

Course Info for ENC 1101

Freshman Composition I

Valencia College, Spring 2024

Instructor	Robin L. Simmons
Office	3-255, West Campus
Office Hours	Available at my <u>Faculty Frontdoor</u>
Phone	407.582.1171 (So that we both have a record of the question and the answer, the best method of contact is <u>email from Canvas.</u>)
Email	Use the Inbox feature in <u>Canvas.</u>
Required Textbooks	No textbooks! All reading assignments are free and posted online.
CRNs	20290 and 20293
Course Blog	<u>https://rlsimmons.blogs.com/enc1101/</u>

Catalog 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.

Consult the Valencia College **catalog** for specific prerequisites.

Course Description

The purpose of ENC 1101 is to teach you to think logically, especially when you write. Our primary focus will be the personal essay, the production of which will allow each student to develop an authentic and interesting writing voice. In addition, we will write a documented essay that will require the correct use of sources.

Completing these tasks will require that you meet the four **core competencies** of a Valencia College graduate: think, value, communicate, and act.

Classroom Expectations

The decision to take this course is yours. Once you make that commitment, you have responsibilities to everyone else in the room. Make note of these three important policies:

First, you cannot master the course objectives if you are not in class to learn them, **so I expect everyone to attend all classes**. Absences will seriously jeopardize your chances of passing, so after you have missed **three** classes, I may choose to exercise my right to withdraw you. This class is so important to your intellectual growth that you won't want to miss a single minute of it. **Each absence costs 10 points of your 25-point bonus**.

Make certain that you get credit for your presence by signing the attendance sheet every day. It is **your** responsibility to remember this simple task. **Forgetting to sign in equals an absence**.

Secondly, interrupting class after it has begun is disrespectful to both the professor and the other students. Therefore, I also expect everyone to arrive to class on time and stay until the end. **Starting on Wednesday, January 17, each late entrance or early departure will count as half an absence and will cost 5 points of your 25-point bonus**. Arriving more than 30 minutes late counts as an absence.

I never ask students to demonstrate behavior that I do not ask of myself as well, so I will give the entire class 10 free bonus points if I ever fail to arrive on time.

Finally, all assignments are due **by posted deadlines**.

Despite our best intentions, life sometimes gets in the way of completing responsibilities on time. To keep a zero on a missed assignment from hurting your point total, you can use a Crap Happens Coupon to make up the work (see the last page of this syllabus). You must arrange a coupon by email **within 72 hours of the assignment closing**, and for your work to count, you must submit it to the Crap Happens Coupon link available in **Canvas**. Coupons expire on **Wednesday, April 17**.



In addition, you must also submit **readable** files that meet the requirements of the assignment. A corrupted document that will not open, a blank document, or a paper written for another class will receive a zero as a grade. Confirm that you have uploaded the right file—what you see at your end in **Canvas** is **exactly** what I see when I evaluate your work.

Email Guidelines

Every member of the Valencia community has a **Canvas** account. Since the Valencia server screens all Canvas email for viruses and inappropriate material, I will open and read only those messages that you send from Canvas. ***I will delete unread any messages from other email sources.***

When you sign in to **Canvas**, you will see the Inbox icon.



To email me, click **Inbox** and then  **Compose a new message**. Use the drop-down menu to select **Freshman Composition I** as the course. On the **To** line, type **Robin Simmons** or select my name from the address book .

Do not let your mailbox become so choked with old email that you cannot find new messages. Archive what you do not need.

All email should follow the guidelines in Prof. Leddy's post "**How to E-mail a Professor.**"

Document Formats

You will submit all writing assignments via links in **Canvas** (where they will be checked for word count and plagiarism). When you submit work, confirm that the documents are in **rich text or Word formats**. The file extension will be **.rtf**, **.doc**, or **.docx**. If you do not know how to save in these formats, be sure to contact **Tech Support** to get instructions. I cannot provide feedback on your work if the document is in any other format.

Canvas Quizzes

If you miss a **Canvas** quiz—lightning knocks out power, the **Canvas** server goes down, etc.—contact me immediately for an alternative version. Although the alternative will test similar skills, *it will differ significantly in format.*

Academic Honesty

An instance of **academic dishonesty**—any kind of cheating or fraud *by the registered student*—will result in a zero for the assignment. A second instance will result in a grade of **F** for the class.

If at any point I can prove that something or someone *other than the registered student* has done any of the course work, I will immediately assign an **F**—retroactively if the semester has already ended.

In a composition class, the most common type of academic dishonesty is plagiarism, which is using someone else's—or, in the case of Artificial Intelligence, *something* else's—words, ideas, pictures, design, and/or intellectual property without the correct documentation and punctuation. To avoid this serious academic offence, visit the **library website** for information on what and how to document.

Valencia College subscribes to **Turnitin**. This **Canvas** feature compares your papers to every available electronic resource in the world, including other student essays uploaded in other classes at other institutions. Moreover, to combat the use of Artificial Intelligence (ChatGPT, Google Bard, Google Translate, Grammarly, QuillBot, Wordtune, etc.), **Turnitin** includes an AI detector. All work is subject to plagiarism analysis through **Turnitin** and/or an AI detector of my own choosing.

Take note of these four important policies concerning academic honesty:

- First, you must submit **original** work for ENC 1101, not papers you submitted in any other course during any other semester, not even a previous attempt at ENC 1101. Turning in the same essay for two different courses is considered **self-plagiarism** and will result in a zero as the grade.
- Second, copying and pasting from Internet sources without providing correct documentation is **not** college-level work. The first instance—*even if it is a single phrase*—will result in a grade of zero for the assignment. Be sure to check your **Turnitin** report. If there are problems, fix them and then resubmit.

- Third, having Artificial Intelligence (ChatGPT, Google Bard, Google Translate, Grammarly, QuillBot, Wordtune, etc.) write your assignments for you is academically dishonest. ENC 1101 is a college class, and you, the student, are expected to do the thinking, writing, and editing to train your brain for future responsibilities.
- Fourth, a second instance of plagiarism and/or academic dishonesty will result in your immediate withdrawal from the course with a grade of **F**.

Print and keep hard copies of all assignments.

Documentation Style

Most students in this class are not majoring in English or humanities. For this reason, we will not waste our time learning/practicing the documentation style of the Modern Language Association (MLA). Out of respect for the students majoring in business, criminal justice, education, nursing (and other allied health fields), psychology (and other social sciences), etc., we will use the style from the **American Psychological Association (APA)**.

Withdrawals

If you decide to drop this course for any reason, you must initiate the process. Otherwise, you will receive an **F** at the end of the semester. ***The deadline this semester for withdrawing with a W is Friday, March 15.***

Grades

You will receive grades for final essays via **Canvas** email. Expect graded work 14 days ***after the assignment deadline*** has passed. **Canvas** will release your quiz scores immediately and the quiz answers after the assignment deadline. Work that you have submitted early will be graded ***with everyone else's after the due date.***

ENC 1101 has 1,000 points of required assignments. To pass this course, you must earn 700 points. A = 900 – 1000+ points; B = 899 – 800 points; C = 799 – 700 points; D = 699 – 600 points; F = 599 – 0 points.

You do not have an **A** in this course until you have 900 points, a **B** until you have 800 points, or a **C** until you have 700 points—no matter what the Canvas gradebook says!

This class does **not** offer extra credit or rewrites for assignments that received bad scores. No grade will be dropped or curved. To earn the highest possible score, read ***all*** of the assigned

reading, follow *all* of the directions at the course blog, model your own work on the student samples (when available), **email questions from Canvas prior to submission**, use **college tutoring services** when necessary, and proofread carefully for sentence errors. Before you submit an assignment, confirm that you have attached the right file(s).

You can easily keep track of your own performance in this class: Use the **Total** column in **Canvas** to see how many points you have earned; review the upcoming assignments to see how many points you can potentially add to that number.

Final Examination

You will submit your final exam in **Canvas**. Students in the **8:30 a.m.** class must submit their cover letters by ***Wednesday, April 24***. Students in the **10 a.m.** class must submit their cover letters by ***Monday, April 22***.

Recordkeeping

In a notebook or folder, ***keep hard copies of all graded work, all email, and all research*** until you have received your final grade.

Resources

Tech Support (available on all campuses). If you are having technical problems at home, you have a variety of options for computer help.

Student Services (available on all campuses). Try this location for information on academic advising, student development, financial aid, accessibility, and career counseling.

Canvas Help (available on all campuses). Call **407-582-5600** if you run into problems accessing or using Canvas.

Writing Centers (available on all campuses). Arrange a consultation with the staff who will be happy to address the major errors in your work.

Student Assistance Program (available to all Valencia College students). BayCare Student Assistance Program offers free help with stress, anxiety, depression, adjustment difficulties, substance abuse, time management and relationship problems. Call **800-878-5470** if you are interested.

Calendar

You will have homework for *every* class. Visit the course blog for the specific assignment directions: <https://rlsimmons.blogs.com/enc1101/>

ENC 1101 has 1,000 points of required assignments. To pass this course, you must earn **700** points.

A = 900 – 1000+ points; **B** = 800 – 899 points; **C** = 700 – 799 points; **D** = 600 – 699 points; **F** = 0 – 599 points.

You do not have an *A* in this course until you have 900 points, a *B* until you have 800 points, or a *C* until you have 700 points—no matter what the Canvas gradebook says!

Assignment	Type	Points Available	Points Earned
Prewriting for the Narrative Essay	Multiple / Low-stakes	100	
Narrative Essay	One-shot / High-stakes	100	
Prewriting for the Definition-by-Example Essay	Multiple / Low-stakes	100	
Definition-by-Example Essay	One-shot / High-stakes	100	
Prewriting for the Comparison or Contrast Essay	Multiple / Low-stakes	100	
Comparison or Contrast Essay	One-shot / High-stakes	100	
Prewriting for the Documented Essay	Multiple / Low-stakes	100	
Documented Essay	One-shot / High-stakes	100	
Proof of Presence	Multiple / Low-stakes	100	
Cover Letter / Final Exam	One-shot / High-stakes	100	

My Total Points _____



CRAP HAPPENS COUPON

Request a one-week, penalty-free extension on a writing assignment or an alternate assignment for a missing quiz.

Void after **WEDNESDAY, APRIL 17**. Redeemable (if unused) for **5 bonus points**.



CRAP HAPPENS COUPON

Request a one-week, penalty-free extension on a writing assignment or an alternate assignment for a missing quiz.

Void after **WEDNESDAY, APRIL 17**. Redeemable (if unused) for **5 bonus points**.



CRAP HAPPENS COUPON

Request a one-week, penalty-free extension on a writing assignment or an alternate assignment for a missing quiz.

Void after **WEDNESDAY, APRIL 17**. Redeemable (if unused) for **5 bonus points**.