

College of Central Florida

ENC1101 Syllabus

Credit Hours: 3

Professor: Lori Witkovich

Meeting Times: T/Th 12:30-1:45 pm

Office Location: Bldg. 3/117J

Telephone No.: (352) 854-2322 ext. 1247

E-mail: Witkowi@cf.edu

(This is the best way to contact me and please allow 24 hours for a response M-F and 48 hours on the weekend).

Fall C (Aug. 15 – Dec. 8)

Office hours:

Mon: 10:30am-12:30pm- Virtual/Canvas and 3:30-4:30pm (Citrus 2/201A)

Tues/Thurs: 8-11am and 2-5pm in 3/117J

Wed: 3:30-4:30pm (Citrus 2/201A)

What do I do if there is an emergency?

Extended Emergency Closure

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

Course Description:

What is this course all about? What do I need for the course? ENC1101, the first course in college composition, is designed to develop skills in writing multi-paragraph essays with emphasis on exposition, including the selection, restriction, organization, development and revision of essays. The student examines selected writing samples as models of form and sources of ideas for the student's own writing. Gordon Rule applies.

Gordon Rule Writing Requirement:

ENC 1101 is a Gordon Rule course that partially satisfies SBE 6A-I0.30. Students must satisfactorily complete the Gordon Rule writing portion of this course in order to be eligible for a final course grade of C or higher. Writing is a skill. Because of this, learning to write well requires your active participation. You will be expected to attend class regularly, to come to class

prepared, and to participate in all in class and homework activities and assignments.

Required Texts:

This is partly an Open Source course. Most materials will be provided for you and/or accessed online. It uses Creative Commons and Open Source teaching materials. However, you will need the following books:

A Pocket Style Manual 9th edition/Achieve access code
Easy Writer with Exercises ISBN: 9781319393366

Student Learning Outcomes/Course Objectives:

Communication Learning Outcome: The student will read, write, speak, and listen effectively.

• ENC1101:

Write an organized document that communicates effectively and appropriately for the situation.

How measured: Final Essay Exam

ENC1101 Course Objectives:

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 and individual learning plans

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 introducing MLA format

Avoid plagiarism

Assessment: What do I have to do for this class? How will I be graded?

For this course, you will have several different types of assignments and activities:

Essays:

You will write three graded 750-1250 word essays and one graded 500-750 word timed essay this term. All essays will be typed and submitted in MLA format. Topics for the first three essays are chosen by the student (in conjunction with the assignment guidelines) and approved by the instructor. And there will be the final exam essay done in Canvas.

Essays are to be submitted in Canvas **BY THE DUE DATE. Do not submit your essay to me via email. NO LATE ESSAYS WILL BE GRADED** unless there have been prior arrangements made due to an emergency. It is your responsibility to submit your work on time.

Grammar Exercises/Quizzes:

Grammar assignments/quizzes are done in Achieve/Canvas.

Journals/Discussion Board:

You will write several journal entries throughout this semester. Each journal assignment is a 250 minimum word response to an assigned prompt. All responses must be typed and submitted in correct MLA format. One point will be deducted from the score if MLA format is not followed. Each journal assignment is worth 10 points. No journals will be accepted after the due date unless prior arrangements have been made.

Journals entries should be done as a Word document and submitted in Canvas. You are given points for completing the journal assignment not for the content of the response. (Please see the journal response rubric in Canvas for scoring for entries that fall short of the 250-word minimum.) However, the response must be on the assigned prompt and not on any other topic. If the response is off topic, then no credit will be earned.

You will also do a series of discussion postings for the course which will also be a minimum of 250 words. These postings will typically involve a minimum 150- word initial entry in response to a prompt that I give

followed by **two** or more responses to your classmates, which should account for the remaining 100 words.

Assignments:

You will do a variety of assignment types this term. Most of these will be to help prepare you for your papers or to enhance your understanding of course materials. It is your responsibility to ensure that your assignment has been received and graded. When you upload an assignment to Canvas please double check to be sure that it has been uploaded properly. Please check your grades regularly in the Canvas site and contact me immediately if you see something that you believe is an error.

Assignments will be graded on a check, check plus, check minus system (with a check plus being 9.5 pts., a check being 8.5, and check minus being 7.0) unless specified otherwise. A score of 5 will be given for work that is seriously incomplete and which does not meet minimally passing standards. Please refer to the Rubric for Assignments in Canvas for more information on the grading standards for these assignments. Late assignments will not be accepted unless prior arrangements have been made due to an emergency.

Final Essay Exam:

There will be a final essay exam for the course in which you will demonstrate your proficiency in applying the information from the course. You must take the final on the day and time assigned unless you make other arrangements with the instructor. This is 10% of your course grade.

Final Grammar Exam:

There will be a final grammar exam for the course in which you will demonstrate your proficiency in grammar. You must take the final on the day and time assigned unless you make other arrangements with your instructor. This is 10% of your course grade.

Grade Calculation: Assignment categories are weighted as follows:

Essays = 50%

Assignments = 10%

Journals/Discussions = 10%

Grammar Exercises/Quizzes = 10%

Final Essay Exam = 10%

Final Grammar Exam= 10%

The Canvas grade book average is a point of reference for approximate progress. Please check it regularly. You are expected to review my comments on graded assignments and take the necessary steps to correct mistakes and improve your writing. The grades for your assignments, including my comments, are displayed in Canvas; it is your responsibility to check them.

Grading Scale:

A = 100 - 90

B+ = 89 - 87 B = 86 - 80

C+ = 79-77 C = 76 -70

D = 69 - 60

F = 59 or below

Course Schedule:

The assignment schedule for each weekly unit is posted in Canvas. Please refer to the Assignment Schedule in each weekly module for specific information about assignments. The information included below is just an overview. The assignments for each weekly unit will not open for you unless you have first viewed the Objectives and Overview and Assignment Schedule that proceeds them in each weekly module. Always access the work for the course through the weeks within the Module sections. Do NOT use the Course Calendar, "Coming Up" or "To Do" list to access weekly work, as you will miss key information, such as lectures and reading materials plus you will find that the assignments will be locked.

SYLLABUS STATEMENT: Due to unforeseen happenings, it may be necessary for the course assignment schedule to be altered. The instructor will always strive to be fair about any changes.