**Syllabus**

**ENC 1101, Freshman Composition I**

**ONLINE**

Fall 2018- Full Term

**Section (CRN) 12926**

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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:

* 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 adult 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!

Attendance and Class Preparedness Policy:

Since this is an online class, attendance is measured and assessed by frequent and timely participation in class discussions and successful submission of assignments by their due dates. **If you fall behind on more than one assignment/post/quiz (that is, you haven’t submitted two items in a row by their due dates), you will likely be withdrawn** (see below for more information). The first week’s attendance will be measured by your promptness in completing the first discussion post and the assignments for the Course Orientation & Week One modules (known as virtual attendance). **If you do not show any online activity (more than just log in for the first time) during this first week, I will withdraw you from the course as a NO SHOW**. Please note that doctor’s notes and other documents for “excused” absences are not applicable since this is an online course and the assumption is you can log in from any place at any time.

It is your responsibility to keep up with the work; if you believe an extenuating circumstance is keeping (or will keep) you from submitting work on time, contact me via e-mail **BEFORE** the due date of the assignment. Otherwise, if you fall too far behind, you should consider withdrawing from the course.

**NOTE: I know you’re very, very, busy; however, being very busy is NOT going to get you a break on a deadline. Know all your deadlines, be organized, and meet them.**

This full-term course has a lot of readings and assignments due each week. Therefore, if you fall behind, it is not likely that you will do well in this course. This class requires a great amount of organization and dedication on your part. It will be over before you know it.

**Again, I must reiterate, being too busy (with work, 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 who do not show any activity during the first week of classes (no posts submitted or emails sent during the week 1 modules to prove virtual attendance) will be WITHDRAWN from the course by the instructor during the No Show period (9/5/18). **Please note: to be considered part of the course you must do more than just log in on week 1 and/or send an email. You must complete a gradable assignment.**

Students who do not submit two assignments in a row (essay/discussion post/quiz) and show no activity **on or before** the withdraw deadline (11/9/18) will be WITHDRAWN from the course by the instructor.

Students who do not submit two assignments in a row (essay/discussion post/quiz) and show no activity **AFTER** the withdraw deadline (11/9/18) will remain in the course; however the likelihood of passing the course is extremely doubtful.

Again, the deadlines for in this course will remain solid whether you complete the work or not (and no late work will be accepted—see more below). If you fall too far behind, I would highly recommend withdrawing from the course.

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 don’t 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.

Online Communications

For **online discussion posts**, the rules of academic writing apply. Make sure to proofread your submissions, follow academic writing conventions, and format properly. To break up paragraphs, either indent or block paragraphs with a space between each paragraph. Doing this makes your ideas easier to read. **Points will be deducted for not proofreading or following academic writing conventions**.

More about Online Discussions:

You will be required to post responses to various discussion questions on the materials you read throughout the semester. While specific instructions will be given for each post, you will have to post **a minimum of a 200 word response and reply to at least 2 other classmates (100 words minimum)**. These questions and your responses will go in the specified forum under “Discussions” link on our Canvas course site. Your responses will be assessed based on the Rubric for Discussion Posts, available with each discussion assignment. Though the content of your post is most important, 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, so try to model your writing on those examples.

Discussion questions are available days, if not weeks, before the Discussion post deadline on the course schedule/calendar. While I give you a specific due date for the discussion, it is my understanding that you will be posting THROUGHOUT the discussion period, not just on the day that the discussion is due. **Please do NOT wait until the two hours before the deadline to post; this leads to rushed discussions that don’t help us with our understanding of and writing about the works we’ll read**. Also, keep in mind that **no late discussion posts will be accepted**.

Be sure to follow Discussion “netiquette” rules as listed below and in the Course Orientation. 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. Further, I’ll respond to posts only after a 24 hr. period, and I’m much more likely to respond to posts made early in the discussion thread. Regardless of when they’re posted, however, **I DO read all posts carefully**.

In addition to writing your own post, I expect students to comment on (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, your answer was really insightful!”). Such comments are okay ONLY if they are followed by further explanation or interpretation, or if you’ve already replied thoroughly to another post.

Discussion Forum Code of Conduct/Netiquette:

As stated below, a significant percentage of your grade will come from your responses to questions I will pose to the class in our discussion forum as well as your responses to ideas posted by classmates. Just as civil behavior conducive to learning is 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 “Coffee Shop” 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.

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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| --- | --- |
| Online Discussions (10 points each) | 30% |
| Essays 1 & 2 | 60% |
| Research Skills Assignment | 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!

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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 post an assignment will be withdrawn).

November 9 Withdraw deadline to receive a “W” grade

December 9 Classes End