# Course Syllabus

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# ENC1102

# Freshman Composition II

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“If then a practical end must be assigned to a University course, I say it is that of training good members of society. Its art is the art of social life, and its end is fitness for the world…A University training is the great ordinary means to a great but ordinary end; it aims at raising the intellectual tone of society…”

--Cardinal Newman, “The Idea of a University”, Discourse VII

(http://www.newmanreader.org/works/idea/discourse7.html)

**Texts (required):** *Portable Literature*, 9th ed., Kirszner and Mandell

*The Little Seagull Handbook*, 2nd ed., Bullock, Brody, and Weinberg

**Other Materials (recommended):** One USB/ZIP drive (available almost anywhere)

Boundless enthusiasm (available only from you)

Course Description:

FRESHMAN COMPOSITION II Prerequisite: ENC1101 or 1101H with minimum grade of C Application of skills learned in ENC 1101. Emphasis on style; use of library; reading and evaluating available sources; planning, writing, and documenting short research paper. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if ENC 1102 is used to satisfy Gordon Rule and general education requirements.

## Why You Are Here:

Communication is the foundation of social interaction. How do we communicate well? To what end? What works and what fails in the process? Is it using big words? long sentences? lots of commas and colons and semi-colons? Communication doesn’t start with the fancy mechanics; it starts with ideas. And ideas start with you. This course will help you take those ideas and express them fully and appropriately, using both the fundamental mechanics of diction, punctuation, construction, detail, and grammar, *and* the more abstract tools of tone, voice, confidence, personality, and rhetoric. Combining all of these aspects of composition will allow you greater control of your ideas and therefore greater success as a writer.

## Why I Am Here:

We can only learn by doing, and you can only learn to communicate by, of course, communicating: with each other, with yourself, and with me, your instructor. That feedback is absolutely vital to the process, and I am here to facilitate it. Through analysis of your writing throughout the semester, I will help you take those tools mentioned above and find the best ways for you to use them for your purpose. You may pick my brain, challenge me, interrogate me, or question me as we explore the process of composition, but be assured, I will do the same to you, too, and you *will* improve as a writer through this interaction.

## Why We Are Here:

Freshman Composition II (ENC1102) at Valencia College uses readings in classic and recent literature to teach fundamental writing and essay techniques. We will read literature, analyze it, understand it, and learn from it, all in effort to improve our own ability to use the written word to better communicate our ideas. It is designed to follow up and expand on the principles of Freshman Composition I (ENC1101). This is still an essay-based class, though; it is *not* a “literature class,” a creative-writing class, a poetry class, or a general humanities class.

**Course Learning Objectives:**

|  |
| --- |
| **Students will compose essays, including a formal research paper.** |
| **Students will use conventions of standard American English.** |
| **Students will demonstrate competence in research and documentation.** |
| **Students will demonstrate competence in critical reading skills.** |

OK, Here It Comes:

#  Assignments and the Grading Scale:

#

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Percentage of Course Grade** | **Your Grade** |
| Core I Literacy Narrative Essay Final Draft | 10% | *(Insert grades here)* |
| Core I Essay Discussions | 5% |  |
| Core II Literary Devices Essay Final Draft | 10% |  |
| Core II Essay Discussions | 5% |  |
| Core III Poetic Devices Essay Final Draft | 10% |  |
| Core III Essay Discussions | 5% |  |
| Core IV Literary Argument Essay Final Draft | 10% |  |
| Core IV Essay Discussions | 5% |  |
| Quizzes (5) | 10% (2% each) |  |
| Reading Journals (10) | 10% (1% each) |  |
| Guided Notes (5) | 10% (2% each) |  |
| Final Exam Essay | 10% |  |
| **Total** | **100%** |  |

 ***Your course grade will be calculated with the following scale***:

A = 900-1000 points = 90 - 100%

B = 800-899 points = 80 - 89.99%

C = 700-799 points = 70 – 79.99%

D = 600-699 points = 60 – 69.99%

F = 0-599 points = 0 – 59.99%

# Expectations:

*What you should expect:* You should expect a serious, collegiate, academic (yet fun!) environment. You should expect to be treated civilly and courteously by your instructor and classmates, and to treat them civilly and courteously as well. You should expect to be challenged, motivated, and educated. You should expect to be questioned about your opinions and perspectives, to be confronted by the opinions and perspectives of others, and the opportunity to question others about their opinions and perspectives.

*What you should NOT expect*: You should not expect to pass these courses without sufficient effort. You should not expect the same grade for inferior performance as somebody else who delivers superior performance (attendance, participation, etc.). You should not expect to state your opinions and perspectives without being challenged or questioned. You should not expect to bully others with your opinion or to be bullied by others.

*What I expect:* I expect you to participate regularly and conscientiously. I expect you to keep up with all necessary assignments. I expect you to behave in a serious, professional, academic manner. I expect you to treat this as a college course and to treat yourself and others as fellow college students. I expect you to treat this course as a significant part of your college curriculum, and not as an interruption of it. I expect you to take the course and its materials seriously. I expect you to support your statements and beliefs thoughtfully, maturely, and appropriately.

*What I do NOT expect:* I do not expect to have my own opinions and perspectives go unchallenged. I do not expect to significantly alter the course material or schedule without giving you fair and appropriate notice. I do not expect to use this class as a forum or pulpit for my personal beliefs (except as indicated by the course of legitimate classroom discussion).

# Valencia Student Core Competencies:

Valencia faculty has defined four interrelational competencies (Think, Value, Communicate, and 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, you will further your mastery of those core competencies. Additional information is available in the College Catalog. Think clearly, critically and creatively by analyzing, synthesizing, integrating and evaluating symbolic works and truth and claims. Reflect on your own and others’ values from individual, cultural, and global perspectives. Communicate by reading, listening, writing, and speaking effectively. Act purposefully, reflectively and responsibly by implementing effective problem solving and decision making strategies.

# The Nuts And Bolts: Campus Policies and Procedures

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

**Sanctions available to the professor should a violation occur are described in the Valencia Student Handbook.** This can be found at [Valencia College Student Handbook](http://valenciacollege.edu/pdf/studenthandbook.pdf)

The Gordon Rule: This is more than a clever play on words. The Gordon Rule mandates the demonstration of college-level writing throughout the semester. This is, after all, a composition class, and you must compose.

Students with Disabilities: Students with disabilities who qualify for academic accommodations must provide a Notification 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. See [Office for Students with Disabilities](http://valenciacollege.edu/osd/)

The Office for Students with Disabilities (OSD) is located on West Campus SSB, Room 102. The phone number is 407-582-1523, fax 407-582-1326.

College Withdrawal Policy: 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 withdraw from this course is available in the current catalog, and is also available online at [the Valencia College website](http://valenciacollege.edu/). A student who withdraws from the class before the semester deadline will receive a grade of W. The instructor is permitted to withdraw a student from this class up to the beginning of the final exam period, for violation of the course online attendance policy, as published in this 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 only be assigned under extraordinary circumstances that occur near the end of the semester. If you receive an I, any assignments missed must be made up during the following semester, at which time you will get an A, B, C, D, or F. Failure to make up the missing assignments during the following semester will result in your course grade converting to an F. Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of F.

**Students who are on any form of financial aid** should carefully consider the decision to withdraw and should consult an official Valencia College financial aid advisor or counselor regarding this decision, as there may be significant financial implications. Scholarship providers including Valencia College may require repayment of scholarship funds if you withdraw.

**Students on international visas** should also carefully consider the decision to withdraw, as this may affect your visa status. Consult an official Valencia College financial aid advisor or counselor to see how this may affect your visa status.

For the complete policies regarding course attendance and withdrawals, see [Valencia College Policies web site](https://valenciacollege.edu/students/business-office/policies.php) (<https://valenciacollege.edu/students/business-office/policies.php>).

Student Code of Conduct:According to the Student Handbook, “Valencia College is dedicated to the advancement of knowledge and learning and also to the development of responsible personal and social conduct. The primary purpose for the maintenance of discipline in the college setting is to support a civil environment conducive to learning and inquiry.” To that end, standards of behavior, courtesy, and mutual respect appropriate to the college environment will be expected and enforced. For more information, please see the [Student Handbook](http://valenciacollege.edu/pdf/studenthandbook.pdf).

## Security:

**The Valencia College Campus Security reminds you of the following:**

“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.”

## Student Assistance Program:

“Valencia College is committed to making sure all of 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.”

# Valencia Policies, Manuals, and Services:

[Valencia Learning Technology Services](https://valenciacollege.edu/faculty/development/learning-technology/): <http://valenciacollege.edu/oit/learning-technology-services/student-resources/>

[Canvas Help](https://valenciacollege.edu/faculty/canvas-resources/): <http://blogs.valenciacollege.edu/canvas/students/>

[Canvas Student Guide](https://community.canvaslms.com/docs/DOC-10701): <https://community.canvaslms.com/docs/DOC-10701>

[College Catalog](https://valenciacollege.edu/students/catalog/):<http://valenciacollege.edu/catalog/>

[Student Services](https://valenciacollege.edu/students/student-services/): <https://valenciacollege.edu/students/student-services/>

[Student Handbook](https://valenciacollege.edu/students/student-services/documents/student-handbook.pdf): <https://valenciacollege.edu/students/student-services/documents/student-handbook.pdf>

[Policy Manual](https://valenciacollege.edu/about/general-counsel/policy/): <http://valenciacollege.edu/generalcounsel/policy/default.cfm>

[College Calendars](https://valenciacollege.edu/academics/calendar/):<http://valenciacollege.edu/calendar/>

Tutoring Services: West Campus, Building 7-240 (extension 1633)

Computer Access Lab: Library, 1st Floor, 407-582-1646

Valencia College Writing Center: Building 5-155, 407-582-5454

Atlas Student Help: 407-582-5444

[Valencia College Skillshops](https://valenciacollege.edu/students/student-services/skillshops.php): <http://valenciacollege.edu/student-services/skillshops.cfm>

# The Nuts And Bolts: Class and Classroom Policies and Procedures

Documents: Many documents may be made available to you throughout the course in the classroom and/or via Canvas. You are always responsible for your own preparation, so be a conscientious student – read everything that is provided to you! Please make it a habit to check Canvas every day to obtain materials.

Save your work!  Please retain copies of all your work, either by making multiple printouts, saving to disk or ZIP drive, saving to the hard-drive on your home computer, e-mailing the document to yourself, saving them online in cloud-based storage, etc. This is only common sense. While you can have a certain level of confidence that your work will not be lost by the instructor or the Canvas system, protect yourself at all times. In the worst-case scenario, be able to reproduce anything you have written and submitted.

**Missed Tests/Quizzes:**

Makeup quizzes, exams, and other in-class assignments will be allowed only with pre-approval of the instructor or with an acceptable, documented reason. Acceptable reasons for makeup work include severe illness, family emergency or other unavoidable events. The format for any make-up work may be different from the original assignments, but the content will be similar or identical.

**Late Assignments:**

Assignments due dates and times are announced for each assignment. Late assignments without penalty will be accepted only in cases of emergency. Students should discuss turning in late work directly with the instructor and in advance of the due date whenever possible. When accepted, late quizzes or other in-class assignments must be taken on the first day of return after an absence. Because Canvas and other mechanisms facilitate the submission of assignments at any time, late assignments will be penalized at the rate of 5% *per day* (not per class meeting).

*This course syllabus and course schedule (provided separately) are subject to change. Any changes will be announced as soon as possible through e-mail and through the course home on Canvas. Your continued participation in this course after the semester Add/Drop deadline constitutes an agreement with and acceptance of these policies and schedule.*

Fun: Have it.

Subject: Essay formatting guidelines Student’s Name

Audience: ENC students at Valencia Prof. Phillips

Purpose: To illustrate the preferred method Course Code

of formatting an essay Due Date

Title of the Essay

This should be used as a guideline for all final drafts submitted in this class. Unless otherwise specified in this document or elsewhere, all final-draft essay assignments should follow standard MLA formatting guidelines, available in the *Little Seagull* handbook used in this class. The point of formatting is to highlight your ideas without distracting your reader, and to present your work in a mature, credible, professional manner. Note carefully the spacing of the various components on the page. The Rhetorical Context (Subject, Audience, Purpose) appears, single-spaced, in the upper-left corner of the page; if the Rhetorical Context would run across the top of the page and into the course information in the upper-right corner, then bring half of it down to a second line, as was done to the Purpose, above. The margins are standard, **one inch on all sides**. The font should be a **normal, 11- or 12-point font such as Times New Roman (like this) or Calibri (like this)**. When you type in a larger font, it is easy to see that you are trying to fill up your page with fewer words. It is an old trick, your instructor will notice it immediately and roll his/her eyes, and you will not get away with it. No unusual fonts should be used except for *emphasis* of **particular words or phrases** and even then only sparingly. Other fonts may look cute and playful, but the novelty quickly wears off. All pages except the first should be numbered in the upper right corner of the page. Each paragraph should be indented, and paragraphs should be separated by more than the usual space only for deliberate reasons of stylistic choice.

When you type the essay, the text should be double-spaced. When you single-space everything like this, you can see how it jams everything together. It’s harder to read, and it leaves very little room for the instructor to make comments and give feedback on your writing.

Also, when you triple-space your text or use more than double-space, it is also

obvious that you are trying to fill up your page with fewer words. This, too, is an old

trick, and again, you will not get away with it. And doesn’t it just look silly, anyway, with all that wasted space? A simple double-space will do.

Please also make sure your text is left-justified; do not center your text. When you center your text, it makes both margins wavy and uneven, and makes the entire text look like entries on a menu. After a while, it puts strain on the eyes, because your eyes have to search for the next line.

Notice the clean, professional appearance of *this* paragraph, with normal font and normal spacing; it does not require any particular work for you to read it, and it is not draining on the eyes. This highlights the *text* of your work, and does not distract your reader with glaring formatting errors or vast expanses of wasted paper or unconventional spacing.

Please be careful with your typing of the final draft. It is very easy to overlook some of those simple miss steaks, and easy to make careless typing errors that even today’s software programs might not pick up. In addition, your reader might not recognize the difference between a simple mistake and a deliberate stylistic choice, so do your best to eliminate the accidental mistakes so your reader can then know what *deliberate* choices you have made. Virtually all major word-processing programs, like Microsoft Word, have grammar- and spell-checking features that can be turned on and off. Please familiarize yourself with those settings. With today’s technology, there is little excuse for turning in papers with gross, sloppy spelling errors. This also makes your overall presentation that much better and increases your own credibility as a writer. Be careful not to rely on the spell-check feature, though; ultimately, it is *your* essay, not Microsoft’s, and it is your responsibility to make sure that your essay appears as you want it, regardless of whether Microsoft indicates any spelling or grammar issues.

The end of your essay need not be indicated with “The End” or any other visual cue. Your reader should understand from the writing in your final sentences that the material is ending and that no further material has been lost. Collectively, these guidelines create a greater visual appear for your reader to enjoy, serve to *enhance* the impact of your writing, and do not distract the reader from your ideas.