

Course Syllabus ENC 1101

Monday/Wednesday

Freshman Composition Skills I Sections 56, Fall, 2022 Three (3) credits

Class Meetings: Section 56 meets M & W from 8:00 am-9:15 pm in 4-206.

Contact Info: E-mail: through Canvas inbox. Phone: 352.746.6721 ext. 6129. 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.

Please allow 24 hours for a response Monday morning through Friday afternoon and up to 48 hours for a response Friday evening through Sunday evening. Scheduled holidays [and professor obligations] may extend the response time. In general, I try to reply within a matter of hours.

Office Hours: My office is in 4-201A. Face to face office hours are: Monday through Thursday from 7:00-8:00 am, M/W from 10:45 am-12:00 pm. Tuesdays/Thursdays from 9:15 am to 11:00 am. Additional hours by appointment. I am available for Zoom conferences, but you must schedule an appointment in advance with me through Canvas inbox message so I can set up a one-on-one Zoom conference.

Course Description: 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. Gordon Rule (minimum of 6,000 written words) applies.

Prerequisite: No prep needs in reading or writing. (If you are unsure about your prep needs, I recommend that you consult with an academic advisor to learn about placement testing, developmental courses, and college-level performance expectations. You may be required to compose a diagnostic writing sample at the start of the course).

Teaching Philosophy and Expectations: I believe that you can become a more effective, college-level writer by:

* engaging with lectures (listening, note-taking, studying notes after class, reviewing resources).

* studying assigned reading (skimming, then reading it, taking notes as you read, reviewing readings before class discussion).

* analyzing samples of good writing (not just reading sample essays, but examining and writing thoughtfully about how the authors constructed and crafted their pieces).

* routinely practicing composition skills (through writing and reviewing essays and through completing editing exercises).

I expect you to take notes during class, to read and complete assigned material by your deadlines, to participate in discussion, to create a respectful environment, and to strive to write essays that are engaging, appropriate for the writing situation, and free from distracting errors. I expect maturity, self-direction, and proper effort.

Textbooks & Materials: I highly recommend a hard copy of each textbook. E-book versions have different pagination and make finding assigned reading more difficult.

1. *Strategies for Successful Writing*. 12th ed. Reinking and von Der Osten. ISBN: 978-0-13-516479-2.

2. *A Pocket Style Manual*. 9th ed. Hacker and Sommers. ISBN:978-1-319-16954-1

3. Reliable computer, Internet, & printer access. While this is a face-to-face class, assignments and discussion boards are submitted online. If you do not have reliable internet access, you will need to use the computer labs or the library on campus in order to submit most of your assignments. **Not having internet/internet not working will not be an acceptable excuse for not submitting your assignments.**

*Note: CF bookstores (as well as online or private sellers) sell the required textbooks and materials in various formats: as packages, stand-alone items, with print handbook or electronic handbook. I strongly recommend a print handbook.

Canvas & Patriots Mail: This course uses Canvas to post course materials. Go to <https://mycf.cf.edu/ICS/>, log in, click on the Academics tab, and follow the link to Go to Canvas. If you are not familiar with Canvas, you may access a self-tutorial by hovering over the Courses tab in Canvas and clicking on the Getting Started in Canvas course. Additional Canvas tutorials can be found under the help menu in the upper-right corner of your Canvas page. If you have any questions or encounter any problems logging on to Canvas or within the system, contact the Distance Learning Help Desk Monday through Friday, 8 a.m.-4:30 p.m. (fall and spring hours), or Monday through Thursday, 7:30 a.m.-5:30 p.m. (summer hours), at dlhelp@cf.edu or at 352-854-2322, ext. 1317. You may also use the 24/7 Canvas help desk by clicking the Help link in the upper right corner of Canvas.

From the MyCF portal: "College of Central Florida provides students a required CF Patriots Mail account through Microsoft. Students have the free benefit of Microsoft Office 365 ProPlus, which includes Word, PowerPoint, Excel, Access and OneDrive in the Microsoft cloud. The tools are available for up to five devices per account, which means you can access from a personal

computer, tablet, and/or cell phone on any browser. You can use your professional email address for job-seeking as well. Log in to MyCF and follow instructions to get started with Patriots Mail.”

Learning Outcomes: To succeed in this course, you will need to demonstrate several competencies, specifically, you

will 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 sentences, 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 an individual learning plan and through editing essays will practice critical analysis* by identifying author’s purpose* by recognizing main ideas, organizational patterns, and supporting details* by responding to texts will learn academic writing conventions* by analyzing, summarizing, and synthesizing diverse sources* by [being introduced to] MLA format will avoid plagiarism.

At the end of this course, I must report your performance on an institution-wide learning outcome, namely: how well you can “[w]rite an organized document that communicates effectively and appropriately for the situation. To determine your performance level, I must examine your final exam essay. *The possible performance levels are Accomplished, Competent, Developing, or Beginning.*

Grading:

Syllabus Quiz, and Academic Integrity Quiz (5% of final grade): Demonstrates a thorough knowledge of important class policies.

Reading assignment summaries/MLA Homework Assignment/Personal Reflection Essay (10% of final grade): You will analyze assigned readings and lecture concepts by writing about them. The purpose of the reading assignment summaries is to ensure that you are assimilating course material, learning from other writers, and developing your own writing process. Graded holistically based upon effective composition skills and demonstration that the reading(s) and lecture(s) were understood.

Class Participation (10% of final grade) Students are expected to participate in class discussions. This will be graded based on the quality of your participation in the weekly class discussion boards found on Canvas See the post in the Preliminary Module on how to participate in the class discussion boards.

Grammar Study (10% of final grade): Complete various readings, exercises, and quizzes to demonstrate college level mastery of grammar, punctuation, and MLA format utilizing *A Pocket Style Manual*.

Essays (50% of final grade): You will compose five (5) essays: four typed, take-home essay projects and one shorter, impromptu essay. Graded with rubric(s). The purposes of essay-writing are to communicate ideas clearly and effectively through writing, to develop your writing style, and to learn the conventions of writing for college courses; **All essays must be submitted through Canvas on the day they are due. No Exceptions.**

Final Exam (15% of final grade): You will demonstrate what you have learned in this course by writing a final essay on a topic determined by the English Department.

Grading Scale **(I DO NOT ROUND GRADES!)**:

Excellent	90-100	A
Very Good	87-89	B+
Good	80-86	B
High Average	77-79	C+
Average	70-76	C
Poor	60-69	D
Failure	Below 60	F

*Note: Everything you submit should be well-edited—every draft, every assignment, **every e-mail**, every time. Editing reflects your skill level, your attention to detail, and your desire to represent yourself with professionalism; therefore, editing factors into your assignment grades.

Late Work Policy: For essays, major assignments, one point off per day late, up to three days late. After three days late, a zero will automatically be recorded. **Please note** that certain assignments (discussion boards, the in-class practice exam, and the final exam) no late work is permitted. If you expect to miss a particular class or assignment, you may ask **in advance** for an extension or special arrangement prior to the deadline. **I will not grant extensions after the fact.**

Attendance & Tardy Policies: Regular, punctual class attendance is the responsibility of every student who enrolls at the College of Central Florida; therefore, the institution is committed to enforcing the attendance policy in an effort to assist students in achieving their educational objectives. The documentation of student absences will begin the first day of class, regardless of when the student registers. The college reserves the right to evaluate individual cases of nonattendance. See Student Handbook, Policy Manual and Administrative Procedures.

Attendance at class lectures is mandatory. You are permitted four (4) absences with no excuse necessary. After the fourth absence your course grade will be reduced by one letter

grade for each additional absence. Use these absences wisely if/when needed (e.g. illness, injury, surgery, emergency, jury duty, military duty or VA appointments, important family time, etc.). Tardiness or leaving early from class meetings may be treated as half-absences and accumulate in your overall number of absences. If you are late, it is YOUR responsibility to let me know after class to change the roll from "absent" to "tardy."

Attendance Verification for Financial Aid: Attendance Verification is submitted each semester, generally in the third week of the term. Federal Student Aid requires that attendance is based on academic attendance or attendance at an academically related activity. For this class, your attendance is verified based on the first short analysis paper.

Electronics Policy: Cell phones should be silenced or powered down and cleared from your desks. Each time I see a cell phone in the classroom (after the first offense) once lecture starts, it will result in a deduction of ½ a letter grade for the course. Texting, surfing the internet, Facebook, etc. are not permitted. If you must take an emergency call, simply use courtesy. Occasionally, I may permit the class to use smartphones during class discussion or workshops.

Gordon Rule Policy: This is a Gordon Rule course, which means that you must complete a significant amount of writing (around 6,000 words), that your overall grade should be heavily based upon that writing, and that the quality of that written work must be at least C-level. So, to pass this course (in addition to earning at least a C for your final grade and maintaining satisfactory attendance), you must write all of the essays and the majority of the short analysis papers, and the work should be at least C-level. **The easiest way to insure you meet Gordon Rule requirements is to complete ALL essays and do the minimum word count for each assigned essay.**

Academic Integrity Policy: Cheating and/or plagiarism will not be tolerated and may result in an "FF" for the course as well as disciplinary action under the Code of Student Conduct. You will be referred to an Academic Integrity Seminar. There will be a charge for this two-hour seminar, and attendance is required (see Student Handbook). Failure to attend the Academic Integrity Seminar may result in your assignment of a final course grade of "FF," denoting course failure due to a violation of the College's Academic Integrity policy. If I suspect that you have violated academic integrity, I will require you to meet with me. If you are guilty of an infraction, the consequences will vary depending on the situation. At the very least, you WILL receive a zero on the assignment in question and be reported to Student Affairs.

Classroom Decorum Policy: Disruptive behavior will not be tolerated. Disruptive students will be asked to leave class meetings/discussion boards. Continuous disruptive behavior will result in withdrawal from the course and disciplinary action under the Code of Student Conduct (see Student Handbook).

Course Outline: The course outline is available through Canvas in the form of modules. Each Canvas module represents one week of the course (Lecture material, discussion boards, assignments, essays, etc.). For example, Module 1 covers what we will be doing on the first week of class. Module two covers the second week. All 16+ weeks of the semester are available through Canvas.

Due to unforeseen happenings, it may be necessary for me to alter the course assignment schedule. I will always strive to be fair about any changes.