

# ENC 1101 Fall 2022

FRESHMAN COMPOSITION SKILLS 1

ENC 1101 Section 10

Course Location: BUILDING 2-118A

Meeting Dates & Times: M&W 3:30-4:45

Instructor Name: Dr. Druann Bauer

Office Location: 2-220I

Office Hours (on campus): Monday & Wednesday 1-3 or by appointment

Online hours—Thursday 7-9

Office Phone: 352-873-5800

Email: [bauerd@cf.edu](mailto:bauerd@cf.edu)

## REQUIRED MATERIALS

Reinking, James, and Robert Von Der Osten. *Strategies for Successful Writing: A Rhetoric, Research Guide, Reader, and Handbook (12th edition)*. Pearson, 2020. ISBN: 9780135203415.

Hacker, Diana and Nancy Sommers. *A Pocket Style Manual*, Ninth Edition. Bedford, St. Martin's, 2021. ISBN: 9781319169541.

## CANVAS

Parts of this course will be conducted in Canvas, including assignments, email, announcements, and grades. Go to **MyCF** (<https://mycf.cf.edu/ics>), login, click on the **Academics** tab, then **Canvas**, then **ENC1101**.

If you have any technical questions about Canvas, contact the **CF E-Learning Help Desk** at [dlhelp@cf.edu](mailto:dlhelp@cf.edu) or at 352-854-2322 ext. **1317**. There's also a **Canvas Help Desk**; click on the **?** in the toolbar on the far left of the screen.

If you need help with the **MyCF portal** or **Microsoft 365**, contact the **IT Help Desk** at [ithelp@cf.edu](mailto:ithelp@cf.edu) or at 352-854-2322 ext. **1520** or **1378**.

## COURSE OBJECTIVES

This class is designed to help you learn to read literature and then take that reading to a higher level by thinking and writing about it critically and creatively. This ability to analyze literature will profit you in your other classes and in your life in general because it encourages you to THINK and analyze and draw your OWN conclusions on a

variety of subjects. We will also concentrate on reading comprehension, a skill that will also benefit you in your future studies. This course will emphasize a more formal writing style than you may have previously experienced, including an introduction to MLA format, but we address these changes gradually, so do not fear what lies ahead. We will peer-review essays and work on grammar and punctuation throughout the semester, and this emphasis will better prepare you for your future classes and for the job market that you will one day enter.

### LEARNING OUTCOMES

By the end of the semester, you are expected to be able to accomplish the following tasks based on your endeavors in ENC1101:

**Develop a sound essay structure** by writing 6,000 words within the course; by understanding the stages of the writing process from planning through revision of each essay; by demonstrating sound paragraph structure including topic sentence, support, concluding sentences, organizational patterns, and rhetorical modes; by incorporating unity, coherence, and development; by writing essays demonstrating rhetorical strategies and audience awareness; by learning foundational grammar and mechanics through editing essays, reviewing your handbook, and using online tutoring aids.

**Practice critical analysis** by identifying author's purpose; by recognizing main ideas, organizational patterns, and supporting details; by responding to texts.

**Learn academic writing conventions** by analyzing, summarizing, and synthesizing diverse sources; by learning the MLA citation style.

**Incorporate** summaries, paraphrases, and direct quotations from a variety of texts into an essay.

**Understand** and avoid what constitutes plagiarism.

**Recognize** and use styles appropriate to a variety of audiences.

**Write** a competent essay in class under "test" conditions.

### COURSE ASSESSMENT

15%	Quizzes and Assignments
5%	Graded Discussions
50%	Papers: <ul style="list-style-type: none"> <li>Introductory Assignment: Your Strengths as a Writer</li> <li>Plot Summary</li> <li>Double-entry journal</li> <li>Annotated Bibliography</li> <li>Fractured Fairy Tale Narrative (3 drafts)</li> </ul>

15%	Grammar Quizzes and Self-Assessment
10%	Final Exam Paper
5%	Attendance
	EXTRA CREDIT up to 50 points

### QUIZZES AND ASSIGNMENTS

Three quizzes are scheduled for this semester. Each is worth 50 points, for a total of 150 points. Quizzes will be on assigned readings, classroom lectures (you should take notes), and other material posted in Canvas. There will also be assignments that will constitute a quiz grade. These will be taken on Canvas. Most quizzes will be given in class on Wednesdays. There are no make-up exams. If you miss a quiz, you will receive the grade of zero (0).

### GRADED DISCUSSIONS

Each student will participate in three (3) **graded discussions** based on our readings. EVERYONE is expected to participate. Failure to do so will result in a grade of zero. Discussion comment submissions are a minimum of 100 words each. Each is worth up to 10 points.

### ATTENDANCE

Students are expected to attend all classes regularly and punctually. There are penalties for being both late and tardy. If you come in after class starts and I have finished taking roll, you are tardy. If it has been more than 10 minutes since class started, you are late and will be counted as absent. Please do not enter my classroom if you are more than 10 minutes late unless you have made prior arrangements with me. Three tardies count as one absence. After EACH unexcused absence (and a campus-related activity is the only excuse acceptable—not an illness with a doctor's note), students lose 10 POINTS. If you are sick, stay home. Please. I can help you catch up, and extra credit can make up for your point loss.

### EXTRA CREDIT

Because college is more than just what you find in the classroom, I want to encourage you to get the most out of your college experience. Go out, join groups, attend a play, explore an art museum, eat sushi—live! And to encourage you to do so, I will give you extra credit opportunities that, hopefully, will encourage you to try new things and broaden your horizons. Stay tuned. These extra credit projects are entirely your choice whether you participate or not—but they can certainly improve your overall grade.

## FIVE TOPIC ESSAYS

This semester we will focus this particular course around short articles that deal with living your best life. We will also focus on the fairy tale. Each assignment builds toward the final one, and your writing skills will improve as you progress through the semester. Some of your essays will come from your text, Strategies for Successful Writing or from handouts. We also have videos that will help you see fairy tales in new ways—hopefully. You will write six essays/journals, including one that counts as your final exam.

For each of your major essays/assignments, you will be given a written breakdown of what you are expected to read and study for each writing assignment. You will get these assignments approximately one week prior to when the readings should be tackled. Essays/assignments vary in length and point value, but they all must be turned in via Canvas. Twenty (20) percent of each essay grade will be based on your workshopping efforts. If you fail to post a workshoped draft on Canvas, you automatically lose 20 points on your assignment. You may also lose points for not making noticeable improvements based on your workshopping group's suggestions.

All essays must be uploaded through Canvas, which will automatically submit the work to SourceChecks for an evaluation of originality. **All essays must be typed in a normal (Calibri, Arial, Helvetica, Verdana, etc.) 12 or 14 point black font with line spacing at 1.5 or double, and submitted as either a .doc or .docx (Microsoft Word) format.** The document must be readable. Points will be deducted for documents that are difficult to read: a font color other than black, a bizarre font, entire documents in italics, single spaced documents, centered documents, etc.

**Microsoft Word is available through Microsoft 365, which is free for CF students.** Contact the IT Help Desk at 352/854-2322 ext. 1520 or 1378 for assistance accessing or downloading Microsoft 365 as soon as possible if you don't already have Word.

Late essays (Papers One through Five—the final must be taken during the final exam period) will receive a penalty of minus 10 points for each day that they are submitted late. After three late days (on day 4), your grace period expires and you will receive a zero for that assignment. You should keep a printed copy of each of your essays in case one gets misplaced or your computer crashes.

### DUE DATES and GRADES:

I reserve the right to modify any aspect of this course outline, but I will always notify students in advance of a change. Essays will be graded within two weeks of the due date, and grades will be posted in Canvas. ALL of your grades can be found in Canvas, including quizzes and extra credit.

### COMMENTS ON ESSAYS

Feedback for each assignment will be provided in the **Comments section** within the Canvas grading program. I will use a rubric to grade each assignment and I will also include comments in the rubric. This will be available on Canvas.

Sometimes students use the Comments box to respond to the feedback. This is not an effective way to communicate with me. I would have to go back into the grading program and each student's essay to see if students have responded to the comments for that essay. This typically does not happen.

The best way to communicate with me is always through the Canvas email or in person.

### SOURCE CHECKS

Source Checks allow students to check their drafts for potential plagiarism during submission. Source Check reports show students possible types of plagiarism that might be present in their work, paired with content that will help them evaluate and fix any problems. You can submit your paper up to two times, so if you discover problems prior to the due date, you can fix it and submit a new draft. Source check will also provide me with a report if there are areas of concern. The best way to avoid this is to simply not plagiarize. But we will talk more about this later. I am going to count on each and every one of you to demonstrate a high level of integrity.

### PENALTIES FOR PLAGIARISM

The first time you choose to plagiarize in this class, you will receive a zero on the assignment.

The second time you decide to submit plagiarized material in this class, you will receive a zero on the assignment and you will fail this course.

### FINAL NOTE:

Remember to ask questions, because someone else is probably dying to know the answer. English can be fun and I hope to make it an enjoyable experience for you. My fondest wish is that you will come to see why I love it so much and learn to appreciate it yourself. Reading and writing causes you to think and question, and that can only be good for you.

Dr. Bauer

### COURSE SCHEDULE/OUTLINE (subject to change)



Week	Preparation, Activities and Evaluation	Date Due	Points
<b>Week 1</b>	<p>Monday—Intro to class; cover syllabus; Assignment: read Ch. 1</p> <p>Wednesday—Discuss chapter 1 and “Introductory Assignment—Your Strengths as a Writer”; watch video on Fractured Tales from Rocky &amp; Bullwinkle</p> <p>Assignment: read Ch. 2</p> <p>Take punctuation, style, and mechanics practice test by 8/17</p> <p>Take grammar practice test by 8/19</p>	<p>8/15 8/17</p>	
<b>Week 2</b>	<p>Monday—Discuss ch. 2; watch videos on Canvas;</p> <p>Assignment: Read chapter 5 on Paragraphs; Read and view all material on “Cinderella”</p> <p><b>Introductory paper due 8/22</b></p> <p>Wednesday—Discuss Cinderella;</p> <p>Assignment—Read chapter 6 on Sentences; Read Hansel &amp; Gretel material</p>	<p>8/22 8/24</p>	

Week	Preparation, Activities and Evaluation	Date Due	Points
<b>Week 3</b>	<p>Monday—Review Hansel &amp; Gretel, Chapter 5 and 6;</p> <p>Assignment: read Beauty &amp; the Beast material; read “Start by Sitting Together” handout.</p> <p>Discussion topic one due by 10 a.m. 9/7</p> <p>Wednesday—Quiz 1 at start of class on Ch. 1, 2, and 5, plus “Cinderella” and “Hansel &amp; Gretel”;</p> <p>Discuss “Beauty &amp; the Beast” and Assignment Two—Plot summary;</p> <p>Assignment: Read Chapter 8 by 9/7</p>	8/29 8/31	
<b>Week 4</b>	<p>NO classes Monday due to holiday</p> <p>Wednesday—Discuss “Sitting Together” feedback and the best way to workshop</p>	9/5-holiday 9/7	
<b>Week 5</b>	<p>Monday: Discuss second discussion topic.</p> <p>Watch Baton video on Canvas</p> <p><b>Paper Two (plot summary) due on Canvas by 9/12 at 10 a.m.;</b></p> <p><b>Grammar study plan due 9/14</b></p> <p><b>Wednesday: Quiz Two at start of class on Ch. 6, 8, and “Beauty and the Beast”;</b></p> <p>Discuss Assignment Three—Double Entry Journal</p>	9/12 9/14	



<b>Week</b>	<b>Preparation, Activities and Evaluation</b>	<b>Date Due</b>	<b>Points</b>
<b>Week 6</b>	<b>Discussion Topic 2 due Monday, 9/19 on “A New Year’s Story” and baton video Finish punctuation, style, and mechanics study plan by 9/19</b>	9/19 9/21	
<b>Week 7</b>		9/26 9/28	
<b>Week 8</b>	<b>Discussion Topic 3 due Monday on “Hansel &amp; Gretel”</b>	10/3 10/5	
<b>Week 9</b>		10/10 10/12	
<b>Week 10</b>	<b>Assignment 3 due—Double Entry Journal</b>	10/17 10/19	
<b>Week 11</b>		10/24 10/26	
<b>Week 12</b>	<b>Assignment 4 due—Annotated Bibliography</b>	10/31 11/3	
<b>Week 13</b>	<b>Wednesday: Workshop One of Assignment 5—Fractured tale due Grammar final test due Nov. 11</b>	11/7 11/9	
<b>Week 14</b>	<b>Wednesday: Second workshop of Assignment 5 due—Fractured tale</b>	11/14 11/16	

<b>Week</b>	<b>Preparation, Activities and Evaluation</b>	<b>Date Due</b>	<b>Points</b>
<b>Week 15</b>	<b>Wednesday: Final draft of Assignment 5 due—Fractured tale</b>	11/21 11/23-holiday	
<b>Week 16</b>	Prep for final exam, including how to incorporate quotes and paraphrases into writing <b>Take punctuation, style, mechanics final test by 11/28</b>	11/28 11/30	
<b>Finals</b>	Final essay (written in class)		

### CONTACTING ME

If you have a question about the course, you can, in addition to the option of discussing it with me during class time and on-site office hours, email me through Canvas. I have online office hours 7:00-9:00 pm on Thursdays. I do not check Canvas or respond to emails on weekends; I do check Canvas and respond to emails from 1:00 to 3:00 pm on Mondays and Wednesdays.

Although it is possible to send an email to the CF address, the CF email system does not automatically supply your course and section number like the Canvas system does. For this and other organizational reasons, I will be unable to reply to emails sent to my CF address.

### Extended Emergency Closure

For emergency campus closings (natural disasters, etc.) call 352-291-4499 or 800-831-9244 or check our [website](http://www.cf.edu) (CF.edu).

### COLLEGE POLICIES

**Academic Integrity.** Academic dishonesty (such as plagiarism or cheating) will not be tolerated and may result in disciplinary action under the Code of Student Conduct. Cases of academic dishonesty may be referred to a mandatory, two-hour Academic Integrity Seminar, which includes a fee (see Student Handbook). Failure to attend the Academic Integrity Seminar will result in the assignment of a final course grade of “FF” on the student’s transcript, denoting

course failure due to a violation of the college's Academic Integrity policy. Students are responsible for avoiding the undocumented use of the words or ideas of others in their writing. If there are any questions about what constitutes plagiarism, ask the Professor before turning in an assignment.

**Services for Students with Disabilities.** To ensure students have equal access to educational opportunities here at CF, students with medical, sensory, physical, psychological, and/or cognitive disability are encouraged to register with the Office of Disability Services and request an application. If eligible, Disability Services will help facilitate approved accommodations for you. Please do this as soon as possible, to ensure that such accommodations are implemented in a timely fashion for your academic success. The Office of Disability Services is located in Building 5-204, on the Ocala Campus. For more information visit the Disability Services page at [cf.edu/access](http://cf.edu/access) or call 352-873-5843.

**Counseling Services.** Professional counseling services are available for all college students who are experiencing anxiety, depression, PTSD, stress, or any psychological issue that could affect their schooling, job, relationships, or home lives. Services are provided by Florida licensed mental health clinicians. This confidential resource is for all CF students. The Counseling Department is located in building 5, office 205B or office 205F. For more information about Counseling, call 352-854-2322 ext. 1760 or 1286 or 1580 or visit the counseling office at the Bryant Student Union, room 204B, or email [ballardm@cf.edu](mailto:ballardm@cf.edu).

**CF Student Assistance Program (1-800-878-5470).** The SAP is a confidential resource for assisting students with personal issues which could affect their school, work, or home lives. SAP (managed by Bay Care Life Management) provides early intervention and assessment and counseling to meet the needs of the student. Services are free to all active CF students. A student may call a toll free helpline during regular business hours Mon-Fri from 8:30 am-5 pm. For crisis situations after hours, on weekends, or holidays, a student may call the same number and the therapist on duty will be paged and will promptly respond to the call.

**Withdrawal.** If you want to withdraw from this class, you must fill out the necessary forms and have them approved by the appropriate parties. Non-attendance or lack of submitted assignments does not constitute withdrawal from this course. If you stop submitting work after the posted drop date, you may receive the grade of F.

Students should be aware that withdrawals do not count in the CF GPA, but they may not be viewed favorably at the university level. Withdrawals may also negatively impact a student's financial aid eligibility. A withdrawal does count as an attempt under the course repeat policy, and there are increased costs to take the course on the third attempt.

**Attendance Verification for Financial Aid.** Attendance Verification is submitted each semester, generally in the second or third week of the term. Federal Student Aid requires that verification is based on academic attendance.

**Library** ([library.cf.edu](http://library.cf.edu))

If you would like assistance with any research or the MLA citation style, contact a Librarian at **352-854-2322 x1345** or at **library@cf.edu** or at the Reference Desk (2<sup>nd</sup> floor of Building 3).

Course textbooks may be on Reserve at the Library at the Circulation Desk.

The Library is open Monday through Thursday, 7:30 am-9:00 pm; Friday 7:30 am-4:30 pm; and Saturday 10:00 am-5:00 pm. Check the Library website for holiday hours.

**Writing Center** ([www.cf.edu/go/learn/support/writing/index](http://www.cf.edu/go/learn/support/writing/index))

The Writing Center, located in the Building 3 Learning Support Center, provides help with essay writing. To make an appointment, call **352-854-2322 x1847**.

**Smarthinking**

CF subscribes to Smarthinking, an online tutoring service. Smarthinking can be accessed from the menu in Canvas.