**Spring 2018**

English 1101 CRN 25614 Section SW79 (3 credit hours)

Valencia College, West Campus

Building 4, Room 103

Mondays & Wednesdays 2:30 to 4:20 PM

Instructor: Veronica E. Brown

Office Hour: By appointment; Building 6, Room 326

E-Mail: vbrown33@mail.valenciacollege.edu

Required Materials

* Buscemi, Santi V.& Charlotte Smith, editors. *75 READINGS plus[10th edition].*

McGraw Hill, 2013. ISBN: 978-0-07-742644-6

* Bullock, Richard, Michal Brody and Francine Weinberg. *The Little Seagull Handbook*. [3rd edition]. W.W. Norton & Co., 2017.

 ISBN: 978-0-393-60264-7

* Loose-leaf folder or 3-ring binder
* Flash drive

Course Prerequisites

Score of 103 on writing component of PERT or equivalent score on other state-approved entry test 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.

Course Description

Development of essay form, including 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. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of “C” is required if ENC 1101 is used to satisfy Gordon Rule and general education requirements.

Valencia Competencies

The faculty of Valencia College have established four Core Competencies that describe the learning outcomes for a Valencia graduate. They are: **THINK, VALUE, ACT,** and **COMMUNICATE.**

 These general competencies can be applied in many contexts and must be developed over a lifetime. They specify how learning can be expressed and assessed in practice. They enable students and faculty to set learning goals and assess learning within and across the many disciplines of human inquiry.

Course Objectives

* Students will compose a variety of expository essays.
* Students will write compositions suitable to their purpose and audience using Standard American English.
* Students will write a documented essay.
* Students will demonstrate information literacy.
* Students will develop critical reading skills.

Gordon Rule & General Education Requirements

State Board of Education Rule 6A-10.030, the Gordon Rule, requires that students complete with grades of C or better 12 credits hours in designated courses in which the student is required to demonstrate college-level writing skills through multiple assignments and six credits of mathematics course work at the level of college algebra or higher. These courses must be completed successfully (grades of C or better) prior to the receipt of an A.A. Degree and prior to entry into the upper division of a Florida public university.

Classroom Policies & Guidelines

* **Attendance-**Per the Valencia attendance policy, students are expected to attend all classes for which they are registered. An absence is defined as any time a student misses more than half a class period either because of missing class, lateness, or early departure. Regular and active participation is an essential, unmistakably important aspect of class. Students are expected to attend and be on time to all class meetings. It is the student’s responsibility to communicate with his/her professor regarding any absences.

*Note:* Failure to attend the first week of class will result in an automatic withdrawal from the class unless previous arrangements have been made and approved by the instructor.

*Number of allowable absences:* Students are allowed two absences during the term. Students who exceed this number (2) will automatically be withdrawn from the course even after the posted voluntary student withdrawal deadline. *Late minutes accumulate.*

**Withdrawal Policy-**Per Valencia Policy, a student is permitted to withdraw from a class on or before the withdrawal deadline of a term, as published in the College calendar. A student is not permitted to withdraw from a class after the withdrawal deadline. A student who withdraws from a class before the withdrawal deadline will receive a grade of “W”. *Withdrawal from a class may impact a student’s financial aid, scholarship and student visa status.*

 A faculty member is permitted to withdraw a student from a class up to the beginning of the final exam period for violation of his/her attendance policy, as published in the faculty member’s syllabus. A professor is not permitted to withdraw a student from his/her class as a response to student conduct which falls under the jurisdiction of the Student Code of Conduct (6HX28:8-03). A student who is withdrawn by a professor at any time before the start of the final examination period will receive a grade of “W”. <http://valenciacollege.edu/general> counsel/policy.

**Submitting papers-**All final draft writing assignments must be typed, double-spaced, in a standard font i.e. Times New Roman, Calibri, Arial, and type size (12). All final papers must include student name, course name, instructor’s name, assignment name, appropriate title, date of submission, word count, at least *one rough draft,* and *a minimum of one peer comment sheet. Final draft writing assignments will not receive a grade if submitted without completed rough drafts and peer comment sheet.* All assignments submitted electronically should be in WORD or PDF format.

**Late/make up work-**Assignments in ENC 1101 are organized sequentially; therefore, they are to be submitted by the due date. *No late work is accepted in this course.* All homework, journals, drafts, online assignments and essays are due on or before the posted due date. Work submitted at any point after the due date is considered late and will **NOT** be accepted. *Technology problems* are no excuse for lateness. Please use the computer labs on campus when needed.

 If possible, students who anticipate missing an assignment due date should submit work BEFORE it is due to avoid grade penalties. If a class is missed, it is the student’s responsibility to request handouts. In class writing assignments may not be written out of class and submitted.

**Canvas Use-**Students will use the online Canvas and Blackboard components of the course to complete some of the course requirements. All final drafts of essays must be submitted to Safe Assignment to receive a grade. Guidelines and procedures for the access and use of Canvas and BlackBoard will be provided and discussed in class.

**Final Exams-**Per Valencia Policy, professors are required to offer final examinations to all credit students during the scheduled final examination period. Students must take a final exam to complete the course.

**Class Instructional Activities-**All students are expected to do assigned reading and writing before class. In order to improve writing skills and discuss ideas from reading assignments, students must *Think* about the assigned reading, make *Value* judgments about the information, *Communicate* those judgments in class, and *Act* on the knowledge gained.

**Electronic Devices in the classroom-**cell phones, tablets, iPods. . . are to remain off and out of sight during class. Please remove headphones from both ears during class. While cell phones and eReaders can be useful and appropriate at times, these devices are not conducive to the educational process in this class. Students who repeatedly use prohibited devices in class will be requested to leave the classroom, and will not be permitted to return until they meet with the Dean of Students. If a student has a *real* emergency situation and must leave his/her phone on, notify the professor prior to the beginning of class.

**E-mail protocol-**Check your Atlas e-mail frequently. Atlas is the official contact method of Valencia College. Some class materials may be sent by e-mail. All e-mails will be responded to in 24 hours. If a reply e-mail is not received, it can be assumed the instructor did not receive your correspondence.

**Academic honesty-**All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to: plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a test situation, and misuse of identification with intent to defraud or deceive. All work submitted by students is expected to be the result of a student’s individual thoughts, research and self-expression. Plagiarism is the use of someone else’s words, ideas, pictures, designs, and/or intellectual property without the correct documentation and punctuation. Whenever a student uses ideas, wording or organization from another source, the source shall be appropriately acknowledged.

 *Penalty*- Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty will suffer the following consequences: 1) first offense—the student will receive a zero on any plagiarized assignment, exam, or project; 2) subsequent offense(s)—the student shall receive a failing course grade and will be subject to administrative and/or disciplinary penalties which may include warning, probation, suspension and/or expulsion from the College.

 Students who engage in any prohibited or unlawful acts which result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from class or dismissal on disciplinary grounds must be preceded by a disciplinary conference or hearing, as set forth in the Implementing Procedures of this Code. Examples of such disruptive or distracting activities include, but are not limited to the following:

1. Activities that are inconsistent with commonly acceptable classroom behavior and which are not conducive to the learning experience, such as:

excessive tardiness, leaving and returning during class, and early departure when not previously authorized;

1. Activities which violate previously prescribed classroom guidelines or constitute an unreasonable interruption of the learning process;
2. Side discussions which are irrelevant to the subject matter of the class, that distract from the learning process, or impede, hinder, or inhibit the ability of students to obtain the full benefit of the educational presentation.

 Academic dishonesty allegations may be processed by the professor as academic violations, and/or may be processed in accordance with student conduct procedures set forth in this Code. Students may be subject to both the Student Conduct Code and academic sanctions as determined in the academic judgment of the professor in cases where there is a combination of alleged violations of academic and nonacademic regulations. Any student determined by the professor to have been responsible for engaging in an act of academic dishonesty shall be subject to a range of academic penalties (apart from any sanctions that may be imposed pursuant to the Code) 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.

**Student Grievance**-Students have recourse through the Student Academic Dispute Resolution process to seek a fair determination for the assignment of a final grade. However, final grades of “W” and “I” based upon the failure of the student to take the final examination, excessive absences, or other administrative reasons may not be grieved to the Student Final Grade Dispute Resolution Committee. For non-final grades and matters, each Campus President shall be responsible for designating a person or persons to assist students who wish a review of decisions that are related to access to courses and credit granted toward the degree (excluding final grades).

**Student Feedback on Instruction (SFI)**-All students will receive an invitation through their Valencia e-mail account requesting completion of the Student Feedback on Instruction (SFI) which will provide feedback on experiences in this class to assist in the improvement of the course. Please provide feedback to Valencia through the SFI when it opens. The College and professor want to learn more about student learning experiences to continually improve courses. The results are released only after grades are submitted and student names are not included in the results—*student responses will be anonymous.*

Campus Resources

Special Learning Needs-The Office for Students with Disabilities (OSD) is committed to the fulfillment of equal educational opportunity, autonomy, and full inclusion for students with disabilities. The OSD exists to determine and ensure appropriate accommodations for qualified students with documented disabilities, to assist students in self-advocacy, to educate the Valencia community about disabilities, and to ensure compliance with the ADA, ADAAA and Section 504 of the Rehabilitation ACT.

 In order for the OSD to accommodate students at Valencia College, students MUST register with the OSD (SSB, room 102) 407-582-1523. Students are responsible for: 1) providing appropriate documentation of the disability and how it limits participation in courses, programs, services, activities and facilities; 2) following the OSD procedures to request accommodations in a timely manner; 3) presenting a Notification to Instructors (NTI) form each term to professors; 4) meeting and discussing accommodation needs with faculty, preferably within the first week of class.

**Student Assistance Program**-Valencia College is interested in making sure 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. Free face-to-face counseling is also available.

**Communications Center (5-155)**- provides learning support services for reading, writing, English, and speech skills. The Communications Center includes the Video Speech Lab where students may record their speeches, the EAP/Foreign Languages Lab where students may practice their speaking and listening skills, and [The Writing Center](http://valenciacollege.edu/learning-support/communications/writing-center/default.cfm), which is open to Valencia students in all disciplines; it offers writing assistance, as well as individual speech, grammar, and reading consultations.

**Smarthinking Online Tutoring**-a free online tutoring tool that provides tutoring in a variety of subjects for a maximum of eight (8) hours per semester. This service can be accessed through the Courses tab in Atlas.

Course Format

Writing is a process. It requires prewriting, free writing, drafting, revising, editing, peer responding, and publishing. Students will complete journal writings, which will be crafted into final drafts. In and out of class writing/grammar exercises will provide relevant practice for completing required course assignments. Each final draft must be revised and edited before submission for a grade. *Final draft writing assignments will not receive a grade if submitted without completed rough drafts and peer comment sheet.*

Grading Scale (percentages)

A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 59 and below

Grading Procedures

Participation and effort are expected. Students are encouraged to use the attached *Grading Log* to record and compute their grades during the course. To pass English 1101, a minimum grade average of 70% or **C** must be earned. The final grade for this course will be determined based on the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Assignments** | **Criteria** | **Due Date** | **Points to be Earned** |
| Journal (10) | 20 minutes of writing; 2 handwritten pages | Specificclasses | 30 |
| Paragraph | Specific pattern of development75 to 100 words | 2/26/18 | 5 |
| Formal letter | Concern/problem/request200 to 250 words; three (3) paragraphs | 2/28/18 | 10 |
| Personal Narrative | Two (2) double-spaced typewritten pages | 3/7/18 | 15 |
| Descriptive Essay | Minimum five (5) paragraphs | 3/26/18 | 20 |
| Informative Essay | 750 to 1000 words; MLA documentation—minimum 3 sources | 4/11/18 | 20 |
| Analysis Essay | 750 to 1000 words; MLA documentation—minimum 3 sources | 4/18/18 | 20 |
| Oral Presentation | Indepth discussion of an essay assigned 5 minutes | 3/19,21/18 | 10 |
| Class exercises, rough drafts, group work, peer revision, lab visits | Active, consistent participation, less than three (3) class absences | 4/25/18 | 10 |
| Publication | Submit evidence of published writing prior to last class meeting | 4/23/18 | 5 |
| Final Exam | Must complete | 4/25/18 | 15 |

 Evaluation Guidelines

Students will receive a specific rubric for each final writing. Final writings should demonstrate an understanding of form and structure, clear voice, evidence of writing process (journal›draft›revision›editing›submission), logical and relevant development and no mechanical/grammatical errors.

Important Dates

Drop/Refund February 19, 2018

Withdrawal for W Grade April 6, 2018

College Closed March 12 – 18, 2018

**CLASS SCHEDULE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date**  | **Day**  | **Course Topics**  | **Homework Assignment**  |
| February 12 | M | **The Writing Process**IntroductionsDistribute syllabus and discuss course  expectations*Journal writing (1)* | * Compose one comment and one question about the syllabus
* Select and read article from magazine or newspaper—BRING TO CLASS
* Read *Writing Drafts* Marius p. 90
 |
| February 14 | W | Continue to discuss syllabus and courseExpectationsRead *Desperation Writing*  Elbow p. 108*Journal writing (2) Response to article* | * Read Orwell *Shooting An Elephant* p.2
* View and complete *Peer Review Module* (BlackBoard)
 |
| February 19 | M | **Writing Paragraphs**Developing paragraphsWriting topic sentencesWorkshop: Draft paragraph*Journal writing (3)* | * Read Ortiz Cofer *A Partial Remembrance of a Puerto Rican Childhood p. 66*
* Read Alexie *Superman and Me*  p. 493
* Revise, edit, final draft of paragraph
 |
| February 21 | W | **Revising, Editing and Proofreading**Peer Revision: definition, proceduresWorkshop: Peer Revision—paragraph**Forms of Correspondence**Read: Letters to the EditorRead: Business FormatsWorkshop: Draft Formal Letter*Journal writing (4)* |  | * **Final Draft of paragraph Due 2/26/18**
 |  |
| * Read Lake A*n Indian Father’s Plea* p. 422
* Revise, edit, draft formal letter
* Read Rubinkam *Texting in Class Is Rampant* p. 369
 |
| February 26 | M | Workshop: Peer Revision—formal letterGroup Presentation GuidelinesGroup Presentation Planning*Journal writing (5)* | * **Final Draft of Formal Letter Due 2/28/18**
* Read Kornblum *Tapping into Text Messaging* p. 364
 |
| February 28 | W  | **Writing the Personal Narrative**Read: Narration p. 1Elements of narrativeWorkshop: Draft Personal Narrative | * Revise, edit, draft personal narrative
* Read Malcolm X *Coming to an Awareness of Language* p. 21
 |
| March 5 | M | Workshop: Peer Revision—Personal Narrative**Introduction to the Essay**Workshop: Developing a thesis  statement*Journal writing (6)* |  | * **Final Draft of Personal Narrative Due 3/7/18**
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|  |
| March 7 | W | Read: Description p. 47 Model EssaysWorkshop: Draft opening paragraph of descriptive essay*Journal writing (7)* | * Read Lutz *Doublespeak* p. 174
* Read Rodriguez *Blaxicans and other Reinvented Americans* p. 140
 |
| March 12-14 | M/W | **COLLEGE CLOSED** |  |
| March 19 | M | **oral presentations** | * Draft descriptive essay
* Read Sanders *The Men We Carry in Our Minds* p. 203
 |
| March 21 | W | **oral presentations**Workshop: Peer Revision— descriptive essay  | * **Final Draft of Descriptive essay Due 3/26/18**
* Read Cisneros *Only Daughter* p. 476
 |
| March 26 | M | **I-Search Process**Selecting a topicDoing the researchLibrary Orientation*Journal writing (8)* | * Select topic for research
* Develop research question
* Create list of resources
* Develop graphic organizer
* Begin note taking
 |
| March 28 | W | Workshop: Using Direct Quotations, summarizing, paraphrasing Research TechniquesIntroduction to MLA DocumentationConferencesPatterns of development: graphic organizers Workshop: Analyzing a Student  Informative Essay | * Begin note taking
* Read Casey *Our Oceans Are Turning into Plastic. . .Are We?* p. 314
 |
| April 2 | M | Workshop: Draft opening paragraph of informative essay Conferences | * Continue note taking
* Read Parker *What Is Poverty?* p.115
* develop/revise graphic organizer
* Draft informative essay
 |
| April 4 | W | Using Safe Assignment in BlackBoardWorkshop: Peer Revision— Informative essay | **Final Draft of Informative essay Due** **4/11/18** |
| April 9 | M | **Writing about Literature**Critical ReadingWorkshop: Critical Thinking Circle Read fictional selections Read poetry selections*Journal writing (9)* | * Select topic, develop thesis statement
 |
| April 11 | W | **Literary Analysis**Analyzing & Evaluating student analysis essay Workshop: Draft opening paragraph of analysis essay*Journal writing (10)* | * Draft analysis essay
 |
| April 16 | M | Workshop: Peer Revision—Analysis Essay | * **Final Draft of Analysis essay Due 4/18/18**
 |
| April 18 | W | Self-Assessment of writingReview of MLA guidelines, writing processes, essay development |  |
| April 23 | M | Workshop: Writing for a specific occasion and audienceWorkshop: A review of proofreading, revising and editing—individual skills |  |
| April 25 | W | **FINAL EXAM** |  |  |  |
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**Changes to this syllabus may be necessary at the discretion of the instructor. Students will be notified of any such changes by announcement and/or written notice.**

English 1101 Grade Log

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Journal | Possible Points | Points Received | Date | Assignments | Possible Points | Points Received |
| 1 | 3 |  |  | Paragraph | 5 |  |
| 2 | 3 |  |  | Formal Letter | 10 |  |
| 3 | 3 |  |  | Personal Narrative | 15 |  |
| 4 | 3 |  |  | Descriptive Essay | 20 |  |
| 5 | 3 |  |  | Informative Essay | 20 |  |
| 6 | 3 |  |  | Analysis Essay | 20 |  |
| 7 | 3 |  |  | Class Activities (less than three class absences) | 10 |  |
| 8 | 3 |  |  | Publication | 5 |  |
| 9 | 3 |  |  | Oral Presentation | 10 |  |
| 10 | 3 |  |  | Final Exam | 15 |  |
| **TOTAL** | 30 |  |  | **TOTAL** | 130 |  |

TOTAL POSSIBLE POINTS 160

160 – 144 = A 143 – 128 = B 127 – 112 = C 111 – 96 = D 95 – 0 = F

At any time you can compute your grade. Complete the following computation:

Divide the total points you earned by the total possible points; multiply by 100 for a percentage. Compare your percentage to the grading scale in the syllabus.