**GENERAL COURSE INFORMATION**

**Term/Year: Fall 2016**

**Modality: Face-to-face**

**Length of Term: 16 weeks**

**Credit Hours: 3**

**Building/Room: 6-201**

**Meeting Day/Time: MW 1300 – 1415**

**CONTACT INFORMATION**

**Instructor: Richard Green**

**Email: rgreen51@mail.valenciacollege.edu**

**Phone: 407-925-3646 (text)**

**Office Location:**

**Office Hours:**

COURSE DESCRIPTION

Development of essay form, including documented essay; instruction and practice in expository writing. Emphasis on clarity of central and support ideas, adequate development, logical organization, coherence, appropriate citing of primary and/or secondary sources, and grammatical and mechanical accuracy. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C is required if ENC 1101 is used to satisfy Gordon Rule and General Education Requirements.

PREREQUISITES

Score of 103 on writing component of PERT or equivalent score on other state-approved entry test or minimum grade of C in ENC 0027 or minimum grade of C in ENC 0025C or EAP 1640C, and a score of 106 on reading component of PERT or equivalent score on other state-approved entry test or minimum grade of C in REA 0017C or EAP 1620C.

COURSE OUTCOMES

### Students will compose expository essays.

#### Corresponding Evidence of Learning

* construct a thesis that clearly expresses the main idea of the assignment.
* develop topic sentences that support the thesis.
* generate supporting ideas/details.
* integrate supporting ideas/details.
* connect supporting ideas/details to thesis statement.
* compose introductions and conclusions.
* implement transitions between ideas.
* draft, revise, edit, and proofread

### Students will write in standard American English.

#### Corresponding Evidence of Learning

* write grammatically correct sentences.
* write mechanically correct sentences.
* vary sentence patterns.
* employ effective diction.
* edit for clarity.

### Students will write a documented essay.

#### Corresponding Evidence of Learning

* recognize information that requires documentation.
* integrate source materials into essay.
* use a recognized documentation style, which includes in-text citations and a works cited/reference page.

### Students will demonstrate information literacy.

#### Corresponding Evidence of Learning

* recognize credible print and digital source material.
* identify existing technological resources for writing.

### Students will develop critical reading skills.

#### Corresponding Evidence of Learning

* identify main ideas and supporting details.
* recognize overall patterns of organization.
* discern author's tone.
* recognize intent and/or bias.
* read texts for literal meaning.
* read texts for inferential meaning.

TEXTBOOK & REQUIRED MATERIALS

Kirszner, Laurie G., and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. Brief ed., Bedford/St. Martins, 2015.

COMPUTER/EQUIPMENT REQUIREMENTS

Blackboard login

Mozilla Firefox is preferred Internet browser for Blackboard

TECHNOLOGY ACCESS/SKILLS

Students must be familiar with common word processing programs such as Microsoft Word. Basic computer and Internet skills are necessary for successful completion of this course.

COURSE COMPETENCIES

The course seeks to strengthen students’ skills applicable to Valencia’s Student Core Competencies: **Think**, **Value**, **Communicate**, and **Act**.

IMPORTANT DATES

**Start Date: 08/29/2016**

**End Date: 12/14/2016**

**Withdrawal Deadline: 11/11/2016**

**College Closed: 09/05; 11/23 – 11/27**

**College Calendar:**  [http://valenciacollege.edu/calendar](http://www.valenciacollege.edu/calendar)

**NO SHOW POLICY**

Class attendance is required for face-to-face classes beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.” Class 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.”

WITHDRAWAL POLICY

Per Valencia policy a student who withdraws from class before the established deadline for a particular term will receive a grade of “W. A student is not permitted to withdraw after the withdrawal deadline.

A faculty member **will** withdraw a student up to the withdrawal deadline for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W”. After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.” If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.

Review the complete policy at <http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/>

COLLEGE STUDENT CONDUCT POLICY

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 as described in the Student Code of Conduct, which can be reviewed at

<http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0>

**COLLEGE LINKS**

College Catalog: <http://valenciacollege.edu/catalog/>

Valencia Policy Manual: <http://valenciacollege.edu/generalcounsel/policy/>

Student Handbook: <http://valenciacollege.edu/pdf/studenthandbook.pdf>

Microsoft Office Instructions for free software:

[valenciacollege.edu/support/howto/documents/Valencia\_Office-ProPlus-Instructions.pdf](file:///C:\Users\rgordon7\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Downloads\valenciacollege.edu\support\howto\documents\Valencia_Office-ProPlus-Instructions.pdf)

Course Support: onsite, online tutoring, writing help, etc.

<http://valenciacollege.edu/learning-support/>

ACADEMIC HONESTY

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive. To review the Valencia policy, go to

<http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID_1=8&navst=0>

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression.  Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F.

STUDENTS WITH DISABILITIES

Valencia is committed to ensuring that 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. For more information, go to <http://valenciacollege.edu/osd/>

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 that purpose, Valencia students can get 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.

ATTENDANCE POLICY

Class attendance is an important part of this course. It is extremely difficult for students to master the course objectives unless they attend class.

Students are permitted three (3) absences without penalty (unless an assignment is due that day – see Late Work/Makeup Policy); subsequent absences will require written documentation of a medical emergency or ongoing medical condition to be presented on the first day of the student’s return to class. All students must attend class on final exam day.

After three (3) absences, each subsequent unexcused absence will result in a four (4) point loss in the participation grade.

TARDINESS POLICY

Arriving late for class or leaving class early is disruptive and disrespectful to fellow students and the instructor.

All late arrivals and early departures will result in a two (2) point loss in the participation grade.

Any late arrival/early departure, or combination, that exceeds 40 minutes (approximately 50% of the class time) will count as an absence.

LATE WORK/MAKEUP POLICY

Assignment deadlines will be strictly applied; therefore, no late work will be accepted, and no makeup work will be accepted.

Exceptions apply for students who provide written documentation of a medical emergency or ongoing medical condition to be presented on the first day of the student’s return to class. In addition, Valencia College’s religious observation and accommodation policy applies. To meet the policy requirements, students must inform the instructor at least one (1) week prior to the religious observance.

FINAL EXAM POLICY

The final exam must be taken on the assigned day and time (see the syllabus). The final exam will not be offered *earlier or later* to any student unless a student has documented proof of a medical emergency; the medical documentation must be submitted to the instructor in person or by email within 24 hours of the student’s medical release. Please plan your semester accordingly and check the date(s) of the final exam(s) stated either in the syllabus and/or calendar.

GRADING SCALE

90% -100% A

89.9%-80% B

79.9%-70% C

69.9%- 60% D

59.9%- 50%

and lower F

GRADING BREAKDOWN

|  |  |  |
| --- | --- | --- |
| Assignment | Points | Due Date |
| Essay Peer Reviews | 100  (4 x 25) | 09/19  10/12  11/09  12/07 |
| Narrative Essay draft | 75 | 09/12 |
| Narrative Essay final | 125 | 09/26 |
| Descriptive Essay draft | 75 | 10/05 |
| Descriptive Essay final | 125 | 10/19 |
| Comparison-Contrast Essay draft | 75 | 11/02 |
| Comparison-Contrast Essay final | 125 | 11/16 |
| Argumentative Essay draft | 75 | 11/30 |
| Argumentative Essay | 125 | 12/14 |
| Participation | 100  (25 x 4) | Weekly |
| Total | 1000 |  |
| Extra Credit – English Academic Refreshers | 80  (8 x 10) | By 12/14 |

CLASSROOM POLICY

Active participation in classroom activities is important and expected. Active participation means that students are on-task and positively contributing to the learning environment. Specifically, active participation means arriving on time for class, treating others with dignity and respect, following directions, helping peers understand the activities, no side conversations that are off-topic, working toward the activities’ goals, no use of electronic devices during class unless directed as part of the activities, no sleeping in class, and not packing up materials prior to the end of class.

COMMUNICATION POLICY

The instructor can be reached through email or by text. If a student needs to speak with the instructor outside of class time, send a text first requesting a conference. The instructor will reply to inform the student that he is available to speak. If the instructor is unavailable, he will text as soon as possible to set a time to speak with the student.

Outside of class, the instructor will communicate with students primarily via Valencia email. It is the students’ responsibility to regularly check their Valencia email to ensure they receive all communications from the instructor.

COURSE CALENDAR

See the Course Calendar below to see weekly topics, assignment due dates, and reading assignments.

DISCLAIMER STATEMENT

Changes to the course calendar may be made at the discretion of the professor and students will be notified of any changes in class and/or via Blackboard message.

| **COURSE CALENDAR** | | |
| --- | --- | --- |
| **Weeks** | **Class Schedule and Readings** | **Due Dates** |
| Before Class Starts | Read syllabus; create assignment calendar with due dates and proposed working schedule ahead of due dates |  |
| Week 1  Dates: 08/29, 08/31 | Introductions; Course overview; The Writing Process  READ: Chapters 1 – 3 |  |
| Week 2  Dates: 09/05, 09/07 | **NO CLASS ON 09/05**  Narration – overview, planning  READ Chapters 4 – 5 |  |
| Week 3  Dates: 09/12, 09/14 | Narration – structuring, revising, editing  READ Chapter 6 | Narrative Essay draft assignment due 09/12 |
| Week 4  Dates: 09/19, 09/21 | Exemplification  READ Chapter 8 | Narrative Essay peer review on 09/19 |
| Week 5  Dates: 09/26, 09/28 | Description – overview, planning  READ Chapter 7, Chapters 2 – 3 | Narrative Essay due 09/26 |
| Week 6  Dates: 10/03, 10/05 | Description – structuring, revising, editing  READ Chapters 4 – 5 | Descriptive Essay draft assignment due 10/05 |
| Week 7  Dates: 10/10, 10/12 | Process  READ Chapter 9 | Descriptive Essay peer review on 10/12 |
| Week 8  Dates: 10/17, 10/19 | Cause and Effect  READ Chapter 10 | Descriptive Essay due 10/19 |
| Week 9  Dates: 10/24, 10/26 | Comparison-Contrast – overview, planning  READ Chapter 11, Chapters 2 – 3 |  |
| Week 10  Dates: 10/31, 11/02 | Comparison-Contrast – structuring, editing, revising  READ Chapters 4 – 5 | Comparison-Contrast Essay draft assignment due 11/02 |
| Week 11  Dates: 11/07, 11/09 | Classification and Division  READ Chapter 12 | Comparison-Contrast Essay peer review on 11/09 |
| Week 12  Dates: 11/14, 11/16 | Argument – overview, planning  READ Chapter 4, Chapters 2 – 3 | Comparison-Contrast Essay due 11/16 |
| Week 13  Dates: 11/21, 11/23 | Argument – structuring, editing, revising  READ Chapters 4 – 5  **NO CLASS ON 11/23** |  |
| Week 14  Dates: 11/28, 11/30 | Argument – finding and evaluating sources  READ Chapter 16 | Argumentative Essay draft assignment due 11/30 |
| Week 15  Dates: 12/05, 12/07 | Argument – integrating sources and avoiding plagiarism; documenting sources in MLA  READ Chapters 17 – 18 | Argumentative Essay peer review on 12/07 |
| Week 16  FINAL EXAM  Dates: 12/12 | Final Exam 1:00 – 3:30 pm | Argumentative Essay due 12/12 |