

COURSE INFORMATION:

- **Instructor:** Mr. Matthew Sylvester
- **Email:** msylvester5@valenciacollege.edu
- **Engagement Hours:** Scheduled an appointment at <https://calendly.com/msylvester5>

IMPORTANT DATES:

- **Start Date:** August 22nd, 2022
- **End Date:** December 11th, 2022
- **Withdrawal Deadline – “W” Grade:** October 28th, 2022
- Access the full calendar at: <https://valenciacollege.edu/academics/calendar>

COURSE DESCRIPTION:

Development of essay form, including documented essay; instruction and practice in expository writing. Emphasis on clarity of central and supporting 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. A 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 test or minimum grade of C in REA 0017C or EAP 1620C.

CORE COMPETENCIES:

The faculty of Valencia College have established four Core Competencies that describe the learning outcomes of a Valencia graduate. Think, Value, Act, and Communicate. This course will reinforce those competencies.

COURSE LEARNING OUTCOMES:

1. Apply a multi-stage composing and revising process to produce essays.
2. Apply conventions aligned to varied writing situations.
3. Demonstrate information literacy.
4. Synthesize information for a specific rhetorical aim.
5. Document source material in accordance with at least one recognized documentation style.
6. Apply active reading strategies.

MAJOR TOPICS, CONCEPTS, and SKILLS

- Writing as a process.
- Structure and elements of an academic essay.
- Documentation and information literacy.
- Active reading.

TECHNOLOGY ACCESS and SKILLS

Your student Atlas account and the course Canvas site are required for your ability to complete this online course. Course announcements, grades, feedback, course materials, readings, and more will be communicated through Canvas. Think of this as our “virtual classroom”. If you need help with accessing your Atlas account, please contact our Atlas help desk at 407-582-5444 or via email at

ONLINE COURSE ENGAGEMENT:

Students should plan to spend approximately **6 to 9 hours per week** engaging with course materials online via Canvas. This includes studying and reviewing learning modules and content, engaging in course activities (e.g., discussions, quizzes, etc.), and drafting course papers. Students should review the tentative schedule attached to the end of this syllabus to identify the general organizational flow of the course. HOWEVER, students are expected to regularly review the course site in Canvas to stay up to date on course assignments as not all course requirements are listed in the attached schedule. **Please note that the instructor reserves the right to adjust the schedule and course assignments as necessarily based on their professional discretion.**

TEXTBOOKS and MATERIALS:

This course will use various open-educational resources designed to be accessed through links in the course modules at no cost to the student. You will need to access these on a personal computer with internet access. **Smartphones are NOT recommended for accessing course materials.** Again, all course materials will be freely accessible to students.

COMPUTER/EQUIPMENT REQUIREMENTS

Students will need to ensure that their computer has the necessary hardware, software applications, and plug-ins needed for Canvas to work properly. Visit the links below to ensure your technology is ready:

- Technology requirements:
- Technology FAQs:

askatlas@valenciacollege.edu. For support with Canvas, contact 407-582-5600 or use the Chat feature in Canvas under the “help” link.

Students should consider the basic computer skills needed to be successful in this course, which include the skills listed below. Please note that our tutoring center helps with these skills if needed.

- 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

COLLEGE-WIDE POLICIES and PROCEDURES:

Academic Honesty & Plagiarism (6Hx28:8-11)

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. More information can be found by reviewing the Valencia College policy on Academic Dishonesty ([6Hx28:8-11](#)).

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.

Students shall take special notice that the assignment of course grades is the responsibility of the students' individual professor.

Academic penalties for dishonesty may include, without limitation, one or more of the following:

- loss of credit for an assignment, examination, or project;
- withdrawal from the course;
- a reduction in the course grade;
- Or, a grade of “F” in the course.

Disciplinary penalties related to academic dishonesty may include, without limitation:

- warning, probation, suspension and/or expulsion from the College.

Anyone observing an act of academic dishonesty may refer to the professor, as an academic violation, and/or to the Dean of Students or designee, as a violation of the Student Code of Conduct as described in the Student LifeMap Handbook (<https://valenciacollege.edu/about/lifemap/resources.php>).

NOTE: Submitting a paper you have already submitted for another course will earn you a zero on that assignment with no opportunity to make up the grade.

Course Attendance & Withdrawal Policy

Students are expected to attend all classes for which they are registered and are responsible for familiarizing themselves with the instructor's specific attendance policy as stated in the course syllabus. It is the student's responsibility to communicate with his or her professor regarding any absences. Failure to do so in a timely manner may put the student at risk of academic penalty as indicated in the attendance policy on the professor's syllabus. *See the professor's policy in the course specific policies and procedures section below for more detail.*

A student who withdraws from class before the withdrawal deadline will receive a grade of “W”. A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy in which case the student will receive a grade of “W”. Do not rely on the instructor withdrawing you if you stop attending, although he or she retains the right to do so for excessive absences without your permission or prior notification of excessive absences.

If a student has any concerns or issues with any of the requirements or policies related to technology, please contact the instructor. Students can also visit <http://valenciacollege.edu/laptop> to request a laptop rental for the semester.

[Canvas 101](#) is a free self-paced course available to students to learn more about using the Canvas learning management system used for this course.

Student Conduct Policies:

The purpose of 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. Each student is required to follow the protocols found in Valencia's Student Code of Conduct policy.

The entire set of classroom policies can be found in the Student Code of Conduct as described in the Student LifeMap Handbook (<https://valenciacollege.edu/about/lifemap/resources.php>).

Grade Grievance

Students have recourse through the Student Academic Dispute Resolution (<https://valenciacollege.edu/students/disputes/>) process to seek a fair determination for the assignment of a final course grade. However, final grades of "W" and "I" based upon the failure of the student to take the final examination, excessive absences, or other administrative reasons may not be grieved to the Student Final Grade Dispute Resolution Committee. For non-final grades and matters, each Campus President shall be responsible for designating a person or persons to assist students who wish a review of decisions that are related to access to courses and credit granted toward the degree (excluding final grades).

Learning Support

Learning Support Services provides students with academic support through tutoring, library services and resources. Tutoring is offered in most academic disciplines including math, science, and coursework specific to each campus. Online tutoring is offered through Smarthinking and can be accessed through Atlas. Students also have access to resources such as calculators, laptops, iPads, group study rooms and quiet study rooms within the Learning Support areas. For campus specific information, please visit the college-wide Learning Support Services website at <http://valenciacollege.edu/learning-support/>

Student Assistance Program (BayCare)

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get FREE and 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 call (800) 878- 5470. Free face-to-face counseling is also available. Link to BayCare information:

<https://catalog.valenciacollege.edu/student-services/baycarestudentassistanceservices/>

Students with Disabilities

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office of Students with Disabilities (OSD) and discuss specific need with the professor, preferably during the first two weeks of class. The Office of Students with Disabilities (<https://valenciacollege.edu/students/office-for-students-with-disabilities/>) determines accommodations based on appropriate documentation of disabilities.

COURSE SPECIFIC POLICIES and PROCEDURES:

Attendance Policy

This is an online course, available 24/7, and managed through Canvas. You must have access to the Internet to complete the course requirements. Your online attendance will be checked each week based on your participation in the course and submission of coursework.

It is essential that you check the calendar, weekly announcements, and modules to pay attention to the due dates and times. Otherwise, you will miss things, especially ungraded preparations, readings, and instructional materials. Online instruction requires more engagement and discipline on your part--that includes personal responsibility and timely communication.

In the event of an extended absence, you should contact me as soon as possible to indicate the reason. If you do not access the course in Canvas, or contact me letting me know of your absence, for a period of seven consecutive days, you will be contacted via Atlas email.

If there is no communication within 48 hours, you can be withdrawn from the course up until the withdrawal deadline at the instructor's discretion. After the withdrawal deadline, students with an absence of more than 7 days will receive the final grade that is earned according to the course grading policy.

No Show Policy

Regular and consistent online course engagement is REQUIRED for online classes. Not participating in the first online assignment classifies a student as a "no-show" to the course, and the student will be withdrawn after the drop-refund deadline and during the no-show period. Logging into the course **does not count** as participation; a reliable internet connection is MANDATORY for the online course, and computer issues will not serve as a valid excuse.

Assignments Policies:

The student is responsible for regularly checking the online course located in Canvas for assignments and updates to course requirements.

Students are expected to read all emails and class announcements.

It is the expectation that all assignments will be submitted on time per the due date listed with the assignment.

If a student's file attachment does not work, this counts as a "0" because there is nothing to grade. This is also true for "blank" submissions. Students will have to resubmit those assignments to receive credit.

Communication Policy & Procedure

- The preferred method of communication is via Canvas messaging for this course.
- Please email a question only once. **The instructor responds within 24-48 hours Monday-Friday**, but generally sooner.
 - **Emails sent after 5 pm on a Friday will be answered the following week on Monday** (except for holidays).
- Communication should include the student's name, the course title, and CRN in the body of the message.

Communication Expectations:

- Please practice professional communication including the use of formal greetings and closings when messaging the instructor (e.g., "Hello Mr. Sylvester," ..."Sincerely,").
 - For guidance on how to draft a professional message, please visit this link: <https://marktomforde.com/academic/undergraduates/Email-Etiquette.html>
- **Please email a question only once.** If you have not received a response in more than 48 hours, then it is okay to follow up on your original message to check in on your concern.
- Do NOT send assignments via email. I only accept assignments through the assignment page in Canvas.

Late Assignments

Students are expected to finish and submit ALL assignments on time.

An assignment is considered late if it is not submitted to Canvas by the posted due date and time. **Technology issues will not suffice as an excuse for a late assignment.**

Late assignments lose 5% credit for each day of lateness. Assignments may not be turned in more than 1 week late.

- Extensions in emergency circumstances are decided on a case-by-case basis: Students experiencing unusual circumstances should contact the instructor to discuss or conference.

NOTE: All discussion assignments and final course papers may not be submitted late regardless of circumstance.

Late assignments may also be ineligible for revision opportunities.

Exceptions:

Provided documentation is provided as proof, I will allow certain things to be made up and/or withhold penalties:

- Jury Duty
- Deployment/Military Duties
- Major medical situation
- Death in the family

Course Grade Distribution

A = 90 – 100

B = 80 to 89

C = 70 – 79

D = 60 – 69

F = 59 and below

Course Grade Calculation

- **Class Engagement (10%):** Awarded for overall engagement in course activities, discussions, and timeliness of meeting deadlines. The student will reflect on their engagement at the end of the semester as a component of this evaluation.
- **Module Learning Activities (40%):** Various activities designed to reinforce course content, with specific focus on applying stages of the writing process. This includes discussions, quizzes, peer review and feedback activities, as well as activities designed to develop academic writing skills.
- **Formal Writing Assignments (20%):** Formal essay assignments and activities designed to evaluate students' ability to implement knowledge and skills developed throughout the course.
- **Rhetorical Modes Anthology Pre-Writing (10%):** Source analysis, citation practice, and reflective pre-writing designed to prepare students for course culminating assignment, the Rhetorical Modes Anthology.
- **Rhetorical Modes Anthology Essay (20%):** Formal essay assignment utilizing outside sources to support a thematic essay. Students must support their ideas with outside source material that is properly referenced in an approved documentation style (MLA or APA).

SYLLABUS DISCLAIMER

Having read and gone over this syllabus and by remaining enrolled in the course, you are entering into a contract to complete course requirements and respect classroom policies. The above information, as well as the course schedule, is subject to written or verbal change at the discretion of the professor. Changes made to course requirements, or the course schedule will be announced in class and through ATLAS e-mail.