**COURSE POLICIES – Syllabus Addendum**

**ENC1101 Freshman Composition I**

**Spring 2025**

**Mixed Mode CRN 20295**

**Mondays, 10 a.m. – 11:15 a.m., Room 5-228**

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Office: Available online virtually through Zoom

**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 online resources for our class this semester. In addition to chosen internet and library sources, we are using 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.

**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 online participation, discussions, 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 Scale**

Your final grade will be determined by a total amount of points achieved divided by the total amount of points eligible. The breakdown of your score can be seen in the “Grades” link of Canvas.

|  |  |
| --- | --- |
| **Assignment Type** | **Point Value** |
| Writing Assignments | 500 |
| Peer Review | 100 |
| Online Discussions | 300 |
| Quizzes | 225 |
| Attendance/Participation | 100 |
| Total | 1225 |

| **Letter Grade** | **Percentages** | **Point Breakdown** |
| --- | --- | --- |
| A | 100%-90% | 1225-1103 |
| B | 89.9%-80% | 1102-980 |
| C | 79.9%-70% | 979-858 |
| D | 69.9%-60% | 857-735 |
| F | <59.9% | <734 |

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

**Participation, Late Work, and Attendance Policy**

Since this is a mixed-mode class, you only meet in person one day per week (Mondays, in this case). Therefore, I expect you to be in class every time we meet. This kind of regular, on-time attendance is required of all students at Valencia College; therefore, students who are not able to attend class or to be on time may be officially withdrawn from the course.

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.

Since this is mixed-mode, please be sure that you are checking in online at least three times per week. Most of our assignments will be completed and submitted online, and they will “lock” you out if not completed within a particular timeframe, so stay consistent. Online discussions must take place within the week that they are scheduled. See each week’s modules to see what is required of you in the discussion boards.

Your Attendance/Participation score will be based on a variety of things.  It is awarded according to the instructor’s discretion and evaluation of the student’s attendance, punctuality, and active engagement during in-class activities.

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. Additionally, if you know you are going to be absent from class, please let me know ahead of time. If you are sick and you cannot come to class, please contact me as soon as you can.

**THERE ARE ABSOLUTELY NO LATE ASSIGNMENTS AND NO LATE WORK PERMITTED**. If you do not do an assignment by the due date and submit it per directions, you will receive a ZERO score for that assignment. You have the capability to work on the course at ANY TIME, 24 hours a day, 7 days a week, so you MUST meet deadlines.

After the first week, if you do not complete at least one assignment within a two week period at any time during the course, it will be unlikely that you’ll be able to maintain a passing grade; it will be your decision to take a likely “F” grade or withdraw with a “W” grade before the deadline (listed below). I will not withdraw you unless you are a “No Show” after the first week.

**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 2025 full-term deadline will receive a grade of “W.” 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.

**Academic Honesty**

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 College expects work to be the result of individual knowledge, thoughts, research, effort, and self-expression or that appropriate citation/credit is given for the origin of the 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).

**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 the conventions of the discipline. In this course, you will be expected to use MLA formatting, as this is an English/writing class.
3. **Assignments and Quizzes:** During graded assignments and/or quizzes, 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.
4. **Consequences of Violations:** Violations of academic integrity, including, but not limited to, cheating, plagiarism, or falsification of data, are serious offenses that may result in disciplinary sanctions and academic consequences. In this course, 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 and a referral to Valencia College administration. 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.

**Statement regarding the use of tools considered "artificial intelligence" [AI]:**

AI can be a useful tool, if employed properly. The use of AI to generate work is not allowed in my course. The use of artificial intelligence tools, including, but not limited to, automated essay generators, content generators/synthesizers (e.g., ChatGPT, Google Gemini, etc.), translation tools, and plagiarism detection algorithms, is strictly prohibited. Students are expected to demonstrate their own understanding and original work throughout the duration of this course. Any violation of this policy will be subject to the consequences outlined in this syllabus and Valencia College's academic integrity policy.

However, using AI as a tool to improve your final product is permitted. Once you are finished with your writing assignments, the use of external grammar checkers (e.g., Grammarly), is authorized as a last step in preparing your final product.

**Resources and Support:**

The College provides resources and support to help students understand and uphold principles of academic integrity. These resources may include workshops, tutorials, and access to academic advisors and instructors who can provide guidance on ethical academic practices.

Valencia Learning Support: <https://valenciacollege.edu/students/learning-support/>

Valencia Writing Centers: <https://valenciacollege.edu/students/learning-support/writing-consultations.php>

Valencia Library: <https://valenciacollege.edu/students/library/services/research-help-information.php>

Valencia Library Documentation Help: <https://valenciacollege.edu/students/library/mla-apa-chicago-guides/>

**Conclusion:**

By embracing the principles of academic integrity, students not only fulfill their educational responsibilities but also contribute to a culture of honesty and intellectual rigor within the Valencia College community. Upholding academic integrity is a shared commitment that enhances the value of the educational experience and prepares students for success in their future endeavors.

**Technical Requirements**

Students should use a computer with lots of memory, a fast processor, and reliable internet access. If you have having issues with technology, you must let me know immediately, and work to solve the issue yourself as quickly as possible. Excuses or failure to complete assignments and assessments due to computer error will not be permitted. As noted above, you have the ability to work on this class at any time, so turning work in regularly should not be a problem.

**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. [The Student Handbook is available online](https://valenciacollege.edu/students/student-services/documents/student-handbook.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/.

# Valencia College Counselors

# Valencia College counselors assist students who may be facing barriers that impede their academic success. Valencia counselors can provide strategies and on-campus support if you're experiencing symptoms of stress/anxiety/depression, lack of motivation, feeling overwhelmed, relationship concerns, physical/mental health challenges, loss of loved one/grief, food insecurity, homelessness, among many other concerns; or can provide resources for community mental health and social services. Valencia counselors cannot provide therapy and will refer students to BayCare Student Assistance Program appropriately (see below). Valencia Counselors can assist students virtually or on-campus during standard business hours. Connect with a counselor and review many helpful resources at <https://valenciacollege.edu/counselingservices>.

**Student Support – BayCare Behavioral Health**

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 1/6 (Week 1)

Class Orientation/Syllabus Review

ONLINE: Active Reading

Week of 1/13 (Week 2)

Class Introduction/Icebreakers; MLA Formatting

ONLINE: Culture, Identity, and Diversity; MLA Template; Paragraph Construction

Week of 1/20 (Week 3)

**No In-class session – Martin Luther King, Jr. Day**

ONLINE: Culture, Identity, and Diversity (continued); Reading – Richard Rodriguez’s “’Blaxicans’ and Other Reinvented Americans” (see Weekly Module for details); Thesis Generation

Week of 1/27 (Week 4)

Writing Process

ONLINE: Culture, Identity, and Diversity (continued), Reading – Dagoberto Gilb’s “Pride” (see Weekly Module for details)

Week of 2/3 (Week 5)

Writing Process (continued)

ONLINE: Culture, Identity, and Diversity (continued); Avoiding the Second Person Point of View

Week of 2/10 (Week 6)

Discussion on Dagoberto Gilb’s “Pride”; Assign **Essay #1**

ONLINE: Learning and Education; Grammar (Punctuation)

Week of 2/17 (Week 7)

Peer Review of **Essay #1**

ONLINE: Learning and Education (continued), Reading – Sherman Alexie’s “Superman and Me” (see Weekly Module for details); Grammar (Run-ons and Fragments); Conclusions

Week of 2/24 (Week 8)

Run-ons and Fragments Demonstration; **Essay #1 Due**

ONLINE: Learning and Education (continued); Reading – Malcolm X’s “Coming to an Awareness of Language” (see Weekly Module for details)

Week of 3/3 (Week 9)

Research

ONLINE: Argument and Persuasion; Library Research; Using the Databases; Plagiarism; **Essay #2**

Week of 3/10 (Week 10)

Research (continued); Assign **Essay #2**

ONLINE: Argument and Persuasion (continued); Reading – Martin Luther King, Jr.’s “I Have a Dream” (see Weekly Module for details)

Week of 3/17 (Week 11)

**No In-class session – Spring Break**

Week of 3/24 (Week 12)

Peer Review of **Essay #2**;Assign Research paper

ONLINE: Argument and Persuasion (continued), Reading – Nat Hentoff’s “Should this Student Have Been Expelled?” (see Weekly Module for details); Documented Essay Topic

Week of 3/31 (Week 13)

MLA formatting: In-text citations; **Essay #2 Due**

ONLINE: Argument and Persuasion (continued); Grammar (Punctuation)

Week of 4/7 (Week 14)

MLA formatting: Works Cited page

ONLINE: Reading – Alan Dershowitz’s “Shouting ‘Fire!’” (see Weekly Module for details)

Week of 4/14 (Week 15)

**Final Documented Essay due;** Discuss “Should This Student Have Been Expelled?” and “Shouting ‘Fire!’”

ONLINE: Reading – Lars Eighner’s “On Dumpster Diving” (see Weekly Module for details)

Week of 4/21 (Week 16)

Appropriate Language; Final “Exam”

**Important Dates**

January 20 – Martin Luther King, Jr. Day

February 7 – Learning Day

March 14 – Withdrawal Deadline (for “W” grade)

March 17 – 23 - Spring Break