

Course Syllabus

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ENC 2930 Selected Topics in Comp 1 - ONLINE

COURSE INFORMATION

Course Name: Selected Topics in Freshman Composition I (Independent Study)

Course ID/Section: ENG 2930

Term/Year: Fall 2022

Modality: Online

Length of Term: 8 weeks

Credit Hours: 1 Hour

INSTRUCTOR CONTACT INFORMATION

Instructor: Mr. Matthew Sylvester

Email: msylvester5@valenciacollege.edu (<mailto:msylvester5@valenciacollege.edu>)

COURSE DESCRIPTION

Catalog Description:

Special topics in writing and/or literature. It may be repeated for credit and grade forgiveness cannot

be applied.




COURSE OUTCOMES (*Adapted from ENC 1101*)

- Apply conventions aligned to varied writing situations.
- Document source material in accordance with at least one recognized documentation style.
- Apply active reading strategies

TEXTBOOK & REQUIRED MATERIALS

The course uses open-source online resources which will be in Canvas. These resources are *free* to students.

COMPUTER/EQUIPMENT REQUIREMENTS

- You will need to ensure that your 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: <https://valenciacollege.edu/faculty/canvas-resources/minimum-technology-requirements.php>  (<https://valenciacollege.edu/faculty/canvas-resources/minimum-technology-requirements.php>)
 - Technology FAQs: <https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php>  (<https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php>)
- If you have any concerns or issues with any of these requirements or policies, please contact the instructor. Students can also visit <http://valenciacollege.edu/laptop>  (<http://valenciacollege.edu/laptop>) to request a laptop rental for the semester.

TECHNOLOGY ACCESS/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 askatlas@valenciacollege.edu (<mailto: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

COURSE COMPETENCIES

The course seeks to strengthen students’ skills applicable to Valencia’s Student Core Competencies: **Think, Value, Communicate, and Act.**

IMPORTANT DATES

Start Date: August 22nd, 2022

End Date: October 13th, 2022

Withdrawal Deadline: September 23, 2022

College Calendar: <http://valenciacollege.edu/calendar> 

(<http://www.valenciacollege.edu/calendar>)

COLLEGE POLICIES

No Show Policy

Class attendance is required for face-to-face classes beginning with the first class meeting. If you do

not attend the first class meeting, you may be withdrawn from the class as a “no show.” Class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a “no show”. If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course.”


Withdrawal Policy

Per [Valencia policy](#) 

(<http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattempts/coursewithdrawal/>), a student who withdraws from class before the established deadline for a particular term will receive a grade of “W”. A student is not permitted to withdraw after the withdrawal deadline.


A faculty member **will** withdraw a student up to the withdrawal deadline for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W”. After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.” If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.

College Student Conduct Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia’s learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct](#) 


(<http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf>).

Academic Honesty

All forms of academic dishonesty are prohibited at Valencia College. [Academic dishonesty](#)  (<http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-11-Academic-Dishonesty.pdf>) 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.


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. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F.

Students with Disabilities

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. [The Office for Students with Disabilities \(OSD\)](http://valenciacollege.edu/osd/)  [\(http://valenciacollege.edu/osd/\)](http://valenciacollege.edu/osd/) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability.

Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a *Notification to Instructor* form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

Baycare Student Assistance Services

Valencia College strives to ensure 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 \(SAP\)](http://catalog.valenciacollege.edu/student-services/baycare-student-assistance-services/) 

[\(http://catalog.valenciacollege.edu/student-services/baycare-student-assistance-services/\)](http://catalog.valenciacollege.edu/student-services/baycare-student-assistance-services/) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

COLLEGE LINKS


[College Catalog](http://valenciacollege.edu/catalog/)  [\(http://valenciacollege.edu/catalog/\)](http://valenciacollege.edu/catalog/)

[Valencia Policy Manual](http://valenciacollege.edu/general-counsel/policy/)  [\(http://valenciacollege.edu/general-counsel/policy/\)](http://valenciacollege.edu/general-counsel/policy/)

[Student Handbook](http://valenciacollege.edu/pdf/student-handbook.pdf)  [\(http://valenciacollege.edu/pdf/student-handbook.pdf\)](http://valenciacollege.edu/pdf/student-handbook.pdf)

[Microsoft Office Instructions for free software](http://valenciacollege.edu/support/howto/documents/Valencia_Office-ProPlus-Instructions.pdf) 

[\(http://valenciacollege.edu/support/howto/documents/Valencia_Office-ProPlus-Instructions.pdf\)](http://valenciacollege.edu/support/howto/documents/Valencia_Office-ProPlus-Instructions.pdf)

[Course Support](http://valenciacollege.edu/learning-support/)  (<http://valenciacollege.edu/learning-support/>): onsite, online tutoring, writing help, etc.

COURSE POLICIES

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.
- 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 to let 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 will be withdrawn from the course up until the withdrawal deadline. 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.

Late Work/Makeup Policy:

- The student is responsible for regularly checking the online course located in Canvas for assignments and updates to course requirements.
- It is the expectation that all assignments ***will be submitted on time per the due date associated with the assignment.***
- 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.
- If a student needs to submit an assignment passed the deadline, it will be at the instructor's discretion to award credit for the assignment. A pattern of late submission may result in the professor's refusal to accept an assignment.
- **There is a 10% reduction for any assignment submitted late with the instructor's approval.**
- All discussion assignments and final course assignments (e.g., documented essay) may not be submitted late regardless of circumstance.

Essay Requirements & Revisions

- All written assignments must adhere to a documentation style (MLA).
- All written assignments should be submitted as a WORD document.
- In certain instances, the professor will allow students to resubmit a revised essay assignment for additional feedback and a new grade. The opportunity for resubmission will be communicated

when the initial assignment is graded.

Third-Party Software & FERPA Policy

Valencia College has a firm commitment to protecting the privacy rights of its students.

Grading Scale

90% -100% A

89.9%-80% B

79.9%-70% C

69.9%- 60% D

59.9%- 50%

and lower F

Grading Breakdown

Assignment Category	Assignment Category Weight
Orientation Module	10%
Module 1: Reading & Writing in College Assignments	20%
Module 2: Rhetorical Situations AND Arguments Assignments	20%
Module 3: MLA Style AND Locating Evidence	20%
Module 4: The Documented Essay	30%
Total	100%

Communication Policy









- The preferred method of communication is Canvas email for this course. During the term, the instructor plans to diligently check email and plans to have responses to students within *48 hours of message receipt on Monday-Friday*.
- All communication should include the student name, the course title, and CRN in the body of the

message.

DISCLAIMER STATEMENT

Changes to the course calendar may be made at the discretion of the professor, and students will be notified of any changes in class and/or via the Canvas Inbox conversations tool.

Course Summary:

Date	Details	Due
	 Discussion: Introduce Yourself https://online.valenciacollege.edu/courses/155678/assignments/4007847	due by 11:59pm
Sun Aug 28, 2022	 ? Syllabus Scavenger Hunt (Quiz) **Required Attendance Activity** https://online.valenciacollege.edu/courses/155678/assignments/4007843	due by 11:59pm
	 Time Management Activity https://online.valenciacollege.edu/courses/155678/assignments/4007857	due by 11:59pm
Fri Sep 2, 2022	 Discussion: High School vs College Writing https://online.valenciacollege.edu/courses/155678/assignments/4007848	due by 11:59pm
Sun Sep 4, 2022	 ? Quiz: Writing Process https://online.valenciacollege.edu/courses/155678/assignments/4007841	due by 11:59pm
Fri Sep 9, 2022	 Discussion: Rhetorical Analysis Paper Planning https://online.valenciacollege.edu/courses/155678/assignments/4007846	due by 11:59pm
Fri Sep 16, 2022	 Discussion: Argumentative Thesis https://online.valenciacollege.edu/courses/155678/assignments/4007845	due by 11:59pm
	 ? Check for Understanding	

Quiz: Avoiding Plagiarism

due by 11:59pm

<https://online.valenciacollege.edu/courses/155678/assignments/4007842>Sun Sep 18, 2022

  **Rhetorical Analysis Paper**


due by 11:59pm

<https://online.valenciacollege.edu/courses/155678/assignments/4007856>

  **Discussion: Gathering Evidence**


due by 11:59pm

<https://online.valenciacollege.edu/courses/155678/assignments/4007849>

 **? Quiz: MLA Style & Formatting**

due by 11:59pm

<https://online.valenciacollege.edu/courses/155678/assignments/4007844>

 **Discussion: Documented Essay Preparation - Outline & Sources**

due by 11:59pm

<https://online.valenciacollege.edu/courses/155678/assignments/4007850>

 **Documented Essay (Draft)**


due by 11:59pm

<https://online.valenciacollege.edu/courses/155678/assignments/4007853>

 **Documented Essay (Final Draft)**

due by 11:59pm

<https://online.valenciacollege.edu/courses/155678/assignments/4007854>

 **100 Peer Help & Engagement Forum (Semester Extra Credit Opportunity)**<https://online.valenciacollege.edu/courses/155678/assignments/4007851>
