ENC 1101 (Multiple Sections) William Lofdahl

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Office Hours by Appt.

**Course Objectives and 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 source material, as well as grammatical and mechanical accuracy. In order to accomplish the above objectives, it is necessary that the students cultivate their independent critical thinking skills.

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 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. 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.

**Books and Materials**

Bullock, Richard, and Francine Weinberg. *The Little Seagull Handbook.* New York: W.W. Norton, 2014. Print.

Buscemi, Santi V., and Charlotte Smith. *75 Readings Plus*. 10th ed. McGraw Hill, 2013. Print.

Access to a dictionary and thesaurus

two pocket folder

**Course Work**

For this course, students are required to write essays outside and during class, as well as complete homework and classroom assignments and quizzes.

Out of class essays must be typed, double, spaced, and in 12 pt. New Times Roman font. Pages should be stapled. All essay assignments should be submitted with drafts, peer reviews, and clean final copies in a two-pocket folder.

All essays are due at the beginning of class on the date due. Any assignment not turned in on time will be charged a 1 letter grade penalty. If an assignment is late by more than a week the assignment will be marked as a zero (0). **All formal essays must be completed to pass this course.**

Essay 1 Personal Reflection (2-4 pages)

The essay should reflect on a personal experience in support of a thesis.

Essay 2 Comparison/Contrast (2-4 pages)

The essay should compare or contrast two ideas in support of a thesis.

Essay 3 Documented Informative Definition (4-5 pages)

This essay should define a term using research as support.

Essay 4 Documented Persuasive Argument (4-5 pages)

This essay should argue the author’s perspective on an issue within defined parameters using reliable and documented sources for support of the thesis.

Essay 5 Revision Workshop on essay 1,2 or 3.

Final Examination

The final exam for ENC 1101 will consist of an in-class writing assignment and will be included in the overall grade for the course. The date and time for the final exam for your particular section is posted in the Announcement section of the class Blackboard site.

Grading Scale

100-90=A; 89.99-80=B; 79.99-70=C; 69.99-60=D; 59.99 and below=F.

Grade Tabulation

Essay 1…..10%

Essay 2…..10%

Essay 3…..20%

Essay 4…..20%

Essay 5…..10%

Hwork…...05%

In-Class….10%

Final……. 15%

**Attendance**

Attendance is required. After THREE absences, an excessive absence will be sent via ATLAS. Five absences are grounds for dismissal from the course.

Absence from class is not an excuse for incompletion of the homework assignments or essays. In the event of an absence, the student is responsible for contacting the instructor about missed work before the next class meeting. If the student is absent the day an essay is due, it is due the following class meeting but will be considered late. If you know you are going to be absent the day an assignment is due hand in the assignment before the due dateThe syllabus is not always an accurate indication of the assignment; changes will be made.

Students arriving more than twenty minutes late will be charged with an absence. Any student who leaves class early, without prior permission, will be charged an absence. Chronic tardiness will result in accumulation of absences.

**Withdrawal Policy**

Students may withdraw themselves for a W up until the deadline of Nov. 13. After the withdrawal deadline, students can no longer withdraw themselves, but the professor can withdraw the students for excessive absences. Any students who are withdrawn for absences either before or after the deadline will receive a W.

**Class Etiquette**

Students are expected to arrive prepared for class on time. Any assigned work for that day should be complete prior to coming to class. Students are expected to bring the material necessary for that day’s discussion (textbook, notes, prep work, etc.) This class is primarily a discussion class, as opposed to a lecture class, meaning that the students are expected to participate in classroom conversations relevant to the day’s topic. While students to not have to agree with one another on all points, they are expected to respect their classmates and professor at all times; inflammatory language will not be tolerated.

Cell phones and any other device not expressly granted permission for use must remain off at all times (not just on vibrate). The professor reserves the right to answer any phone call or text that occurs during class time.

**Academic Honesty**

Plagiarism is claiming as your own a paper that in whole or in part was prepared by someone other than yourself. Failure to completely and properly document and attribute all borrowed ideas on your work will result in automatic failure for that assignment, regardless of intention or accident.

**Gordon Rule**

To satisfy the state requirement called the Gordon Rule, students are required to complete multiple college level writing assignments and achieve a C or higher.

**For Further Assistance**

If you need help with your classroom assignments, I am always available via email or one on one conferencing by appointment. In addition, you are strongly encouraged to take advantage of Valencia’s Writing Center in 5-155. The center is a valuable resource provided to you by appointment, but it is not an editing service they can help develop your writing, but will not “correct” it.

**Personal Resources**

Valencia College is interesting 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 Students Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling 800-878-5470. Face to face counseling is also available.

***This Syllabus is subject to change.***