

# Course & Division Info

ENC 0027 CRN 32878

4 Credit Hours

Class is fully ONLINE

Summer 2024

Instructor Contact Info

Instructor: Dr. Nicole Spottke

Email: via Canvas Inbox
(alternately: nspottke@valenciacollege.edu)

Office Hours Live, virtually, via Zoom, ***by appointment.***

Communications Division Office

Building 5 Room 231

West Campus 407-582-1313

# About this course

## Catalog Description

An integrated reading and writing course designed for students scoring 50-83 on PERT reading and a 90-98 on PERT writing; or 84-103 on PERT reading and 50-89 on PERT writing; or 84-103 on PERT reading and 90-98 on PERT writing. The course will focus on reading comprehension, vocabulary skills, grammar, and essay writing. In addition, the course will address the connection between reading and writing through reading response activities.

## General Education Outcome Indicators and Major Learning Outcomes. Students will:

1. Demonstrate literal comprehension of text
2. Apply inferential skills for a deeper level of comprehension
3. Apply active reading strategies
4. Apply a multi-stage process to produce an essay
5. Apply structure and grammar conventions consistent with varied writing situations

## Prerequisites

Minimum grade of C in ENC0017 or appropriate score on PERT or other approved assessment.

## Course Competencies

The faculty of Valencia College has identified four core competencies defining 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. Students 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

## Important Dates

Start Date: Monday, May 6

Drop/Refund Deadline: Monday, May 13

Off Memorial Day: Monday, May 27

Withdrawal Deadline: Friday, June 7

End Date: Monday, June 17

# Course Policies

## Student Code of Conduct

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 contributing positively to Valencia’s learning community and not impairing, interfering with, or obstructing the orderly conduct, processes, and functions of the college.

## Attendance Policy/Online Participation

Online attendance is required and necessary for receiving information. Logging on only once a week is not sufficient and does not count as attendance. To get the most out of this course, you are responsible for logging in and checking mail messages, announcements, and discussion messages at least once every four days.

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible--before the due date-- to create a plan to complete any missed assignments so your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible to create a plan for the best course of action. Do note, sometimes the best course of action is to take a medical withdrawal or to fail the course and repeat it for grade forgiveness.

## No Show Policy

If you do not either come to class the first meeting or do not log in to the course during the first week and complete the Academically Required Attendance Activity, you will be withdrawn from the class as a "no show."

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 have to re-pay the amount of the class. Other scholarship sponsors may also require payment.

## Withdrawal

See [Important Dates](https://valenciacollege.edu/academics/calendar/) 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 the 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.

## Incomplete

An I grade will only be assigned under extraordinary circumstances occurring 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 earn 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.

## Financial Aid Notice

To academically maintain financial aid, students must meet all of the following requirements: Complete 67% of all classes attempted, and maintain a Valencia GPA 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)

## Academic Integrity

Plagiarism is using someone else’s words, ideas, pictures, design, and/or intellectual property without correct documentation and punctuation. I have a no-tolerance approach to plagiarism. Your work will be submitted to Unicheck for verification of originality. You will be penalized for submitting wholly or partially plagiarized work. This includes reusing old work from a previous class without my prior permission.

If you are cutting from somewhere and then pasting into your writing without

* Quotation marks,
* Citations, and
* A bibliographic entry on the works cited page, then you are plagiarizing.

If you take a passage from a source, a single sentence, or more without appropriately citing the source information, you will receive an F in the course. Offering a sentence, sentences, a full paragraph(s), or even a full essay will result in an F in the course. Taking someone's words and using a thesaurus to change these words will result in an F in the course. In extreme circumstances, academic action will be taken against you. Read the Academic Dishonesty policy found in Valencia’s online policy manual.

## Class Media Policy

Students may record video and/or audio of class lectures for their personal use. Recordings may be a useful tool to support your learning and provide a resource for review. It is important to be respectful of your peers’ rights to privacy; with that in mind, please refrain from recording your peers during lectures. You may not record class discussions, student presentations, labs, group work, and private conversations. Further, you may not publish or share recordings without my written consent, nor may you provide recordings to classmates as a substitution for class participation and attendance. If necessary, I will handle violations of this section through the College’s Student Code of Conduct.

## Student Grievances

Valencia College is committed to providing each student with a quality educational experience. Faculty members have set high standards of instruction for themselves and 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. See the phone number and location of the Communications Division at the top of your syllabus.

## Grading Policy

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 is posted on the last page of the syllabus and in Canvas. You will earn points for quizzes, journal entries, discussions, and essays. There is no final exam. Work is due Mondays and Wednesdays.

## Grading Breakdown

Rubrics are available for each assignment. Be sure to read through these carefully for how your work will be graded. This is the breakdown of points for each unit.

|  |  |
| --- | --- |
| **Grading Scale is by points** | **Points Breakdown** |
| 900-1000       A800-900        B700-800        C600-700       D600 and lower F | 110 points Orientation Module205 points *Power of Habit Assignments*208 points Quizzes (lowest quiz grade dropped)510 points Prewriting and Essays |

## There is no Final Exam for This Course

## Late Work

The due date for all work is 11:59 pm Mondays and Wednesdays.

However, I know family emergencies, computer troubles, illness, and more can get in the way of academics. Therefore, I have a grace period for assignments of two days after the due date, and you are welcome to submit work without penalty. I will only extend the due date for requests made in advance of the due date and only under special circumstances. I can not reopen assignments for requests made after the due date.

Aim to submit your work by the due date. If you run into emergencies after the due date but before the grace period, I can not help you.

## Extra Credit Policy

Extra points are built into the semester and your lowest quiz grade will be dropped. Because of these extras built into the course, there will be no “bumping up” of grades due to being “so close” and no extra credit offered. Don’t ask. 700 points are required to pass this course.

## 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.

# Course Communications

## Contact Your Instructor

Send me questions via the Canvas inbox. I will respond within 24-48 hours during the week, Monday through Friday, longer on the weekends and holidays.

You MUST check your Canvas inbox, Canvas announcements, and Atlas email account regularly— at least every four days—for class cancellation notices, important announcements, etc.

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

Appointments for meeting online, live via Zoom may be made as needed, just ask.

## Netiquette

It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your instructor and peers. This requires you to follow some guidelines for behaviors.

Please, be sure to:

* Show respect for me and for your peers in the course
* Respect the privacy of your peers in the course
* Express differences of opinion in a polite and rational way
* Maintain an environment of constructive criticism when commenting on the work of other students
* Remain focused on the learning topics during discussions and activities

From Kent State University:

“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."

## Email Etiquette

Furthermore, when messaging me, please greet me with a Dear Dr. Spottke, or To Dr. Spottke, or at the least a Hello, professor! (or Dr., not Mrs.) Spottke... opening, and be sure to Close the message with your name. Making a habit of communicating pleasantly with one another will carry over well into the workplace! : )

Also, please, clearly state your message. I want to understand what you are asking of me. I want to be able to help you with whatever trouble you are having, want to answer what questions you may have.

Send me questions via the Canvas inbox. I will respond within 24-48 hours during the week, Monday through Friday, longer on the weekends and holidays.

## Expectations of Students

* Please, check your Atlas email, Canvas Inbox, and Canvas announcements regularly throughout the week, at least every four days.
* You can expect to devote 24 hours each week to this course.
* You will check in bi-weekly through Canvas announcements.
* For guidelines on how to interact with your instructor and peers read through [Our Practice of Respect and Community Building](https://www.pacesconnection.com/g/aces-central-florida/fileSendAction/fcType/0/fcOid/481092513644672980/filePointer/481092513644672994/fodoid/481092513644672989/Principles%20for%20How%20We%20Treat%20Each%20Other.pdf). Some highlights from these principles are:
* Create a hospital and accountable community
* Suspend judgment
* All voices have value
* Students are expected to inform the instructor of any emergencies affecting work submission, ***before*** the submission due date.

## Expectations of Instructor

* I will provide a variety of feedback on your assignments within two weeks.
* I will address you following the guidelines as indicated in the [PJI Principles](file:///C%3A%5CUsers%5Cnspottke%5CDownloads%5Cpacesconnection.com%5Cg%5Caces-central-florida%5CfileSendAction%5CfcType%5C0%5CfcOid%5C481092513644672980%5CfilePointer%5C481092513644672994%5Cfodoid%5C481092513644672989%5CPrinciples%20for%20How%20We%20Treat%20Each%20Other.pdf).
* I will notify you of changes to the coursework via email or announcements tools.

# Textbook & Required Materials

In response to rising textbook costs, I have opted to use Open Educational Resources (OER). All materials for this course are free and will be provided as links within the course modules.

We are reading Charles Duhigg’s *The Power of Habit*. You are welcome to purchase the book at any local bookstore, but an online version is available for Valencia students. You will find a link to the book on your course home page.

# Technology Requirements and Skills

## Technology Requirements

Students should verify computer software and hardware requirements to ensure coursework can be submitted successfully. Since all assignments are submitted through Canvas (unless otherwise noted), access to a computer is required for this course. Students have free access to computers at all Valencia campuses.

Canvas lists minimum computer specifications and supported browsers to ensure compatibility. The Google Chrome browser is recommended.

My recommendation: Download three browsers to your computer: Firefox, Safari, and Chrome.

If something does not work on Canvas, try another browser. If the problem persists, contact the help desk.

## Technical Skills

Students should consider the basic computer skills needed to be successful in this course, which include:

* Reading and responding to emails and announcements
* Software application skills (PowerPoint, Word, Office365, FlipGrid, Padlet)
* Internet and library database browsing
* Copying and pasting
* Saving files in MLA format
* Working with attachments
* File management
* Uploading documents in Microsoft Word

Canvas 101 is a free self-paced course available for students to learn more about using the Canvas learning management system we are using for this course.

## IT Support Services/Canvas Help

Contact the Online Courses Help Desk, not your professor. Click on the Question Mark on the Canvas Global Navigation tab or call 407-582-5600. Ask for a confirmation code.

# Student Support Services

## Learning Support

Learning Support Services provides students with academic support through distance tutoring, face-to-face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming and writing assistance for any course. Assistance with library research can be accessed online through Atlas or the tutoring LibGuide. For more information on how to access tutoring and library research assistance, please visit the college-wide [Learning Support Services LibGuide](https://libguides.valenciacollege.edu/distancetutoring)

## Brainfuse

Brainfuse is our new 24/7 online tutoring and learning hub, which is available to all of Valencia’s students. This service is best used as a backup to Valencia’s Distance Tutoring service, not as a replacement. Brainfuse is accessible through Canvas or by visiting the [West Campus Writing Center page](https://valenciacollege.edu/students/learning-support/west/communications/writing-center/index.php).

## Library

At each campus library, librarians and other qualified staff can assist students with searching and finding items and information, MLA and APA citations, and technologies. The library provides a variety of books, eBooks, online articles, textbooks, DVDs, and streaming videos to support course-related research and other learning needs. View the [library libguide](https://libguides.valenciacollege.edu/quickstartlibraryguide) for more information including tutorials on the following:

* H ow to Connect to the Library Online
* H ow to Access eBooks At Valencia Library

## Offices for Students with Disabilities

Valencia is committed to ensuring all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities (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 this purpose, Valencia students can receive 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.

## Pooky's Pantry

For students in need, non-perishable items are available in the Student Development office, bldg 3 room 147.

## Disclaimer Statement

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