

# About Your Professor.



Hello! I'm Dr. Spottke, and I am proud to be a childless cat lady.

This is my furbaby, Quentin Fen Eliot.

Q is now four years old, adopted in the middle of COVID quarantine. He's 18 lbs, but the doctor says he's not fat, he's just a big cat!

Welcome to the course! Please, don't be afraid to contact me when you have a question or wish to request a Zoom meeting.

I'd be happy to look over your work before you submit it for a grade or discuss your progress in the course.



I am so glad you have chosen to join our online learning community. In this course, you will experience class dialogue, lectures, multimedia, quizzes, writing exercises, peer review, and constructing a portfolio.

I'm looking forward to sharing my passion for literature and writing and working with you this semester! Now a little about me...

6d

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I have been teaching for 31 years. I began teaching as a Master's student at SUNY New Paltz in New York, taught full-time at Santa Fe Catholic High School in Lakeland, FL, and then taught at USF as a PhD student. 20 of my years of teaching have been spent here at Valencia College.

I love to read, and when I have time, I write. Though I haven't found the time or energy to write in quite a while.

Check out my blog, if you like: [An American Introvert in London](https://anamericanintrovertinlondon.wordpress.com/) 

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Spring 2024, I earned a certificate in instructional design from Seminole State. It was completely online, including a 6-week course, so I know how exhausting online courses can be! :) I do understand the stress of working full-time and taking classes. If you need some advice on work/life balance, I might be able to help.

A year ago, I took up pottery, and I found it helps with my anxiety. Yes, I suffer from depression, generalized anxiety disorder, and PTSD. Anywho, I used to make a mess with my pottery attempts, but over the last year, I have been playing more and creating more. Most recently I've been trying out glazing techniques and working with slab building. I find pottery to be very therapeutic, even if my work doesn't turn out as I intended (or at all).

This is one of my favorite creations before final glazing. I built this and hand-painted the owl.



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I then created three more creatures for a contest at my pottery studio. It's currently on display (see below), and I can't wait to see who wins. :)

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I encourage you to check your Canvas inbox, Canvas announcements, and Atlas email account regularly— at least every four days—so you don't miss out on due date changes, important announcements, etc. Yes, I post announcements as part of your online participation grade.

Want to be a most successful student? Check your messages and announcements

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- Show respect for the instructor and for other students in the course
- Respect the privacy of other students
- Express differences of opinion in a polite and rational way

Maintain an environment of constructive criticism when commenting on the work of



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“Taking an online course and corresponding via the World Wide Web presents communicators with the task of overcoming the lack of nonverbals in communication. When taking a course online, it is important to remember several points of etiquette that will smooth communication between the students and their instructors.

1. Avoid language that may come across as strong or offensive. Language can be easily misinterpreted in written communication. If a point must be stressed, review the statement to make sure that an outsider reading it would not be offended, then post the statement. Humor and sarcasm may easily be misinterpreted as well, so try to be as matter-of-fact and professional as possible.
2. Read first, write later. It is important to read all posts or comments of students and instructors within the course discussion before personally commenting to prevent repeating commentary or asking questions that have already been answered.
3. Review, review, then send. There’s no taking back a comment that has already been sent, so it is important to double-check all writing to make sure that it clearly conveys the exact intended message.
4. An online classroom is still a classroom. Though the courses may be online, appropriate classroom behavior is still mandatory. Respect for fellow classmates and the instructors is as important as ever.
5. The language of the Internet. Though still a fairly young type of communication, certain aspects of this form of communication are becoming conventional. For example, do not write using all capital letters, because it will appear as shouting. Also, the use of emoticons can be helpful when used to convey nonverbal feelings (example: :- ) or :- ( ), but avoid overusing them.
6. No inappropriate material. Do not forward virus warnings, chain letters, jokes, etc. to classmates or instructors. The sharing of pornographic material is forbidden.”

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## Expectations of Students

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- Please, devote 24 hours each week to this course
- For guidelines on how to interact with your instructor and peers read through [Our Practice of Respect and Nonviolence](#) (<https://online.valenciacollege.edu/courses/223332/files/53922495?wrap=1>)\_ ↓ ([https://online.valenciacollege.edu/courses/223332/files/53922495/download?download\\_frd=1](https://online.valenciacollege.edu/courses/223332/files/53922495/download?download_frd=1)) . Some highlights from these principles are:
  - Create a hospitable and accountable community
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  - All voices have value
- Please, inform me of any issues affecting work submission, before the submission due date
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# Course Policies.

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On this page are important course policies to further help you participate effectively in this course.

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## HB 7 Disclaimer

This class requires participation in discussion to meet course learning outcomes. We are a class comprised of individuals. As such, there will be multiple opinions expressed throughout the semester that you may not personally agree with or even understand - as may be expected. My role as an instructor is to facilitate freedom of expression that is relevant to the course, credible, open and respectful without the promotion or endorsement of a single viewpoint. Conversations informed by diverse viewpoints contribute to critical thinking and higher-level learning. Even if you don't agree, listening to different points of view may give you further insight into your own perspectives. No lesson is intended to espouse, promote, advance, inculcate, compel a particular feeling, perception, viewpoint, or belief in a concept. Concepts as presented are not endorsed by the instructor but are presented as part of the larger course of instruction. Should a student feel uncomfortable with how course content is presented or discussed, please contact the instructor for further conversation.

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## No Show Policy

[\(https://catalog.valenciacollege.edu/academicpoliciesprocedures/cla](https://catalog.valenciacollege.edu/academicpoliciesprocedures/attendance/)

[attendance/](#)

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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. Students on financial aid will be asked to re-pay the amount of the class. Other scholarship sponsors may also require payment.

## Withdrawal and Incomplete

(<https://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/>)

Faculty cannot withdraw students from courses. If you are considering withdrawing, speak with an advisor.

See [Important Dates \(https://valenciacollege.edu/academics/calendar/\)](https://valenciacollege.edu/academics/calendar/) found on the course syllabus for deadlines (with refund or without academic penalty). A student who withdraws from class before the withdrawal deadline will receive a grade of "W." A faculty member is permitted to withdraw a student from the faculty member's class up to the beginning of the final exam period at student's request. A student is not permitted to withdraw from this class after the withdrawal deadline; if you remain in the class after the withdrawal deadline, you can only receive a grade of A, B, C, D, F or I.

An I grade (Incomplete) will only be assigned under extraordinary circumstances that occur near the end of the semester. If you receive an I, the work missed must be made up during the following semester, at which time you will get an A, B, C, D, or F. Failure to make up the work during the following semester will result in a grade of F. Any student withdrawing from this class during a third or subsequent attempt in this course will be assigned a grade of "F." International students on an F1 Visa may lose their F1 Visa due to an attendance withdrawal.



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To academically maintain financial aid, students must meet all of the following requirements: Complete 67% of all classes attempted, and maintain a Valencia GPA (Grade Point Average) of 2.0 or higher, and Maintain an overall GPA of 2.0 or higher, and complete degree within the 150% timeframe. Detailed information about maintaining satisfactory academic progress can be found at [Satisfactory Academic Progress \(SAP\): How to Keep Your Financial Aid](https://valenciacollege.edu/finaid/satisfactory-progress.php) (<https://valenciacollege.edu/finaid/satisfactory-progress.php>)

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## Grievances

(<https://valenciacollege.edu/students/disputes/>)

Valencia College is committed to providing each student a quality educational experience. Faculty members have set high standards of instruction for themselves and for you. If you have a problem in a class, your first step is to talk to your instructor. If you are still dissatisfied, you may talk with the academic dean of the division for your class. We will work together to resolve any issues that arise. See the phone number and location of the Communications Division at the top of your syllabus.

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## Grading Policies

You will earn points for each assignment completed. You must earn 700 points to pass with a C. A list of assignments, points, and due dates are posted on the bottom of this page. You will earn points for quizzes, journal entries, discussions, writing exercises, a final portfolio, and online participation. There is no final exam. Work is due on Thursdays.

## Grading Breakdown

Rubrics are available for each assignment. Be sure to read through these carefully for how your work will be graded.



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800-899 points is a B

700-799 points is a C

600-699 points is a D

## Final Exam

There is no final exam in this course.

## Late Work

Work to be peer-reviewed must be submitted on time to earn peer review credit. Peer reviews are assigned automatically. The assignments for peer review will lock for submission. Failure to submit your work on time will leave you out of the peer-review process.

All other work is accepted late up to two days without penalty. Assignments will close for submission after two days and will not be reopened without requests made in advance of the original due date.

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## Extra Credit Policy

Extra points are built into the semester. Because of these extra points, there will be no “bumping up” of grades due to being “so close” and no extra credit offered. Don’t ask. 600 points are required to pass this course.

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## Important Dates

The College is Closed on the following:

Sept 2 Labor Day

Nov. 11 Veteran's Day

Nov. 27 - Dec. 1 Thanksgiving



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Withdraw for a full refund by August 26

Withdrawal deadline is October 25

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## Copyright Policy

To avoid copyright infringement, any materials produced specifically for this class can only be used during this term for this class.

## Third-Party Software & FERPA Policy

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

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# About This Course

## Simple Syllabus

Be sure to read through the simple syllabus (link in the left-side Canvas course menu) and the orientation module pages for information on the course including course outcomes, required materials, assessment breakdown, the online attendance policy, the academic honesty policy, and the student code of conduct.

## Prerequisites:

None

## Course Structure

This course is organized in units (orientation, characterization, setting and personal space, personal voice and narration, and the final portfolio).

Within each module, you will find your work broken down by weeks due with readings, discussions, writing assignments, and peer reviews due Thursdays by 11:59 pm.

Within units two through five, you will complete an assignment, peer review it, and then submit a revised version to your portfolio. These unit assignments aren't worth much for the first submission because I want you to have a chance to learn from your mistakes with no penalty.

Would you prefer to submit the assignment once--for 100 points--and earn credit without feedback?

Or would you prefer to submit a first version, conduct peer reviews and receive peer and instructor feedback for 20 points, and then submit the 100-point version, earning a better score?

I want to introduce you to writing as a process, and I want you to learn from your mistakes before they're worth a lot of points

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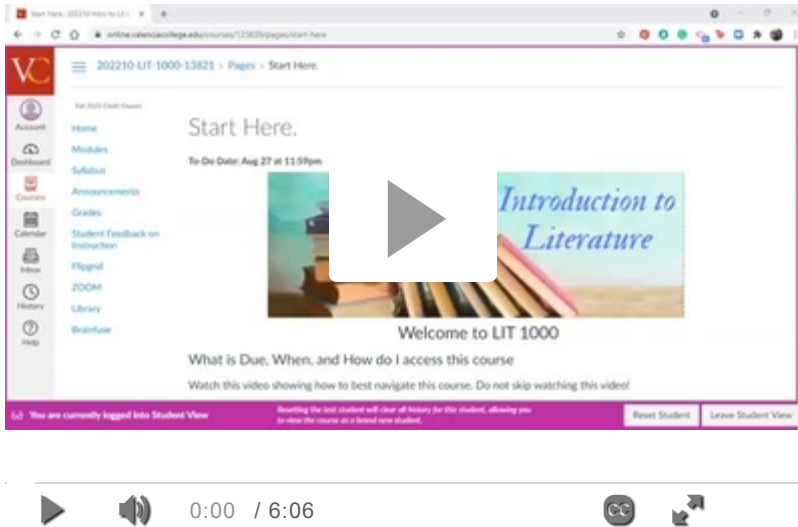
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If you did not watch the video on the first page of the orientation module, please, watch it here:

Click Here for a Video on How to Navigate the Course



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## HB 7 Disclaimer

This class requires participation in discussion to meet course learning outcomes. We are a class comprised of individuals. As such, there will be multiple opinions expressed throughout the semester that you may not personally agree with or even understand - as may be expected. My role as an instructor is to facilitate freedom of expression that is relevant to the course, credible, open and respectful without the promotion or endorsement of a single viewpoint. Conversations informed by diverse viewpoints contribute to critical thinking and higher-level learning. Even if you don't agree, listening to different points of view may give you further insight into your own perspectives. No lesson is intended to espouse, promote, advance, inculcate, compel a particular feeling, perception, viewpoint, or belief in a concept. Concepts as presented are not endorsed by the instructor but are presented as part of the larger course of instruction. Should a student feel uncomfortable with how course content is presented or discussed, please contact the instructor for further conversation.

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## No Show Policy

[\(https://catalog.valenciacollege.edu/academicpoliciesprocedures/cla](https://catalog.valenciacollege.edu/academicpoliciesprocedures/attendance/)

[attendance/](#)

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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. Students on financial aid will be asked to re-pay the amount of the class. Other scholarship sponsors may also require payment.

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## Withdrawal and Incomplete

(<https://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/>)

Faculty cannot withdraw students from courses. If you are considering withdrawing, speak with an advisor.

See [Important Dates \(https://valenciacollege.edu/academics/calendar/\)](https://valenciacollege.edu/academics/calendar/) found on the course syllabus for deadlines (with refund or without academic penalty). A student who withdraws from class before the withdrawal deadline will receive a grade of "W." A faculty member is permitted to withdraw a student from the faculty member's class up to the beginning of the final exam period at student's request. A student is not permitted to withdraw from this class after the withdrawal deadline; if you remain in the class after the withdrawal deadline, you can only receive a grade of A, B, C, D, F or I.

An I grade (Incomplete) will only be assigned under extraordinary circumstances that occur near the end of the semester. If you receive an I, the work missed must be made up during the following semester, at which time you will get an A, B, C, D, or F. Failure to make up the work during the following semester will result in a grade of F. Any student withdrawing from this class during a third or subsequent attempt in this course will be assigned a grade of "F." International students on an F1 Visa may lose their F1 Visa due to an attendance withdrawal.



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To academically maintain financial aid, students must meet all of the following requirements: Complete 67% of all classes attempted, and maintain a Valencia GPA (Grade Point Average) of 2.0 or higher, and Maintain an overall GPA of 2.0 or higher, and complete degree within the 150% timeframe. Detailed information about maintaining satisfactory academic progress can be found at [Satisfactory Academic Progress \(SAP\): How to Keep Your Financial Aid](https://valenciacollege.edu/finaid/satisfactory-progress.php) (<https://valenciacollege.edu/finaid/satisfactory-progress.php>)

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## Grievances

(<https://valenciacollege.edu/students/disputes/>)

Valencia College is committed to providing each student a quality educational experience. Faculty members have set high standards of instruction for themselves and for you. If you have a problem in a class, your first step is to talk to your instructor. If you are still dissatisfied, you may talk with the academic dean of the division for your class. We will work together to resolve any issues that arise. See the phone number and location of the Communications Division at the top of your syllabus.

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## Grading Policies

You will earn points for each assignment completed. You must earn 700 points to pass with a C. A list of assignments, points, and due dates are posted on the bottom of this page. You will earn points for quizzes, journal entries, discussions, writing exercises, a final portfolio, and online participation. There is no final exam. Work is due on Thursdays.

## Grading Breakdown

Rubrics are available for each assignment. Be sure to read through these carefully for how your work will be graded.

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800-899 points is a B

700-799 points is a C

600-699 points is a D

## Final Exam

There is no final exam in this course.

## Late Work

Work to be peer-reviewed must be submitted on time to earn peer review credit. Peer reviews are assigned automatically. The assignments for peer review will lock for submission. Failure to submit your work on time will leave you out of the peer-review process.

All other work is accepted late up to two days without penalty. Assignments will close for submission after two days and will not be reopened without requests made in advance of the original due date.

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## Extra Credit Policy

Extra points are built into the semester. Because of these extra points, there will be no “bumping up” of grades due to being “so close” and no extra credit offered. Don’t ask. 600 points are required to pass this course.

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## Important Dates

The College is Closed on the following:

Sept 2 Labor Day

Nov. 11 Veteran's Day

Nov. 27 - Dec. 1 Thanksgiving



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Withdraw for a full refund by August 26

Withdrawal deadline is October 25

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## Copyright Policy

To avoid copyright infringement, any materials produced specifically for this class can only be used during this term for this class.

## Third-Party Software & FERPA Policy

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

Scroll to the bottom of each course page and click the "marked as done" and "Next" navigational buttons at the bottom.



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# About This Course

## Simple Syllabus

Be sure to read through the simple syllabus (link in the left-side Canvas course menu) and the orientation module pages for information on the course including course outcomes, required materials, assessment breakdown, the online attendance policy, the academic honesty policy, and the student code of conduct.

## Prerequisites:

None

## Course Structure

This course is organized in units (orientation, characterization, setting and personal space, personal voice and narration, and the final portfolio).

Within each module, you will find your work broken down by weeks due with readings, discussions, writing assignments, and peer reviews due Thursdays by 11:59 pm.

Within units two through five, you will complete an assignment, peer review it, and then submit a revised version to your portfolio. These unit assignments aren't worth much for the first submission because I want you to have a chance to learn from your mistakes with no penalty.

Would you prefer to submit the assignment once--for 100 points--and earn credit without feedback?

Or would you prefer to submit a first version, conduct peer reviews and receive peer and instructor feedback for 20 points, and then submit the 100-point version, earning a better score?

I want to introduce you to writing as a process, and I want you to learn from your mistakes before they're worth a lot of points

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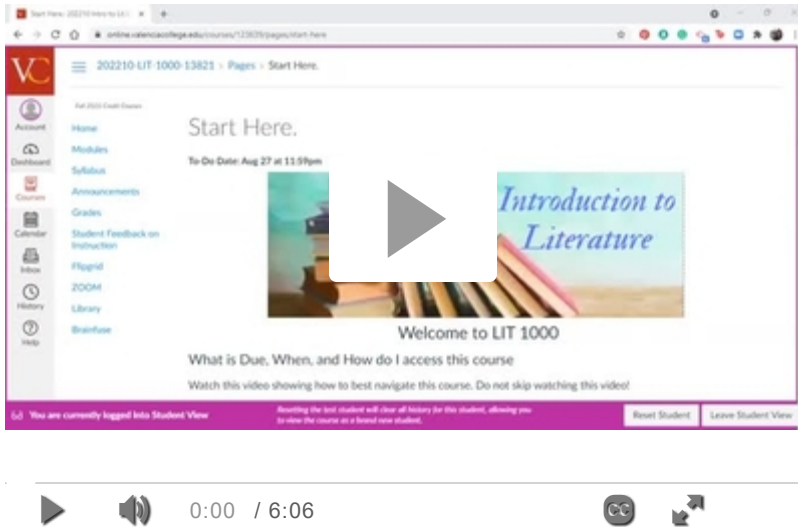
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If you did not watch the video on the first page of the orientation module, please, watch it here:

Click Here for a Video on How to Navigate the Course



Scroll to the bottom of each course page and click the "marked as done" and "Next" navigational buttons at the bottom.

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