

Enc 1102 Syllabus

English Composition II

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 Office hours: 3:45-4:45 Tues
 8:00-9:00 A.M. Thurs. via email
 Withdrawal/Refund Deadline January 19, 2016

Prerequisite: All students enrolled in ENC 1102 must have previously taken and passed ENC 1101. Any student who continues to attend this class without the prerequisite will be withdrawn from the course.

Course Objectives: This course is designed (1) to reinforce and develop competency in College Level Academic Skills Proficiencies (CLASP) acquired in ENC 1101 or its equivalent, (2) to exercise and enhance reading on both literal and figurative levels (3) to develop and forward research composition skills acquired in Enc 1101, and (4) to develop and demonstrate MLA documentation skills. In accordance with the Gordon Rule, this course will include multiple college-level writing assignments.

Required Texts:

Kirszner, Laurie G. and Stephen R. Mandell. *Portable Literature*. 8th ed. Boston: Thomson, 2010 (ISBN 13:978-111-83904-8)

Bullock R., Michael Brody, and Francine Weinberg. *The Little Seagull Handbook*. 2nd ed. W.W. Norton & Co., 2014 (ISBN 978-0-393-93581-3)

Recommended Text

***A college level desk dictionary.**

All final drafts of essays will be in blue or black ink (whether handwritten or typed). Final drafts written in any other colored ink or in pencil will not be read and will continue to be assessed late penalties until an acceptable draft is turned in.

You can expect to have at least two papers that will require typing.

Mailbox-5-231

Any materials that need to be “dropped off” must be placed in the instructor’s mailbox.

Materials left on or under my office door (5-156) will be discarded and be considered late until either handed to me or deposited (date and time stamped) at 5-231.

Class Attendance: Learners are expected to attend each class for which you are duly registered. After two (2) absences students will be sent an excessive absence notice. **On the 3rd absence the student will be withdrawn from the course.**

Tardiness:

If a student is not in class at the scheduled starting time, the student will be considered late. Being late or leaving early will be considered a ½ day absence.

Cell Phone or Texting in class:

Texting or other cell phone use is not permitted in class. On the first (1st) violation, the learner will be dismissed from class for ten (ten) minutes (after which, if the learner chooses, he or she may return to the work of the class). On the second (2nd) violation the learner will be dismissed from the class and be considered absent for the day (see attendance policy). On a third occurrence, the learner will be withdrawn from the class and will receive an F for the semester. **NO EXCEPTIONS.**

Withdrawal Policy:

Per Valencia Policy 4-07 “A student who withdraws from class before the **withdrawal deadline of April 1, 2016** 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, for violation of the faculty member's attendance policy, as published in the faculty member's syllabus. 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 will be assigned only 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, based on previous performance in the class. Failure to make up the work during the following semester will result in you getting a grade of F in the course. *Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of “F.”*

In order 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 (SAP) can be found at: http://valenciacollege.edu/finaid/satisfactory_progress.cfm

For a complete policy and procedure overview on Valencia Policy 4-07 please go to:

http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0

Grading:

1. Papers will be graded on an A to F basis in accord with the Valencia composition grading scale

(A= 4.0, A- = 3.75, B+=3.5, B=3.0, B-=2.75, C+=2.5, C=2.0, etc. F=0)

2. Quizzes and Response pages will be graded in terms of their demonstrating familiarity with the material covered in class and the originality of conceptual responses (check-minus; check; check-plus, respectively) **No late responses or quizzes will be accepted—no exceptions**

Essays (2-3) will count	60%
Research Paper	40%
Quizzes and response sheets, and sample exercises extra credit, and participation	10%

Late or Missing Assignments:

It is the student's responsibility to turn in work on time (at the start of class on the due date). Late papers will be penalized a letter grade per day at "***the start of class***" on the date the assignment is due. [A consultation with the instructor is a prerequisite to turning in a late paper.](#)

*It is the student's responsibility to be prepared for class. If the student is absent, it is still his or her responsibility to turn in any work that was assigned during the absence. Not being prepared for class or class discussion will negatively affect the learner's final grade.

Plagiarism:

It is presumed that all work that is turned in will be original. Any assignment that is plagiarized will be graded zero, and/or fail the class and/or be subject to administrative consequences that can result in expulsion from the school. The degree of penalty will be determined on an individual basis by the instructor. Please see student handbook

Gordon Rule Requirements: In accordance with the Gordon Rule, students must have written multiple college-level essays and earned a grade of "C" or better as a final grade.

Golden Rule: Always bring the text(s) to class, and always be prepared to contribute.

Valencia College Classroom Policies

Objectives: To reinforce CLASP competencies acquired in ENC 1101 by reading and comprehending research articles on literal and critical levels and cataloging them appropriately. To demonstrate that comprehension in student writing by creating a formal, documented research essay that synthesizes and presents student learning without plagiarism.

To experience some practical aspects of the core competencies of *Think, Value, Communicate*, and *Act* by uploading the final, vetted draft of the research essay to the online.

Valencia's Core Competencies: *Think, Communicate, Value, and Act* are Valencia's core competencies. See pages 13-14 in the catalog for a more complete reference.

VC Student Competencies: Valencia faculty has defined four inter-relational 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 classroom activities, discussions and oral presentation/responses students will further their mastery of these core competencies.

Valencia College Core Competencies: Valencia faculty have defined four interrelation 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 classroom lecture and discussion, group work, and other learning activities, students will further their mastery of those core competencies. Additional information is available in the College Catalog.

For a more complete explication of these "Competencies" please go to <http://valenciacollege.edu/competencies/>

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. Additional information is available in the current Valencia College Catalog.

Academic Dishonesty: All forms of academic dishonesty are prohibited at Valencia. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. Sanctions available to the professor should a violation occur are described in the Valencia Student Handbook or online at <http://valenciacollege.edu/generalcounsel/policy/documents/8-11-NF-NN-Academic-Dishonesty.pdf>

College Withdrawal Procedure: The College has initiated withdrawal procedures and timelines in response to legislation/rules adopted by the state legislature and State Board of Community Colleges. The deadline to withdrawal from this course is in the current catalog, and is also available online at <http://valenciacollege.edu/generalcounsel/policy/documents/4-07-NF-NN-Academic-Progress-Course-Attendance-and-Grades-and-Withdrawals-amended.pdf> if a student withdraws or is withdrawn from the course, the student will be assigned either a "WP" (withdrawn passing) or a "WF" (withdrawn failing).

Course Assignments and Grade Calculation:

Writing Standards/ Rubrics (For Essay Assignments)

Students are expected to demonstrate writing skills in describing, analyzing and evaluating ideas and experiences. Written material must follow specific standards regarding citations of authors' work within the text. Students are encouraged to use the services of the college's writing center when preparing materials. Grades will be assigned for written material in accordance with the following

general criteria.

NOTE: Letter grades may be assigned for any or all of the following reasons:

"A" Range: Outstanding achievement; significantly exceeds standards

- o Unique topic or unique treatment of topic, takes risks with content; fresh approach.
- o Sophisticated/exceptional use of examples.
- o Original and "fluid" organization; all sentences and paragraphs contribute; sophisticated transitions between paragraphs.
- o Integration of quotations and citations and/or concrete details is sophisticated and highlights the author's argument.
- o Confidence in use of Standard English; language reflects a practiced and/or refined understanding of syntax and usage.
- o Sentences vary in structure, very few, if any mechanical errors (no serious mechanical errors).

"B" Range: Commendable achievement; meets or exceeds standards for course.

- o Specific, original focus, content well handled.
- o Significance of content is clearly conveyed; good use of examples; sufficient support exists in key areas.
- o Has effective shape (organization), effective pacing between sentences or paragraphs.
- o Quotations, citations and/or concrete details are integrated into argument to enhance the flow of ideas.
- o Has competent transitions between all sentences and paragraphs.
- o Conveys a strong understanding of standard English; the writer is clear in his/her attempt to articulate main points, but may demonstrate moments of "flat" or unrefined language.
- o May have a few minor mechanical errors (misplaced commas, pronoun disagreement, etc.), but no serious mechanical errors (fragments, run-ons, comma splices, etc.)

"C" Range: Acceptable achievement; meets standards for course

- o Retains overall focus, generally solid command of subject matter
- o Subject matter well explored but may show signs of underachievement
- o Significance is understood, competent use of examples, though too few concrete details
- o Structure is solid, but an occasional sentence or paragraph may lack focus
- o Quotations, citations and/or concrete details are integrated into argument
- o Transitions between paragraphs occur but may lack originality
- o Competent use of language; sentences are solid but may lack development, refinement, style
- o Occasional minor mechanical errors may occur, but do not impede clear understanding of material
- o No serious mechanical errors (fragments, run-ons, comma-splices, etc.)

"D" Range: Unsatisfactory achievement; does not meet acceptable standards

Note: The "D" grade is a passing grade; work that is not of "passing quality" should receive grade "F".

- o Significance of content is unclear
- o Ideas lack support, elaboration
- o Lacks sufficient examples or relevance of examples may be unclear
- o Support materials is not clearly incorporated into argument
- o Expression is frequently awkward (problematic sentence structure)
- o Mechanical errors may often impede clear understanding of material
- o May have recurring serious mechanical errors (fragments, run-ons, comma splices, etc.)

"F" Range: Fails to meet minimal standards

- o Ignores assignment
- o Lacks significance
- o Lacks coherence

- o Includes plagiarized material (intentional or unintentional)
- o Lacks focus
- o Difficult to follow due to awkward sentence or paragraph development
- Mechanical errors impede understanding

Definition of Grades:

- A** Outstanding Achievement: Significantly exceeds standards
- B** Commendable Achievement: Exceeds standards
- C** Acceptable Achievement: Meets standards
- D** Unsatisfactory Achievement: Below standards
- F** Failing

Summary/Response pages will receive a 0 for work not turned in; or 1, 2, or 3 (1= unacceptable; 2= acceptable, and 3= excellent).

Extra credit can be earned by the learner's level of activity in the course.

This syllabus is for instructional purposes; any other use of the material without the author's written permission is prohibited.

Baycare Behavioral Health's Student Assistance Program

for students in need of private counseling:

*"Valencia is committed to making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. Students have 24 hour unlimited access to the **Baycare Behavioral Health's confidential student assistance program** phone counseling services by calling (800) 878-5470. Three free confidential face-to-face counseling sessions are also available to students."*

Also students may need to contact the Victim Service Center's Sexual Assault Hotline at 407-497-6701 or at <http://www.victimservicecenter.com/>

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; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities."

West Campus SSB, Rm. 102 Phone: 407-582-1523 Fax: 407-582-1326