**Course Syllabus for ENC 1101 - Freshman Composition I**

**Spring 2021**

**Online for West Campus**

**CRNs 26532 and 26563**

**(Subject to Change)**

The difference between the right word and the almost right word is the difference between lightning and a lightning bug.  ~Mark Twain



**Instructor:**

Sue Beechum

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**Course Info:**

**Prerequisite:** PERT score of 106 or a minimum grade of C in ENC 0012 and ENC 0012L or ENC 0012C or EAP 1640 or ENS 1441;

**Course Description:**

* Development of essay form, including a 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.
* This is a Gordon Rule course which requires a minimum of 6000 words of writing. A minimum grade of C is required in ENC 1101 to satisfy the Gordon Rule and general education requirements.

**COURSE OUTCOMES**

1.    Students will *compose expository essays* (first course outcome).

2.    Students will *write in standard American English* (second course outcome).

3.    Students will *write a documented essay* (third course outcome).

4.    Students will *demonstrate information literacy* (fourth course outcome).

5.    Students will *develop critical reading skills* (final course outcome).

**VALENCIA CORE COMPETENCES**

#### **Think**

#### think clearly, critically, and creatively, analyze, synthesize, integrate and evaluate

#### [**Value**](https://valenciacollege.edu/academics/competencies/#Value)

#### make reasoned judgments and responsible commitments.

#### [**Act**](https://valenciacollege.edu/academics/competencies/#Act)

#### act purposefully, effectively, and responsibly.

#### [**Communicate**](https://valenciacollege.edu/academics/competencies/#Communicate)

#### communicate with different audiences using varied means.



**Online learning is different from a face-to-face class:**

* **It can feel overwhelming—especially in the first week**.  You’ve probably forgotten how ill-at-ease you felt when you first went to a new school but taking an online class for the first time is very similar.  It takes a while to learn your way around the “virtual campus”.
* It **fits more easily into your schedule**.  However, since you will do most of your work at home, **it requires more self-discipline** in setting aside time to study and participate in the course’s learning activities.
* As in any course in which you want to do well, **this course will take more time than you expect**.
* **All reminders are electronic**.  If you do not access the course daily, you may miss key assignments, due dates, or changes
* You will collect, reflect on, and respond to information that you have gathered.  In an online course, **responsibility for learning rests equally with students and facilitators.**
* It works best when you **enjoy using technology and interacting with others online.**



**To be successful in this course, you will need:**

* Access to **a computer with a high-speed connection** at all times.
* **Basic computer skills**, such as the use of word processing software, sending email with attachments, uploading and downloading files from external sources.
* An **open-minded attitude, personal honesty, and a willingness to share** your knowledge and ideas with others.
* The belief that **online learning is more convenient, but not easier** than face-to-face learning.
* The belief that **quality learning can happen anytime and anywhere.**
* **The ability** to read instructions carefully and follow them exactly.
* An **interest in self-reflection**



# Required Text:

No expensive textbook! We will access the ***Valencia Writer***in the Open Education Resources (OER) readings via the library**.**

**[The Valencia Writer](https://libguides.valenciacollege.edu/valencia_writer)**

Suggested by not required:

Bullock, Richard and Francine Weinberg. *The Little Seagull Handbook with Exercises.* WW Norton, 2017.

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**Important Dates:**

January 11 Spring Semester begins

January 18 Martin Luther King Holiday

January 19 Last day to drop a class with a refund

February 21 Learning Day – no classes

March 8 through March 14

Spring Break – no classes

March 26 Last day to withdraw with a “W”.

April 26 through May 1

 Final Exams

May 2 Spring Term Ends

May 9 Commencement



**TECHNOLOGY**

**VCC Competencies:**

* Think
* Value
* Communicate
* Act
* Valencia’s core competencies: complex skills and abilities every student needs to succeed in college and in life. You will engage in these activities and build on them over the course of your lifetime. See the VCC catalog for a more complete reference.

**Computer-based learning Activity:** to demonstrate competence with the basic use of computers the College's Freshmen Composition Course (ENC 1101) a course is designed to include a formal "computer-based" learning activity. All work for this course will be computer-based, thus, fulfilling this requirement.

* All course work will be submitted as **double-spaced Word files** (.doc/.docx), using 12-point Times New Roman font
* Electronic research will be a component of a documented essay later in the term. **Modern Language Association’s (MLA)** guidelines for these resources will be required.

**Atlas Policy:** In order to minimize the risk of computer virus transfers, I will only read and answer student e-mails sent from a student’s Atlas account or through Canvas: Note: Even if Canvas is \down or having problems, I can be still reached at the e-mail address at the top of this document. You may also send me a text at the phone number at the top of the syllabus. Please regularly and frequently check your Canvas messages and Atlas e-mail accounts as well as our class site for announcements, changes to our schedule, and updates.

.**Important Notice:** I am **NOT** technical support; I can make things so much worse 😊 If you are experiencing problems with Atlas, Canvas, your computer, or other technology, contact the Help Desk: 407-582-5444; which is available 24/7/365.

**Tech Requirements:**

**-**A laptop or desktop in good working order

-Please do not try to do the work for this class on your phone or tablet

-A reliable internet connection

-**Word 365 which can be downloaded from Atlas** – Word is the only acceptable format for this class

**A special note about computers:** Even though computers and word-processing software are marvelous time and energy-saving devices, they can and **do** cause problems with the production of your documents**. Please be aware that a broken or ill-functioning computer or the inability to retrieve, produce, or submit your assignments from a computer will not be accepted as valid excuses for a document that is submitted late**. I advise you to save all of your documents to both your hard drive and a thumb/flash/jump drive.

**ATTENDANCE POLICY:**

To pass the course, you must attend class by actively participating. Because this class meets online, attendance is measured by completing quizzes, submitting written assignments, and making discussion board posts by the due dates. Simply logging into the class and reading the course content, assignment instructions or posts is not participating.

**NO SHOW POLICY**

Class attendance is required for face-to-face classes beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a “NO-SHOW.” Class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date may be withdrawn by the instructor at the end of the first week as a "NO-SHOW". If you are withdrawn as a “NO-SHOW,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course.”

**You must have completed the Orientation Module before 11:59 pm on Sunday, January 17, 2021.**

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**WITHDRAWAL POLICY**

Per  [Valencia policy Links to an external site.](http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/)a student who withdraws from class before the established deadline for a particular term will receive a grade of “W. A student is not permitted to withdraw after the withdrawal deadline.

A faculty member maywithdraw a student up to the withdrawal deadline for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W.”  After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.”**If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal deadline.  Students are responsible for knowing their own financial aid rules on withdrawal.  After the NO-SHOW withdrawals, I will not withdraw any students.  Should you choose to withdraw, it is your responsibility to withdraw by the deadline or earn a grade.**

**GRADES:**

**.Grading Policy:**

* Assignments = 50% of the semester grade
* Research assignments = 30% of the semester grade,
* Final exam =20% of the final grade.

The grading scale for the course is as follows:

A 90-100

 B 80-89

 C 70-79

 D 60-69

 F 0-59

*Note:* You will need to a “C” or better at the end of the course in order to move on to any course requiring Comp 1 as a prerequisite.

**Deadlines:**

Deadlines are non-negotiable. The assignments in ENC 1101 are organized sequentially; therefore, they are to be written in time and submitted by the deadline. With the exception of the **Orientation Module,** **all assignments are due before 11:59 pm on Sunday** of the appropriate week. For this class, Monday will be the first day of the week with assignments posted at Midnight; Sunday will be the last. Any assignment not submitted by 11:59 pm on Sunday will be considered late. Do **NOT** wait until the last thing on Sunday evening to submit work. The internet was down, Canvas isn’t working, my computer crashed, the dog ate my key board, I left my lap top in Bangkok -- none of these, or any other, excuses will be accepted. **I DO NOT ACCEPT LATE WORK FOR CREDIT FOR ANY REASON**.. You **may** submit any assignment before midnight on Monday for **half of the grade** it would have received when submitted on Sunday before midnight.

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**Writing**

**Format for writing assignments**:

* We will be using the MLA Handbook to determine the proper form for academic writing. For those who have not experienced MLA, we will begin lessons on it in Module 2.
* Any essay with information from another source/s must contain citation and works cited. An uncited essay, including the research paper, will earn zero points.
* Type your own work so you can make corrections as you go along. Please **double-space**; you can change the setting to “2” in the paragraph drop-down. If you have more than two pages, number each page, beginning with page 2, in the upper right corner. Allow one-inch margins on all four sides of your paper. Use the following signature in the upper left corner of the first page:

 Jane Student

 ENC 1101

 Professor’s Name

 July 1, 2030

 You should skip a line between the title and the first line of the composition. All paragraphs should be indented appropriately. Proofread your paper carefully to correct all grammatical and mechanical errors. **DO NOT** rely on grammar check and spell check.

**Research Paper:** Students will write a documented, argumentative researched paper, using MLA format. Over a series of weeks, beginning within the first few weeks of the semester, we will work on the different steps required to create this documented. All research assignments must be completed in order for the final essay to be graded for the final exam grade.

**Essay Rewrites:** Only a paper, with a grade of 79% or lower, may be rewritten, and **only one** paper may be rewritten during the semester. The rewrite grade will replace the original grade. A paper that was never turned in for an original grade may **NOT** be turned in on the rewrite due date. The rewrite can score no higher than a 92.

If you choose to complete a rewrite, that re-submission is due ONE WEEK (by midnight) after you’ve received your graded essay. A successful rewrite will show attention to the suggestions made about the original, with improvements made in grammar, mechanics, and, most importantly, content (claims, logic, support, etc.). Keep in mind that doing a rewrite is OPTIONAL.

The research paper is not eligible for rewrite.

**Peer Editing:** Draft work and editing are considered part of your grade. Be prepared to work with other students in online writing teams.

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**Discussions**

* You will be required to post responses to various discussions on the stories, articles and lessons throughout the semester.
* The discussion prompts and your responses will go in the “Discussions” link on our Canvas course site.
* Your responses will be assessed based on the Rubric for Discussion Posts, available in the folder titled “Important Documents.”
* Though discussion content is far more important than spelling and grammar, as this is a college-level writing course, you should be careful to try to write and edit professionally. This means you must use proper capitalization, title format, spelling, and grammar at all times.
* I’ll cite some student posts as examples of ideal discussion posts, and I’ll be posting myself frequently, so try to model your writing on those examples.
* Please, please, please, do NOT wait until the two hours before the deadline to post; this leads to rushed discussions that won’t help us with our understanding of and writing about the works we’ll read. Also, keep in mind that Discussion posts are not accepted late. Be sure to follow Discussion “netiquette” rules as listed later in this syllabus. Note that I will NOT necessarily respond to each student’s post in any given thread; if I feel my response would be repetitive of something I’ve already noted, I will just read the post. I DO, however, read all posts carefully.
* In addition to writing your own response, I expect students to reply to the responses of classmates, as I will. These threaded discussions are meant to be an alternative to the kind of discussion we’d have in a classroom. Just as in a classroom, some students are more outgoing and talkative than others, so how much/often each of you responds to others will factor into any decisions I have to make if one’s class score is within rounding distance of a higher grade.
* Please keep in mind that replies should also be thorough and add new ideas or information to the original post; questions can also be asked. However, a reply should not simply be agreement (“Hey, I’m totally down with your interpretation of this poem!”) or praise (“Wow, you’re answer was really insightful!”). Such comments are acceptable ONLY if they are followed by further explanation or interpretation, or if you’ve already replied thoroughly to another post.
* **Discussion postings**

We will follow the 5-3-1 rule. Read at least 5 main postings of your peers, respond to a minimum of 3 original peer postings, and post at least 1 original posting which begins a new thread under the discussion prompt. Remember your original post must be submitted before midnight on Thursdays.

**A good discussion post is:**

* **Substantial**- thoughtful, original, relevant and contributes to the overall learning of the group
* **Thought-provoking-** stimulates thinking and reasoning
* **Timely**- post early to give your peers time to respond, this contributes to a rich discussion
* **Logical**, concise and grammatical
* **Conveys “your presence”-** reinforce your conclusions with real life and professional experiences

**Discussion Forum Code of Conduct/Netiquette**

 As stated above, a portion of your grade will come from your responses to questions posed to the class in our discussion forum as well as your responses to ideas posted by classmates. Just as civil behavior is conducive to learning in important in a face-to-face classroom, so are there certain standards necessary in our discussion forum:

* Though I greatly hope that we will all become comfortable with and interested in each other’s ideas as shown in our postings, posts answering course questions or responding to classmates’ posts must remain on topic. They are not the place for telling us what you did last weekend and so on. An off-topic forum (the ungraded “Coffeehouse” section) is provided on our site for side conversations, though even that forum must conform to the further guidelines below.
* Follow standard netiquette, too: don’t use all caps (the equivalent of shouting), over-use sarcasm/irony, forward jokes or other internet nonsense, post inflammatory/snide responses to classmates, etc.
* Basic expectations of normal civility (respectful address of classmates and instructor, reasonable tone, etc.) are always in effect.
* Violating any of these guidelines will result in a quick e-mail from me; if such violations continue, you may be subject to withdrawal.

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**Valencia Policies**

**Academic Honesty Policy Number: 6Hx28:10-16**
All forms of academic dishonesty are prohibited at Valencia Community College. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source must be appropriately acknowledged.

Students shall take special notice that the assignment of course grades is the responsibility of the students' individual professor. When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be liable to a range of academic penalties as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of "F" in the course. At the option of the professor, the campus provost may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student. Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and /or disciplinary penalties which may include warning, probation, suspension and / or expulsion from the College.

The student may appeal action taken by the professor under the provisions of either Policy 6Hx28:10-13 or 6Hx28:10-15 as determined by the nature of the action taken.

**INTERNET RESEARCH STATEMENT:**

Because of the variety of sources, ease of publication, lack of central control and proliferation of commercial information on the free Internet, it is often hard to tell if the information is reliable.  Many sites contain research and information of high quality.  However, unlike traditional print publications or library-based electronic resources, there is usually no process of peer review, nor is there an editor verifying the accuracy of information presented on the Internet.  There are an increasing number of sites containing information that may be incomplete, anonymously written, out-of-date, biased, fraudulent, or whose content may not be factual. Students should, therefore, use caution in use of the free Internet for their research needs.  For academic topics that are addressed in scholarly literature, use of electronic databases or visiting the library may better meet your needs.  However, each professor makes the final determination of what is or is not accepted as a valid source so review the syllabus for specific guidelines from your professor.

See the following tutorial for more information: http://faculty.valenciacollege.edu

**ADDED ASSISTANCE:**

* **Students With Disabilities:** Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two week of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.
* **Online Tutoring Services:** In response to COVID-19, Valencia’s tutoring services have moved online and are now being offered for accounting & economics, computer programming, math, EAP and foreign languages, science, writing, and more!  To get started, visit [https://libguides.valenciacollege.edu/c.php?g=1014597&p=7348794](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flibguides.valenciacollege.edu%2Fc.php%3Fg%3D1014597%26p%3D7348794&data=02%7C01%7Csbeechum%40valenciacollege.edu%7C691e6fa00e2f4af739fb08d7edfd4875%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637239544447930077&sdata=LpfgQtbsFunjHQF1%2BPa9a4dtAML2Cbeh7N1bE9qGiJw%3D&reserved=0) and self-enroll in the tutoring courses in Canvas.  This is where you will access the links to live tutoring (via Zoom), as well as the schedule of tutors, times, services, and additional topics through Smarthinking.
* **Quick Start Library Guide:** Use this handy guide to learn about and gain access to all the library resources from home or on-the-go.  Visit [http://libguides.valenciacollege.edu/quickstartlibraryguide](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Flibguides.valenciacollege.edu%2Fquickstartlibraryguide&data=02%7C01%7Csbeechum%40valenciacollege.edu%7C691e6fa00e2f4af739fb08d7edfd4875%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637239544447940072&sdata=bD62kbXchtLaQWc0lyB6GJj1ZfqXRdRh5LfnZwctlvE%3D&reserved=0) to get started!
* **Keep Learning:**Visit [https://valenciacollege.edu/students/online/keep-learning/](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fonline%2Fkeep-learning%2F&data=02%7C01%7Csbeechum%40valenciacollege.edu%7C691e6fa00e2f4af739fb08d7edfd4875%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637239544447940072&sdata=MfKcWYuqGgt73TJBO%2FfynrwAi5cbPkokhznTB9l83b4%3D&reserved=0) if you are still unable to find what you are looking for, please visit our Keep Learning webpage to get information on a wide range of resources and online learning tips.

Personal Care and Assistance:

[Bay Care](https://valencia.personaladvantage.com/portal/landing?a=1)

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) Links to an external site.](http://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/)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.