

Disclaimer: All links open in a new window.



Course & Division Info

ENC 0027 CRN 12201

4 Credit Hours

Class is M&W 530-840, building 5 room 227

Communications Division Office

Building 5 Room 231

West Campus 407-582-1313

Instructor Contact Info

Instructor: Dr. Nicole Spottke

Email: via Canvas Inbox or

nspottke@valenciacollege.edu

Office Hours listed via the link on your Canvas course home page

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, August 19

Drop/Refund Deadline: Monday, August 26

Off Labor Day: Monday, September 2

Withdraw for a full refund by August 26

Student Withdrawal deadline is September 20 (reminder: I can't withdraw you. You would need to withdraw yourself)

End Date: October 10

Disclaimer: All links open in a new window.

Course Policies

See Course Policies in the Orientation module in Canvas for the following:

Student Code of Conduct

Attendance Policy

No Show Policy

Withdrawal

Incomplete

Financial Aid Notice

Academic Integrity

Class Media Policy

Student Grievances

Grading Policy

Grading Breakdown

Grading Scale

Points Breakdown

Final Exam

Late Work

Extra Credit Policy

Copyright Policy

Third-Party Software & FERPA Policy

Course Communications

See Course Communications in the Orientation module in Canvas for the following:

Contact Your Instructor

Etiquette

Email Etiquette

Expectations of Students

Expectations of Instructor

Textbook & Required Materials

Available through link on Canvas home page

Technology Requirements and Skills

See Technology Requirements and Skills in the Orientation module in Canvas for the following:

Technology Requirements

Technical Skills

Technology Privacy Policies

Helpful Technology Links

Learn Canvas and Canvas Help

See Learn Canvas and Canvas Help in the Orientation module in Canvas for the following:

Getting Help with Canvas

Canvas Account Settings

Canvas Tutorials

Canvas Mobile App

Student Support Services

See Student Support Services in the Orientation module in Canvas for the following:

Learning Support Centers

Library

Students with Disabilities

BayCare Student Assistance Services

Brainfuse

On-Campus Food Services

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.

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

You are currently logged into Student View

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.


Reset Student

Leave Student View



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/) 
(<https://anamericanintrovertinlondon.wordpress.com/>)

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.



You are currently logged into Student View

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

[Reset Student](#)

[Leave Student View](#)



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. :)

6d


You are currently logged
into Student View

*Resetting the test student will clear
all history for this student, allowing
you to view the course as a brand
new student.*

[Reset Student](#)[Leave Student View](#)



Professor's Virtual Office Hours

I have a web page for [frequently asked questions](https://spottke.weebly.com/faq.html)  (<https://spottke.weebly.com/faq.html>). However, if you still have a question, then message me via the Canvas inbox. I know you all have schedules that don't match mine. I won't be offended if you email me at 4 in the morning on a Saturday. You can email me any time of day, any day. I will respond within 24-48 hours during the week, Monday through Friday, longer on weekends and holidays.

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

6d You are currently logged into Student View

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

[Reset Student](#)

[Leave Student View](#)

Appointments for meeting online, live via Zoom, may be made as needed, just ask. I block time out of my schedule (see office hours button/link on the course home page). If you'd like to meet me during these times, send me a message via Canvas Inbox, and I'll send you a link for our meeting. If these hours do not work for you, contact me at least 24 business hours in advance, and we can see about setting up a different time to meet. We can review your writing together, discuss research, and/or clarify questions. This is my time set up for you.

Sincerely Yours,

Dr. Spottke

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



**You are currently logged
into Student View**

*Resetting the test student will clear
all history for this student, allowing
you to view the course as a brand
new student.*

Reset Student

Leave Student View

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. I block time out of my schedule (see Office Hours link on the home page). If these hours do not work for you, contact me at least 24 business hours in advance, and we can see about setting up a different time to meet. We can review your writing together, clarify questions, talk about your progress in the course. This is my time set up for you.

Etiquette

It is important to be aware of your behavior in class 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
-


Email Etiquette

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. Pictures of whatever Canvas issue you are having would help immensely!


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.
- 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) 
(<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.
- Please, explore your writing voice, but don't let artificial intelligence take your voice

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](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)  (<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>).
- I will notify you of changes to the coursework via email or announcements tools.

To continue through the Orientation, click the "mark as done" and "Next" navigational buttons at the bottom of this page or select "Modules" in the Course Menu.

About This Course.

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 Structure

This course is organized in weekly work due on Mondays and Wednesdays. Check out this video to see how to best navigate this course. Note the dates and times are different as this video was created in 2023:

202230-ENC-0027-34566

Summer 2022 Credit Courses

202230 Dev Reading and Writing II ENC-0027-34566

View Course Stream
View Course Calendar
View Course Notifications

To Do

- About Your Profession... x
202230 Dev Reading and Writing II ENC-0027-34566
May 11 at 11:59pm
- Course Communication... x
202230 Dev Reading and Writing II ENC-0027-34566
May 11 at 11:59pm
- Course Policies... x
202230 Dev Reading and Writing II ENC-0027-34566
May 11 at 11:59pm

You are currently logged into Student View

Reset Student Leave Student View

0:00 / 7:30



To continue through the Orientation, click the "marked as done" and "Next" navigational buttons at the bottom of this page or select "Modules" in the Course Menu.

Course Policies.

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

Student Code of Conduct

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

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.

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 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.

Attendance Policy/Online Participation

Attendance is required and necessary for receiving information and completing classwork. I am trying to minimize the amount of homework you have in this course. Missing class will mean you miss instructions, collaboration, and in-class writing assignments. Classwork can not be made up except under special circumstances discussed with the professor.

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible to create a plan to complete any missed assignments so your learning can progress in your course. In the case of a prolonged 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

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

Attendance is required for face-to-face classes. If you do not show up for class during the first week, you will be withdrawn from the class 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 and Incomplete

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

If you are considering withdrawing, speak with an advisor/success coach.

See **Important Dates** (<https://valenciacollege.edu/academics/calendar/>) found on the course syllabus for deadlines (with a 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 **not** permitted to withdraw a student from the faculty member's class.

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.

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 \(https://valenciacollege.edu/finaid/satisfactory-progress.php\)](https://valenciacollege.edu/finaid/satisfactory-progress.php)

[Academic Integrity](https://valenciacollege.edu/students/disputes/academic-integrity.php)

[\(https://valenciacollege.edu/students/disputes/academic-integrity.php\)](https://valenciacollege.edu/students/disputes/academic-integrity.php)

Academic Integrity Statement:

Valencia College is dedicated to engaging in intellectual activity and maintaining an academic environment consistent with high academic standards including a shared commitment to transparency, integrity, and creating the right conditions for learning. In all areas of academic and instructional endeavors, Valencia expects work to be the

result of individual knowledge, thoughts, research, effort, and self-expression or appropriate citation/credit is given for the origin of outside work.

For more on Valencia's Academic Integrity policy and procedure, click here: [Valencia Policy 6Hx28:8-11: Academic Dishonesty \(https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-11-academic-integrity.pdf\)](https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-11-academic-integrity.pdf).

Expectations and Responsibilities:

1. **Original Work:** All work submitted by students must be their own original effort, unless other expectations are explicitly stated otherwise by the instructor. This includes assignments, papers, exams, and any other academic exercises.
2. **Citing Sources:** Proper attribution of sources is essential. Whenever students use ideas, words, data, or other intellectual property from external sources, they must appropriately cite these sources following MLA (Modern Language Association) style.
3. **Collaboration:** Collaboration can be a valuable learning tool, but it must always be conducted ethically. Students must adhere to the collaboration guidelines set forth by their instructors, which may vary by course and assignment.
4. **Assignments, Quizzes, and Examinations:** During graded assignments, quizzes, and examinations, students are expected to adhere strictly to the rules and guidelines provided by the instructor. Any form of cheating, plagiarism*, or unauthorized assistance is strictly prohibited.
5. **Consequences of Violations:** Violations of academic integrity, including, but not limited to, cheating, plagiarism, falsification of data, and unauthorized collaboration, are serious offenses that may result in disciplinary sanctions and academic consequences. In this course, consequences may include a zero, an F for the course, and/or official reporting of this conduct depending on the extent of the violation. Students will have a reasonable opportunity to respond to allegations of an academic integrity violation and will be notified of the assigned penalty, if any.

Artificial Intelligence (AI)

The use of artificial intelligence tools, including, but not limited to, automated essay generators, content generators/synthesizers (e.g., ChatGPT, Claude, Reia, Google Gemini, etc.), translation tools, external grammar checkers (e.g., Grammarly), and plagiarism detection algorithms, may be authorized for specific assignments within this course with instructor notice and approval. Content generated by such tools must be

acknowledged and cited correctly. Approval of the use of AI for one assignment does not provide blanket approval for other assignments. The instructor will provide clear instructions about assignment requirements.

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.

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.

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 is posted in the Orientation Module. 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.

110 points Orientation Module

205 points *Power of Habit* assignments

208 points Quizzes (lowest quiz grade dropped)

510 points Prewriting and Essays

Grading Scale is by Points

900-1000 points is an A

800-899 points is a B

700-799 points is a C

Final Exam

There is no final exam in this course.

Late Work

Work is due during class unless otherwise specified. If you are absent, you miss the work completed during class and will receive a zero for the work.

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.

Important Dates

The College is Closed on the following:

September 2 for Labor Day

College Dates

The course runs from August 19-October 10

Withdraw for a full refund by August 26

Withdrawal deadline is September 20 (reminder: I can't withdraw you. You would need to withdraw yourself)

To continue through the Orientation, click the "Mark as done" and "Next" navigational buttons at the bottom of this page or select "Modules" in the Course Menu.

List of Work Due

Schedule is subject to change

List of Weekly Work Due

Week	Date	Topics, Readings, Assignments, Deadlines
------	------	--

Orientation: Start Here

1	Monday August 19	Orientation Module Readings; Getting to Know Each Other; Keeping Notebook; Review PoH; Begin Prologue PoH and Cornell Notes; Lecture to Dr. Spottke
1	Wednesday August 21	PoH Prologue; Writing Center Orientation; Plagiarism report submission; Syllabus Quiz

Week Two

2	Monday, August 26	Readings; Power of Habit Active Reading Journal Chapter One and Quiz Questions
2	Wednesday August 28	Readings; Comma Splices and Fused Sentences: Quiz 1 (Pretest) Comma Splices and Fused Sentences: Quiz 2 (Snail); Comma Splices and Fused Sentences: Quiz 3 (Tortoise); Comma Splices and Fused Sentences: Quiz 4 (Hare); Comma Splices and Fused Sentences: Quiz 5 (Cheetah)

Week Three

- Monday
3 September Labor Day, No Class
2
- Wednesday
3 September
4 Readings Power of Habit Active Reading Journal Chapter Two; Freewriting Your Bad Habit; QUIZ: SENTENCES: Active and Passive Voices; Moments in Time Chart for Bad Habit

Week Four

- Monday
4 September
9 Readings; QUIZ Punctuation: Commas Quotations etc; Active Reading Journal Power of Habit Chapter 3
Outline for Habit Essay #1;
PARAGRAPHS: Paragraph Flow, paragraph editing
- Wednesday
4 September
11 Readings; (10 pts) LANGUAGE: Appropriate Words II
(20 pts) Power of Habit Chapter Five
<https://online.valenciacollege.edu/courses/209945/assignments/6082>
[wrap=1](https://online.valenciacollege.edu/courses/209945/assignments/6082)

Week Five

- Monday
5 September
Readings; (10 pts) Practice Decluttering Your Writing;

- 16 (8 pts) LANGUAGE: Unnecessary Words, paragraph editing
- (10 pts) How Much Clutter Do You Have?
- (120 pts) Habit Essay #1: Changing the Bad Habit

- 5 Wednesday September 18
 - Readings; Pronoun Agreement: Quiz 1 (Pretest); Pronoun Agreement: Quiz 2 (Snail); Pronoun Agreement: Quiz 3 (Tortoise); Pronoun Agreement: Quiz 4 (Hare); Pronoun Agreement: Quiz 5 (Cheetah)
 - (20 pts) Power of Habit Chapter Six

Week
Six

- 6 Monday September 23
 - Outline for Habit Essay #2
 - Readings; Student Feedback on Instruction;

- 6 Wednesday September 25
 - Outline Conferences

Week
Seven

(10 pts) Apostrophes: Quiz 1 (Pretest);

Monday (10 pts) Apostrophes: Quiz 2 (Snail)

7 September (10 pts) Apostrophes: Quiz 3 (Tortoise)

30 (10 pts) Apostrophes: Quiz 4 (Hare)

(10 pts) Apostrophes: Quiz 5 (Cheetah)

7 Wednesday Essay #2: Good Habits in School or at Work
October 2

Week Eight




8 Monday Movie Viewing Day 1
October 7

8 Wednesday "The Company Man"
October 9

Technology Requirements and Skills.

Technology Requirements

Students should verify [computer software and hardware requirements \(https://valenciacollege.edu/faculty/canvas-resources/minimum-technology-requirements.php\)](https://valenciacollege.edu/faculty/canvas-resources/minimum-technology-requirements.php) to ensure course work 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](https://community.canvaslms.com/docs/DOC-10721)  [\(https://community.canvaslms.com/docs/DOC-10721\)](https://community.canvaslms.com/docs/DOC-10721) and [supported browsers](https://community.canvaslms.com/docs/DOC-10720)  [\(https://community.canvaslms.com/docs/DOC-10720\)](https://community.canvaslms.com/docs/DOC-10720) to ensure compatibility. The [Chrome browser](https://www.google.com/chrome/browser/desktop/index.html)  [\(https://www.google.com/chrome/browser/desktop/index.html\)](https://www.google.com/chrome/browser/desktop/index.html) 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.

Important note:

I do not recommend using the Canvas app on your phone, iPad, or other device. The Canvas app does not work fully with the course. Be sure to use a desktop or laptop to access Canvas using a browser.

Many errors and problems students contact me about are caused by using the Canvas app.

Technical Skills


Students should consider the [basic computer skills](https://www.gcflearnfree.org/subjects/technology/)  [\(https://www.gcflearnfree.org/subjects/technology/\)](https://www.gcflearnfree.org/subjects/technology/) needed to be successful in this course, which include:

- Reading and responding to emails
- 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 (<http://valenciacollege.edu/canvas/canvas101>) 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.

Technology Privacy Policies

Valencia College has a firm commitment to protecting the privacy rights of its students. Any use of student records and information in this course will comply with the **Family Educational Rights and Privacy Act (FERPA)** (<http://valenciacollege.edu/ferpa/>), including third party tools and services used in this course. Privacy policies for the tools used in this course are listed below and at the point of use.

- **Valencia College privacy policy** (<http://valenciacollege.edu/privacy/>)
- **Canvas privacy policy**  (<https://www.canvaslms.com/policies/privacy>)
- **Technology Privacy Statements**
(<https://online.valenciacollege.edu/courses/209945/files/53962096?wrap=1>)

Helpful Technology Links

- Some of you may be eligible for free high-speed internet. Check out this link for more information: **White House Fact Sheet** (<https://www.whitehouse.gov/briefing-room/statements-releases/2023/06/26/fact-sheet-biden-harris-administration-announces-over-40-billion-to-connect-everyone-in-america-to-affordable-reliable-high-speed-internet/>)
- If you need laptop-borrowing information for West Campus (other campuses may have different availability), click this link: **Technology at West Library**
(<https://libguides.valenciacollege.edu/WestLibrary/Technology#s-lg-box-27012528>)

To continue through the Orientation, click the "Mark as Done" and "Next" navigational buttons at the bottom of this page or select "Modules" in the Course Menu.

Textbook and 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. Return to [the course home page \(https://online.valenciacollege.edu/courses/209945/pages/welcome-page-reading-and-writing-ii\)](https://online.valenciacollege.edu/courses/209945/pages/welcome-page-reading-and-writing-ii) for the link.
- I do require a physical notebook of some sort. You are welcome to have a stack of paper stapled or paperclipped together or an actual notebook.

To continue through the Orientation, click the "Mark as Done" and "Next" navigational buttons at the bottom of this page or select "Modules" in the Course Menu.