**ENC 1101 – Fall 2013**

**This syllabus is a flexible document and may be changed during the semester.**

Instructor: Peg Spellman email: mspellman1@mail.valenciacollege.edu

Valencia West Communications office: 5-231

**Office Hours:** As an adjunct, I do not have an office. I do work in the Writing Center, Rm. 5-155A. You may make and appointment to see me about coursework concerns. Drop by or call ahead to make an appointment. Some of my work time may at the Mobile Writing Center downstairs in the library which is a drop-in site from 10 am to 11:30 am or 12 noon.

My usual hours at the Writing Center will be

**Writing Center (Stars! Fireworks!):** Rm. 5-155A, phone: 407-582-1812

Hours: Mon. – Thurs. 8 am – 8 pm, Fri. 8 am – 5 pm, and Sat. 9 am – 2 pm. Each week, you can make up to three half-hour appointments (or three one-hour appointments for a documented essay).

**Prerequisites:** A grade of C or better in ENC 1101 or ENC 1101H or IDH 1110

**Course Description:** Score of 83 on writing component of CPT or equivalent score on other state-approved entry test or minimum grade of C in ENC 0012 and ENC 0012L or ENC 0012C or EAP 1640 or ENS 1441; also, score of 83 on reading component of CPT or equivalent score on other state-approved entry test or minimum grade of C in REA 0002 and REA 0002L or REA 0002C or EAP 1620 or ENS 1421.

**Objectives:** In order to pass this class, you will need to demonstrate the ability to write college level English on multiple compositions, among them the documented essay, as well as maintaining a *C* average in the class overall.

Development of the essay form is pivotal, with instruction and practice in expository writing including a documented essay. Emphasis will be placed 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. This course includes learning activity designed to ensure competence in the basic use of computers. This is a Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. A minimum grade of C is required if ENC 1101 is to be used to satisfy Gordon Rule and general education requirements. Critical thinking, reading, and writing are objectives. Completion of assignments and class participation are expected.

Students will have the opportunity to improve their skills in the Valencia Core Competencies: Think, Value, Communicate, and Act. Analyzing compositions, acquiring knowledge of organizational structures, learning how to procure and utilize source work for the documented essays, communicating in class, and acting responsibly to complete assignments on time are among the objectives of this course. One graduation requirement here is evidence of CLAS – College Level Academic Skills.

**Atlas and Blackboard:** Access required

**Textbooks and Materials:**

Bullock, Richard, and Francine Weinberg. *The Little Seagull Handbook.* New York: W. W.

 Norton, 2011.

Buscemi, Santi V., and Charlotte Smith. *75 Readings Plus*. 10th ed. New York: McGraw-Hill,

2013.

Purdue On-line Writing Center / Purdue OWL

Computer/internet/ATLAS knowledge/access

One spiral notebook, preferably wide-lined, for in-class writing and note taking

Ink pens

Several folders with pockets for essay portfolios

Valencia ID card (necessary for using the Writing Center)

**Attendance/Tardiness:** Attendance is mandatory. Exceeding two absences for any reason will be considered excessive. Students who miss three or more classes and show little effort or progress in the class may be withdrawn. A warning will be sent. Failing to respond or address concerns will result in the student’s being withdrawn.

If you are unexpectedly withdrawn due to an error on my part, notify me immediately so I can correct this problem. If you are withdrawn for another issue unrelated to this class (financial aid or tuition or the like) and you believe you will be able to take care of the problem, it is your responsibility to continue attending and doing all required work.

Students who arrive more than five minutes late will be considered tardy. Three tardies will count as one absence. If you arrive after attendance has been taken, it is your responsibility to make sure you were counted as present. Do not expect an explanation of what was missed. If you come in late and miss a quiz, you lose the points. Quizzes cannot be made up. In-class assignments cannot be made up. If you come in late with an essay, it will be considered late and there will be a ten-percent penalty

**Arriving more than thirty minutes late or leaving more than thirty minutes early will constitute an absence.**

Being absent does not excuse one from completion of assignments or essays though there will be a penalty for lateness. Try to make arrangements for your work to be delivered. After having been absent, it will also be your responsibility to bring with you any assignments due for the next class.

The only times I will not penalize you point wise for late work would be due to actual illness or a death in the family **for which you provide documentation**.

According to Valencia, “Please be aware there were new rules for students on Bright Futures scholarship effective July 1, 2009. Students who withdraw or are withdrawn from a class must pay the college for the cost of the class (because the college must refund that cost to the State).” I believe this policy also applies if you get an F for the class.

**Withdrawal Policy:** Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of **(September 4th , 2012)** will receive a grade of “W.”

Advantages to Withdrawing from a Course:

* Your overall GPA will not be affected

Disadvantages to Withdrawing from a Course:

* Hundreds of dollars
* May be required to pay out-of-state tuition rate to retake the course
* May affect your financial aid for this and next semester
* May delay your graduation
* May result in being denied access to limited access programs
* May affect your eligibility for the Honors Program
* May affect your immigration status
* May result in required repayment of scholarship (Bright Futures)
* May affect your ability to graduate; some courses have limited attempts
* May affect your transfer GPA

 *If you are considering withdrawing, please talk to your advisor, a financial aid representative, and me prior quitting the course.*

**Communications:** In the subject line of emails, please identify the day of the week you attend class. Students should communicate with me and one another by email via their Atlas accounts. You are expected to maintain and check your accounts. I would recommend you check your Atlas account before class meetings.

Another way you can communicate with me is by providing me with an assessment of the class using the Valencia Instruction Assessment which will be available to you through your Atlas account from Nov. 20 through Dec. 16. Your completing this survey will give me feedback on how I might improve my instruction in the future.

**Disability Statement:** Valencia is committed to providing reasonable accommodations for all persons with disabilities. If you are in need of special accommodations, contact me at the beginning of the semester to let me know. No accommodations will be provided without documentation from the Office for Students with Disabilities (OSD). Students who need accommodations must be registered with OSD (SSB 102, ext. 1523). Students with disabilities can visit <http://www.Valenciacc.edu/osd/> to learn of their rights and responsibilities regarding accommodations.

**Student Well Being:** Valencia College is interested in making sure 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. Free face-to-face counseling is also available.

**Classroom Atmosphere:** I want the atmosphere in this classroom to be appreciative, civil, considerate, respectful, pleasant, and intellectually stimulating. Belittling others is unacceptable. Coming in late or leaving early can cause a disruption. Please be considerate and enter quietly. Disruption or rudeness from talking, texting, cell phone’s ringing or vibrating, sleeping, and so on is unacceptable and avoidable. Cell phones and other electronic devices (laptops, iphones, iPods, et al.) should be turned off and stored during class. Ear buds, ear pieces, and head phones should be removed. If for some reason you must take/make a call or text or go to the restroom, please excuse yourself to do so. You need not ask permission. You are responsible for whatever you miss. If you must leave repeatedly, this could constitute an absence.

If any of the above behaviors are continual, it could be cause to withdraw a student from the class.

**Academic Honesty:** Plagiarism is the using of someone’s ideas or words without crediting the source appropriately. Three words or more in order taken from a source without having used quotation marks and indicating the sources constitutes plagiarism, as does taking someone’s idea or concept and/or syntax, using it as if it were your own, and not crediting the source. These behaviors are intellectual theft or dishonesty. **Plagiarism on a paper will result in a zero (0) on that assignment and may result in failure of the class. You may also be sent to the dean and/or expelled from Valencia.**

**Evaluation:** I grade on a total points scale. The points for the semester will total between six to nine hundred points (600-900). The total points achieved are then put on a percentile scale:

 90 – 100 % = A - Excellent overall

 80 – 89 % = B - Good with some very positive aspects

 70 – 79 % = C - Adequate

 60 – 69 % = D - Relatively adequate with some unacceptable aspects

 0 - 59 % = F - Unacceptable

Simply turning work in does not guarantee you any grade. The essays, presentations, and projects will generally be weighted on the basis of how much time we spend on them and how important they are and may be valued at thirty (30) to two hundred (200) points. Quizzes may be worth five to twenty points. The final may be worth fifty points. The value of a midterm is at this point undetermined. Grades will be posted on Blackboard.

**Late work:** Late work is annoying. I will not accept most work late. I will accept final essays late, as they are the primary emphasis of the course. There will be a ten-percent penalty if the paper is not turned in when I collect it. For every school day (Mon. – Fri.) thereafter, the penalty will increase by ten percent. If you must submit a late paper, please deliver it to the Communications Office, 5-231. Office hours are 8 a.m. – 5 p.m.

**Some of the Course Work Components:**

**Compositions**: For this course, students will be required to write essays during and outside class. I notice fonts, spacing, and margins. There will be a minimum of four major essays, one of which will be a documented essay. The essays will be weighted variably from thirty (30) to possibly two hundred (200) points, depending on whether the essay was written in class or out and on how much time we spent on them.

Portfolios track progress in writing. The out-of-class essays will be portfolio essays which will go through a draft and revision process. For each major out-of-class writing assignment, you will be asked to submit a rough draft to be workshopped in small groups or by the whole class. **Each draft must be typed, double spaced, have the appropriate MLA heading in the top left hand corner** (name, instructor, course and section, day and date)**, have one-inch margins all around, be in 12-point Times New Roman, and be the required length. The rough draft will be accompanied by an Author’s Note.** An author’s note could explain to readers any or all of following: the state of the draft (very rough, pretty polished…); what you were trying to accomplish in this draft; what you think you have done well; on what you are having trouble or would like advice; or what process you used to get the paper written. Failure to bring a *full* draft will affect your grade for the rough draft. During workshops, you are expected to read your peers’ drafts carefully and provide thoughtful, substantive responses.

As there will be a limited number of formal workshops, missing one workshop can damage your grade. In the workshop, you are responsible for your draft and for the work you will do with your peers. If you show up unprepared, you will lose points for the rough draft and the peer review, as well as losing the opportunity for feedback on your work. These workshops act as feedback that assesses the development of your essay and your ability to apply the skills you have learned to others’ papers.Feedback can be very valuable. **Mark workshop days on your calendar, as these are days to make sure you are present!**

Papers are graded on rubrics considering content, focus, organization, support, conventions/mechanics, overall synthesis, and other specific requirements depending on the assignment. Portfolios track the writing process; therefore, your portfolio grade reflects not just the finished essay, but also work you have done to get to the final essay. Even if your finished essay might be “A” quality, missing all or some of your portfolio elements will reduce your overall grade.

**All essays are to be turned in during class. It is your responsibility to have printed your paper to bring to class. Papers will neither be accepted on-line nor outside of class.** It is your responsibility to bring the print copy to class; **under no circumstances will I be printing your copies.** Students should keep disk or USB copies of all written work. Lost or stolen papers are your responsibility. Once papers are graded, students are expected to make corrections.

**Daily Work:** Daily work may include in-class writing, informal out-of-class writings or assignments, pop quizzes, written feedback to peers, literary responses, and so on. While some of the work may be ungraded, it may be a part of the grade within the portfolios and not doing the assignments adequately (or at all….) can affect your grade. The goal of daily writing is to generate ideas, thinking on the page, and not about having a finished product.

**Tests/Quizzes:** There will be quizzes and tests. You will have a final.

**Presentations:** Students will be expected to make presentations in class.

**Class Participation:** Students are expected to participate in class by sharing substantive comments each class meeting, by participating fully in group assignments, and by being prepared for workshop classes. Students will be expected to work collaboratively with one another in groups in class and on projects learning collaboratively. Respect for other students and the material is expected. Active participation and appropriate interaction in the group processes and in class in general is expected and will be considered in establishing the student’s class participation grade.

**Contacts:**

Name of Classmate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Classmate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone number/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Classmate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Questions?