**ENC 1101 – Freshman Composition I**

**“Writing is nothing more than a guided dream.”**

**Jorge Luis Borges**

Welcome to our class! I know reading a syllabus is tedious, but it is a contract between you and me. The information that follows is important and should be reviewed carefully.

**Mode**: This is a fully online course; I am sure you know this, but I want to make sure you did not accidentally register for one. I check in on the course Monday through Friday, and I expect you to do the same. Most of my assignments will be due on a Sunday, but I will have some due during the week. Also, there will be times when I post a new assignment based on how I see the class did on another assignment. For example, if everyone had trouble with the thesis assignment, I may post a follow up assignment. If I do this, I will always email and message you, and I will post an announcement. This is why it is important to check in every day.

**Contact Information (Email via Canvas. This is my preferred method of contact. Do not email me using a personal email account. Most likely it will be blocked):**

|  |  |
| --- | --- |
| Instructor: | Dr. Nicholas Bekas |
| **Phone** | **407-582-1449** |
| **Email (Use only if Canvas is not working!)** | **Use Canvas first!**  nbekas@valenciacollege.edu |

**Office Hours:**

|  |  |
| --- | --- |
| Monday | 12:00 pm to 3:00 pm – DPAC 340L or via Zoom |
| Tuesday | 10:00 pm to 12:00 pm – via Zoom |
| Wednesday | 12:00 pm to 3:00 pm – DPAC 340L or via Zoom |
| Thursday | 10:00 am to 11:00 pm – via Zoom |
| Friday | 10:00 am to 11:00 pm – via Zoom |

**Department Office:** DPAC-340

**Course Materials (I do not have required texts; I use Open Educational Resource.)**

|  |  |
| --- | --- |
| [*The Kirkman Reader*](https://www.kirkmanreader.com/) | This OER houses a collection of essays sorted by subject and method of development. It also contains links to reference materials on writing strategies. |
| [*88 Essays*](https://www.oercommons.org/courses/88-open-essays-a-reader-for-students-of-composition-rhetoric/view) | *88 Essays* is a list of essays on various topics. It is not very user friendly in that it has no table of contents and no discrete numbering for each essay. You have to look up the title by scrolling down on the left menu bar. However, it has a wide variety of topics. |
| [*The Valencia Writer*](https://libguides.valenciacollege.edu/valencia_writer) | *The Valencia Writer* is a LibGuide containing essays and tabs referencing everything from writing strategies to documentation styles. For UCF students, some materials are password protected. I will provide alternative links as necessary. |
| [*The Excelsior OWL*](https://owl.excelsior.edu/) | *The Excelsior OWL*  is an online writing lab, which serves as a guidebook for all aspects of writing an essay. |
| [*Grammar Bytes*](http://www.chompchomp.com/menu.htm) | *Grammar Bytes* provides instruction on specific grammatical rules. Along with description of the rules, there are activities that are self-corrected. |

**My Teaching Philosophy:**

Writing is a skills-based course.  You get better at it as you practice it.  I base everything on my course on the idea that you already know how to write.  You have been writing since you started formal schooling.  Maybe some of you even started writing before you started school.  Throughout the years, you have grown as a writer, and the goal of this course is to continue that growth.  The assignments in this course help you to become a not only a better writer, but a better thinker. It all starts with you.  You must believe in yourself; you have to commit to putting your thoughts on paper, and you have to commit to practice.  No one has ever become good at something by not practicing.

ENC 1101 is a foundational course for college.  We focus on idea development, essay structure, writing techniques, critical thinking, critical reading, conducting both informal and formal research, and most importantly, your development of voice. You come to class with writing experience along with lived experience. Your ability to express your ideas through writing is unique based on your lived experience, your culture, past education, friendships, unique experiences, and many other things that make you, you. We will be drawing on who you are to establish a writing voice.

**Canvas**:

Canvas is our learning platform where I post the syllabus, all course related materials, assignments and grades. Canvas is the prime source of all assignment due dates. Canvas email is your primary mode of communication with me. Your Atlas or UCF email is secondary. Do not use personal accounts.

**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.

**Corequisites:** None

**Catalog 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.

**Course Outcomes:**

The following are the course learning outcomes for ENC 1101. I know they seem like a lot, but don't worry. You will accomplish each as long as you give your best effort and act on feedback:

* **Apply a multi-stage composing and revision process.**

Translation: Good writing comes from re-writing your thoughts and ideas and using other writer's suggestions to improve your writing.

* **Apply conventions to varied writing situations.**

Translation:  When you write, you write for a purpose and that purpose helps to determine how you write.  Learning to organize your thoughts into writing is a skill that develops through repetitive practice. When we write, we are constantly thinking through our ideas and determining the best way to communicate our thoughts to our audience.

* **Demonstrate Information Literacy.**

Translation: This simply means that you will become adept at using the internet and the library data bases to find information, determine if it is credible and relevant to your thoughts, and use this information to support your ideas.

* **Synthesize information for a specific rhetorical aim.**

Translation: When you write you are conveying your purpose and intent clearly, and it is directed to a specific audience.  This also involves making assertions about what you read and what you know.  Knowing your purpose and making it clear to your audience is the central function of all writing. Also, as writers, we have to use different methods of organizing our ideas. Determining the best method to present your ideas is a key skill.

* **Document source material in accordance with at least one recognized documentation style.**

Translation: When you bring other people's idea, you have to acknowledge this in your writing or else you have committed plagiarism. Watch this whimsical video on [plagiarism](https://www.youtube.com/watch?v=Pyyk8881tLE) !  (We will be learning MLA format to document sources.)

* **Apply active reading strategies.**

Translation:  You know how to read, right?  But do you know how to take a piece of writing apart and figure out its meaning?  Do you look up words you don't know? Do you stop and think about an intriguing idea and write down your thoughts? Do you use what you read in your own writing?  We will be learning and practicing how to do all of this.

Information Literacy:

English Composition I (ENC 1101) has been designated as one of Valencia’s courses that must enable students to demonstrate the basic use of computers. This course will therefore require the use of computers for the following learning activities:

* + All formal assignments must be word processed.
  + For documentation of sources, students will be required to use MLA citation when citing materials from print, database and internet sources.
  + All information from online sources will be evaluated for credibility, accuracy, and relevance.

**Valencia College Core Competencies:**

The faculty of Valencia College has identified four core competencies that define the learning outcomes for a successful Valencia graduate. These competencies are at the heart of the Valencia experience and provide the context for learning and assessment at Valencia College. You will be given opportunities to develop and practice these competencies in this class. The four competencies are:

1. **Think** - think clearly, and creatively, analyze, synthesize, integrate and evaluate in the many domains of human inquiry
2. **Value** - make reasoned judgments and responsible commitments
3. **Communicate** - communicate with different audiences using varied means
4. **Act** - act purposefully, effectively and responsibly

**“No Show” Attendance:**

You must attend the first week of class, or you will be considered a “No Show” and will be withdrawn. This means attending the first class or logging into the course and completing the assignments scheduled for the first week. If you do not complete the assignments, you will be considered a “No Show.”

**Attendance:**

This is an online class, so I don’t record attendance, but my expectation is that you will check into the course Monday through Friday as will I. It is important to do so in case I make a change to an assignment and for you to check on your grades.

**Withdrawal Policy and Withdrawal Deadlines:**

* Drop with Refunds: The drop with refund deadline is **May 15th, 2023 by 11:59 pm.**
* Withdrawal deadline is **June 30th, 2023 by 11:59 pm.**

**If you are thinking about withdrawing from the course, please contact me first. Let’s meet before you make such a big decision. A “W” can impact you academically and financially. Having said this, I do not withdraw you for not logging into the course. I will reach out to you if I see you are missing assignments, or you have not logged into the course. Again withdrawing is your choice, but you must decide by June 30th, 2023. After that date, you will receive the grade you earned.**

Assignment Submission:

All of your graded assignments will be submitted through Canvas. I do not accept assignments as an attachment to an email.

When submitting your assignment to Canvas, you must submit using a doc. or docx. file. Documents from Google Drive sometimes do not load properly in the Canvas grading pane, but they are acceptable. PDF. files are also acceptable, but, again, sometimes they do not load into the grading pane. Also, Canvas doesn’t play well with Pages. This file format does not download to the grading pane, and I do not have the Pages app. to open the file. It is your responsibility to make sure that an assignment is showing in the grading pane. If it is not, I will notify you and will not grade it until it is downloaded properly.

Assignment formatting:

You must use MLA formatting for all assignment submissions: Essays, Critical Reactions, and Process assignments. The following are resources explaining MLA formatting. The final link is to a sample paper. If your paper is not in MLA format, I will not grade your paper. I will assign a zero, and I will ask you to resubmit it again in MLA format.

* + [https://owl.excelsior.edu/citation-and-documentation/mla-style/ (Links to an external site.)](https://owl.excelsior.edu/citation-and-documentation/mla-style/)
  + [https://owl.purdue.edu/owl/research\_and\_citation/mla\_style/mla\_formatting\_and\_style\_guide/mla\_general\_format.html (Links to an external site.)](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html)
  + <https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_sample_paper.html>

Grading:

If you do not turn in one of the final drafts of your essays, critical reactions or final exam, you will receive an “F” for the course.

Late Work:

I understand there will be times when you need a few extra days to complete an essay. The key is to contact me if you are struggling to complete an assignment. Reaching out to me on a Saturday or Sunday is too late. You need to talk to me before the end of the week when an essay or process assignment is due. If you are always asking for an extension, I will not grant it. You need to save a request for a time when you absolutely need it. Life is about deadlines. Turning in assignments on time is important for this reason, but the most important reason is feedback. If you are late, I will grade your late work only after grading work that is submitted on time. This means you may have to submit another assignment without feedback on your strengths and weaknesses. Writing is about incremental improvement. You cannot improve if you do not submit work on time. The only assignment I will not accept late is the Reading Analyses. Please read the Assignment Categories’ Descriptions carefully for my late work policy.

Assignment Categories:

|  |  |  |
| --- | --- | --- |
| **Assignment Categories** | **Percentage of Grade** | **Description** |
| Essays | 50% | Your essays will focus on different methods of development. Your grade will consist of a grade for your first draft, your final draft and peer review. You will also be writing Critical Analyses, which are essays based on your understanding of the articles that you are reading. Your first draft will not be accepted late. Your final draft may be accepted late. You will have a 72-hour grace period only if you discuss the reason you need extended time with me by the Thursday before the essay is due, not after it. You must have a valid reason. Having work due in other classes is not a valid reason. |
| Reading Analyses (RA) | 20% | Critical Reactions consist of responses to assigned readings. They will require a summary of the main ideas and a response to a prompt. The assigned readings are meant to develop your critical reading ability and give you experience with different types of writing. Reading Analyses will not be accepted late. |
| Process Assignments and Discussion Posts | 30% | Process assignments are smaller assignments that help your write more effectively. They may consist of practice writing a thesis, pre-writing for an essay, sentence building, or other writing activities designed to help you become a skilled writer. Process activities will vary and may not always appear on the schedule because sometimes we will need to practice a concept or skill based on my assessment of the writing situation. After a discussion with me, process assignments may be turned in 72 hours late after a discussion with me.  For discussion posts, your initial post must be by Friday, and your responses to your peers will be on Sunday. The due date will always say Sunday, but if you do not post by Friday, your post will be considered late. You must have both posts completed by Sunday. |

Grading Scale:

90% and above of the total possible points equals an “A”.

80% to 89% of the total possible points equals a “B”.

70% to 79% of the total possible points equals a “C”.

69% to 60% of the total possible points equals a “D”.

Below 60% equals an “F”.

**Again, you must turn in the final draft of all essays, critical analyses, and take the final exam, or you will fail the class.**

**Academic Integrity and Plagiarism:**

Each student is required to follow Valencia’s policy regarding academic honesty. All work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression unless the assignment specifically states “group project.” Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog.

Plagiarism is defined as an intentional or unintentional use of another writer’s work in your essay without proper citation. It is also the copying of another student’s work or using another student’s writing as your own. Any student who plagiarizes an essay or other coursework will receive an “F” for the assignment. The student may also be referred to the Dean for disciplinary action.

Below is a link to our Academic Integrity Policy:

<https://valenciacollege.edu/students/disputes/academic-integrity.php>

**Internet Research Statement:**

Because of the variety of sources, ease of publication, lack of central control, and proliferation of commercial information on the free Internet, it is often hard to tell if information obtained online is reliable. Many sites contain research and information of high quality; however, unlike traditional print publications or library-based electronic resources, there is usually no process of peer review, nor is there an editor verifying the accuracy of information presented on the Internet. There are an increasing number of sites containing information that may be incomplete, anonymously written, out-of-date, biased, fraudulent, or whose content may not be factual. You should, therefore, use caution in use of the Internet for research needs. Having said this, we will use the Internet for searching information, but I will be teaching you how to evaluate the validity, accuracy, and reliability of sources.

Our library’s electronic databases are the most reliable source of information because they have been reviewed for validity, accuracy, and reliability. This does not mean they are free of bias or are relevant, but we will be learning how to evaluate sources for these criteria.

**Leaning Support Services:**

The Downtown Campus Learning Support Services (LSS) is comprised of two areas:

* The Learning Support Center (LSC) located in Dr. Phillips Academic Commons (DPAC) 330.
* The Writing Center (WC) located in DPAC 330K.

The Learning Support Center (LSC) offers walk-in tutoring for subjects like biology, chemistry, anatomy & physiology, psychology, and mathematics. Additionally, there are equipment loans available for items such as laptops, iPads, TI-84 Plus calculators, scientific calculators, Wacom tablets, and headphones.

The Writing Center (WC) offers 30-minute writing consultations on an appointment basis for students who need assistance with various types of writing.  Appointments can easily be made online by visiting

All of these services will be offered at various times. Please visit the following website for accurate information:

<https://valenciacollege.edu/students/learning-support/downtown/index.php>

Links to other helpful resources:

[Valencia College Library Quick Start LibGuide -  (Links to an external site.)](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flibguides.valenciacollege.edu%2Fquickstartlibraryguide&data=02%7C01%7Crbrown75%40valenciacollege.edu%7C45e9ce2043db400a79cd08d842ffaac6%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637333013131273079&sdata=4QxZ%2F2yp%2BYSsPFH7dIhl0UhqXjWvTlM2LOFln4x2coI%3D&reserved=0)This guide has information specific to faculty needs, in general and by campus.

[DTC Library: Everything You Need to Know -  (Links to an external site.)](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flibguides.valenciacollege.edu%2Fc.php%3Fg%3D969201&data=02%7C01%7Crbrown75%40valenciacollege.edu%7C45e9ce2043db400a79cd08d842ffaac6%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637333013131283074&sdata=egyqTBKDGVLviqT5s2D4c1NXRxrMa4nFzsVOKbuNad8%3D&reserved=0) This is the LibGuide specific to UCF/Valencia College at the Downtown Campus Library.

UCF Students:

While you have access to the UCF/Valencia library on the Dowtown Campus, you only have access to the UCF library databases and its resources. I do not have access to your library databases. You have to direct questions about the library to the UCF library. Below is the link to the library home page.

<https://library.ucf.edu/>

**Student Code of Conduct:**

I have pasted the link below to the Student Code of Conduct policy page. Please review it and adhere to these policies while in this class. You may be asked to leave class for violations of this policy and be referred to the Dean of Students. UCF students must also adhere to UCF’s Code of Conduct.

<http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0>

**Technology Requirements:**

Help with Technology: In our Canvas course in the menu, there is a “Help” link. When you click on it, it gives you links to technological support.

For Valencia Students, you can download Office 365 for free at the following link:

<https://valenciacollege.edu/employees/office-of-information-technology/network-and-info-security-services/office-365.php>

UCF Students do not have access to Valencia Office 365.

**Electronic Devices/Computer/Equipment Requirements:**

Having a laptop in class is necessary. All of our reading and materials are online, so you need to be able to access them in class. You can use your mobile device for this, but it is easier if you have a laptop or a tablet. You can check out laptops if necessary. Follow the link below for more information.

<https://www.ucf.edu/downtown/experience/#IT-Tech-Lending>

**Disability Statement:**

“Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class.  The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

**Office for Students with Disabilities and Testing Services:**

Disability accommodations will be provided through the Valencia Office for Students with Disabilities (OSD) and UCF Student Accessibility Services (SAS). This office is located in UnionWest room 210. Testing Services is also located in this same space. For more information about the services that these offices provide or to find contact information, please see their respective webpages.

Valencia Office for Student Disabilities:  [https://valenciacollege.edu/students/office-for-students-with-disabilities/Links to an external site.](https://valenciacollege.edu/students/office-for-students-with-disabilities/)

* Email: [osddtc@valenciacollege.edu](mailto:osddtc@valenciacollege.edu)
* Phone: 407-582-3517

UCF Student Accessibility Services: [https://sas.sdes.ucf.edu/ (Links to an external site.)](https://sas.sdes.ucf.edu/)

**Student Assistance Program Information for Baycare Behavioral Health Services for Valencia Students Only. UCF students should use UCF Health 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) 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.

BayCare services can also be reached through Video Relay Interpreters, Telecommunications Relay Service (TRS), at (800) 878-5470 or via email at [BayCareSAP@baycare.org](mailto:BayCareSAP@baycare.org).

**FERPA (Family Educational Rights and Privacy Act):**

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA affords students certain rights with respect to their educational records. Valencia College has a firm commitment to protecting the privacy rights of its students. For further information on FERPA see: http://valenciacollege.edu/ferpa/default.cfm#whatis

**TITLE IX:**

Valencia College strives to be a place free from all forms of discrimination. Title IX protects students from discrimination based upon sex including protections against sexual violence, domestic violence, and stalking. This also includes protections for students who are pregnant or may become pregnant. If you experience sexual violence, domestic violence or stalking and would like assistance there are several options available to you. Valencia partners with the Victim Service Center of Central Florida which is a confidential resource available 24/7. They can be reached by calling 407-497-6701. If you would like assistance on campus, you can go to valenciacollege.edu/eo or contact Valencia College’s Title IX and Equal Opportunity Officer, Ryan Kane, by emailing rkane8@valenciacollege.edu. If you would like to report to law enforcement, you may visit Campus Security or call 911. You can also find information by following this link:

[https://valenciacollege.edu/about/equal-opportunity-title-ix/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fabout%2Fequal-opportunity-title-ix%2F&data=05%7C01%7Cnbekas%40valenciacollege.edu%7Cc28530616e72445c026908da2938560c%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637867619191719412%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=CKvwn95lFeUpN0iwRh9r1hcBVBh9tpv4m9KtD8C3PKY%3D&reserved=0)

DISCLAIMER STATEMENT:

Changes to the course calendar may be made at my discretion; however, I will only do so after consulting with you and giving advanced notice.