**COURSE POLICIES – Syllabus Addendum**

**ENC1101 Freshman Composition I**

**Spring 2024**

**CRN 20300 (MW 8:30 – 9:45)**

**Room 5-228**

Instructor: Robert McWhorter

Phone: 407-582-5127

E-mail: rmcwhorter@valenciacollege.edu

Office Hours: Virtual

**Course Objectives**

ENC 1101 is designed to introduce students to the essay form and to provide instruction and practice in expository writing, including the documented essay. The emphasis is 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 – ENC 1101 is a Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. A minimum grade of C required if ENC 1101 is used to satisfy Gordon Rule and General Education requirements.

In ENC 1101, students will:

Apply a multi-stage composing and revising process to produce essays.
• Use prewriting and planning to develop a working thesis.
• Revise drafts based on constructive feedback.

Demonstrate information literacy.
• Evaluate the credibility of sources.
• Recognize bias in source material.

Synthesize information for a specific rhetorical aim.
• Incorporate source material by paraphrasing, summarizing, and directly quoting.
• Introduce source material and explain its significance or relevance.
• Combine material from different sources to draw a conclusion or support an idea.

Document source material in accordance with at least one recognized documentation style.
• Apply conventions of academic integrity to avoid plagiarism.
• Create in-text citations to document source material.
• Create a reference list to provide bibliographic information for sources.

Apply conventions aligned to varied writing situations.
• Evaluate the text, author, audience, purpose, context (i.e. rhetorical situation) of a given assignment/prompt.

Write grammatically correct sentences.
• Write essays consistent with a given writing context.
• Apply grammatical and mechanical standards consistent with the norms of a given writing context. Vary sentence patterns.

Apply active reading strategies.
• Identify the author, audience, purpose, tone, context (i.e. rhetorical situation).

**Course 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.

**Required Textbooks**

We will solely be using “Open Educational Resources” for our class this semester. In addition to chosen internet and library sources, we are using, in part, a "Libguide" entitled the "Valencia Writer”. This resource will contain most of what we'll be reading and exploring this semester. When we have an assignment, I will hyperlink the location of the specific reading. See the “Modules” section of your Canvas course for further explanation.

**Required Course Materials**

Notebook with paper for taking notes in class

Reliable electronic storage for all writing assignments – a USB drive (“thumb

 drive”) is required for saving documents word processed in our labs

Access to college-level dictionary/thesaurus

**Additional Resources**

Writing Center – Found in the Communications Center (5-155), the Writing Center, which is open to Valencia students in all disciplines, offers writing assistance, as well as individual speech, grammar, and reading consultations. Make an appointment through Atlas under the “Courses” tab. Phone: 407-582-1812.

**Core Competencies**

The specific competencies that students are expected to develop in this course are directly related to Valencia’s core competencies. Refer to the Valencia College catalog for a complete explanation of the core competencies, which are Think, Value, Communicate, and Act. In this course, through classroom lecture, discussion, and other learning activities, you will further your mastery of these core competencies. These core competencies can also be found described in greater detail online at http://www.valenciacollege.edu/competencies/.

**Grading/Evaluation Grading Scale**

Essays #1 and #2 25% (12.5% each) 100%-90% (800-720 points) = A

Documented Essay 18.75% 89.9%-80% (719-640 points) = B

Homework/Exercises 6.25% 79.9%-70% (639-560 points) = C

Final “Exam” (Online) 6.25% 69.9%-60% (559-480 points) = D

Participation 18.75% <59.9% (<479 points) = F

Peer Review 6.25%

Quizzes 18.75%

---Total 100%

Any assignments not submitted will result in a grade of zero (0) for that assignment.

**Participation**

Your participation score will be based on a variety of things. Everyone starts with a base score of 120, and the score is adjusted according to the instructor’s discretion and evaluation of the student’s attendance, punctuality, and active engagement during in-class activities (preparedness, class discussions and/or in-class writing exercises). Positive actions in the class increase your score, and negative actions decrease your score. Several essays will be assigned for outside reading throughout this course. Please remember to read actively, make notes on what you read, and try to prepare thoughtful commentaries that you can share with your classmates and instructor.

Remember, if you are absent from class, you are still responsible for work missed and will be expected to turn in any work on the due date.

**Attendance Policy**

Regular, on-time attendance is required of all students at Valencia College who attend on-campus classroom courses; therefore, there is a strict policy on attendance and how it affects your participation score. Each full absence will count five (5) points against your participation score. After your third full absence, each absence will then count fifteen (15) points against your score. Lastly, after the sixth absence and thereafter, each absence will count as a 25-point penalty assessed to your score. For example, a student who misses 7 classes throughout the semester will have his baseline participation score go from 120 to 35 (Three absences at 5 points each + three absences at 15 points each + one absence at 25 points = 85 total points).

Tardiness – Arriving late counts against your attendance score as well. There is no “grace period”. If you are one minute late, you are late. Each late arrival counts one point against your attendance score, in fifteen minute increments (starting from the moment you are late). Five tardy arrivals counts as a full absence. Late students not only jeopardize their own education, but they injure morale and interfere with the learning of others. If a student is aware that attendance might be a problem, he or she is advised that an online course or a different section of this course at a different time might be a better option. Students who have difficulty attending class because of conflicts with their jobs or personal lives must resolve those conflicts. You signed up for this class at this specific time and day; this should be your priority over all other commitments.

Absence from class is not an excuse for incompletion of any assignments or essays. In the event of an absence, the student is responsible for contacting the instructor and/or a fellow classmate about missed work before the next class meeting. Remember, you are solely responsible for your success or lack of success. How you approach class time and work is indicative of the type of student you are. The week-to-week syllabus is not always an accurate indication of the assignment; changes may (will) be made.

**Withdrawal**

Valencia College has initiated withdrawal procedures and timelines in response to rules adopted by the state legislature and the State Board of Community Colleges. The Withdrawal Deadline for each term is published in the college calendar.

A student who withdraws from class before the Spring 2024 full-term 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, for violation of the faculty member's attendance policy, as noted above. 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 only be assigned under extraordinary circumstances that occur near the end of the semester. Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of “F.”

Students on financial aid should consult an advisor or counselor before withdrawing from a course; there may be financial implications that you must know about to make an informed decision before withdrawing from a course. Students with some scholarships who withdraw or are withdrawn from a class must pay the college for the cost of the class. Other scholarship sponsors may also require repayment.

Please refer to the student handbook for a more detailed description on withdrawal procedures.

**Late/Make-up Work**

All assignments are due at the beginning of the class period on the specified date. Absence is not an excuse for late papers. **NOTE**: I will accept late assignments TWICE. The first time you turn in a late assignment, you will be penalized 20%. The second time an assignment is turned in late, the penalty will be 50%. Subsequent assignments will be given a score of ZERO. I understand that situations may arise that are out of our control. If you keep communication lines open with me and let me know what it going on, I tend to be understanding, and more lenient.

Peer Reviews – Peer reviews, due to the nature of the assignments, may not be made up.

**Academic Honesty**

Plagiarism – Plagiarism is the use of someone else’s words, ideas, pictures, designs, and/or intellectual property without the correct documentation and punctuation.

*Random House Webster’s Unabridged Dictionary* defines plagiarism as “the unauthorized use or close imitation of the language and thought of another author and the representation of them as one’s own original work.” Plagiarism is a type of cheating and is against Valencia’s policy and subjects students to disciplinary action. According to *Valencia’s Life Handbook*,

All forms of academic dishonesty are prohibited at Valencia Community College. Academic dishonesty includes, but is not limited to: plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a test situation, and misuse of identification with intent to defraud or deceive. All work submitted by students is expected to be the result of the student’s individual thoughts, research and self-expression. Whenever a student uses ideas, wording or organization from another source, the source shall be appropriately acknowledged.

All written work submitted by the student must actually be the student’s own work. The act of plagiarism is an academic offense, and a student that is found to have plagiarized will be penalized accordingly. The first offense of plagiarism in this course will result in a No credit (a zero, not an “F”) being given for any written assignment. Any subsequent violation will result in the failure of the course.

**Classroom Protocol**

Students are expected to arrive prepared and on time, and to participate in class work and discussions. They are expected to bring the appropriate textbook, as well as writing materials, to every class.

A classroom is a space in which the distracting behaviors of one or two students can have a negative impact on the entire learning environment; therefore, distractions cannot be permitted.

Cell phones – Cell phones in the classroom are a distraction, not only for the instructor, but also for the students. For that reason, **cell phone use in class is not permitted** (unless otherwise indicated by the instructor for educational purposes). Phones must be put away (out of sight) and silenced**.** Do not leave your cell phone on top of your desk where it can easily distract you. The first two violations of this policy will result in a warning. Upon the third violation, the student will be referred to the Dean of Students in violation of the Student Code of Conduct.

Failure to respect this policy will result in an immediate call to security, who will be asked to remove the student from class for obstructing the learning environment of other students.

If your cell phone vibrates or is audible during class time (which will count against your attendance/participation), you will be asked to turn it off and put it away for the remainder of class. If you are seen texting during class (which will count against your attendance/participation, you will be asked to turn off your cell phone and put it away for the remainder of the class. If a cell phone vibrates or rings during a quiz or exam, your exam will be collected and you will not have the option to complete it.

Sleeping – Sleeping in class will not be tolerated. You are expected to be alert and ready to participate actively during class. Do not put your head down on the desk or “rest your eyes”.

Conversations/Discussions – Keep conversations on the topic at hand. Students should be courteous to the speaker (whether it’s the instructor or a fellow classmate) at all times. Try not to “talk over” anyone, and wait until a break in the discussion to interject your thoughts. Please respect whoever is speaking.

Classroom Population – Only students who are registered to attend class should be present in the classroom. No others (friends, family, etc.) are permitted to sit in class except for those required for accommodations from the Office for Students with Disabilities.

**Format of Writing Assignments**

Essays written out of class must be prepared on a word processor. Computers are available for all students in the MAC lab on the first floor of the library, and the computers in the Communications Center are programmed for word processing. Standard MLA format should be followed for all essay assignments.

Essays written in class and all other assignments that are not typed must be written in a blue examination booklet.

**Student Handbook**

The Student LifeMap Handbook is given out to each student at their New Student Orientation. These handbooks are also offered at the campus Information Stations and Student Development offices and provide students with a college calendar and planner. To view our current handbook, please go to http://valenciacollege.edu/pdf/studenthandbook.pdf.

**College Catalog**

Published at the beginning of the academic year, the catalog contains the necessary information for you to plan your degree at Valencia and your career. The catalog can be found at http://catalog.valenciacollege.edu/.

**Student Support**

Valencia College is interested in making sure 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. Free face-to-face counseling is also available.

**Students with Disabilities**

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.

The OSD is located in SSB, Rm. 102. Phone: 407-582-1523 Fax: 407-582-1326

**Valencia College Security**

We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It’s important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus. White security phones can also be found in many of our buildings; simply pick up the phone and security will answer.

Finally, report any suspicious persons to West Campus Security at **407-582-1000**, **407-582-1030** (after-hours number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.

**Course Outline**

The course outline that accompanies this document is meant to give students the overall plan for course content and a basic schedule for out-of-class assignments. More specific directions for assignments will be part of the classroom instruction and getting that information is the student’s responsibility. Circumstances may require insignificant changes in this schedule. The student will be notified and is responsible for all material.

**Note:** Below are the reading assignments and essay due dates for the semester. Not included are homework assignments, which will be assigned randomly throughout the term. Though referred to as homework, most of your out-of-class work would most effectively be done on campus, using resources like the Communications Center and/or Library.

Week of 1/8

 Course Introduction; Syllabus Review and Quiz; Ice Breakers/Get to Know Each Other

Week of 1/15

**Monday – Martin Luther King, Jr. Day – No Class**; Active Reading Strategies

Week of 1/22

 Active Reading Exercise; Read and Discuss “’Blaxicans’ and Other Reinvented Americans” by Richard Rodriguez

Week of 1/29

Plagiarism Power Points; Read and Discuss “Pride” by Dagoberto Gilb; MLA Paper format (Template Assignment)

Week of 2/5

 The Writing Process

Week of 2/12

 Various Grammar Work (Run-ons, Fragments); Read and Discuss “Mother Tongue” by Amy Tan; Assign at-home essay #1 – Rough Draft for Peer Review due next week (2 copies)

Week of 2/19

 Peer Review of Essay #1 – Essay #1 Final Draft due next week; Various Grammar Work (Verbs, Subject-Verb Agreement)

Week of 2/26

 **Essay #1 (Final Draft) Due**; Research, Library, and Finding Reliable Sources; Documented Essay (Research Paper) Topic

Week of 3/4

 Essay Review; Read and Discuss “Coming to an Awareness of Language” by Malcolm X; In-class writing Activity

Week of 3/11

Read and Discuss *“*Superman and Me” – by Sherman Alexie; Assign at-home essay #2 – Rough Draft for Peer Review due next week (2 copies); Various Grammar Work (Pronouns)

Week of 3/18

**Spring Break – No Classes**!

Week of 3/25

Peer Review of Essay #2 – Essay #2 Final Draft due next week; Read and Discuss – “Should this Student Have Been Expelled?” – by Nat Hentoff

Week of 4/1

 **Essay #2 (Final Draft) Due**; Read and Discuss – “Shouting Fire!” – by Alan Dershowitz; Research Paper Review, Q & A for Submission

Week of 4/8

MLA In-text citations and Works Cited; Documented Essay due next week

Week of 4/15

Read and Discuss – “On Dumpster Diving” – by Lars Eighner; **Documented Essay due Wednesday, April 17;** Various Grammar Work (Language)

Week of 4/22

 **Final Exam**

# Important Dates

January 15 – Martin Luther King, Jr. Day

March 18 – 24 - Spring Break

March 15 – Withdrawal Deadline (for “W” grade)

April 22 – 28 - Final Exam Week