ENC 1102: Freshman Composition II

Full-Term Spring 2014

3 Credit Hours

ENC 1102: 23625 (10:00 am)

**Instructor:** Nickalus Rupert

**Email:** nrupert@mail.valenciacollege.edu

**Class Meeting Time / Location:**

East Campus

10:00 am-11:15 am on Tues & Thurs, in Building 6, Rm. 212

**Text & Required Supplies:**

 Mays, Kelly J, Ed. *The Norton Introduction to Literature*. 11th Ed. New York: Norton, 2013.

 ISBN: 978-0393913392

**Additional Materials:** Though no additional textbooks are required, students are required to bring a writing instrument and notebook paper on a regular basis. Additionally, students must be able to turn in printed copies of assignments. For that reason, reliable access to a computer with word processing capabilities is required, and students are highly encouraged to back up their work to a storage device.

**Course Description:**

Application of skills learned in ENC 1101. Emphasis on style; use of library; reading and evaluating available sources; planning, writing, and documenting short research paper. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if ENC 1102 is used to satisfy Gordon Rule and general education requirements.

**Prerequisite(s) and Co-requisite(s):**

 There are no co-requisites for this course. However, there are pre-requisites.

* ENC1101 or 1101H with minimum grade of C.

**Course Objectives:**

**Major Topics/Concepts/Skills/Issues:**

• Writing as a Process

 • Structure and Elements of an Essay

 • Research and Documentation

 • Grammar Usage and Application

 • Critical Reading

**Major Learning Outcomes with Evidence, Core Competencies and indicators:**

 **Students will compose essays, including a formal research paper**

 ***Corresponding Evidence of Learning***

• Student will be able to Construct a thesis

 • Student will be able to Organize supporting details

 • Student will be able to Compose ideas and conclusions

 • Student will be able to Connect supporting ideas/details to thesis statement

 • Student will be able to Employ standard American English

 • Student will be able to Use transitions

 • Student will be able to Revise, edit, and proofread

 • Student will be able to Use primary and secondary material to support a thesis

 **Students will use conventions of standard American English**

 ***Corresponding Evidence of Learning***

• Student will be able to Write grammatically correct sentences

 • Student will be able to Write mechanically correct sentences

 • Student will be able to Vary sentence patterns

 • Student will be able to Employ effective diction

 • Student will be able to Edit for clarity

 **Students will demonstrate competence in research and documentation**

 ***Corresponding Evidence of Learning***

• Student will be able to Use a recognized documentation style, which includes in-text citations and Works Cited page

 • Student will be able to Recognize information that requires documentation

 • Student will be able to Use library research tools

 • Student will be able to Evaluate sources

 • Student will be able to Integrate source material into formal research paper

 **Students will demonstrate competence in critical reading skills**

 ***Corresponding Evidence of Learning***

• Student will be able to Recognize intent and/or bias

 • Student will be able to Identify main ideas and supporting details

 • Student will be able to Recognize overall patterns of organization

 • Student will be able to Discern author’s purpose and tone

 • Student will be able to Read texts for literal meaning

 • Student will be able to Read texts for inferential meaning

**Core Competencies:**

Valencia faculty have defined four interrelated competencies (Think, Value, Communicate, ACT) that prepare students to succeed in the world community. These competencies are outlined in the College Catalog. In this course, through lecture and discussion, group work, and other learning activities, you will further develop your mastery of those competencies.

**Attendance/ Tardiness:**

 It is crucial that you attend class regularly. You should not miss class unless doing so is absolutely necessary. “Excused” absences will be offered only if the student can show evidence of illness, death in the immediate family, jury duty obligations, or another serious reason.

After **THREE** absences, the instructor will start dropping the student’s final grade by one letter for each subsequent absence. The student is responsible for all work missed on days he or she is absent; please don’t email your instructor to ask basic questions about what was missed during class. Refer to the syllabus and seek out help from classmates.

**Tardiness:**

Class discussion is crucial for this course. Also crucial is a focused intellectual environment. Arriving late and thereby compromising the class’s intellectual momentum is detrimental to both peers and the instructor. Three excessive tardies (10 minutes late or more), should they become a recurring problem, will also equate to one absence. Students who routinely attend class without the required materials or students who habitually sleep or “zone out” during class may also be marked wholly absent. Students who anticipate difficulty arriving to class at the appointed time should enroll in an alternate course.

• **About “leaving early”**:

ENC 1102 is a college-level course and not a clubhouse, please do not ask permission to leave class early, especially for reasons resulting from poor student planning (i.e. “promised I’d cover someone’s shift,” “have to go to a job interview,” “have to pick someone up,” etc.). Please be prepared to stay for as long as the class session lasts. Some days we may finish class discussion ahead of schedule; otherwise, expect to stay for the entire duration. A student who leaves during a class session disrupts the instructor as well as other students. Ergo, early departure may result in a full absence.

**Makeup Policy for Examinations and All Other Assignments:**

Assignments are due in class at the time/date indicated on the course schedule. This policy is strictly enforced, with no exemptions for technical malfunctions (“My printer broke,” “My computer isn’t working,” etc.). Late papers will suffer a deduction equivalent to one letter grade for each class day they are late. In other words, an

assignment of “A” quality becomes a “B” grade if it is submitted one day late.

Since it is not possible to make up reading quizzes, it is very important to attend class regularly. At the end of the semester, the instructor will drop each student’s two lowest quiz grades and average the rest. If a student misses class for a legitimate reason (i.e. a reason qualified in Valencia’s student handbook), the instructor will drop the quiz grade in question. However, undocumented and unconfirmed excuses (“Had a headache,” “Friend needed a ride to airport,” “Had to cover shift at work”) will result in an unexcused absence and a grade of zero for the quiz that was missed.

**No-Show Procedure:**

The no-show reporting period for this course is Jan. 15-24th. It students registered for the course have not attended any classes from the first day of class to the beginning of the no-show period, then the instructor will withdraw them from the course on the first day of the no-show reporting period.

**Withdrawal Policy:**

A faculty member is permitted to withdraw a student from the faculty member’s class, after the Drop Deadline and up to the beginning of the final exam period, for violation of the faculty member’s attendance policy, as published in the faculty member’s syllabus. A faculty member is not permitted to withdraw a student from his or her class as a response to student conduct which falls under the jurisdiction of the Student Code of Conduct (6Hx28:8-03).

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), 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 of **March 21st**. A faculty member MAY withdraw a student up to the beginning of the final exam period 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.” Any student who withdraws or is withdrawn from class during a third or subsequent attempt in the same course will be assigned a grade of “F.”

**Technological Disruption Policy:**

Because the relevant course material is already contained in the required textbook, this course does not permit the use of any electronic devices during class. This includes cell phones, iPads/iPods, laptops, etc. In regard to cell phones, this means absolutely no texting, no phone calls, no checking e-mail/internet, and no leaving such devices within view. Students should store all such items in purses and/or backpacks.

If technological disruptions become a problem, the student in question may be marked absent and asked to leave the classroom so that class may continue in an unhindered atmosphere.

**Important Dates:**

Drop/Refund Deadline: Jan 14th

Withdrawal Deadline March 21st

Classes Do Not Meet March 3rd – 9th

Classes End April 20th

Final Exam Period April 21-27th

**\*Final Exam\***  April 22nd (10:00am-12:30pm)

Grades Viewable in Atlas April 29th

**Evaluation Process:**

**Quizzes:** Reading “quizzes” will be given on a regular basis. The instructor will be looking for a *short paragraph* that focuses on a particular detail from the reading assignment and makes a clear argument. In other words, expect to write a short paragraph which shows evidence of critical thinking/reading rather than simply rehashing plot details. Averaged together, these quizzes are worth 100 points.

**Papers:** There will be two 1,200-word literary essays, each worth 100 points. One of these papers may be revised, if desired. There will also be a final 1,500-word research paper worth 200 points. The final research paper may not be revised.

**Annotated Bibliography:** As part of the research process for the final paper, each student will produce annotated bibliography, also known as works cited with annotations. Worth 50 points.

**Exams:** The midterm and final exam will most likely appear in similar format. Students will be given a pool of quotations and will be asked to (1) identify the work of literature, (2) identify the author, and (3) write a short paragraph explaining the quote’s overall relevance. The midterm will cover required reading up to that point in the semester; the final will cover only the required reading for the latter portion of the semester.

**Participation:** Consistent, relevant contribution to classroom discussion is worth 100 points.

**Points Breakdown:**

Quizzes 100 points

Literary Essays 100 points X 2 = 200 points

Research Paper 200 points

Annotated Bibliography 100 points

Midterm Exam 150 points

Final Exam 150 points

Participation 100 points

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Total Possible Points 1,000

**Grading Scale:**

 **A 90-100**

 **B 80-89**

 **C 70-79**

 **D 60-69**

 **F 0-59**

**General Explanation of Grades:**

**“A” Assignments:** Assignments of A quality tend to follow the directions explicitly. They are thoughtful and stylistically astute. These assignments include evidence of complex thinking and academic creativity. *A assignments generally go beyond what is required while staying within the dictates of the assignment.*

**“B” Assignments:** Assignments of B quality follow the directions explicitly. They are thoughtful and there is evidence of attention given to style, but they are not as commanding as A assignments. B assignments execute the dictates of the assignment well but may simply be repeating what is discussed in class.

**“C” Assignments:** Assignments of C quality follow the directions. These assignments may make leaps in logic or confuse concepts. These assignments may have minor grammar issues. C assignments show little extended thought and attention to style. The vocabulary and words used in these assignments may be incorrect.

**“D” Assignments:** Assignments of D quality do not follow the directions. These assignments are hastily executed and poorly thought out. These assignments may lack professionalism required for academic genres. Commonly, these do not meet the minimum requirements of the assignment, including length requirements.

**“F” Assignments:** Assignments of F quality display a significant misunderstanding of the writing or concepts under consideration. Gross lack of professionalism may be an issue.

**MLA Adherence:**

Like APA or Turabian, MLA is a formatting style. Because this course entails the study of literature and includes literary analysis, students will be required to adhere to *basic* MLA guidelines. Because of the difficulties associated with plagiarism, students may be required to turn in a works cited page for some assignments. Though it is not required, students who plan to take literary courses in the future may wish to procure/consult *The MLA Handbook for Writers of Research Papers, 7th edition*. Purdue offers a free MLA resource at the following address: <https://owl.english.purdue.edu/owl/resource/747/01/>

**Exam Policy:**

All tests must be taken on or before dates assigned. No makeup tests are available without explicit consent of instructor. Such consent will only be granted in case of documented, legitimate emergency. The final exam must be taken on the date published final exam for this course. A student who misses an exam will receive no credit for said exam. His/her grade will be averaged as is, with no credit awarded on behalf of the exam.

**Academic Honesty:**

(College Policy 6HX28:(10-16) All forms of academic dishonesty are prohibited at Valencia Community College. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a test situation, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the student’s 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 student’s individual professor. When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be liable to a range of academic penalties as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination or project; a reduction in the course grade; or a grade of “F” in the course. At the option of the professor, the campus provost may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student.

Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and/or disciplinary penalties which may include warning, probation, suspension and/or expulsion from the college.

The student may appeal action taken by the professor under the provisions of either Policy 6Hx28:10-13 or 6Hx28:10-15 as determined by the nature of the action taken.

**Plagiarism:**

Plagiarism is defined as “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.” **This course enforces a zero-tolerance policy in regard to plagiarism**. Any act of plagiarism (especially an egregious one), can result in a zero (0) for the assignment and, depending on the case’s severity, a referral to Valencia College’s Dean of Students. Plagiarism can also result in the offending student earning a grade of “F” for the course and / or being withdrawn from the course.

Students should familiarize themselves with all the various forms of plagiarism, some of which may be found at the following address: <http://valenciacollege.edu/oit/learning-technology-services/student-resources/academic-integrity/plagiarism.cfm>

Students are encouraged to study the following tutorial on plagiarism, as defined by Valencia College: <http://valenciacollege.edu/library/tutorials/whatisplagiarism/whatisplagiarism_print.html>

**Expected Student Conduct:**

Valencia College is dedicated not only to the advancement of knowledge and learning but is also concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in an any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia’s rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

**College Policies and Procedures:**

 Students can locate a complete listing of the College’s policies and procedures in the college catalog, policy manual, and student handbook.

College catalog:  [http://valenciacollege.edu/catalog](%20http%3A/valenciacollege.edu/catalog)

Policy manual:  [http://valenciacollege.edu/generalcounsel](%20http%3A/valenciacollege.edu/generalcounsel)

Student handbook:  [http://valenciacollege.edu/studentdev/CampusInformationServices.cfm](%20http%3A/valenciacollege.edu/studentdev/CampusInformationServices.cfm%20%20)

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

**Technical Assistance?**

Since the instructor is not qualified to answer most computer or tech-related questions, especially those which are unrelated to the course, keep the number for Atlas technical support handy: (407) 582-5444.

**Other Announcements:**

**Office for Students with Disabilities Information**: Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form 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.

East Campus OSD Building 5, Rm. 216 Ph: (407) 582-2229 Fax: (407) 582-8908 TTY: (407) 582-1222

**Smoking on Campus**: Smoking is not permitted on any Valencia College campus.

**Student Assistance Program Information**: 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. Bay Care Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and are available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

**Final Exam:**

The final exam for this course will be on April 22nd from 10:00am-12:30pm.

**Course Schedule:**

 The instructor will send the course schedule as a separate file.