

## ENC1101 SYLLABUS

Semester: Fall 2018

Please print a copy of this syllabus for handy reference. Whenever there is a question about the class requirements, remember this syllabus is considered to be the ruling document.

The instructor reserves the right to make changes to this syllabus throughout the semester, but the changes will be posted online under the title SYLLABUS.

[Course Information](#) / [Instructor Information](#) / [General Course Description](#) / [Class Procedures and Policies](#) / [Assignments](#) / [Time Commitment](#) / [Accommodations](#) / [Statement of Diversity](#) / [Important Dates](#)

Course Information	
<b>Course Prefix &amp; Number</b>	ENC1101
<b>Course Title</b>	English Composition I
<b>Credits</b>	3
<b>Pre/Co-requisites</b>	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
<b>Course Start Date</b>	27 Aug. 2018
<b>Course End Date</b>	9 Dec. 2018
<b>Meeting Times</b>	This class meets on campus, T/TR 7:00am- 8:15am
<b>Course Drop and Withdrawal Dates</b>	Drop/Refund Deadline – 4 Sept. 2018 Withdrawal Deadline “W” Grade- 9 Nov. 2018
<b>Final Exam Week</b>	10 Dec. 2018- 16 Dec. 2018
<b>Required Text(s)</b>	This course uses online resources and links in replace of textbooks. All readings and lectures will be presented virtually. There are no assigned textbooks for this course. The following text is suggested, so if you have access to this text, please keep it. You will not be required to have this, but it will be helpful for MLA citation and documentation: Richard Bullock and Francine Weinberg, editors. <i>The Little Seagull Handbook</i> <b>Note: The lectures in this course are in the form of online resources, links, and attachments. Lectures can be accessed in several ways, and should be printed out and/or organized into a file, and notes should be written for all content taught.</b>

	<b>You can access all course lectures and assigned readings in corresponding learning modules.</b>																								
<b>Required Technology</b>	<ul style="list-style-type: none"><li>• Active Valencia Atlas email account</li><li>• Internet access</li><li>• Microsoft Word software<ul style="list-style-type: none"><li>○ FREE Download Microsoft Office. Login to ATLAS and click “Courses.” There, you will see a link to download a free Word subscription.pment Requirements</li></ul></li></ul> <p>Students should verify computer software and hardware requirements to ensure course work can be submitted successfully. Since all assignments are submitted through <i>Canvas</i> (unless otherwise noted), access to a computer or tablet are required for this course. Students are encouraged to download the Student <i>Canvas</i> App (Links to an external site.)Links to an external site onto their mobile device. Students have free access to computers at all Valencia campuses</p> <p>Access/Skill</p> <p>Students should demonstrate competence in the following areas:</p> <ul style="list-style-type: none"><li>• using a word-processing program (MS Word) to type, revise, and edit your course assignments</li><li>• using the online learning management system to submit assignments and upload file attachments</li><li>• navigating the electronic library databases</li></ul>																								
<b>Instructor Information</b>																									
<b>Name</b>	Professor Rebecca Toole																								
<b>Office Location</b>	West Campus; Building 5, Room 218																								
<b>Office Hours</b>	<table><tr><th>Day</th><th>Time</th><th>Location</th></tr><tr><td>Monday</td><td>8:30am- 10:30am</td><td>Valencia West; 5-218</td></tr><tr><td rowspan="2">Tuesday</td><td>8:30am- 9:30am</td><td>Valencia West; 5-218</td></tr><tr><td>9:30am- 10:30am</td><td>Virtual; Online only</td></tr><tr><td>Wednesday</td><td>8:30am- 10:30am</td><td>Valencia West; 5-218</td></tr><tr><td rowspan="2">Thursday</td><td>8:30am- 9:30am</td><td>Valencia West; 5-218</td></tr><tr><td>9:30am- 10:30am</td><td>Virtual; Online only</td></tr><tr><td>Friday</td><td>7:00am-9:00am</td><td>Virtual; Online only</td></tr></table>			Day	Time	Location	Monday	8:30am- 10:30am	Valencia West; 5-218	Tuesday	8:30am- 9:30am	Valencia West; 5-218	9:30am- 10:30am	Virtual; Online only	Wednesday	8:30am- 10:30am	Valencia West; 5-218	Thursday	8:30am- 9:30am	Valencia West; 5-218	9:30am- 10:30am	Virtual; Online only	Friday	7:00am-9:00am	Virtual; Online only
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	<p><b>Please note:</b> You do not have to be present in my office to use office hours. You can skype, call, email, or visit me during the hours listed above to get a quick response. <b>You can certainly contact me outside of these hours. For email response times, read the section titled “Instructor Availability.”</b></p>
<b>Phone Number</b>	407-582-5654
<b>Email</b>	<i>Rtoole3@valenciacollege.edu</i>
<b>Website</b>	
<b>Instructor Availability</b>	<p>Messages sent via Valencia email or messaging will be answered within 24 hours, during set office hours, except on weekends, holidays, or when the college is closed. Emails are not instant messages, nor are they texts; therefore, immediate responses are not to be expected. Emails will not be answered on weekends, holidays, or when the college is closed.</p> <p>Do not email from a private email account, such as hotmail, yahoo mail, gmail, etc. Only emails sent from an ATLAS account will be answered.</p> <p>Professionalism is expected in all email conversations. No slang, curse words, acronyms, or symbols will be permitted in emails. Only emails with proper etiquette will be answered. Emails without proper etiquette will require a revision and resend before a response is received.</p> <p>Name, course, and class time should be included in all emails. Emails without proper etiquette will require a revision and resend before receiving a response.</p>
<b>Instructor Bio</b>	<p>I am a tenured Professor of English in the communications division at Valencia College. I have been teaching at Valencia College since July of 2009 and have taught the following courses: ENC1101, ENC1102, ENC1102Honors, LIT2190: Survey in Caribbean Literature. I teach both online and traditional mode courses, and I am an active colleague of The Seneff Honors College. I love being on campus and enjoy working alongside colleagues who are committed to student success.</p> <p>I received a Master’s Degree in English from The University of Central Florida, where I majored in Literary, Cultural, and Textual Studies. I have a Masters Certificate in Gender Studies, and a double Bachelors in both Creative Writing and Literature. It was through these degrees that I gained insight, experience, and knowledge in history, culture, and society. I believe in higher level education and am committed to teaching students gateway course success.</p> <p>I live in Orlando, Florida where I enjoy reading (of course!), running outdoors, cooking, and being alongside my husband, Jason, 3 year-old daughter, Briar, and 7 month old, Charlotte.</p>

General Course Description	
<b>Course Description</b>	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 primary and/or secondary sources, and grammatical and mechanical accuracy.
<b>Course Outcomes</b>	<ul style="list-style-type: none"> <li>• compose expository essays</li> <li>• write in standard American English</li> <li>• write a documented essay</li> <li>• demonstrate information literacy</li> <li>• develop critical reading skills</li> </ul>
<b>Course Log-in</b>	If you are absent during the first week of the course, you will be dropped from the course, per college policy. Any online student who does not login to the course within the first week will be reported as a “No Show” student, and will be withdrawn from the course and receive a W as a Final Grade in the course.
<b>Where to go in Class:</b>	<p>We will be using a course management system called <i>Canvas</i> to access assignments and handouts. We also use <i>Canvas</i> to communicate with each other via email and announcements.</p> <p>All variations of this course use the resources of the <i>Canvas</i> course management system. All items used for this course will be available in <i>Canvas</i>.</p> <p>Please understand that it is your responsibility to ensure that you are ready for <i>Canvas</i> - enhanced courses. This includes appropriate hardware and software, and reliable high-speed internet connection. Upon taking this course, you are expected to understand and adhere to internet resources.</p> <p>Please use the first week of the semester to sort out any technical issues you might encounter.</p> <p>In order to stay enrolled in this course, you must have daily access to a computer with internet. This course cannot be completed with a cell phone, <b>no exceptions</b>. If your computer breaks, then you are responsible for finding another one. If you move or travel, then you are responsible for internet access throughout that time.</p> <p>Valencia has resources available to students who need computers and/or internet. Laptops can be checked out through the West Campus library for 1 week rentals. These laptops cannot be reserved and are first-come first-serve. This is your responsibility, and it is important you recognize this before committing to this class.</p>

<b>Online Course Materials</b>	Lectures are delivered electronically through content pages and external HTML links. Students are directed to these hyperlinks in specific assignment/discussion instructions. It is extremely important the student learns and studies these lectures. All external lectures can be printed, and all lectures should be saved (or printed) and organized in a specific location. Take notes on each lecture and ask questions about any content that seems confusing or unclear.
<b>Need Help? Online Resources</b>	Students are responsible for their own success in this course. There are several resources available to ensure you are successful. These resources include MLA guidelines and templates, library support, communications center support, writing center support, and YouTube college success strategies.
<b>Class Procedures and Policies</b>	
<b>Attendance-Online AND Face-to-Face Policy</b>	<p><b>Face-to-Face Student Attendance:</b></p> <p>Attendance is mandatory. After three absences, your overall grade will be lowered one letter grade. After five absences you will be withdrawn from the course. After the withdrawal deadline a student with 5 or more absences will receive an F in the course.</p> <p>If you are not present during attendance you will be marked absent. Late students will not be excused. Attendance will be taken at the start of each class. Again, a late student will be marked as absent; no exceptions. You must come to class on time.</p> <p>Absence from class is not an excuse for incompleteness of the homework assignments or essays. In the event of an absence, the student is responsible for contacting other students in the class about missed work before the next class meeting.</p> <p>You are responsible for your attendance. Keep track of all tardies and absences, so you are not surprised or disappointed when your grade is impacted.</p> <p>Students are required to attend class with all required materials. Any student who comes to class unprepared can be dismissed with an unexcused absence.</p> <p><b>Online Student Attendance:</b></p> <p>Students are required to log into <i>Canvas</i> on a daily basis. Attendance will be monitored throughout the semester. A student's "last day of access" is visible to the instructor. How often and for how long students have logged into this course is visible to the instructor. Attendance in this class is closely monitored. If student(s) do not log into this course a minimum of three times per week, student(s) can be withdrawn from the course.</p>

<b>Online Student Orientation</b>	<p>During the first week of the semester, <b>online</b> students will be required to take a Syllabus Quiz. This is not a graded assignment, but is required as enrollment in the course. If a student does not take the quiz they will be withdrawn from the course. The quiz will ask questions regarding this specific course and its expectations. To properly prepare, read and understand the syllabus, the unit schedule, understand the organization of this course, and navigate the course.</p> <p>Your first attempt at the Syllabus Quiz must be taken by the due date deadline. You must earn a 100% on the orientation in order to continue in the course. You may take the orientation as many times as necessary. All quiz retakes must be complete no later than the retake deadline.</p>
<b>Assignment Submission</b>	<p>Assignments are due on scheduled deadline dates. All due dates and deadlines are included on the corresponding assignment details. To view due dates, open the assignment and carefully read the details regarding the assignment. Talk to your professor if you have questions or concerns regarding due date deadlines. All work can be submitted early, but late work will not be accepted (see “late work” policy below).</p> <p>All assignments will be submitted electronically. Essays will be submitted electronically through a plagiarism-detection site. Find the link with the appropriate essay assignment and follow all directions. If an essay is not turned in electronically the essay will not be graded, and the student will result in a zero.</p> <p>You are responsible for completing all assessments with high speed, reliable internet. Internet outages, electricity outages, timed out reports, circuit brakes, or any other technical barriers will not be accepted as excuses for work. <b>Resubmissions will not be permitted, and no assessment will be reset.</b></p>
<b>Late Assignments</b>	<p>All discussion posts, responses, quizzes, and exams are due on the assigned due dates only. Extensions on these assignments will not be given under any circumstance.</p> <p>Essays submitted late will lose an automatic 25%. Essays can be submitted up to 1 week late. Any essay submitted after 1 week will not be accepted or graded.</p>
<b>Rewrite Guidelines</b>	<p>Students are not given rewrite opportunities. No essay or assignment can be rewritten or resubmitted for a new grade. Students must accept the grade they earned, and move forward to improve future work.</p>
<b>Extra Credit Guidelines</b>	<p>Extra credit is offered through content-specific assignments throughout the semester. The purpose of an extra credit assignment is to strengthen the students’ writing and reading comprehension skills.</p> <p>All students will be assigned the exact same extra credit assignments. Students should not ask the instructor for an individual assignment to earn extra credit. No additional extra credit assignments will be given, no matter the student, situation, or time.</p>
<b>Academic Integrity</b>	<p>Academic integrity is highly valued at Valencia College and throughout higher education. Maintaining academic integrity is the responsibility of every member of the college</p>

	<p>community: faculty, staff, administrators and students. Academic integrity requires students to refrain from engaging in or tolerating acts including, but not limited to, submitting false academic records, cheating, plagiarizing, altering, forging, or misusing a college academic record; acquiring or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonest grades, honors, or awards.</p> <p>Any form of academic dishonesty will result in an F on the particular assignment, and possible F in the course.</p> <p>Academic dishonesty in a learning environment could involve:</p> <ul style="list-style-type: none"> <li>• Having a tutor or friend complete a portion of your assignments</li> <li>• Having a reviewer make extensive revisions to an assignment</li> <li>• Copying work submitted by another student</li> <li>• Using information from online information services without proper citation (Proper documentation consists of quotation marks around three or more of someone else's words followed by a proper citation. No quotation marks are necessary if you put someone else's ideas in your own words; however, you must follow the paraphrase with a proper citation.)</li> <li>• Using a paper you have/had written for another class to fulfill an assignment in this class unless you have permission of both instructors</li> <li>• Sharing or receiving answers on tests before the test has been completed</li> </ul>
<b>Online Classroom Environment</b>	<p>In order to assure that we can have a free and open discussions and help each other, I expect each person to respect the confidentiality of what your classmates are willing to share while at the same time I ask that each of you exercise good judgment in what you choose to share, avoiding non-public or sensitive information. All of your writing in this course will be shared with the class.</p> <p>When engaged in online interaction, it is important that we all follow netiquette. This means our feedback must be clear, concise, not in all capital letters (which indicates yelling), and focus on both the positive and negatives of the work we are reading, giving the author specific examples to support our criticism and specific suggestions on how to fix what we are criticizing. We should start and end each critique with a positive but specific comment about what we are studying.</p> <p>Students are reminded to follow basic rules of civil communications:</p> <ul style="list-style-type: none"> <li>• There will be no inappropriate language, threats, or negative personal comments tolerated. All such correspondence will be forwarded to the Student Conduct Officer for appropriate action.</li> <li>• Additionally, students are urged to report to the instructor immediately any harassment by a classmate, whether by email or on the Discussion Board and to forward the offending messages.</li> </ul> <p>Any post/comment deemed inappropriate by the professor will be deleted/discussed. At any time, the comments or posts will be brought to the attention of the dean, and disciplinary action (deemed appropriate by the professor and the dean) will be taken.</p>

## Assignments

### Grading Policies

Scores for tests, assignments, and discussions can be accessed using the grading tool in the *Canvas* content area.

The overall grade for the course will be calculated based on a percentage system as follows:

Assessment	Percentage
<p>Journals- The idea behind journals is that we think best and develop our most creative ideas when we are writing. We will write two kinds of journals in this class: “thinking texts” and response journals. Response journals will be responses to a reading assignment or class discussion that will help you develop your thinking about community in different ways. “Thinking texts” will be journals in which you aim to creatively develop your ideas about your main assignments.</p> <p>Journals should be creative, thoughtful and show the depth of your thinking process; you might tell stories to illustrate your ideas, you might end up contradicting yourself, you might write things you aren't certain are true or not-these are a few ways you can "explore" in your journals. We will regularly share journals in class, so be sure to write things you are confident of talking about with others.</p> <p>Each of these journals will be a minimum of one page in length.</p>	10%
<p><b>Assignments-</b> The main purpose of assignments is to increase the learning capabilities of students.</p> <p>When looking at assignments, it is important to consider:</p> <ul style="list-style-type: none"> <li>• “How does this assignment relate to the course objectives?”</li> <li>• “Why am I being asked to do this assignment or to think about this topic/question in this way?”</li> </ul>	20%



	<p>By giving you this assignment, your instructor may be asking you to:</p> <ul style="list-style-type: none"> <li>• express ideas or concepts in your own words to demonstrate understanding</li> <li>• apply relevant concepts to a situation or phenomenon</li> <li>• analyze ideas and concepts and consider relationships among them</li> <li>• evaluate a decision, perspective or a particular way of doing something</li> <li>• create new ideas or perspectives given a particular topic or issue</li> </ul>	
	<p><b>Essays-</b> Writing is the primary basis upon which your work, your learning, and your intellect will be assessed. Below are some of the many reasons writing is measured heavily in this course:</p> <ul style="list-style-type: none"> <li>• Writing expresses who you are as a person.</li> <li>• Writing is portable and permanent. It makes your thinking visible.</li> <li>• Writing helps you move easily among facts, inferences, and opinions without getting confused—and without confusing your reader.</li> <li>• Writing promotes your ability to pose worthwhile questions.</li> <li>• Writing fosters your ability to explain a complex position to readers, and to yourself.</li> <li>• Writing helps others give you feedback.</li> <li>• Writing is an essential job skills</li> </ul>	30%
	<p><b>The Documented Essay-</b> When you write the documented essay, you will further everything you learned about an academic essay. In addition to following/supporting a strong academic thesis and essay structure, you will incorporate outside source</p>	30%

	<p>information that is not your own. In doing this, you will learn to blend your ideas with ideas and information from other sources. Documentation will show readers what ideas are yours and what information you have taken from a source to support your point of view.</p>	
	<p><b>Final Exam-</b> Final exams create an important cumulative review of both course content and practice applying concepts that result in:</p> <ul style="list-style-type: none"> <li>• Revisiting concepts, approaches, and terminology later in a semester results in a better overall understanding. Students benefit from a perspective containing a “bigger picture” having been exposed to an entire course when going back and reviewing portions covered earlier in the semester.</li> </ul> <p>Heightening retention so that knowledge gained can be applied in later courses or later in the workplace. A student knowing that this cumulative final will take place at the end of the term heightens aggregate retention during the semester. Students have the additional motivation to retain knowledge throughout the semester that they may not otherwise.</p>	<p>10%</p>
<p><b>Grades</b></p>	<p>You can check your grade through the appropriate <i>Canvas</i> link at any point during the semester. If you have any questions, please contact me immediately.</p> <p>You can expect to have graded assignments returned within 2 weeks of the due date of the assignment.</p> <p><b>Your grade will be a reflection of how well you have mastered the material, not how hard you have worked.</b></p>	
<p><b>Grading Formula</b></p>	<p>A= 90-100%  B=80-89%  C=70-79%  D=60-69%  F=59 and below</p>	

<b>Time Commitment</b>	Allow 10-15 hours per week (for a full-term semester) and 15-30 hours per week (for a 6 week semester) to complete the required work in this course. That is quite a time commitment. You should make sure you can meet it before you can continue.
<b>Accommodations</b>	
<b>Student Support Services</b>	<p><b><i>Students with Disabilities</i></b></p> <p>Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. <u>The Office for Students with Disabilities (OSD)</u> determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability.</p> <p>Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a <i>Notification to Instructor</i> form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.</p> <p><b><i>Baycare Student Assistance Services</i></b></p> <p>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. <u>BayCare Behavioral Health Student Assistance Program (SAP)</u> 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.</p> <p><b><i>Learning Support Centers</i></b></p> <p>Each Valencia campus has a Learning Center that provides resources such as tutoring, writing consultations, and skillshops to students. To locate available resources for the campus closest to you, view the <u>Learning Support</u> website.</p> <p><b><i>Smarthinking</i></b></p> <p>As a Valencia student, you have free access to an online academic support program that is available 24/7 through your Atlas account. You can get live online tutoring, as well as receive feedback on your essays and research papers, among other support services. For more information, view the <u>Learning Support</u> website.</p>
<b>Diversity Commitment</b>	
	<p>The entire class will benefit from the wealth of diversity brought by each individual, so students are asked to extend every courtesy and respect that they, in turn, would expect from the class.</p> <p>This college is committed to creating a positive, supportive environment that welcomes diversity of opinions and ideas for students. There will be no tolerance of race discrimination/harassment, sexual discrimination/harassment, or discrimination/harassment</p>

	based on age, disability, color, creed, national origin, religion, sexual orientation, marital status, status with regard to public assistance, or membership in a local commission.
<b>Important Dates</b>	
<b>Date</b>	<b>Holiday</b>
<b>3 Sept. 2018</b>	<b>Labor Day Holiday (College Closed)</b>
<b>4 Sept. 2018</b>	<b>Drop/Refund Deadline</b>
<b>11 Oct. 2018</b>	<b>College Night Holiday (College Closed)</b>
<b>9 Nov. 2018</b>	<b>Withdrawal Deadline “W” Grade</b>
<b>21 Nov. 2018- 25 Nov. 2018</b>	<b>Thanksgiving Holiday (College Closed)</b>
<b>11 Dec. 2018</b>	<b>Final Exam</b>