer**](https://libguides.valenciacollege.edu/c.php?g=394082&p=2677399)libguide.

**You do not have to buy any books for this course.**

* View this [**short video**](https://www.youtube.com/watch?v=sP8DeZHOy20&feature=youtu.be)that shows you this tool.

## Tech Support

* Use the “Help” button on the Canvas menu for resources.
* **By the end of the first week of the term, all students should have resolved all technical issues.**
* Be prepared to fulfill the technology components of the course, as you will need a computer and stable internet. Please see your instructor if other help is needed.
* Additional [**Canvas Resources for Students**](https://valenciacollege.edu/faculty/canvas-resources/students.php)access to tutorials and support for online learning. Their hotline is 407-582-5600, which is available 24 hours a day, seven days a week.
* For Atlas issues, use **Atlas Help** or 407-582-5444.

# Succeeding Online

### The Online Student

These are some of the characteristics that can contribute to your success.

1. *Create a learning space*

Use a space conducive to learning. An optimal space is technologically accessible, has minimal distractions, is comfortable, and allows you to take mental and physical breaks every 15-20 minutes or as needed, where you can process what you learned, stretch, etc.

1. *Manage your time each day*

Plan to dedicate **at least 8-10 hours per week** to this course by creating a daily schedule that allows time to

* + **complete** the online lessons.
  + **review** the material, create notes, and study.
  + **create** the assignments in a thoughtful manner.
  + **respond** online in the forums.
  + **review** and utilize professor’s feedback.
  + **use** learning support.
  + **recognize** that some assignments require much more time than others and plan accordingly, particularly planning, drafting, and revising essays.

1. *Communicate with professor and peers*
   * Get to know your professor.
   * Use engagement hours for one-on-one support.
   * Use the online forums as a way to engage in the discussions and learn from your professor as well as your peers.
   * Set up study groups outside of class.
   * **Make sure to review the late policy. This course has no make-up/redo of work.**
2. *Utilize additional resources*

A natural part of the college experience is using additional support to supplement your learning. Each student comes with different skills, so using learning support is advised.

* + [**Getting Started in Canvas**](https://valenciacollege.edu/students/online/keep-learning/getting-started.php)
  + [**Getting Help**](https://valenciacollege.edu/students/online/keep-learning/getting-help.php)
  + [**How to Succeed**](https://valenciacollege.edu/students/online/keep-learning/how-to-succeed.php)

1. *Acknowledge your stress or challenges*

College is hard! But you have a lot of support and resources while learning. When things become stressful, acknowledge the stress and create a plan to manage these challenges. Use support, like [**Baycare**,](https://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/) if this becomes more than you can manage.

* + Articles and resources:
    - [**College Student’s Guide to Stress Management**](https://www.purdueglobal.edu/blog/student-life/college-students-guide-to-stress-management-infographic/)
    - [**College Stress Article**](https://learningcenter.unc.edu/tips-and-tools/managing-college-stress/)
    - [**Mayo Clinic Resource**](https://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/social-support/art-20044445)
    - [**Positive Thinking and Self-Talk**](https://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/positive-thinking/art-20043950)

**Contact Information**

* **Canvas inbox (preferred):** Click the inbox icon on the left-hand menu in Canvas.
* **If you cannot get into Canvas,** Email: [mrudden@valenciacollege.edu](mailto:mrudden@valenciacollege.edu)
* The best way to reach me is via Canvas Inbox message. I will respond within 48 business hours **Monday through noon Friday**. **After 12:00PMET (noon) Friday through Monday morning, I will respond on Monday by 5PMET, unless the college is closed, such as during Spring Break or college holiday (see** [**Academic Calendar**](https://valenciacollege.edu/academics/calendar/documents/2021-2022-important-dates-calendar.pdf)**).** All messages need to follow the format listed below in **Message Format under Classroom Etiquette**.

## My Availability

* Students wishing to have a one-on-one Zoom chat during office hours can schedule it by messaging me in Canvas. Once the day/time has been confirmed, you will receive a Zoom link for the meeting. However, I set up meetings only during my office hours.
* The best way to reach me during non-office hours is via Canvas Inbox message. I will respond within 48 business hours **Monday through noon Friday**. **After 12:00PMET (noon) Friday through Monday morning, I will respond on Monday by 5PMET, unless the college is closed, such as during Spring Break.** All messages need to follow the format listed below in Message Format under Classroom Etiquette.
* If you are unable to log in and send a message due to injury or illness and/or are unable to contact the school, **a parent/family member needs to inform the school of your situation. Family members may not contact the instructor directly. Do not share your log in credentials either.**
* Please note that all students are required to use **Valencia College Student Email** for official college e-mail communications. No other email will get through the college’s firewall.

### Zoom Tutorials

If you are unfamiliar with using Zoom, please review these materials:

* [**How to Join a Zoom Meeting**](https://alamocolleges.screenstepslive.com/s/19065/m/77991/l/1003017-how-to-join-a-zoom-meeting-canvas-student)[**(written directions)**](https://alamocolleges.screenstepslive.com/s/19065/m/77991/l/1003017-how-to-join-a-zoom-meeting-canvas-student)

These are illustrated step-by-step instructions for using Zoom in Canvas.

* [**How to Join a Zoom Meeting**](https://www.youtube.com/watch?v=NKsAacEX7qk)[**(video directions)**](https://www.youtube.com/watch?v=NKsAacEX7qk)Prefer an instructional video? Go here.
* [**How to Add a Profile Picture to Zoom**](https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-profile)

Please add a picture so that when you turn your camera off during a meeting, I can still see a photo of you!

* [**How to Add a Virtual Background to Zoom**](https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background)

Want to attend class from space or from the set of your favorite TV show? Follow these directions. (Virtual backgrounds are also great if your room is messy!)

# Learning Support and Other College Resources

### Academic Advising:

Call: 407-582-1507

Email: [**advising@valenciacollege.edu**](mailto:advising@valenciacollege.edu)

Visit [**https://valenciacollege.edu/students/student-services/support.php**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fstudent-services%2Fsupport.php&data=04%7C01%7Cmrudden%40valenciacollege.edu%7C562dffa2302a4e6f7a6a08d9633f4256%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637649945627357835%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=X7rAkJQ4UlUtcd4g%2F6cViBpCeFwLgnpLRtKCwAe52%2Bw%3D&reserved=0)for links and information on how to get connected to each of the following:

* **Virtual Answer Center or Virtual Advising Center** (online Zoom access): Monday-Thursday 10a-7p, Fridays 9a-5p; Virtual Answer Center only – Saturdays 9a-1p
* **Make an appointment** (in person): Monday-Thursday 8a-5p, Fridays 9a-5p (East, West, and OSC only), Fridays — virtual only (DTC, LNC, WP, PNC).

### Learning Resources

* Valencia’s [**Keep Learning**](https://valenciacollege.edu/students/online/keep-learning/?utm_source=HOMEPAGE&utm_medium=BANNER&utm_content=KEEP-LEARNING&utm_term=KEEP-LEARNING&utm_campaign=MSC)guide for learning online:
  + [**Getting Started in Canvas**](https://valenciacollege.edu/students/online/keep-learning/getting-started.php)
  + [**Getting Help**](https://valenciacollege.edu/students/online/keep-learning/getting-help.php)
  + [**How to Succeed**](https://valenciacollege.edu/students/online/keep-learning/how-to-succeed.php)
* Valencia’s [**online**](https://libguides.valenciacollege.edu/distancetutoring)[**tutoring**](https://libguides.valenciacollege.edu/distancetutoring)[s](https://libguides.valenciacollege.edu/distancetutoring)ervices are available for writing support. Through Distance Tutoring, you can participate in live tutoring sessions as well as submit assignments for feedback on your writing, which is especially useful when you need help with grammar and mechanics.
* Valencia’s [**library**](https://valenciacollege.edu/students/library/)and [**reference librarians**](https://askalibrarian.org/local.php?LibraryName=Valencia%20College&DepartmentNumber=22902)

**FERPA**

* The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part99) is a Federal law that protects the privacy of a student’s education records. In order for your information to be released, a form must be signed and in your records, located in the Admissions/Registrar’s Office. [**Family Educational Rights and Privacy Act**](https://valenciacollege.edu/about/ferpa/)
* **Family members may not contact the instructor directly. If a parent/family member needs to inform the school of your being hospitalized, that person should contact school advising not the instructor. Do not share your log in credentials either.**

### Tech Resources

* [**Canvas Resources for Students**](https://valenciacollege.edu/faculty/canvas-resources/students.php)has tutorials and support for online learning. Their hotline is 407-582-5600, which is available 24 hours a day, seven days a week.
* **Atlas Help** or 407-582-5444

### Mental Health Resource

* [**Baycare**](https://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/)provides referrals for short term private and confidential counseling services for credit students who need to resolve problems affecting their college performance. Call 1-800-878-5470 for a referral. Please consider using Baycare if you find yourself in need of support.

### Academic Resource

* [**The**](https://valenciacollege.edu/students/office-for-students-with-disabilities/)[**Office for Students with Disabilities**](https://valenciacollege.edu/students/office-for-students-with-disabilities/)determines accommodations based on appropriate documentation of disabilities, so please reach out to them for support and provide their documentation to receive the accommodations.

### Dental Clinic

* Valencia College’s Dental Hygiene Clinic — a fully functional dental hygiene clinic where students provide preventive dental hygiene services to the general public — now has a [new](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Facademics%2Fprograms%2Fhealth-sciences%2Fdental-hygiene%2Fclinic.php&data=04%7C01%7Cmrudden%40valenciacollege.edu%7C7d33978f9f914b25d35008d9633e9990%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637649942815118808%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=ZD2gXhHbCBpTw4EpnAMIjIm7b6J1hz1b2iHXCTshaGU%3D&reserved=0) [**webpage**.](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Facademics%2Fprograms%2Fhealth-sciences%2Fdental-hygiene%2Fclinic.php&data=04%7C01%7Cmrudden%40valenciacollege.edu%7C7d33978f9f914b25d35008d9633e9990%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637649942815118808%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=ZD2gXhHbCBpTw4EpnAMIjIm7b6J1hz1b2iHXCTshaGU%3D&reserved=0)
* The new [**webpage**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Facademics%2Fprograms%2Fhealth-sciences%2Fdental-hygiene%2Fclinic.php%25C2%25A0&data=04%7C01%7Cmrudden%40valenciacollege.edu%7C7d33978f9f914b25d35008d9633e9990%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637649942815128807%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Qk5eN8fKgvKrJ4Wye%2BeEpPzzBvVfAUSUQASciv%2B4bpM%3D&reserved=0)includes information on the clinic’s services, open dates, hours of operation, cost, and how to make an appointment.

### SunRail

* Downtown Campus students may register to ride SunRail and may ride free again this year and receive a reloadable SunCard. This card may be used for free SunRail trips to and from LYNX Central Station, which is walking, bikeshare, and scooter share distance from the campus.
* [**For**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsunrail.com%2Fdowntown-campus%2F%3Ffbclid%3DIwAR0Hu-xgSc11ZE8fEMdM21YjOSV3mguGQJbP65CfACiaGOq07PG1FohpBhU&data=04%7C01%7Cmrudden%40valenciacollege.edu%7C7d33978f9f914b25d35008d9633e9990%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637649942815128807%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Rdo%2Fv5NBCRO99oMDSpiOj1md0JP3oRBjgy9q3WpCDPE%3D&reserved=0)[**more**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsunrail.com%2Fdowntown-campus%2F%3Ffbclid%3DIwAR0Hu-xgSc11ZE8fEMdM21YjOSV3mguGQJbP65CfACiaGOq07PG1FohpBhU&data=04%7C01%7Cmrudden%40valenciacollege.edu%7C7d33978f9f914b25d35008d9633e9990%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637649942815128807%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Rdo%2Fv5NBCRO99oMDSpiOj1md0JP3oRBjgy9q3WpCDPE%3D&reserved=0)[**information**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsunrail.com%2Fdowntown-campus%2F%3Ffbclid%3DIwAR0Hu-xgSc11ZE8fEMdM21YjOSV3mguGQJbP65CfACiaGOq07PG1FohpBhU&data=04%7C01%7Cmrudden%40valenciacollege.edu%7C7d33978f9f914b25d35008d9633e9990%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637649942815128807%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Rdo%2Fv5NBCRO99oMDSpiOj1md0JP3oRBjgy9q3WpCDPE%3D&reserved=0)[**and**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsunrail.com%2Fdowntown-campus%2F%3Ffbclid%3DIwAR0Hu-xgSc11ZE8fEMdM21YjOSV3mguGQJbP65CfACiaGOq07PG1FohpBhU&data=04%7C01%7Cmrudden%40valenciacollege.edu%7C7d33978f9f914b25d35008d9633e9990%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637649942815128807%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Rdo%2Fv5NBCRO99oMDSpiOj1md0JP3oRBjgy9q3WpCDPE%3D&reserved=0)[**to**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsunrail.com%2Fdowntown-campus%2F%3Ffbclid%3DIwAR0Hu-xgSc11ZE8fEMdM21YjOSV3mguGQJbP65CfACiaGOq07PG1FohpBhU&data=04%7C01%7Cmrudden%40valenciacollege.edu%7C7d33978f9f914b25d35008d9633e9990%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637649942815128807%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Rdo%2Fv5NBCRO99oMDSpiOj1md0JP3oRBjgy9q3WpCDPE%3D&reserved=0) **register**[**:**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsunrail.com%2Fdowntown-campus%2F%3Ffbclid%3DIwAR0Hu-xgSc11ZE8fEMdM21YjOSV3mguGQJbP65CfACiaGOq07PG1FohpBhU&data=04%7C01%7Cmrudden%40valenciacollege.edu%7C7d33978f9f914b25d35008d9633e9990%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637649942815128807%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Rdo%2Fv5NBCRO99oMDSpiOj1md0JP3oRBjgy9q3WpCDPE%3D&reserved=0)[A](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsunrail.com%2Fdowntown-campus%2F%3Ffbclid%3DIwAR0Hu-xgSc11ZE8fEMdM21YjOSV3mguGQJbP65CfACiaGOq07PG1FohpBhU&data=04%7C01%7Cmrudden%40valenciacollege.edu%7C7d33978f9f914b25d35008d9633e9990%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637649942815128807%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Rdo%2Fv5NBCRO99oMDSpiOj1md0JP3oRBjgy9q3WpCDPE%3D&reserved=0)fter registering, SunRail will mail you a complimentary, reloadable, registered SunCard to your mailing address. This is a limited-time promotion.

# Course Communication Plan

### In this course, I

* post Canvas announcements.
* comment on individual assignments.
* comment in class discussions.
* message using Canvas Inbox.

If a circumstance arises where a change must be made to the syllabus or calendar, this will be announced in Canvas.

### How You Should Stay Informed

In this course, you should

* check Canvas announcements and Inbox at least 3-4 times per week.
* set your [**notification preferences**](https://community.canvaslms.com/t5/Video-Guide/Notification-Preferences-All-Users/ta-p/383690)to your preferred device.
* download the Canvas app if you plan to use your phone.
* refer to the syllabus as a reference for due dates, policies, resources, and procedures.
* **All due dates are listed in the Course Calendar, which are the only due dates for this course not those listed in Canvas (even if they happen to match).** If there is a change to a due date, you will be notified in Canvas Announcements.

### Message (Email) Etiquette

* In order to receive a response, you need to format your message as listed in the syllabus, which I have copied below. **I cannot readily identify who you are or your class/section without the below information in a single message.** Emails may only be sent if you do not have access to Canvas.
* Otherwise, your message will be returned for formatting until it follows the email etiquette, so I can determine who you are, what class you are in, and what section. This allows me to respond to your questions in a timely manner.
* Follow message etiquette.

O Message Etiquette

* + Begin with a greeting: Hello Professor Rudden,
  + Write a concise message that begins with a nice comment and then, your question(s).
  + Conclude with your full first and last name, ENC 1101, and course CRN (everytime).

*Example Message*

Hello Professor Rudden

I hope you are having a nice day. You mentioned that we could send you our thesis statements. Would you check mine and offer advice please?

Thesis: Having a growth mindset fosters academic achievement. Thanks for your help!

Jameesha Jones

ENC 1101 (CRN: 12345)

Please note>>>**You need to list your section, which is not 12345.** The course CRN is listed after ENC1101\_ in the top left corner of your Canvas shell. **You have until the end of the first week to follow this format. After the first week, messages that do not follow the format will be returned for clarity, which will delay your answer.**

# Classroom Decorum and Student’s Responsibility

### Why is this important?

The purpose of being in the virtual classroom is to learn, and student behavior affects the learning environment. Therefore, each student is responsible for offering respectful contributions when participating in any online forum to your classmates, instructors, and the staff at Valencia College. Each student is required to follow the protocols in Valencia’s [**Student Code of**](https://valenciacollege.edu/about/general-counsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf)[**Conduct**](https://valenciacollege.edu/about/general-counsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf)policy.

### What are the implications of disruptions?

* Inappropriate comments or content disrupt the learning environment and distract students.
* Please acknowledge your responsibility to conduct yourself appropriately and encourage the same from others. Always be mindful of appropriate content, tone, and word choice.

### If a disruption or distraction occurs, what happens?

* + If this were to happen, the student would receive a private message, and a meeting would be scheduled, if necessary, to discuss the issue.
  + However, if the disruption or distraction persists, the student is referred to the appropriate college representative, where proceedings for disciplinary measures may occur depending on the egregious nature of the Student Code of Conduct violation.

# Attendance Policy

### What is expected?

* + Online attendance is evaluated by your active participation and completion of the weekly lessons and assignments. This is your responsibility as an online student.
  + **Not submitting work for 10 days is non-attendance**. You may be academically withdrawn from the course, which may have financial aid repercussions. **However, you are responsible for diligently completing your work and reviewing your messages. See** [**Valencia College Excessive Absences Policy.**](https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/#%3A~%3Atext%3DExcessive%20absences%2CCourse%20Attempts%20%26%20Course%20Withdrawal))

### What happens if I miss multiple lessons or assignments?

* Missing online lessons and assignments can adversely affect your course grade, which is why active participation is required of you. Students are expected to submit work every week and should not go more than 10 days without submitting work to be in attendance. I will contact you through the Grade forum and/or Canvas messaging if you miss multiple assignments or a high-stakes assignment is not submitted. **However, you are responsible for diligently completing your work and reviewing your messages. See** [**Valencia College Excessive Absences Policy.**](https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/#%3A~%3Atext%3DExcessive%20absences%2CCourse%20Attempts%20%26%20Course%20Withdrawal))

### What if I am absent from the course?

* + If you experience short-term absence from the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. **Remember, only you may use your log in to contact me. If you are unable, you need to have your family member contact the college not the instructor directly.**
  + In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action.
  + **Not submitting work for 10 days is non-attendance.** You may be academically withdrawn from the course, which may have financial aid repercussions. **See** [**Valencia College Excessive**](https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/#%3A~%3Atext%3DExcessive%20absences%2CCourse%20Attempts%20%26%20Course%20Withdrawal))[**Absences Policy.**](https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/#%3A~%3Atext%3DExcessive%20absences%2CCourse%20Attempts%20%26%20Course%20Withdrawal))
  + **Submission of blank pages/work not on topic/work not DIRECTLY related to the assignment does not count towards attendance, as you have not submitted work for a specific assignment. Your submission must meet at least half the criteria listed to count as a valid submission.**

### What is a “no show”?

* + During Week 1 of the semester, if a student does not complete at least one of the Week 1 assignments, student is documented as a “no show” and is withdrawn from the course. **Submission of blank pages/work not on topic/work not DIRECTLY related to the assignment does not count towards attendance, as you have not submitted work for a specific assignment. Your submission must meet at least half the criteria listed to count as a valid submission.**

### What is the withdrawal deadline?

* + If circumstances arise where you need to withdraw yourself, the deadline is 28 October 2022**.**
  + This course does not withdraw students after the “no show” period for poor grades, only for not meeting the attendance policy. See above.

# Grading Policy and the Learning Process

### Grading Policy

Each category is described below and the total points possible in each category are noted. The policies for late work and documents/links that do not open are also explained.

Open your attachment immediately after posting to ensure you have indeed submitted the work you want evaluated.

**The student is responsible for correctly submitting his/her work and submitting the work the student wants graded.**

**Submission of blank pages/work not on topic/work not DIRECTLY related to the assignment does not count towards attendance, as you have not submitted work for a specific assignment. Your submission must meet at least half the criteria listed to count as a valid submission.**

**Extra Credit/Redo of Work: There is no extra credit, redo of graded/ungraded work, make-up work,** etc. for this course**.** Once your work is graded, you may not resubmit the assignment. **No work is accepted for credit after the end of the late policy, which is explained under What if I post late?**.

However, there are bonus points related to your course objectives. See Course Calendar. All grades are based only on the work listed in the syllabus Course Calendar.

This course will be presented objectively and is not presented to espouse, promote, advance, inculcate, or compel any individual to adopt as a belief any of the subjects of the discussion that may be construed as concepts constituting discrimination based on race, color, sex, or national origin as provided by Florida law. Please note that I do not endorse such concepts but present them for academic discussion and consideration. The law does not prohibit discussion of such concepts in an objective manner and without endorsement. Should a student feel uncomfortable with how course content is presented or discussed, please contact the instructor for further conversation.

### Methods of Evaluation

|  |  |  |
| --- | --- | --- |
| **Category** | **Description** | **Points** |
| *Quizzes* | Short tests on the readings  *Submission Method:* Canvas quiz pages | 100 points |
| *Small Assignments* | Short assignments which reinforce basic skills  *Submission Methods*: Word/Canva file; discussion board | 200 points |
| *Prewriting for the Essay* | Short assignments which prepare for the Argument Essay  *Submission Methods:* Word file and/or discussion board | 200 points |
| *Argument Essay* | An MLA-style position paper which shows the student’s mastery of skills from Weeks 2-8 *Submission Method:* Word  file | 150 points |
| *Prewriting for the Anthology* | Short assignments which prepare for the Rhetorical Modes Anthology  *Submission Methods:* Word file and/or Canvas discussion | 150 points |
| *Rhetorical Modes Anthology* | An APA-style, researched anthology which includes short writings in at least 3 different rhetorical modes and shows the student’s mastery of skills from Weeks 9-15 *Submission*  *Method:* Word file | 200 points |
| **Totals** | **Summation of all points for the term** | **1000 points** |
| ***Bonus:*** | Additional peer reviews for the Argument Essay Additional peer reviews for the Rhetorical Anthology Additional Rhetorical Mode Section for the Anthology  Complete Course Evaluation (75% of class must complete) | 10 points  10 points  30 points  10 points |

**What happens if I post late?**

* + **Late assignments may be submitted for any reason up to 3 days late. Late assignments lose 25% credit for each day of lateness and will not be accepted after 3 days.** ONLY for extreme, exigent circumstances with valid documentation **AND** with notification **IN WRITING FROM THE STUDENT** to the instructor **PRIOR** **TO THE DUE DATE/TIME** will work be accepted up to 5 days late and no more. Late work must still meet all minimum requirements. No feedback will be given. Open your attachment immediately after posting to ensure you have indeed submitted the work you want evaluated. **The student is responsible for correctly submitting his/her work in the correct format and submitting the work the student wants graded.**
  + **Certain assignments, INCLUDING ALL DISCUSSIONS (this includes peer reviews/rough draft of essays), MAY NOT BE SUBMTITED LATE FOR CREDIT FOR ANY REASON, even with documentation.** Discussions **cannot be submitted late for any reason, as these are student driven assignments**. Other assignments will be specifically labeled in the Canvas module.

### What if my file attachment or video link does not open?

* + If your file attachment or video link does not work, this counts as a “0” because there is nothing to grade. This is also true for “blank” submissions when there is a submission, yet nothing is posted. Students will have to resubmit those assignments in order to receive credit, **but your work will be late if posted after the due date/time and the late penalty will apply**. No work is accepted for credit after the end of the late policy period. **Submission of blank pages/work not on topic/work not DIRECTLY related to the assignment does not count towards attendance, as you have not submitted work for a specific assignment.**
  + **To prevent this, open your attachment immediately after posting to ensure you have indeed submitted the work you want evaluated**. You can do this in your grade book.

### Course Grade Distribution

A = 90-100

B = 80-89.99

C = 70-79.99

D = 60-69.99

F = 0-59.99

### Gordon Rule Policy

* + - Students are required to demonstrate college-level writing skills through multiple assignments.
    - Minimum grade of C is required if ENC 1101 is used to satisfy Gordon Rule and General Education Requirements. Refer to [catalog.](https://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/enc/)

### Keeping Up with Your Grades

* + - Check both your individual grades and course grade weekly to monitor your progress. Read assignments comments when feedback is offered. All due dates are listed in your syllabus not Canvas. Canvas is an online learning system to provide you with information and a place to upload your work. Only the syllabus has the correct due dates/times.
    - Please reach out to me for support and to discuss your grade.

## Plagiarism and Its Consequences

* + - All work submitted by you is expected to be the result of your individual thoughts, research, and self-expression for this course and for this semester.
    - Review Valencia’s [**Academic Dishonesty Policy.**](https://valenciacollege.edu/about/general-counsel/policy/documents/Volume8/8-11-Academic-Dishonesty.pdf)

### What can lead to plagiarism?

There are several ways that plagiarism can occur, so make sure you understand the conditions that can lead to plagiarized content to prevent unintentional or intentional plagiarism in this course.

Plagiarism happens when a student

* + - **Submits prior coursework or work for a course you are currently taking and submit that work in both classes. This is self-plagiarism.**
    - uses a source’s ideas or content without quoting and citing.
    - citing correctly but over-using sources.
    - no paragraph or an essay may be more than 20% outside material.
* Use more than 1 source or have more than 1 source usage per paragraph.
  + - uses ideas or content from a peer.
    - gives his or her work to another student.

--Plagiarizing or violating “Fair Use” (U.S. Copyright Law) may result in failure for the entire course and a report will be filed in Academic Affairs as a permanent part of the student’s record. Some examples are submitting work that is 50% or more outside material, purchased work, another's work (including the use of artificial intelligence). This is not an exhaustive list.

* An assignment with plagiarized ideas will lose points depending on the amount of plagiarism involved.
* **Heavily plagiarized assignments, those that over-use outside material, and/or those using Artificial Intelligence (such as Chat GPT), citing purchased essay sites (whether you purchased the essay or not), eNotes, Sparknotes, Quizlet, any site ending in -opedia, other non-scholarly sources determined by the instructor, etc. and/or concurrent/prior work assignments receive an automatic zero that cannot be made up for any reason.**
* **If you receive a zero for any assignment for plagiarism, ALL YOUR PRIOR AND FUTURE WORK in the course will be acutely reviewed for plagiarism. Any work found during the review that is determined to be plagiarized will result in a zero for that work and referral to appropriate college representative, as multiple acts of plagiarism may result in failure for the course.**

**Further, you may not submit work from any other course, prior or concurrent, in this class for credit.** To do so is self-plagiarism and a violation of the [Valencia Student Code of Conduct](https://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/). Submission of prior essays, assignments, discussion posts/responses (except your personal introduction), etc**. will receive a zero.** A second submission of prior work **may receive a zero for the course** and may be cause for disciplinary action. See Academic Integrity in the College Catalogue.

### How is this prevented?

* + - Create your own original work for this course that meets the assignment’s criteria.
    - Double check that your essay and its paragraphs are less than 20% outside material.
    - Document a source’s ideas by quoting what the source says and citing it using MLA/APA citations.

### What happens when plagiarism occurs?

* + If an assignment has plagiarized ideas, the student is notified through Grades in Canvas or through email. An assignment with plagiarized ideas will lose points depending on the amount of plagiarism involved.
  + Heavily plagiarized assignments, those that over use outside material, concurrent/prior work assignments, OR **USE of AI, such as CHATGPT et al., to write ANY PORTION of any assignment will receive an automatic zero—See above.**
  + If plagiarism happens more than once, the student is referred to the appropriate college representative, where proceedings for disciplinary measures may occur depending on the egregious nature of the Academic Dishonesty violation.

### Course Calendar

**All assignments are due ONLY as listed in this Course Calendar. No other dates are valid. Any changes made to this calendar will be posted Announcements in Canvas. Dates in Canvas are not relevant and may/may not match.**

**(MON) stands for Monday:(WED) stands for Wednesday:(SUN) stands for Sunday**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week Begins Ends Objectives Assignments Due** | | | | |
| **1** | 8/21 | 8/27 | Course Introduction  All readings for this course are in Canvas. **THERE IS NO PURCHASED TEXTBOOK.** | **Due Sunday by 11:59PMET** Introductory Discussion **(SUN)** Syllabus Response Assignment **(SUN)** |
| **2** | 8/28 | 9/3 | Argument Overview | **Due Sunday by 11:59PMET** Logical Fallacies Quiz **(SUN)** Argument Readings Quiz **(SUN)**  Argument Articles Response **(SUN)** |
| **3** | 9/4 | 9/10 | Argument Structure | **Due Sunday by 11:59PMET**  Argument Thesis Discussion **(SUN)**  **YOU MUST CHOOSE AN APPROVED TOPIC.**  **Topic Must Be Approved by INSTRUCTOR BEFORE SUBMITTING MLA TRANSFORMATION NEXT WEEK.**  Anatomy of an Argument Worksheet **(SUN)** |
| **4** | 9/11 | 9/17 | MLA Format | **Due Wednesday by 11:59PMET** MLA Page Format Quiz **(Wed)** MLA Citation Quiz **(Wed)**  **Due Sunday by 11:59PMET**  MLA Transformation Exercise **(SUN)** |
| **5** | 9/18 | 9/24 | Finding and Evaluating Sources Integrating Sources  **All work in weeks 5-7 are ONLY on YOUR APPROVED topic from week 3.** | **Due Wednesday by 11:59PMET**  Int. Sources Quiz **(Wed)**  **Due Sunday by 11:59PMET**  Annotating Sources Assignment **(SUN)**  Int. Sources Assignment **(SUN)**  **Work submitted not on YOUR approved topic from week 3 will not receive credit.** |
| **6** | 9/25 | 10/1 | Drafting the Argument Essay | **Due Wednesday by 11:59PMET**  Arg. Essay Outline **(Wed)**  **Work submitted not on YOUR approved topic from week 3 will not receive credit**    **Due Sunday by 11:59PMET**  Arg. Essay Rough Draft **(SUN)**  **MAY NOT BE SUBMITTED LATE.**  **Work submitted not on YOUR approved topic from week 3 will not receive credit** |
| **7** | 10/2 | 10/8 | Finalizing the Argument Essay | **Due Wednesday by 11:59PMET**  Arg. Peer Reviews **(Wed)**  **MAY NOT BE SUBMITTED LATE.**  **Work submitted not on YOUR approved topic from week 3 will not receive credit**  **Due Sunday by 11:59PMET**  Argument Essay Final Draft **(SUN)**  **Work submitted not on YOUR approved topic from week 3 will not receive credit** |
| **8** | 10/9 | 10/15 | APA Format | **Due Wednesday by 11:59PMET** APA Page Format Quiz **(Wed)** APA Citations Quiz **(Wed)**  **Due Sunday by 11:59PMET**  APA Transformation Exercise **(SUN)**  Argument Essay Reflection **(SUN)** |
| **9** | 10/16 | 10/22 | The Rhetorical Modes, part 1  Narration, Description, and Process | **Due Wednesday by 11:59PMET**  Rhet. Modes Quiz Pt. 1 **(Wed)**  **Due Sunday by 11:59PMET**  Rhet. Modes Response Pt. 1 **(SUN)** |
| **10** | 10/23 | 10/29 | The Rhetorical Modes, part 2  Cause/Effect, Comparison/Contrast, and Classification/Division  **All work in**  **weeks 10-15 are ONLY on YOUR APPROVED topic from week 10.** | **Due Wednesday by 11:59PMET**  Rhet. Modes Quiz Pt. 2 **(Wed)**  **Due Sunday by 11:59PMET**  Modes Response Pt. 2 **(SUN)**  Rhetorical Modes Anthology Topic Disc. **(SUN) Topic Must Be Approved by INSTRUCTOR BEFORE submitting Anthology Anno. Bib next week.**  **Work submitted not on YOUR approved topic from week 10 will not receive credit.** |
| **11** | 10/30 | 11/5 | Planning the Rhetorical Modes Anthology | **Due Sunday by 11:59PMET**  Anthology Anno. Bib **(SUN)**  **Work submitted not on YOUR approved topic from week 10 will not receive credit.** |
| **12** | 11/6 | 11/12 | Drafting the Rhetorical Modes Anthology | **Due Sunday by 11:59PMET**  Rhet. Anthology Rough Draft **(SUN)**  **MAY NOT BE SUBMITTED LATE.**  **Work submitted not on YOUR approved topic from week 10 will not receive credit.** |
| **13** | 11/13 | 11/19 | Reviewing the Rhetorical Modes Anthology | **Due Wednesday by 11:59PMET**  Rhet. Anthology Peer Reviews **(WED)**  **MAY NOT BE SUBMITTED LATE.**  **Work submitted not on YOUR approved topic from week 10 will not receive credit.**  Bonus Course Evaluation **(WED)**  **MAY NOT BE SUBMITTED LATE.** |
| **14** | 11/20 | 11/26 | Finalizing the Rhetorical Modes Anthology | **HAPPY THANKSGIVING!!** |
| **15** | 11/27 | 12/3 | Finalizing Course | **Due Wednesday by 11:59PMET**  Rhet. Anthology Final Essay **(WED)**  **MAY NOT BE SUBMITTED LATE.**  **Work submitted not on YOUR approved topic from week 10 will not receive credit.** |
|  |  | **THIS** | **COURSE HAS** | **NO FINAL EXAM** |

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# Disclaimer

The course outline and syllabus are subject to change as needed; changes will be announced in Canvas Announcements in a timely manner when necessary. **It is your responsibility to find out what, if any, announcements or changes have been made.** Your continued participation in this course after the drop/add deadline period constitutes an agreement with and an acceptance of the conditions presented in this syllabus.

**Excessive absences**

If your absences in a class become excessive, as stated in the course syllabus, your professor may contact you, indicating that further absence may result in your withdrawal from the course (see Course Attempts & Course Withdrawal). Your professor can withdraw you from a course for excessive absences without your permission or prior notification of excessive absences. [**Excessive absences**](https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/)[**policy**](https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/)