**ENC0027C Developmental Reading and Writing II**

**Fall 2015**

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Office Hours

 Monday and Wednesday: 5:00=5:30 P.M. 1-147

**Course Description:** *Prerequisite: Minimum grade of C in* [*ENC 0017*](http://catalog.valenciacollege.edu/search/?P=ENC%200017) *or appropriate score on PERT or other approved assessment. An integrated reading and writing course designed for students scoring 84-105 on PERT reading and 90-102 on PERT writing; or 84-105 on PERT reading and 50-89 on PERT writing; or 50-83 on PERT reading and 90-102 on PERT writing. The course will focus on reading comprehension, vocabulary skills, grammar, and essay writing. In addition, the course will address the connection between reading and writing through reading response activities.*

**Textbook**

 *The Power of Habit* by Charles Duhigg

* Not only is this bestselling book the primary text for our course, but its title also provides the primary theme for our course.

**Course Objectives**

 As indicated by the official course description, ENC0027 is designed to provide students with the opportunity to develop the reading and writing skills necessary for success in college. Through intensive reading, discussion of the ideas presented in our reading, and writing to record those ideas in formal ways, our goal is to develop scholarly habits of mind. Therefore, our objectives do extend beyond success in college to success in our personal and professional lives.

**Core Competencies**

The specific competencies that students are expected to develop in this course are directly related to Valencia’s core competencies. Valencia faculty have collaboratively defined these four interrelated competencies that prepare students to succeed in the world community.

* **VALUE: *make reasoned value judgments and reasonable commitments***
* **THINK** ***clearly, critically, and creatively. Analyze, synthesize, integrate and evaluate in many domains of human inquiry***
* **COMMUNICATE *with varied audiences using varied means***
* **ACT *purposefully, reflectively and responsibly***

**Learning Outcomes**

Students who successfully complete this course will be able to

* **demonstrate literal comprehension of interdisciplinary texts**
* **apply inferential skills for a deeper level of comprehension**
* **apply active reading strategies to improve comprehension**
* **write a unified, developed, logically-organized essay**
* **apply the conventions of standard American English as appropriate for academic writing.**

## Course Agenda and Schedule of Assignments

 This twelve-week course will be divided into three units, and directions for completing required assignments will be published in three parts. These units will correspond to the three parts of our primary text. Each unit will begin with reading from *The Power of Habit* and related articles. There will be short writing assignments that are connected to the reading assignments. A major writing assignment (an essay) will be the final product for each unit.

**Required Materials**

 *The Power of Habit* is a required textbook, which you must bring to class.

A college-level dictionary

 Reliable electronic storage device/backup for all major essay assignments

 A 3-ring notebook for keeping all hard copies of course tools and assignments

**Grades**

Distribution of Points:

* three major essays (these are our major “tests”) 300 points
* quizzes, online activities (Blackboard), graded in-class activities 450 points
* Writing Center consultation 50 points
* attendance and engagement in class activities 100 points
* final exam 100 points

From the total 1000 points, final grades will be determined by the following scale:

 A 900-1000 (90 to 100%)

 B 800-890 (80 to 89%)

 C 700-790 (70 to 79%)

 D 600-690 (60 to 69%)

 F 599 – 0 (below 60%)

**Writing Center Consultation**

An important resource for this course is the Communications Center (WC Building 5 – Room 155). This center has computers with all of the software you will need for word processing your essays. More importantly, the center is staffed with instructional assistants who can answer many of the questions that you might have while you are working on your assignments. A very special part of the Communications Center is the Writing Center, where you can schedule a 30-minute personal consultation with a writing instructor. You will be required to visit this learning support center at least one time during the semester to participate in a writing consultation. This will count towards your course grade. If you complete this requirement with your first essay, you should see the advantage of using this resource for all of your writing assignments in all of your courses.

**Attendance Policy**

Regular, on-time attendance is required of all students at Valencia College; therefore, students who are not able to attend class or to be on time may be officially withdrawn from the course. An excessive absence notification, the first step in the withdrawal process, will be filed for students who have missed three classes. Students who have difficulty attending class because of conflicts with their jobs or personal lives must resolve those conflicts. Students who come to class late or leave early not only jeopardize their own education but also disrupt the educational process for their colleagues; this kind of disruption is among the distractions that cannot be permitted in this learning environment.

**Classroom Protocol**

A classroom is a space in which the distracting behaviors of one or two students can have a negative impact on the entire learning environment; therefore, distractions cannot be permitted. Students will be held to the Code of Student Conduct, which is published in Valencia’s student handbook.

 Turn **OFF** all personal electronic devices before class begins. Put cell phones away. The time we spend in the classroom together is time to engage in face-to-face contact with colleagues. You cannot be fully present to your classmates if you are electronically engaged elsewhere.

**Format of Writing Assignments**

All assignments written out of class must be word processed. Do not have someone else word process your papers for you. Although you will need to use a computer for preparing assignments, you do not need to purchase one. The Communications Center (5-155) and the library (Building 6) have plenty of computers and the latest software, and printing from those computers is much more economical than buying your own printer and purchasing ink cartridges.

 All academic papers must conform to the rules of a standard format. In many of your college courses, the required format is referred to as MLA, which we will follow in this course. Before submitting your essays, always check that you have done the following:

* double-space
* allow a one-inch margin on all four sides
* use a heading in the upper **left**-hand corner which includes the following items:

 **Your Name**

 **Professor Curall**

 **ENC0027**

 **Date** (always use the actual name of the month – this is so standard that Word

will do it for you if you just prompt it with the beginning of the name)

* always use a title, which must be centered at the top of your essay
* use standard 12pt. type – Times New Roman is the standard font for academic papers
* number each page in the upper right-hand corner

**Deadlines**

All assignments are due at the beginning of the class period on the specified date. Absence is not an excuse for late papers. Essays submitted late will be penalized up to one letter grade for each day past the due date.

**Student Ethics:**

Students are expected to abide by the college’s honesty policy and code of conduct as stated in the catalog. Cheating is NEVER acceptable. Submitting someone else’s work as your own, plagiarism, copying another student’s answers, and giving your answers to other students are all forms of cheating. Any student involved in cheating will receive a zero (0, not just an *F*) for that assignment.

**Withdrawal Policy:**

Throughthe first week of classes, students will be able to drop any class without attempt penalty and receive a refund. After the first week, if students withdraw, they will **not** receive a refund and the course will count as an attempt, which will affect the cost of repeat classes. For the third attempt of a credit class, the cost will be the same as out-of-state tuition. The Withdrawal Deadline for this semester is November 13**.** This deadline is about grades and academic credit. A student who withdraws from class before the withdrawal deadline of November 13will receive a grade of “W” – the no-grade grade. Faculty may withdraw a student for excessive absence at any time until the end of the term. A “W” cannot be given on the third attempt.

**Other Important Dates**

 Sept. 7 – college closed for Labor Day

 Oct. 8 – no classes on West Campus (or East or Winter Park) -- College Night

 Nov. 25-29 – college closed for the Thanksgiving holiday

 December 10 – final class meeting – last day for submission of any work to be graded

 December 15 – final exam for 10:00 class; December 17 – final exam for 11:30 class

(10:00 -12:30 – college-wide final exam schedule)

**Additional Resources**

**Students with Disabilities:** Students requiring special accommodations must provide official documentation from the Office for Students with Disabilities (OSD) and discuss special needs with the professor, preferably in the first week of class.

**Student Assistance Program:** Valencia College is interested in making sure all 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. Free face-to-face counseling is also available.

**DISCLAIMER:**

The instructor reserves to the right to make changes to the syllabus and course outline at any time during the semester. Any changes will be announced in the form of a revised syllabus or announcement via Blackboard or Atlas email. It is your responsibility to communicate with your instructor to ensure you do not miss critical information.