

**COLLEGE OF CENTRAL FLORIDA**  
**FRESHMAN COMPOSITION SKILLS I / ENC-1101-12 MEETS ON SATURDAYS**  
**FRESHMAN COMPOSITION SKILLS I / ENC-1101-18 MEETS ON WEDNESDAYS**  
**COURSE SYLLABUS FALL 2022**  
**“C” SCHEDULE: AUGUST 15 – DECEMBER 8, 2022**

**I. Course Information**

**Saturday Class**

**Course Title:** Freshman Composition Skills I  
**Course No. and Section:** ENC-1101/section 12  
**Credit Hours:** 3  
**Location:** Ocala Campus  
Building 40, room 304

**Meeting Day / Time / Dates**

Saturdays 9:30 am–12:15pm  
First class: Saturday, August 20, 2022  
Last class: Saturday, December 3, 2022

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**Wednesday Class**

**Course Title:** Freshman Composition Skills I  
**Course No. and Section:** ENC-1101/section 18  
**Credit Hours:** 3|  
**Location:** Ocala Campus  
Building 40, room 303

**Meeting Day / Time / Dates**

Wednesdays 6 pm – 8:45 pm  
First class: Wednesday, August 17, 2022  
Last class: Wednesday, December 7, 2022

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**Instructor Information**

**Instructor name:** John Fallon, PhD  
**Office Location:** Building 40, room 304  
**Office Hours:** 30 minutes before and after class

**Contact information:**

Cell and text: 614-403-3522  
Email: fallonj@cf.edu

**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).

**II. Course Description**

ENC-1101 Freshman Composition Skills I (3 credits) is the first course in college composition 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. In addition, for researched writing, and for formatting all papers, MLA (Modern Language Association) conventions will be followed.

**Pre/Co-requisites:**

This course is open to students who have no preparatory needs in English, writing, or reading or who have satisfied their preparatory needs by taking ENC0010C or ENC0025 and/or REA0002C or REA0017.

**Two required texts:**

Title: *A Pocket Style Manual*

Author of Text: Diana Hacker and Nancy Sommers

Macmillan Learning, 9<sup>th</sup> edition

ISBN No.: 9781319169541

*Strategies for Successful Writing*

Authors: James Reinking and Robert Von der Osten

Pearson, 12<sup>th</sup> edition

ISBN No.: 9780135164792

**III. Student Learning Outcomes & How Measured**

1. Accurately interpret evidence, statements, questions, etc.  
How Measured: in the Abstract assignment and Annotated Bibliography assignment
2. Identify important arguments.  
How Measured: Annotated Bibliography assignment
3. Thoughtfully analyze and evaluate alternative points of view.  
How Measured: Argumentative synthesis research essay
4. Draw valid conclusions.  
How Measured: Argumentative synthesis research essay
5. Justify and explain assumptions and reasons  
How measured: Argumentative synthesis research essay; rhetorical critique essay of a visual; and class presentation of research paper
6. Read materials and effectively understand facts and concepts.  
How measured: Abstract; annotated bibliography; and rhetorical critique essay of a visual
7. Write an organized document that communicates effectively and appropriately for the situation.  
How measured: Argumentative synthesis research essay

**Course Competencies for ENC-1101**

The student will meet the following four course competencies:

1. Develop a sound essay structure by
  - writing 6,000 words within the course
  - understanding the stages of the writing process—from planning through revision of each essay
  - demonstrating sound paragraph structure including topic sentence, support, concluding sentences, organizational patterns, and rhetorical modes
  - incorporating unity, coherence, and development
  - writing essays demonstrating rhetorical strategies and audience awareness
  - learning foundational grammar and mechanics through editing essays and individual learning plans

2. Practice critical analysis by
  - identifying author's purpose
  - recognizing main ideas, organizational patterns, and supporting details
  - responding to texts
3. Learn academic writing conventions by
  - analyzing, summarizing, and synthesizing diverse sources
  - introducing MLA format
4. Avoid plagiarism

#### **IV. Assessment and Course Policies**

##### **Grading scale**

A	90-100%
B+	87-89%
B	80-86%
C+	77-79%
C	70-76%
D	60-69%
F	Below 60%

##### **Grade breakdown by assignment type:**

- 50% Essay grades
- 10% Final Exam Essay
- 10% Grammar-related activities
- 30% Additional writing / participation

**Attendance:** You are required to attend all class meetings. Attendance is required for all tests and there will be no make-up tests. Non-attendance does not constitute withdrawal from this course. It is your responsibility to complete the withdrawal forms by the appropriate date. Attendance accounts for 5% of your final grade.

Moreover, much of your college education will be obtained through the Socratic method of learning. Socrates taught his students, not by lecturing, but by asking them questions which required their introspection about what they had studied. This process is the basis of class participation. If you are not in class, you cannot participate, and your learning will be hampered. So, you need to be in class. After three unexcused absences, your final grade will be reduced by one letter grade; after four unexcused absences, your grade will be reduced by another letter grade; and after six unexcused absences, you automatically fail the course. For an absence to be considered "excused," please contact me before the missed class (by phone, email, or text) and supply appropriate written documentation for your absence.

Please note the following: even if you have an excused absence, trying to catch up on missed assignments and course information leaves you at a disadvantage.

**Communication:** Regular and consistent communication between students and the instructor will enhance student success. Please check your email daily. Please check out our course Canvas page at least once every week. All of our assignments—deadlines, sample papers, directions, drop boxes, etc.

will be on Canvas. If you miss class, please go to the Canvas page to see what we covered for the missed class. If you have any questions about what was covered that day or what is due, etc., please contact the instructor by text or email. No question is “too small.” Any question about the course is legitimate. Students who ask questions are students who get answers. Get the answers you need by asking questions of your instructor.

**Late Assignments / Make-up policy:** If you have to submit an assignment late, please discuss it with me before the due date. If there is no discussion, the paper will receive a deduction in the grade. Due dates are by end of day on dates due. No make-up work will be given unless there is an emergency or if I have given you prior approval. In such an event, you must notify me before the assignment is due unless the emergency prohibits it. You might be asked to bring proof of the emergency. A make-up exam must be taken within one week of the original exam date unless the emergency prohibits it. While you do not need to disclose personal details, let me know as soon as possible if something is preventing you from completing work.

**Class Preparation:** As you prepare for class each week, please consider contacting me if you have questions about assignments or the homework. I arrange the course so that the assignments scaffold and build upon each other. Because of the organic connection between assignments, it’s important to understand the learning outcomes associated with each assignment along the way. Therefore, please take advantage of the opportunity to contact me for questions anytime and consider utilizing the tutoring services available to you. Taking notes during class, and asking questions are two active learning approaches which can positively impact your success in this class. Working on writing assignments in advance of their due dates is another strategy to enhance your success in this class. Working ahead of an assignment's due date will enable you to get assistance regarding anything that you do not understand before you turn in the assignment.

**The two biggest obstacles to overcome to achieve a good grade in this class:**

1. Attend class (on time).
2. Ask questions of your instructor.

Even if you attend class, but arrive to class five minutes late, you will have missed the most important part of class. It’s my experience that students who arrive late have a hard time catching on to what is happening in class, which can lead to frustration and doing the assignment incorrectly. I have seen many examples where students will only ask questions to each other. If you show up late to class or miss class, the best way to find out what you missed is to ask the instructor.

**Canvas information:** The course assignments and drop boxes will be in Canvas, including assignments, announcements, and grades. Go to MyCF (<https://mycf.cf.edu/ics>), login, click on the Academics tab, then Canvas, then ENC-1101.

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 question mark icon “?” 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: [ithelp@cf.edu](mailto:ithelp@cf.edu) / 352-854-2322 ext. 1520 or 1378.

### **Tutoring for English Composition**

Each Learning Support Center can guide CF students in the writing and learning process, to foster an appreciation for writing, and to help eliminate the fear of writing. Over time, you will gradually come to

rely less on tutor instruction and more on your own abilities as you learn the proper usage of the English language. Tutors are available to assist with assignments for courses, such as ENC-1101 and ENC-1102, as well as general grammar and composition. Tutoring is available on a walk-in basis during open hours, or you can schedule an appointment. <https://www.cf.edu/academics/academic-services/learning-support-tutoring/>

The Learning Center is open Monday-Thursday: 9 a.m.-6 p.m. in the Clifford B. Stearns Learning Resources Center, Room 101; phone: 352-854-2322, ext. 1246

### **Assignment information**

All essays must be uploaded through Canvas, which will automatically submit the work to Turnitin for an evaluation of originality. All essays must be typed in Microsoft Word in Times New Roman 12 pt. fonts with double-spacing.

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.

Essays will be graded within one week of the due date, and grades will be posted in Canvas. Specific instructions for each essay will be provided in Canvas.

In addition to discussion boards; a syllabus quiz; and a few documentation quizzes, the class will have six major writing assignments:

1. Two abstracts of scholarly articles (1/2 page each)
2. Single annotated bibliography (1 ½ pages)
3. Compilation of multiple annotated bibliographies into a single coherent paper (6 pages)
4. Rhetorical critique essay of a visual (3 pages)
5. Argumentative synthesis research paper rough draft (4 pages)
6. Argumentative synthesis research paper final draft (4 pages)

### **Academic Calendar for Fall 2022**

Aug. 15 (M)	Classes begin
Sept. 5 (M)	* Labor Day Holiday College closed (we will have Saturday class)
Oct. 3 (M)	Fall A classes end Grades due 10/5 (W) by 10 a.m.
Oct. 4 (T)	Faculty Prof. Dev. Day No classes scheduled
Oct. 10 (M)	Fall B classes begin
Nov. 11 (F)	* Veteran's Day Holiday College closed (we will have Saturday class)
Nov. 23-27 (W-Sun.)	* Thanksgiving Break College closed (we will not have Saturday class)
Dec. 1 (Th)	Fall B classes end
Dec. 2-4 (F-Sun.)	Fall C classes end (our ENC-1101 class is on the "C" schedule)
Dec. 2-8 (F-Th)	Exam Week
Jan. 9, 2023 (M)	Spring classes begin

The English Department policy states that the cumulative total of writing in the course will be a minimum of 6,000 words or approximately 20 pages. The page length requirements are intended to account for essays written in Times New Roman, 12-point font, with one-inch margins.

<b>Week*</b>	<b>Course Schedule—assignments, evaluations, etc.</b>	<b>Due</b>	<b>Points</b>
<b>1</b>	Syllabus review and <b>syllabus quiz</b> ; faculty interview project; introduction to research paper topics and choosing a research paper topic exercise	8/20/22	25
<b>2</b>	How to conduct online library searches; refining topic selection; creating a research question; general overview of library research; introduction to writing an abstract; introduction to creating a Works Cited; difference between paraphrase and summary; <b>grammar quiz</b>	8/27/22	25
<b>3</b>	We will have class today. Identifying a thesis sentence in a scholarly article; identifying supporting points in a scholarly article; introduce abstract writing; discuss research paper topics;	9/3/22 Labor Day weekend	
<b>4</b>	Start the first annotated bibliography assignment; continue library research; build the Works Cited; <b>evaluation of abstracts</b> ; introduction of in-text citations	9/10/22	50
<b>5</b>	Continue working on the annotated bibliography assignment; continue working on developing a Works Cited; continue working on in-text citations	9/17/22	
<b>6</b>	Online peer review of annotated bibliographies; introduction to a rhetorical critique of a visual (emphasis on rhetorical principles: ethos, logos, pathos)	9/24/22	
<b>7</b>	Individual student meetings to <b>evaluate annotated bibliographies</b> and answer questions related to class	10/1/22	100
<b>8</b>	Continue working on rhetorical critique of a visual essay	10/8/22	
<b>9</b>	<b>Presentations of visual and evaluation of visual critique essays</b> ; introduce argumentative synthesis research essay assignment	10/15/22	25
<b>10</b>	Continue working on argumentative synthesis research essay; work on in-text citations	10/22/22	
<b>11</b>	Continue working on argumentative synthesis research essay; work on in-text citations; <b>in-text citation quiz</b>	10/29/22	25
<b>12</b>	Introduction to adding counter-claims to an argument	11/5/22	
<b>13</b>	Putting the argumentative synthesis research essay together—rough draft due; peer review of rough drafts.	11/12/22	
<b>14</b>	<b>Final argumentative synthesis research essay evaluation</b>	11/19/22	200
<b>15</b>	NO CLASS TODAY	11/26/22 T-giving	
<b>16</b>	<b>Final exam</b>	12/3/22	50
	Total points possible for the course		500

\*due dates and deadlines are subject to change at the instructor's discretion and announced in advance

The College of Central Florida is committed to helping you succeed and achieve your academic, personal, and career goals. There are a wide range of resources and support services available to you. When you connect early to resources and support systems on campus, you are much more likely to be successful in your classes and complete your path more quickly. Please reach out to me, your instructor, to get help accessing the resources available to you. My contact info is [john.fallon@cf.edu](mailto:john.fallon@cf.edu)

The syllabus may be changed at instructor discretion.