**Syllabus**

**ENC1101, Freshman Composition I**

Fall 2018

**Section (CRN) 13980**

**Class Meets: Wednesdays 1:00 PM – 3:45 PM, West Campus 3-227**

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| **Instructor**: | Dr. Stacey L. DiLiberto |
| **Phone**: | 407-582-1026 |
| **Office Hours**: | **Location: West Campus, 3-125**  Face-to-Face:  Monday-Thursday: 11:30AM-12:30 PM  Virtual:  2:30PM - 3:30 PM – (Tuesdays, Thursdays)  8:30 AM – 11:30 AM (Friday) |
| **E-Mail**: | [sdiliberto@valenciacollege.edu](mailto:sdiliberto@valenciacollege.edu) |

Required Texts:

* Bullock, Richard, et al. *The Little Seagull Handbook*. 3rd ed., W.W. Norton, 2017. (Purchased online or in the West Campus bookstore). You can also purchase an e-book edition here: <https://digital.wwnorton.com/littleseagull3>
* *The Kirkman Reader* (a free reader) found online at: <http://www.kirkmanreader.com/>
* A college-level dictionary (an online version is fine)
* Assorted online materials provided on Canvas

Additional Required Materials:

* Black or blue pens or pencils for notes and in-class writing assignments.
* Lined, loose leaf writing paper in every class session (college-ruled) for in-class assignments & notes.
* A 3-ring notebook to organize notes, handouts, in-class writings, etc.
* Staples and paperclips
* Reliable and steady access to the internet, course email and Canvas **(check daily)**.
* Knowledge of word processing software for out-of-class assignments. **All formal and outside written assignments must be prepared on a computer**. Save all writing assignments as **.DOC, .DOCX, .RTF, or .PDF** files to be uploaded through Canvas as attachments. **These are the only acceptable file formats.**

Prerequisite for Course**:**

Score of 103 on writing component of PERT and score of 106 on reading component of PERT or minimum grade of C in level two of developmental writing and level two of developmental reading, or minimum grade of C in EAP 1620 and EAP 1640.

Course Description:

Freshman Composition 1 (ENC 1101) is a writing course that develops essay form, including a documented essay, and instruction and practice in expository writing. 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. It is a Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of “C” required in ENC 1101 is used to satisfy the Gordon Rule and general education requirements. This course reinforces the following **Valencia Core Competencies**:

1. Think critically & creatively and make reasoned choices by acquiring, analyzing, synthesizing, integrating and evaluating knowledge
2. Make reasoned value judgments and responsible commitments
3. Communicate with different audiences using varied and appropriate methods
4. Act purposefully, reflectively, and responsibly in the contexts of adult life.

TO PASS THIS COURSE, A STUDENT MUST:

1. Maintain at least a “C” average in the course work
2. Demonstrate college-level writing skills through multiple assignments.

Expectations and Civility Policies:

* All individuals are to be respected.
* We will take responsibility for everything we say. Language MATTERS!
* We will take responsibility for the effort we put into our work. I expect 100% out of all my students.
* Uncertainty and disagreement are expected when exposed to new issues or ideas that have never been considered before.
* Since this is a college-level course, the professor reserves the right to discuss and assign material that may contain mature content. Sometimes this includes profanity or materials that deal with sensitive or controversial issues.
* Everyone is responsible for the content and progress of this course. Although as an instructor, I evaluate your work and facilitate discussion; your overall experience in this course will be what you make of it.
* All questions are valid. Please ask questions!

Classroom Decorum:

To remain courteous to your professor and fellow classmates & to remain engaged in the learning process, all cellphones and other electronic devices must be TURNED OFF during class or placed on silent mode. You might have to look up information occasionally during in-class activities, but please refrain from abusing the privilege. If a student is disengaged and caught texting or using any other electronic device not related to the learning environment, **the student will be marked absent.**

Requirements:

1. **2 out-of-class essays** (including all/any drafts) to be submitted on time
2. **Online pre-class assignments** (see below)
3. **Annotated Bibliography**
4. **Final essay presentation**
5. **In-class writings & quizzes**
6. **Access to email and Canvas** for course/assignment updates
7. **Punctual attendance** & **participation** in all classes
8. **Assigned readings** to be read slowly & carefully annotated

Pre-Class Assignments

After assigned readings, you will write your responses and questions to the readings we do together online in a designated forum on our course site on Canvas. All pre-class assignments will be kept private and verified for academic integrity. All pre-class assignments must be posted to the forum PRIOR to the next class period (before the due date). These writing assignments help prepare you for class discussion, which is **EXTREMELY** important in this course. How you respond to the text is what matters most; however, you will also be evaluated for academic writing conventions since these assignments will be good practice for the larger essays. Your pre-class assignments will consist of: your response and analysis of some aspect of the text (your critical interpretation based on a given prompt). They may also include a few questions (during or after the reading) that will facilitate discussion during the next class period; any questions you have about the text. Pre-class assignments will have a word count requirement and must adhere to proper academic writing conventions (grammar and mechanics).

Reading:

Your reading load will vary depending on what we’re reading but expect to read every week; sometimes 20-50 pages. You are expected to read and discuss what is assigned to you BEFORE coming to class. Your pre-class assignments/freewrites/annotations will help you with discussion. You are expected to read and discuss what is assigned to you. Your reading journal/freewrites/annotations will help you with discussion. **If I suspect you are not reading, I will give pop quizzes**.

Attendance and Class Preparedness Policy:

In order to derive full benefit from this course you will need to be PRESENT and PREPARED. You are expected to attend all class meetings of all courses for which you are registered unless unavoidable circumstances (as determined by the instructor’s judgment, including, for instance, hospitalization and jury duty) prevent attendance. Attending a course means showing up for class on time, remaining for the duration, with all required work prepared, and being engaged with the goings on of the classroom. Regular **attendance** and regular class **participation** are significant factors that promote success in college. Absences directly affect your course grade:

• Attendance is 10% of your course grade.

• If you are present for the entirety of class (1:00 PM until 3:45 PM) and are fully engaged with class (not sleeping, not working on other assignments, not on your phone), you will be counted as present.

• If you arrive after 1:00 PM but before 1:15 PM, you will incur ½ an absence.

• If you are not in class by 1:15 PM, you are considered absent for that day.

• If you arrive on time but leave more than 15 minutes early, you will be marked absent for that day.

• If you arrive on time but leave within the last fifteen minutes of class, you will incur ½ an absence.

• If you are asked to leave by your professor for a violation of the classroom comportment policy, you are considered absent for that day.

**Lateness is extremely disruptive to our community and should be avoided.**

There are 15\* scheduled course meetings this semester (not including the final exam date). I will add up the total number of times you were present for the semester and divide by 14. This means that you can miss ONE class without it directly affecting your course grade or course standing. (\*If that number should change, the denominator would change accordingly.)

THERE ARE NO EXCUSED ABSENCES, so please do not give me doctor’s notes, etc. I understand that circumstances happen that might prevent you from coming to class. **For this reason, I allow one absence, no questions asked**. Pay attention to assignment due dates, though, as they will remain solid whether you are present or not. If you believe an extenuating circumstance is keeping (or will keep) you from attending class and/or submitting work on time, contact me **BEFORE** the due date of the assignment. Keep the lines of communication open.

**On the second absence, you will receive an excessive absence notice,** andyou will also be in danger of being withdrawn from the course if these absences occur on or before the withdraw deadline (more below).

As the saying goes, part of success includes showing up, so students with PERFECT ATTENDANCE will more than likely be rewarded for the efforts.

Again, I must reiterate, being too busy (with work, other classes, family commitments, etc.) will NOT get you a break on deadlines. You signed up for this course and you are expected to complete all work on time. Time management and prioritization are essential to success.

My attendance policy is NON-NEGOTIABLE.

Withdraw Policy:

Students with an excessive amount of absences will be WITHDRAWN from the course by the instructor if the absences occur **on or before** the withdraw deadline (11/9/18).

Students who accrue an excessive amount of absences **AFTER** the withdraw deadline (11/9/18) will remain in the course; however the likelihood of passing the course is doubtful.

E-mail to/from Professor:

Note that even if Canvas is down or having problems, I can be reached at the e-mail address at the top of this document ([sdiliberto@valenciacollege.edu](mailto:sdiliberto@valenciacollege.edu)). Please regularly and frequently check your Canvas/Atlas e-mail for announcements, changes to our schedule, etc. I will respond to e-mails within 72 hours, except on the weekends, which is my “free time.”

**\*\*Important**: Please label the subject line of your **Atlas** e-mails (e-mails sent OUTSIDE of Canvas) to me with a relevant title and include your **last name and class/section number**. Doing so allows me to keep track of students who are e-mailing me, especially since I am teaching several classes this term and have over 100 students to manage

Technical Support:

If you are experiencing trouble with Atlas or Canvas, please use the following contact information to get the help you need:

Canvas: <http://blogs.valenciacollege.edu/canvas/> for various options OR 407-582-5600

Atlas: 407-582-5444

Assignments:

**All assignments should be submitted by the due date**. **No assignments will be accepted late.** In order to be fair to everyone, I apply the same policy to everyone. No exception on deadlines.

More about Assignments and Class Preparedness:

I will not accept homework assignments or essays via e-mail unless you have **prior approval** from me. There is a specific submission box in Canvas for each one of your assignments. You will upload them into the designated area as attachments. It is YOUR responsibility to have all work (with all components) into me on time. If you choose to turn in an assignment the day after it's due, IT IS LATE, no exceptions.

Technology problems are not an excuse for lateness. **Anticipate any technical glitches and give yourself plenty of time to submit your work**. Do not wait until the last minute. I cannot be held responsible for lost emails, attachments that won't open, Canvas being down, etc. Save your assignments in the proper, readable format (.doc, .docx, .rtf, .pdf). I will not be held responsible for catching up students who have fallen behind in the class. I have outlined the entire course for you week-by-week with all due dates so that you know what is coming ahead of time. **Follow the course schedule!**

Faulty computer and bad technology excuses for late work are popular. Here are a few tips to help you avoid some of the more common computer mishaps:

* **Save often and in multiple platforms**—this is perhaps the most important and easiest precaution you can take against computer errors. Saving your work to your hard drive alone can cost you hours of frustration if your computer crashes unexpectedly. Therefore, you should always back up your work either by jump drive (USB), by emailing your work to yourself as an attachment, or by placing your work on a Cloud drive. In addition, you should save your work continuously, at least once every few minutes.
* **Be sure to clearly label your essays**—don’t name each of your essays “paper” or “essay.” This will lead to you turning in the WRONG essay. Instead, label your essays the same way you would label any important document by including at least a brief description of the document, perhaps even your last name, a date, or the class it is for:
  + **Not**: essay.doc
  + **But**: Smith.narrative essay.December 2018.doc
* **Don’t overload your computer**—running too many programs simultaneously, depending on your system could cause your computer to crash. Whatever you were working on pre-crash will be lost. Focus on your classwork—your grade depends on it.
* **Don’t wait until the last minute**—if you do not have a computer, you will have to rely on one of the computer labs on campus or elsewhere. Be sure that you leave yourself enough time to deal with any glitches campus labs may be handling on any given day.
* **Protect your computer**—always take care when opening email from unknown persons/organizations. Download patches or updates sent to you by your Operating System (Windows for example). Back up your system each semester.

Formatting:

Essays

Make sure that every formal **essay** assignment you write in this class includes your name, my name, course title, date, essay # or assignment name, page numbers and a title. This is MLA format (**see a writing manual for specifics**).

Note that your title is centered, but not in bold, underlined, or italicized. **Papers should be no shorter than the length assigned and experiment with fonts and page layout to get the required length**. As a trained manuscript editor, I’ll notice. Use 12 point font (Times New Roman or Calibri preferred) with 1-inch margins on all sides. Review MLA format.

Grading:

The grading scale for this course is A=100-90; B=80-89; C=70-79; D=60-69; F=59-0. Here’s a **rough** breakdown of how your grade is divided:

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| --- | --- |
| Attendance | 10% |
| PCAs, In-class writings, and other classwork | 40% |
| Essay #1 | 10% |
| Essay #2 Annotated Bibliography | 10% |
| Essay #2 | 20% |
| Essay #2 Presentation | 10% |
| **Total** | **100%** |

Plagiarism:

Plagiarism is defined as “using another person’s words as if they were your own, and the unacknowledged incorporation of those words in one’s own work for academic credit. It includes, but is not limited to, submitting as one’s own a project, paper, report, test, program, design, or speech, copied from, partially copied, or partially paraphrased work of another (whether the source is printed, under copyright in manuscript form, or electronic media) without proper citation. Source citations must be given for works quoted or paraphrased.”

Plagiarism is a serious offense and will NOT be tolerated in this class. Honesty is expected out of you. Students who are caught plagiarizing will **fail** the course and be referred to the Dean of Students for disciplinary action. Not only do I have experience detecting plagiarized work, but I have access to plagiarism-detection software. In fact, all of your assignments will be uploaded to a plagiarism detection program to verify academic integrity**. If the software or I find that all or a portion of your paper includes outside work that is not properly cited, you will FAIL the assignment**. Cite all sources and ideas that are not your own. All assignments are designed for you to provide your OWN thoughts. Outside sources aren’t necessary to complete all assignments, but if you do use anything give proper credit using MLA documentation. If you are unclear how to cite, see me, consult your writing handbook, or someone at one of the campus writing centers.

**WARNING**: You may be tempted to use Google, Wikipedia, About.com, SparkNotes, Cliffs Notes, Schmoop, etc. to help you find the answers to some of the discussion questions for the readings, but this is considered CHEATING. If you do not quite understand a reading, answer the prompts to the best of your ability. THIS IS HOW YOU WILL LEARN. Also, don’t just copy someone else’s answers and say, “I agree!” You will need to answer each prompt with your own thoughts and your own words.

Writing Center:

Students are strongly encouraged to take advantage of the services offered by the writing centers at each of the Valencia campuses. The Writing Center, located in 5-155 of the West Campus, is open to all students, free of charge. At the Writing Center, trained assistants offer tutoring and consulting on all aspects of the writing process. They help develop and improve writing skills. The Center offers appointments (Mon-Sat.). You can contact staff at 407-582-5454.

One helpful service that the Winter Park Campus CSSC offers is **ONLINE writing consultations**. Go to the CSSC website: <http://www.valenciacollege.edu/wp/cssc>. Once you access the site, click on the “E-mail Us Your Paper!” link, and fill out the form. Once you submit the form, the CSSC will automatically receive your information and essay and get back to you. Please give CSSC consultants a **48 to 72-hour turnaround** on your paper. I highly advise you to do this and I might offer some extra credit for doing so!

Library Services

The library is located in Building 6 on West Campus, and the reference librarians are on the second floor at the Reference Desk. The librarians can support you when researching a topic and answer your research questions. You can also access the MLA Style Guide and LibGuides on their homepage: http://valenciacollege.edu/library/west/.

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 weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

**These are the rules of the course. By accepting this syllabus and remaining in the course, you agree to these terms. If you cannot or do not abide by these rules, please drop this course. In addition, if an incident arises that this contract does not cover, the professor’s fair discretion will decide the outcome.**

**Some Important Dates to Remember**:

August 27 Classes Begin

September 4 Drop/refund deadline

September 5 NO SHOW (anyone who fails to attend class the first week will be withdrawn).

November 9 Withdraw deadline to receive a “W” grade

November 21-25 Thanksgiving Holiday – No Class

December 9 Classes End

December 10 Final Exam 1:00 PM

**Nota Bene**: The instructor reserves the right to change the syllabus if necessary. Changes will be announced in class and via course email.