**COURSE OVERVIEW**

**Course Information**

ENC 1101-32760

Summer 2021 Online

June 22 - August 2, 2021

Credit Hours: 3

**Instructor Information**

Instructor: Mailin Barlow

Email: Canvas or mbarlow@valenciacollege.edu

Phone:  407-582-1439 (This is the school phone. Leave a voice mail with your name and phone number, and I will return the call.)

Office:  West Campus, Building 5, Room 154 (This office will not be used in Summer 2021.)

Office Hours: Online Mon-Fri 10 a.m. to 12 p.m. These are the times you can find me online reading emails and grading work. I will be online other times, so you can email me at any time. On weekends, I check email once each day.

**Course 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 primary and/or secondary sources, and grammatical and mechanical accuracy. (3 credit hours)

In short, this class is about **ESSAYS.** You write them, and I grade them.

This class is also a SHORT session class. A normal semester lasts 12 weeks, but this one will take only 6 weeks. That means we will be doing two weeks' worth of work each week. It's fast. It's furious. And before you know, it will be over!

**Course Prerequisites**

Score of 103 on writing component of PERT or equivalent of 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.

 **Gordon Rule**

ENC 1101 is a 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.

 **Learning Outcomes**

The specific learning outcomes for this course are as follows:

* Students will compose expository essays.
* Students will write in standard American English.
* Students will write a documented essay.
* Students will demonstrate information literacy.
* Students will develop critical reading skills.

 **Course Structure**

The course is organized into modules based on specific types of essays. For each module, you will complete work to prepare for writing a type of essay, and the module will end with submission of the essay.

The modules are listed below:

* Orientation
* Module One: Personal Narrative
* Module Two: Definition
* Module Three: Comparison/Contrast
* Module Four: Argument/Persuasion

**COURSE WORK**

**Essays**

Four essays will be assigned. Below is a brief description of each essay assignment. A lot more information will be provided, including possible topics and sample essays.

* **Essay One: Personal Narrative (500-700 words):**The essay should reflect on a personal experience in support of a thesis.
* **Essay Two: Definition (500-700 words):**The essay should provide a documented extended definition of a term.
* **Essay Three: Comparison/Contrast (500-700 words):**The essay should compare or contrast two things in support of a thesis.
* **Essay Four: Argument/Persuasion (800-1000 words):**This documented essay should argue for one side of an issue, using support from designated sources.

(A documented essay is one that requires outside sources.)

**Essay Requirements**

All essays must be typed, double-spaced, in Times New Roman 12 point. They should have a title. They should be submitted as file uploads: .doc, .docx, or .pdf. The essays should follow MLA rules for formatting. A video demonstrating MLA format will be provided on the "Requirements" page for each essay. The length requirements will be different for different essays.

**Late Essays**

You are allowed to turn in **one** essay **one day** late with no grade penalty. This is your **Late Freebie**. You only get one late freebie, so you should save it for when you need it. After the freebie deadline passes, the essay will be docked TEN POINTS for every day it is late up to the **Absolute Deadline**.

An essay's **Absolute Deadline** is the day before the due date of the next essay. This means what it says: it is the **absolute** last day that essay can be turned in late.

Essay Four is due on the last day of class, so it cannot be turned in late.

**Revision**

You can revise **one** essay to improve the grade. Revisions must be **emailed** to the instructor by Sunday, August 1, July 30, 11:59 p.m.

The revision option cannot be used to repair a zero for an essay not turned in. The revision option is only for essays that have been turned in and graded.

Essay Four is not eligible for revision.

**Daily Work**

Daily work consists of **exercises**, **quizzes**, and **discussions**. They are explained here:

**Exercises**

Exercises include a variety of assignments, such as answering questions after a reading assignment, analyzing a piece of writing, composing writing, and completing grammar work. You have a choice of completing the exercises as **file uploads** or **text entry**. A video demonstrating the two methods will be provided.

Exercises are graded on **completion** and **time** only. Turn them in complete and on time, and you will receive 10 points, even if all the answers are wrong. Due dates will be posted.

**Quizzes**

Quizzes will be multiple choice. They will be worth 10 points each. Quizzes are graded on right/wrong answers. Multiple attempts will be allowed. Due dates will be posted.

**Discussions**

Discussions are written responses to topics and (occasionally) classmates. Post discussions and classmate responses **complete, on time, and on topic**, and you will receive 10 points. Due dates will be posted.

*Posting to Discussions:*

The length of each discussion post should be a **minimum** of five sentences. Grammar will not be graded, except for the use of capital letters and periods to determine "sentences."

*Posting to Classmate Responses:*

For some discussions, you will also be asked to respond to classmates' posts via "Reply."  Responses should say more than "I agree" or "disagree." Responses should be a **minimum** of three sentences. Again, grammar will not be graded, except for the use of capital letters and periods to determine sentences.

More information on content of discussions can be found on the [Discussion Guidelines.](https://online.valenciacollege.edu/courses/6404/pages/discussion-guidelines) You can review the how-to's for using the Discussion feature on Canvas here: [Discussions on Canvas**.**](https://community.canvaslms.com/videos/1128-discussions-students)

**Late Daily Work**

**Daily work (quizzes, discussions, exercises) will not be accepted late.** You should confirm the uploads, posts, submissions, and/or attachments before you turn off your computer.

If you lose access to Canvas or lose power or whatever in mid-quiz, discussion, or exercise, **email** me or **call** me **immediately** to request an alternative quiz, discussion topic, or exercise (which will be different from originals). The date/time of the email or voice mail will be used to determine if an alternative is merited. If the email or voice mail is sent after the original was due, an alternative will not be provided.

The lowest four daily work assignments will be dropped.

**Discussion Guidelines**

**Discussions**

You can review the how-to's for using the Discussion feature on Canvas: [Discussions on Canvas**.**](https://community.canvaslms.com/videos/1128-discussions-students)

**Instructions for Posting to Discussions:**

The length should be a **minimum** of five sentences (roughly one paragraph). Grammar will not be graded except for the use of capital letters and periods to determine "sentences." Post the discussions and responses complete, on time, and on topic, and you will receive 10 points. Due dates will be posted.

Discussion posts should reflect awareness of **impact** and **environment**. They are not private journal entries. They are not Facebook posts or Twitter tweets. The posts are written for the instructor and fellow students, so respect should be shown for others' opinions and backgrounds. Also, these posts are written for a college class, so language should be mature and thoughtful. However, they are not formal writing situations, so there is no need to be stuffy and academic.  Speak with your own voice.

There should be ONLY HAPPY SHOUTING! Like YAY, I GOT A RAISE! No angry shouting. Emoticons can be helpful but should not be overused. There should absolutely be no virus warnings, chain letters, sales pitches, or pornographic material.

Images and videos can be delightful additions, as long as you are sure they are safe.

Best advice for discussion posts:**preview**before**posting.**

**Instructions for Posting Classmate Responses:**

For some discussions, you will also be asked to respond to classmates' posts via "Reply." Responses should say more than "I agree" or "disagree." Responses should be a **minimum** of three sentences. Grammar will not be graded except for the use of capital letters and periods to determine "sentences."

**COURSE POLICIES**

**Attendance Policy**

**No Show**

Class attendance is required for online classes. If you do not log in to the course during the first week and complete the Required Attendance Activity ([Quiz: Orientation](https://online.valenciacollege.edu/courses/6404/quizzes/804626)) you will be withdrawn from the class as a "no show." If you are withdrawn as a no show, you will be financially responsible for the class and a final grade of  "WN" will appear on your transcript for the course.

**Withdrawal**

If you do not complete required assignments for a period of two weeks, you will be contacted by the instructor about options for remaining or withdrawing from the course.

Per [Valencia policy,](http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/) a student who withdraws from class before the withdrawal deadline will receive a grade of “W." A student is not permitted to withdraw after the withdrawal deadline.

**The withdrawal deadline for this semester is July 23.**

After the withdrawal deadline, the instructor will only withdraw a student at the student’s request. Otherwise, the student will receive the grade earned at the end of the course. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.”

**College Student Conduct Policy**

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia’s learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct.](http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf)

**Academic Integrity Policies**

All forms of academic dishonesty are prohibited at Valencia College. [Academic dishonesty](http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-11-Academic-Dishonesty.pdf) includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

**Plagiarism**

Of particular concern to this class is plagiarism. **PLAGIARISM is the use of someone else's words, ideas, pictures, designs, and/or intellectual property without the correct documentation and punctuation. This includes but is not limited to the following:**

* **Use of an author's words or phrases without quotations marks**
* **Use of information from a source without documentation**

Self-plagiarism is also plagiarism. All work for this class should be original to this class.

**Any essay that contains plagiarized material will receive a grade of zero.**

One plagiarized essay can be redeemed through the Revision option of the course. A second plagiarized one cannot be revised and thus will keep the grade of zero, which will have a big impact on the final grade for the course. **A third plagiarized essay will result in a grade of "F" for the entire course.**

**Students with Disabilities Policy**

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. [The Office for Students with Disabilities (OSD).](http://valenciacollege.edu/osd/) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability.

Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a *Notification to Instructor* form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

**College Policy Links**

[**College Catalog.**](http://valenciacollege.edu/catalog/)

[**Valencia Policy Manual.**](http://valenciacollege.edu/generalcounsel/policy/)

[**Student Handbook.**](http://valenciacollege.edu/pdf/student-handbook.pdf)

**Copyright Policy**

To avoid copyright infringement, any materials produced specifically for this class can ONLY be used during this term for this class.

**Third Party Software & FERPA Policy**

Valencia College has a firm commitment to protecting the privacy rights of its students. Third party software privacy policies will be provided at the point of use within the course.

Valencia College has a firm commitment to protecting the privacy rights of its students. In making this commitment, the college wants to ensure that all faculty and staff are familiar with state and federal laws pertaining to student privacy, as well as College policies and procedures that have been implemented to help guarantee student privacy.

**Disclaimer**

Changes to the syllabus and course calendar may be made at the discretion of the professor, and students will be notified of any changes in class and/or via the Canvas Inbox conversations tool.

**COURSE COMMUNICATIONS**

**Contact with Instructor**

You may contact the instructor various ways during this semester.

**Email**

The first option is to email the instructor through**Canvas**. If there are issues with Canvas, you can reach the instructor through Outlook at mbarlow@valenciacollege.edu. The instructor will be checking email several times a day, Monday through Friday, and at least once on Saturday and Sunday. The instructor will reply to all emails within 48 hours.

In emails from outside Canvas, please provide your full name and course number (CRN).

**Telephone**

If you prefer to speak to the instructor directly, the Valencia number for Mailin Barlow is (407) 582-1439. Leave a voice mail including your full name and a telephone number at which you can be reached. Your call will be returned within 48 hours.

**Zoom**

Zooms are not scheduled for regular class activities. However, a personal zoom can be arranged between student and instructor.

 **Expectations of Students**

Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week.

For guidelines on how to interact with your instructor and peers in an online learning environment, read through [Our Practice of Respect and Community Building.](https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php) from Valencia's Peace & Justice Institute.

**Expectations of Instructor**

The Instructor will address students following the guidelines as indicated in [Our Practice of Respect and Community Building](http://valenciacollege.edu/PJI/principles.cfm) from Valencia's Peace &  Justice Institute.

The instructor will notify students of changes to the course work via the Inbox or Announcements tools.

**TEXTBOOKS AND SUPPORT SERVICES**

**Textbooks**

You will not be required to purchase a textbook for this course. Instead of textbooks, this course will use **online sources** and**instructor-produced materials.**

**Online Sources**

A variety of online sources will be used for textbooks, including the following:

* [Purdue Online Writing Lab (Links to an external site.)](https://owl.purdue.edu/owl/purdue_owl.html)
* [Grammar Bytes (Links to an external site.)](http://chompchomp.com/)
* Other miscellaneous websites.

**Instructor-Produced Materials**

Instructor Handouts and Power Points will be posted on Canvas.

**Student Support Services**

**Learning Support Centers**

Each Valencia campus has a Learning Center that provides resources such as tutoring, writing consultations, and skill shops to students. To locate available resources, view the [Learning Support](http://valenciacollege.edu/learning-support/browse-by-campus.cfm) website. In addition, students can receive online assistance with writing assignments through the [Valencia College Online Writing Center.](https://online.valenciacollege.edu/courses/6404/pages/valencia-college-online-writing-center)

**Library**

At each campus library, librarians and other qualified staff can assist students with searching and finding items and information, MLA and APA citations, and technologies. The library provides a variety of books, eBooks, online articles, textbooks, DVDs and streaming videos to support course-related research and other learning needs. Learn about [how to access and use these resources](https://online.valenciacollege.edu/courses/6404/pages/how-to-use-library-resources) and view the [Library](http://valenciacollege.edu/library/)website for more information.

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**Baycare Student Assistance Services**

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. [BayCare Behavioral Health Student Assistance Program (SAP)](http://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/) 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.

**College Links**

[College Catalog.](http://valenciacollege.edu/catalog/)

[Valencia Policy Manual.](http://valenciacollege.edu/generalcounsel/policy/)

[Student Handbook.](http://valenciacollege.edu/pdf/student-handbook.pdf)

[Microsoft Office Instructions for free software.](http://valenciacollege.edu/support/howto/documents/Valencia_Office-ProPlus-Instructions.pdf)

[Course Support](http://valenciacollege.edu/learning-support/)**:** onsite, online tutoring, writing help, etc.

**REQUIRED TECHNOLOGY AND TECHNICAL SKILLS**

**Technology Requirements**

Since all assignments are submitted through Canvas, access to a computer is required for this course.  Students also have free access to computers on Valencia campuses (when open). The recommended browsers are **Chrome, Safari, and Firefox.** [Chrome](https://www.google.com/chrome/browser/desktop/index.html)works the best.

Students are also encouraged to install the Canvas app on their [Android](https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en) phone or [iPhone](https://itunes.apple.com/us/app/canvas-by-instructure/id480883488?mt=8)in order to receive mobile notifications and to access your courses via  mobile device.

Valencia College also provides [student support and resources for general technical issues or frequently asked questions](https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php#technicalquestions).

Students should use **Word** (.doc, .docx or a .pdf file) for their essays.  Valencia provides this software free to students via [Microsoft Office Instructions for free software.](http://valenciacollege.edu/support/howto/documents/Valencia_Office-ProPlus-Instructions.pdf)

**Technical Skills**

Students should consider the [basic computer skills](https://www.gcflearnfree.org/subjects/technology/) needed to be successful in this course, which include:

* Reading and responding to emails
* Software application skills (PowerPoint, Word, Office365, etc.)
* Internet and library database browsing
* Copying and pasting
* Saving files in different formats
* Working with attachments
* File management

[Canvas 101](https://online.valenciacollege.edu/enroll/DWDR8N) is a free self-paced course available for students to learn more about using the Canvas learning management system we are using for this course.

**Technology Privacy Policies**

Valencia College has a firm commitment to protecting the privacy rights of its students.  Any use of student records and information in this course will comply with the [Family Educational Rights and Privacy Act (FERPA)](http://valenciacollege.edu/ferpa/), including third-party tools and services used in this course.  Privacy policies for the tools used in this course are listed below and at the point of use.

* [Valencia College privacy policy](http://valenciacollege.edu/privacy/)
* [Canvas privacy policy](https://www.canvaslms.com/policies/privacy)

If you have any concerns or issues with any of these requirements or policies, please [contact your instructor](https://online.valenciacollege.edu/courses/6404/pages/meet-your-instructor).

**GRADES**

**Grading Scale**

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| Grading Scale |
| **PERCENTAGE** | **GRADE** |
| 90 - 100 % | A |
| 80 - 89.9% | B |
| 70 - 79.9% | C  |
| 60 - 69.9% | D |
| 0 - 59.9% | F |

**Essay Grades**

Essays will be graded with rubrics. Below are the criteria used for the essay rubrics. The rubrics themselves will provide more information.

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| Criteria for Essays One, Two and Three |
| **CRITERIA** | **POINTS** |
| Introduction | 10 |
| Thesis | 10 |
| Body  | 20 |
| Paragraphing | 15 |
| Grammar | 15 |
| Style | 10 |
| Conclusion  | 10 |
| Form  | 10 |
| **TOTAL**  | **100** |

|  |
| --- |
| Criteria for Essay Four |
| **CRITERIA** | **POINTS** |
| Introduction  | 5 |
| Thesis  | 10 |
| Reasoning | 15 |
| Evidence | 15 |
| Organization/Paragraphing  | 15 |
| Grammar/Mechanics | 15 |
| Conclusion | 5 |
| Research/Documentation/Form  | 20 |
| **TOTAL** | **100** |

**FEEDBACK ON ESSAYS**

After your essay is graded, you will want to look at more than the grade. You will need to look at the **feedback**. A video demonstrating how to view the feedback on your essay will be posted on Canvas.:

**EDITING MARKS**

Editing symbols:

* blue dots: grammar comment
* orange dots: style comment
* red dots: MLA comment
* purple dot: content comment
* green dot/square: header comment
* brown dots: paragraphing comment
* pink highlights: plagiarized language
* yellow highlights: plagiarized information
* black dots: personal message from instructor

A document providing explanations for the abbreviations used can be found on Canvas. You can print out the handout and have it beside you when you look over the feedback for your essay. If you need help understanding a specific grammar mistake, below are two terrific sources for help with grammar:

[Purdue OWL Grammar](https://owl.purdue.edu/owl/general_writing/grammar/index.html)

[Grammar Bytes](http://chompchomp.com/)

**Daily Work Grades**

Each daily work assignment (exercises, discussions, quizzes) is worth 10 points. The exercises and discussions will be graded on completion only. Quizzes will be graded on correctness.

**Final Grade**

|  |
| --- |
| FINAL GRADE |
| **ASSIGNMENT** | **PERCENTAGE OF FINAL GRADE** |
| Essays One, Two, and Three | 55% |
| Essay Four | 25% |
| Daily Work (Exercises, Discussions, Quizzes) | 20% |
| **TOTAL** | 100% |