Professor Toole's English Composition II Course Syllabus
Fall 2023

General Course Information
- Course Title: ENC1102: English Composition II
- Class Time and Location: Online
- **Online**. For more information on course delivery options, review [Valencia's Types of Courses](#)
- Prerequisite(s): ENC1101 or ENC1101H with minimum grade of C

Instructor Information
- Instructor: Professor Rebecca Toole
- Email: rtoole3@valenciacollege.edu
- Phone: 407-582-5654
- Office Location: 5-218

Contact Policy and Preferences:

Student Engagement Hours (Office Hours):
I will be available for immediate response during the times listed below. During these hours, you can work with me one-on-one in-person, through Skype, Zoom, Phone, or Email.

Unlock personalized learning, clarify doubts, and amplify your understanding by joining me in office hours: your direct path to academic success!

Professor Toole's Student Engagement Hours		
Monday	Zoom, email, phone	8:00am-10:00am
Tuesday	Office, West Campus, 5-218	9:00am-10:00am; 11:30am-12:30pm
Wednesday	Office, West Campus, 5-218	9:00am-10:00am; 11:30am-12:30pm
Thursday	Office, West Campus, 5-218	9:00am-10:00am; 11:30am-12:30pm
Friday	Zoom, email, phone	8:00am-10:00am

Instructor Availability:
Students can expect email or inbox responses within 24 hours, during set office hours, except on weekends, holidays, or when the college is closed.

Course Description:
- Catalogue Description: ENC 1102 is designed to advance student knowledge of expository writing and research, focusing on an application of skills learned in ENC 1101 or ENC1101H. There is an emphasis on style; use of library; reading and evaluating available sources; planning,

writing, and documenting a short research paper. This is a Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. A minimum grade of C required if ENC 1102 is used to satisfy Gordon Rule and general education requirements.

Course Learning Outcomes

- Apply a multi-stage research process to produce essays.
- Compose a written argument using evidence from varied sources.
- Apply conventions aligned to varied writing situations.
- Document source material in accordance with at least one recognized documentation style.
- Apply critical reading skills.

Course Materials:

Required Texts and Resources:

- There is no textbook to purchase.
- Some readings will come from the Valencia Library Database Collection of literature, through the database *LitFinder*
- Some readings will come from *The New York Times.* Students do not need to purchase a *New York* Times subscription. Assigned readings can be accessed free or through the Valencia Library Database Collection.
- This course uses open-sourced sites, including the following: Owl at Purdue, UNC Writing Center, and Excelsior Online Writing Center. All external lessons can be printed, and all lessons should be saved (or printed) and organized in a specific location.

Technology Requirements:

- Active Valencia Atlas email account
- Computer (laptop or desktop)
- Internet access
- Microsoft Word software
  - [Free](#) Download Microsoft Office through ATLAS

Students should verify [computer software and hardware requirements](#) to ensure course work can be submitted successfully. Since all assignments are submitted through Canvas (unless otherwise noted), access to a computer or tablet is required for this course.

Technology Skills:

Students should demonstrate competence in the following areas:

- using a word-processing program (MS Word) to type, revise, and edit your course assignments
- using Canvas to submit assignments and upload file attachments
- navigating the electronic library databases

Internet Browser:

The latest versions of Firefox, Chrome, and Safari are all good choices for working in Canvas.

Time Commitment:

Allow 7-10 hours per week (for a full-term semester) to complete the required work on this course. New learning modules will open weekly.

Course Design:

New learning modules will open weekly. All modules begin on Monday and end on the corresponding Sunday. Assessments are due:

- Thursdays, weekly
- Sundays, weekly

Grading/ Evaluation:

Components of evaluation: Assessment scores and feedback are available through Canvas. Grades and feedback are available within 2 weeks of the assessment deadline.

Grading Formula:

A= 90-100%
 B=80-89%
C=70-79%
 D=60-69%

F=59 and below

The overall grade for the course is based on a percentage system as follows:

Grading Scale:

Discussions	20%
Assignments	70%
Final Exam	10%

Note: The percentages of each assignment align with the course learning outcomes. The formal writing assignments are worth the greatest percentage because they meet all criteria in the course learning outcomes.

Assignment Breakdown

Quizzes & Discussions

Low-stakes quizzes are created to verify that students are progressing as expected and adequately prepared for the module's coursework.

Discussions serve as low-stakes formative assessments, aiming to enhance student engagement through peer-to-peer dialogues on pertinent subjects. These discussions often involve external reading and analysis, cultivating critical reading and writing skills.

Each discussion entails an initial post and 2 responses to classmates. Initial posts are due on specified Thursdays, and response posts are due by the subsequent Sundays. Assessment is guided by a discussion forum rubric that evaluates cognitive aptitude and interactive participation.

Quizzes & Discussions must be submitted on time; no exceptions for late submissions will be made.

Formal Writing Assignments

These assignments hold substantial weight as high-stakes summative assessments, serving to gauge student comprehension of module learning objectives. In recognition of their importance, these assignments carry a higher points value.

Structured as formal exercises, they necessitate document uploads and adherence to the MLA format and style. This formal approach aids in distinguishing between formal and informal writing.

Evaluation is guided by an assignment-grading rubric, placing significant focus on cognitive prowess, alongside assessment of mechanical proficiency.

Writing Assignments can be submitted with a maximum delay of 1 week, but they will incur a 10% penalty.

Final Exam

The final exam is a summative assessment of the work taught throughout the semester. Students can expect a final exam module that mirrors the design of all learning modules.

Final exams must be submitted by the designated deadline and cannot be accepted late; no exceptions will be granted.

Late Work Policy:

All assigned discussion posts, responses, quizzes, and exams must be submitted by their designated due dates exclusively. Late submission of discussion activities will not be considered for grading, as these activities aim to foster peer engagement and community cohesion. Writing assignments received up to 1 week after the deadline will incur a 10% penalty, while those submitted after 1 week will not be accepted for grading.

Late Work Exceptions:

- Health or medical documentation
- Jury duty, military duty, SAT testing, and religious observances are not considered emergencies that warrant make-up/late work. These all require advance notice. Course work may be submitted early due to these absences pending notification to the instructor prior to the absence.
- For extenuating circumstances related to a medical emergency or ongoing medical condition, please see the professor for discussion.

Rewrite Policy:

Rewrites not permitted in this course.

Attendance and Participation:

Online Mode Attendance Policy:

Your success in this online course relies on consistent participation and engagement. The attendance policy is as follows:

- Regular Engagement: Active participation, completing assignments, and interacting with content are essential for your progress.
- Weekly Involvement: Engage weekly by participating in discussions, submitting assignments, and completing required activities.
- Deadline Adherence: Meet due dates to receive credit. Late submissions will face penalties per the syllabus.
- Communication: Reach out to your instructor early if you encounter challenges affecting participation.
- Discussion Vitality: Meaningful contributions in discussions enhance collaborative learning.
- Tracking: Attendance and participation are monitored through interactions, forums, and assignments.
- Grading: Regular participation and engagement affect your final grade, as specified in the syllabus.

College Course Attendance Policy:

If you do not complete work during the first week of the course, you will be dropped from the course, per college policy. Any online student who does not login to the course and complete the required activities within the first week will be reported as a "No Show" student, and will be withdrawn from the course and receive a W as a Final Grade in the course.

Expectations:

Professor Expectations

I am dedicated to your success as a student and tailor my instruction to support your achievements. Here are diverse instructional approaches I employ to achieve this goal:

- I employ various teaching methods to make the course accessible to all students.
- Transparency is my principle—I have nothing to hide, and your input is valued.
- I believe in the potential of every student to succeed in this course.
- I foster a safe climate, encouraging exploration from diverse cultural viewpoints.
- Above all, I prioritize student-centered active learning

Student Expectations:

Academic Integrity and Plagiarism:
All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result in a class grade of F.

This course uses plagiarism detection software to support the above policy. The definition of plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own.

Academic dishonesty in a learning environment could involve:

- Having a tutor or friend complete a portion of your assignments
- Having a reviewer make extensive revisions to an assignment
- Copying work submitted by another student
- Using information from online information services without proper citation (Proper documentation consists of quotation marks around three or more of someone else's words followed by a proper citation. No quotation marks are necessary if you put someone else's ideas in your own words; however, you must follow the paraphrase with a proper citation.)
- Using a paper, you have/had written for another class to fulfill an assignment in this class unless you have permission of both instructors
- Sharing or receiving answers on tests before the test has been completed
- Using AI Technologies without documentation, see below.

AI Technologies:
- All work submitted in this course must be your own. Contributions from anyone or anything else- including AI sources, must be properly quoted and cited every time they are used. Failure to do so constitutes an academic integrity violation, and I will follow the institution's policy to the letter in those instances.

College Student Conduct Policy:
Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the Student Code of Conduct.

Online Classroom Netiquette:
In order to assure that we can have free and open discussions and help each other, I expect each person to respect the confidentiality of what your classmates are willing to share while at the same time I ask that each of you exercise good judgment in what you choose to share, avoiding non-public or sensitive information.

When engaged in online interaction, it is important that we all follow netiquette. This means our feedback must be clear, concise, not in all capital letters (which indicates yelling) and focus on both the positive and negatives of the work we are reading, giving the author specific examples to support our criticism and specific suggestions on how to fix what we are criticizing. We should start and end each critique with a positive but specific comment about what we are studying.

Students follow basic rules of civil communications:

- no inappropriate language, threats, or negative personal comments tolerated. All such correspondence should be forwarded to the Student Conduct Officer for appropriate action.

- Additionally, students are urged to report to the instructor immediately any harassment by a classmate, whether by email or on the Discussion Board and to forward the offending messages.
- Any post/comment deemed inappropriate by the professor will be deleted/discussed. At any time, the comments or posts will be brought to the attention of the dean, and disciplinary action (deemed appropriate by the professor and the dean) will be taken.

Student Support Services:

Students with Disabilities:

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities (OSD) determines reasonable and appropriate accommodation for qualified students with documented disabilities based upon the need and impact of the specific disability.

Any student requiring course accommodation due to physical, emotional or learning disability must contact the instructor and provide a *Notification to Instructor* form by the end of the second week of class. To obtain a letter of accommodation, contact the OSD office at your designated campus.

BayCare Student Assistance Services:

Valencia College strives to ensure 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. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

Learning Support Centers:

To access learning support resources at the college, please review the Canvas course Orientation Module

Technology Privacy Policies

Valencia College has a firm commitment to protecting the privacy rights of its students. Any use of student records and information in this course will comply with the Family Educational Rights and Privacy Act (FERPA), including third party tools and services used in this course. Privacy policies for the tools used in this course are listed below and at the point of use.

- Valencia College privacy policy
- Canvas privacy policy
- Owl at Purdue Fair Use Policy
- Excelsior Writing Lab Fair Use Policy
- WikiHow Privacy Policy

Important Dates:

- Course Start Date: 21 August 2023
- Course End Date: 10 December 2023
- Course Drop Date: 28 August 2023

- Course Withdrawal Date: 27 October 2023
- Thanksgiving Holiday: 22-26 November 2023
- Final Exam Deadline: 4 December 2023