

# Professor Toole's English Composition I Course Mixed-Mode Syllabus

Fall 2023

## General Course Information

- Course Title: English Composition I
- Class Time and Location: 10:00-11:15am, West Campus
- Course Mode: Mixed-Mode
- Prerequisite(s): 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

## Instructor Information

- Instructor: Professor Rebecca Toole
- Email: [rtoole3@valenciacollege.edu](mailto:rtoole3@valenciacollege.edu)
- Phone: 407-582-5654
- Office Location: 5-218

## Contact Policy and Preferences:

### Mixed Mode Instruction:

This is a course that blends the delivery of instruction between online and face-to-face (some hours are spent in the classroom with the rest being completed online). A minimum of 30% of the instruction of the course is delivered using some form of technology where the student and instructor are separated by time, space, or both. For more information on course delivery options, review [Valencia's Types of Courses](#).

### 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 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.

#### Course Learning Outcomes

- Apply a multi-stage composing and revising process to produce essays.
- Apply conventions aligned to varied writing situations.
- Demonstrate information literacy.
- Synthesize information for a specific rhetorical aim
- Document source material in accordance with at least one recognized documentation style.
- Apply active reading strategies.

#### 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 (desktop or laptop) access
- 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:

On average, we spend 1.5 hours per week in class and an additional 4-6 hours per week outside of class on assignments, readings, and studying for the course. This estimate can vary based on individual learning styles and the specific requirements of the course.

### Course Design:

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

- Before class, 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:

Pre-Class Activities	20%
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Post-Class Activities	20%
Quizzes	10%
Essays	40%
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

#### Pre-Class Activities

The purpose of a pre-class activity is to enhance student learning and participation by providing them with a foundation of knowledge, activating their prior understanding, and promoting engagement with the upcoming class material. It sets the stage for more effective and interactive learning experiences during the class session.

**These activities must be completed and submitted online before the start of the class, and they will not be accepted after the deadline. Attendance in class is necessary to receive credit for these activities; any absence will result in no credit, without exceptions.**

#### Post-Class Activities

The purpose of a post-class activity is to extend student learning beyond the class session, reinforce understanding, promote application of knowledge, foster critical thinking skills, and encourage ongoing exploration and growth. It enhances the overall learning experience by providing opportunities for reflection, application, and continued engagement with the subject matter.

**Post-Class Activities can be submitted with a maximum delay of 1 week, but they will incur a 10% penalty.**

#### Quizzes

The purpose of a module quiz is to evaluate student learning, reinforce understanding, monitor progress, and facilitate review. It helps instructors and students gauge the effectiveness of the learning experience and identify areas for further growth and improvement.

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

#### Essays

Essays are high-stakes assessments. The purpose of a summative essay is to evaluate students' comprehensive understanding, critical thinking abilities, application of knowledge, and effective communication skills. It serves as a significant assessment tool to measure students' overall achievement in the course and their ability to engage with complex concepts and demonstrate higher-level cognitive skills.

**Essays 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:

Pre-Class, quizzes, and final exam activities must be completed by the assigned due dates; no credit will be given for late submissions. Post-Class Activities & Essays that are submitted with a delay of up to 1 week will incur a 10% penalty, while assignments submitted after 1 week will receive a zero.

#### 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:

##### Mixed Mode Attendance Policy:

Success in this mixed-mode course is built on active participation both in-person and online, with each mode enhancing your learning experience. Your presence in class fosters interactions, while online engagement allows for in-depth exploration. Failure to engage in either mode may impact your overall performance in the course.

- What to expect in-class: Regular attendance in the physical classroom setting is essential for interactive discussions, group activities, and hands-on learning experiences. Your presence in class contributes to the collective learning environment and fosters valuable interactions with peers and the instructor.
- What to expect online: Equally crucial is your active participation in online components. Virtual activities, discussions, and assignments provide opportunities to delve deeper into the subject matter, engage in asynchronous discussions, and collaborate with peers outside of class hours.

#### 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 complete
- 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.

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 accommodations 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](#)

#### 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