

ENC 1101 – Freshman Composition I – Summer 2011

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Office Hours: **By appointment only – please feel free to see me! I will accommodate you.**

Day _____	Time _____
Bldg. _____	Room _____ CRN _____

COURSE Pass Valencia’s entry exam on reading and/or writing
PREREQUISITE OR Complete all mandated EAP, Reading or English preparatory courses

COURSE DESCRIPTION & REQUIREMENTS For a course description, see the *Catalog* online, pg. 243; this is a Gordon Rule Course. Students must demonstrate college-level writing skills through multiple assignments **AND** maintain a GRADE of C or better in the class. All essays must be completed to pass.

COMPUTER-BASED LEARNING ACTIVITY To demonstrate competence with a basic use of computers, the College’s Freshman Composition Course (ENC 1101) is designated to include a formal “computer based learning activity. For this particular course, all assignments will be word-processed. A checklist will be used for some essays to assess the student’s writing.

COURSE OBJECTIVES Meet all Valencia objectives: Think, Value, Communicate, and Act
 Demonstrate critical reading / thinking skills and cooperation with peers in small groups

CLAS Evidence of College Level Academic Skills (CLAS) is a graduation requirement. To the extent possible, you will be encouraged to develop reading skills, essay skills, and English language skills as part of your work in this course. [See College Catalog for details](#)

TEXTBOOKS AND MATERIALS *75 Readings Plus*. 9th ed. Santi V. Buscemi and Charlotte Smith.
The Wadsworth Handbook 9th ed. Laurie G. Kirszner and Stephen R. Mandell
 A college level dictionary (thesaurus is optional but recommended)
 Spiral notebook or 3-ring binder AND a folder

ATTENDANCE POLICY **Your attendance in this class is mandatory.** There are NO excused absences.

2 absences = **NO PENALTY.** An email will be sent to the student via Atlas on the third absence.

3 absences = **administrative withdrawal, student will receive a “W” for a grade**

Tardiness: 3 tardies (or leaving early) = 1 absence
 Any student who sleeps in class will be marked absent and asked to leave.

DEADLINES **On the due date by the time class begins**

HANDING IN ASSIGNMENT * **By deadline:** Essays are submitted to SafeAssignments and a **typed hardcopy** is brought to class.
 * **Essay under Word Count:** Letter grade deducted. Rewritten and submitted by the next scheduled class.

ABSENT? ***Essays:** by deadline: submit to SafeAssignments AND bring in hardcopy when student returns to class.
 * **Class Assignments:** by deadline: Email assignment as an .RTF file attachment.

LATE ESSAYS *Has hardcopy but **NOT in SafeAssign.** by deadline = **letter grade deduction**; not graded until submitted
 *Essay NOT in SafeAssignments AND **NO hardcopy** – grade = zero.
 * **late class assignments = zero**
 * Anticipate computer issues and extenuating circumstances that may arise.
By waiting until the last minute, you CHOOSE to put yourself in a vulnerable situation.

SAFE ASSIGNMENTS Details will be handed out in class and can be found on course’s Website

CONTACT ME IN ATLAS EMAIL Please use VCC’s “Atlas” email system to contact me. Regularly check your “Atlas” E-mail. This is our official means of communication.

STUDENT CODE OF CONDUCT	Violating any Valencia policies/procedures or classroom rules may lead to disciplinary action such as a warning, probation, suspension, or expulsion from the College. For details, see the code of conduct policy
ONLINE ETIQUETTE	Some assignments are done online. Students must be respectful of everyone's opinions. Disciplinary action may be taken if a student violates this policy.
ACADEMIC HONESTY	Flagrant plagiarized essays = 0; student may be failed for the course. Essays that lack proper MLA documentation = 55. Review the college policy
ELECTRONIC DEVICES	Turn off any electronic devices prior to class (cell phones, ipods, laptops etc...) <u>If it becomes an issue in class, further disciplinary measures will be taken.</u>
STUDENTS WITH DISABILITIES	Students who qualify must provide a letter from the Office for Students with Disabilities The office is in SSB 102; students who need accommodations must speak with instructor
CAMPUS FACILITIES	Library West Campus Library to access databases you need a VID card. Computers Use computers in the library; a print card and VID card are needed The Writing Center 5-155 and Communications Lab and Writing Center
GRADING	Environment Essay is graded using the attached rubric. Other essays will use a checklist rubric. Grading for online discussions and presentation and will be addressed in class.

Assignment	Points toward final grade	
Superhero Story	200 POINTS	A = 900-1000 POINTS
Business Letter	100 POINTS	B = 800-899 POINTS
Environment Essay	250 POINTS	C = 700-799 POINTS
Online Discussions	100 POINTS (5 @ 20 points each)	D = 600-699 POINTS
Research Paper	250 POINTS	F = 599 and BELOW
Group Presentation and Team Work	100 POINTS	D is not a passing grade
	Total: 1000 POINTS	

FINAL EXAM **The final is a presentation. Any student who does NOT come to class for the final will receive an automatic zero as a grade.**

DEADLINES All assignments are due at the beginning of the class time on the due date.
THERE ARE NO MAKE-UPS!

Any assignment that is not typed will NOT be counted for a grade. It will = 0.

PAPER FORMAT

- Heading in left corner, page # upper right corner. Heading is double spaced:
- Double space the essay
- One-inch margin on all 4 sides
- Indent paragraphs; don't skip lines between paragraphs
- Title centered at the top in 14-16 point font (NO cover page)
- There is ONLY one space between title and first line of the paper
- Type in 12 point font in Times New Roman
- Only essays that are stapled can be submitted for grading.

Your VID #

Course CRN

Assignment

Word Count

PLEASE NOTE: This syllabus may be subject to changes at the discretion of the instructor.
Students who attend class accept the policies and expectations stated in the syllabus.
To maintain fairness, students who do not adhere to the policies and expectations in this syllabus will not be given special treatment.

SCHEDULE OF ASSIGNMENTS

DATE	What's DUE Today?	HOMEWORK for next class	TOPICS covered in class
5/9 M		Print and read syllabus Print Superhero Essay Handout Print Web CT Discussions Handout 75: "37 Who Saw..." 25-29 Online Discussion 1	Write: Experience in English Student Introductions Online Discussions
5/10 T	Online Discussion 1 (post)	Draft outline of essay Write Paragraph 1 and 2	Syllabus Quiz The Superhero Story Workshop on Introduction
5/11 W	Paragraph 1 and 2 TYPED	Revise paragraph 1 and 2 Print Comma Handout	Safe Assign Dialog Workshop
5/12 TH	Online Discussion 1 (replies)	Draft Superhero Essay 3 full pages TYPED!	Sentence Structure Comma Workshop
5/16 M	Draft Superhero Essay 3 full pages TYPED!	Complete Superhero Essay Print Environment Essay 75: "Once More..." 54-58 Online Discussion 2	Comma Workshop cont'd Peer Evaluation
5/17 T	Online Discussion 2 (post)	LOG 1	The Environment Essay Draft Outline Creating Log Sheets
5/18 W	Superhero Essay Submit to Safe Assign Bring in essay with checklist	Draft Main Idea 2: Effect	Creating Effect paragraph
5/19 TH	Online Discussion 2 (replies) LOG 1	Draft Main Idea 3: Solutions LOG 2	YouTube video – Solutions Brainstorming Main Idea 3
5/23 M	Draft Main Idea 2 & 3 Effect and Solution paragraph TYPED! LOG 2	LOG 3	Peer Evaluations How to Revise
5/24 T	LOG 3	Draft Main Idea 1: Cause	Calculations and Main Idea 1
5/25 W		Draft Intro. and Conclusion	Thesis, Intro and Conclusion
5/26 TH		Complete Environment Essay Print Business Letter Handout 75: "Coyote Vs. Acme" 504 – 508 Online Discussion 3	In class reading: "Our Oceans are turning into plastic... Are We? 330-340 Class Discussion on Environmental Issues
5/30 M	NO CLASS	NO CLASS	NO CLASS

DATE	What's DUE Today?	HOMEWORK for next class	TOPICS covered in class
5/31 T	<p>Environment Essay Submit to Safe Assign Bring in essay. NO checklist</p> <p>Online Discussion 3 (post)</p>	Draft Business Letter	Class Discussion: Business Ethics The Business Letter
6/1 W	Draft of Business Letter TYPED!		Business Letter Workshop Peer Evaluation of letter
6/2 TH	Online Discussion 3 (replies)	<p>WH: Read Chapter 13 Online Discussion 4</p> <p>GET VALENCIA ID CARD</p>	Lifeboat Ethics Defining Community Service The Research Paper
6/6 M	<p>Business Letter Submit to Safe Assign Bring in letter with checklist! VALENCIA ID CARD</p>	Find 3 sources (besides Website)	IN LIBRARY Preliminary Research
6/7 T	Online Discussion 4 (post)	Find 3 sources (besides Website)	IN LIBRARY Research Continued
6/8 W		Create an outline	Creating an Outline MLA In-text Citations
6/9 TH	Online Discussion 4 (replies)	<p>Create Works Cited Page 75: "What is..." 122 - 125 Online Discussion 5</p>	Works Cited Page
6/13 M	Works Cited Page and Outline (TYPED ONLY)	<p>Work on Research Paper</p> <p>Create 3 PowerPoint Slides and post them on Web CT</p>	Evaluation: Works Cited Page Creating a draft from the outline
6/14 T	Online Discussion 5 (post)		Introductions and Conclusions Team Meeting: PowerPoint Slides
6/15 W		Revise Research Paper	IN LIBRARY: Web CT: post INDIVIDUAL ROUGH slides
6/16 TH	<p>Web CT: Post Rough Individual Slides Online Discussion 5 (replies)</p>	Complete Research Paper	IN LIBRARY: Web CT: post INDIVIDUAL FINAL slides Complete Presentation
6/20 M	<p>Research Paper Submit to Safe Assign Bring Essay and CHECKLIST</p> <p>Final Presentation</p>		Student Presentations

GRADING SYMBOLS

Symbol Meaning

¶	Start a new paragraph	(Main ideas)
NO ¶	New paragraph not necessary	(Main ideas)
→	Indent .5"	(Paper format)
/	Write words separately a/lot = a lot	(Word Usage)
^	Insert words above the symbol	(Word Usage)
⌋	Join words into one single word can not = cannot	(Word Usage)
∩	Reverse order of letters or words th <i>ie</i> r = their	(Word Usage)
#	Shift in # (A women)	(Clarity)
?	Not clear	(Clarity)
;	semicolon is not used correctly	(Sentence structure)
//	faulty parallelism	(Clarity)
A	apostrophe error	(Punctuation)
ART	Article is needed or is incorrect	(Word usage)
C	Missing or misplaced comma	(Sentence structure)
CAP	Capitalization error	(Punctuation category)
CS	Comma splice	(Sentence structure)
DM	Misplaced or dangling modifier	(Clarity)
FAN	F.a.n.b.o.y.s. not used correctly	(Sentence structure)
FRAG	Fragment	(Sentence structure)
MLA	Citation of the quote is incorrect	(Citations)
PREP	preposition is not needed or is incorrect	(Word usage)
PRO	pronoun reference (A student wants their book)	(Clarity)
RO	Run-on sentence	(Sentence structure)
SP	Spelling	(Word usage)
SV	Subject doesn't agree with its verb (she want = she wants)	(Verbs)
NO T	Topic sentence is insufficient or non-existent	(Main ideas)
NO TH	Thesis is too general, not clear, or non-existent	(Thesis)
TRANS	Transition is not adequate or non-existent	(Main Idea)
VT	Verb tense is inconsistent	(Verb Usage)
W	Word choice is poor or not accurate	(Word Usage)

ENC 1101
Professor Valentino

TRACKING MY PROGRESS

ESSAY	POINTS	MY GRADE	Grading Scale	
			POINTS	GRADE
Superhero Story	200		900-1000	A
Business Letter	100		800-899	B
Environment Essay	250		700-799	C
Online Discussion 1	20		600-699	D
Online Discussion 2	20		599 - BELOW	F
Online Discussion 3	20			
Online Discussion 4	20			
Online Discussion 5	20			
Research Paper	250			
Presentation	100			
TOTAL				

Keep Track of Attendance!

ABSENCE #1 _____ (ENTER THE DATE HERE – NO PENALTY)

ABSENCE # 2 _____ (ENTER THE DATE HERE – NO PENALTY)

ABSENCE # 3 _____ (ADMINISTRATIVELY WITHDRAWN)

TARDY # 1 _____ (ENTER THE DATE – LEAVING EARLY OR ARRIVING LATE)

TARDY # 2 _____ (ENTER THE DATE – LEAVING EARLY OR ARRIVING LATE)

TARDY # 3 _____ (COUNTED AS 1 ABSENCE)