

Syllabus for ENC 1102

Freshman Composition II *Online!*

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 <i>free</i> and posted online.
CRNs	20311, 20313, and 20314
Course Blog	<u>https://rlsimmons.blogs.com/enc1102online/</u>

Catalog Description

Prerequisites: Minimum grade of C in ENC 1101 or ENC 1101H. 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.

Course Description

The purpose of ENC 1102 is to teach you to think logically, especially when you read and write. Our attention will be divided between two major responsibilities: 1) the production of **two** APA-style documented essays using primary research, and 2) an introduction to reading and writing about literature. Completing these tasks will require that you meet the **four core competencies** of a Valencia College graduate: think, value, communicate, and act.

All instruction for this course is online and asynchronous (we never meet as a group). For evaluation, you will submit writing assignments and take quizzes through **Canvas**.

Attendance and Deadlines

Since this course is online, your ability to meet deadlines will count as your attendance. If you miss three assignment due dates with no explanation, I may exercise my right to withdraw you.

This course is in **Eastern Standard Time (EST)**. If you travel out of state or country, remember that quizzes and assignment deadlines will occur in Eastern Standard Time, not in the time zone of your travel/vacation location.

All work must be completed by posted deadlines.

Sometimes, despite our best intentions, life 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 **Tuesday, April 16**.



In addition, you must 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 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 II** 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, plagiarism, and the use of Artificial Intelligence). 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, which will require a Crap Happens Coupon. 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 1102, not papers you submitted in any other course during any other semester, not even a previous attempt at ENC 1102. 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 1102 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 reaction papers and documented 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 1102 has ten 100-point 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 number of points, read **all** the assigned readings, follow **all** 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. When 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

Your final examination will be available in **Canvas** from **Tuesday, April 16, through Tuesday, April 23**.

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**.

Calendar

ASSIGNMENT	POINTS	POST APPEARS	WORK IS DUE
01 Introduction / Orientation Quiz	10	01/08	01/16
02 Professional Email (First ½ of Entrance/Exit Grade)	50	01/09	01/23
03 Reading Quiz 1	100	01/16	01/30
04 Plagiarism / Documentation Quiz	100	01/23	02/06
05 Reaction Paper 1 (First ½ of Reaction Paper Grade)	50	01/30	02/13
06 References Page Quiz	100	02/06	02/20
07 Draft of Documented Essay 1	0	02/13	----
08 Documented Essay 1	100	02/20	03/05
09 Reading Quiz 2	100	02/27	03/12

ASSIGNMENT	POINTS	POST APPEARS	WORK IS DUE
10 Reaction Paper 2 (Second ½ of Reaction Paper Grade)	50	03/05	03/19
11 Style Quiz	100	03/12	03/26
12 Draft of Documented Essay 2	0	03/19	----
13 Documented Essay 2	100	03/26	04/09
14 Reading Quiz 3	100	04/02	04/16
15 Final Exam (Second ½ of Entrance/Exit Grade)	50	04/16	04/23



CRAP HAPPENS COUPON

Request an alternative assignment if you missed
a quiz or writing assignment.

Void after **TUESDAY, APRIL 16**. Redeemable (if unused) for **5 bonus points**.



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