

**ENC 1101 Syllabus, Fall 2022**  
**(Monday, Wednesday, every other Friday, 7:50-8:40)**

**I. Course Information**

Course Title: ENC 1101 (Freshman Composition I)	Course No. and Section: 2022-FA-ENC1101-62; ENC1101 (CC22) 62 - Freshman Composition Skills I
Credit Hours: 3	Instructor Name: Mrs. Bobbie Gowland
Office Location: WMHS, 02-028	Office Hours: Tuesday & Thursday, 8:00-8:30 By appointment after school
Telephone No.: 352-528-3542	E-mail: bobbie.gowland@levyk12.org
Extended Emergency Closure.	Remind Texts: Text @4fag4kg83k to 81010

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

**II. Course Description**

Success in this course depends on your participation. You are expected to bring your books and work materials to every class period. If you consistently do not bring your books to class, you will be dismissed from class and will be marked absent for that day.

Description

ENC 1101, the first course in college composition, provides the student with study and practice in writing multi-paragraph essays with emphasis on exposition and research. Students will examine selected readings as models of form for the student’s writing. This course introduces the rhetorical concepts of invention, arrangement, style, and grammar as used in academic writing.

Gordon Rule Writing Requirement

ENC 1101 is a Gordon Rule course that partially satisfies SBE 6A-10.30. The writing component must be completed satisfactorily to earn a grade of C or better in this course.

**Required Text** – Title: *The Longman Writer* and *The Easy Writer* (grammar text) (provided)

**Required Materials:** Texts, pens (blue or black ink), paper    **Optional Materials:** STICKY NOTES

**III. Student Learning Outcomes/Course Objectives.**

Learning Outcome	Learning Outcome
<b>Communication:</b>	Computer and Information Skills: The student will be able to evaluate the importance of technology and its applications
1. Read materials and effectively understand essential facts and concepts.	1. Organize data or information using appropriate electronic media.
2. Write an organized document that communicates effectively and appropriately for the situation.	2. Access, research, and retrieve information using the internet.
3. Listen actively to comprehend main ideas and essential details.	3. Communicate with others using electronic media.
4. Express clear, well-organized ideas through oral and written communication.	*There are four levels of assessment: Beginning (0-60), Developing (61-74), Competent (75-89), and Accomplished (90-100)

**IV. Assessment**

Regular attendance and participation is expected.

Assignments	Weight	Grading Scale
-Grammar	15%	90-100%    A
-Journals & Peer Reviews	10%	87-89%    B+    80-86    B
-Essays	40%	77-79%    C+    70-76    C
-Reading Quizzes/ Attendance/Participation	20%	60-69%    D
-Final Exam, Essay	15%	0-59%    F

**\*ANY writing assignments due on Canvas MUST be submitted by the final date of the assignment, or you will receive a 0 for the assignment. The assignment will NOT be reopened on Canvas for you to submit it. Please memorize your CANVAS login**

**information, as that is where your “day by day” information is, as well as where you submit online work. Late work is NOT accepted. You have multiple days (weeks) to complete an assignment. Please do not wait until the last minute.**

### **Grades**

Grades are a reflection of performance on assigned coursework and are not open to negotiation. You are expected to review comments on graded assignments and take the necessary steps to correct mistakes and improve your writing. The scores for your assignments will be posted to SKYWARD. **Please remember that to continue in Dual Enrollment, you must maintain a grade of ‘C’ or higher in all of your college classes.**

### **Quizzes/ In-class Writing Assignments**

**Expect a quiz on the assigned reading on any day. There are no make-up quizzes. If you are absent, you will not take that quiz.** Note: You do get one drop **quiz** grade for the semester (not each 9 weeks).

### **Essays**

You will write five “mini” essays (of a minimum of 500 words each) to help prepare you for the bigger one in ENC 1102. Writing assignments not completed in class will be turned in online on Canvas. All writing assignments will go through the “Turn It In” database to check for plagiarism. You do NOT get a drop essay grade. For the first two essays, you will have the opportunity to redo for a better grade (if needed). However, you MUST have submitted a completed essay in order to have the opportunity to redo it. For all assigned essays, make sure you do the following:

\*Complete entirely in MLA FORMAT! (Check your text as needed, but page 508 starts an example research paper)

\*Head your paper properly (MLA FORMAT!)

\*Include a Works Cited page (MLA FORMAT!), as needed. ANY source you use must be documented in your paper, and you must put it in your Works’ Cited page. Not citing your source is called plagiarism; we want to avoid that!!

\*The idea here is to make sure you use MLA format. If you do not, you will lose points.

### **Attendance**

**Regular attendance (coming each assigned day and on time) is expected. You will not be admitted to class late. If you cannot make it to class regularly and on time, please drop the course and take it at a later date. Participation (discussion of stories, peer editing, etc.) is an important part of the course and worth 10% of your overall grade.**

## **V. Course Schedule/Outline**

The schedule can be found at the end of this document as well as online on Canvas.

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.

## **VI. College Policies**

**Academic Integrity** – 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. A student 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 Seminar will result in the assignment of a final course grade of “FF,” denoting course failure due to a violation of the college’s Academic Integrity policy.

**Access Services for Students with Disabilities** – If you have a disability, serious medical condition, a learning or psychological disorder and want to request accommodations, it is your responsibility to register with the Office of Access Services and to provide verifiable documentation to Access Services as soon as possible. If eligible, Access Services will provide you with a notification of approved accommodations to give to your instructors at the beginning of the semester. Faculty will comply with the accommodations approved by Access Services. For information visit the Access Services webpage at <http://www.cf.edu/departments/sa/ss/>, contact [access@cf.edu](mailto:access@cf.edu) or call 352-854-2322, ext. 1580 for an appointment.

**Classroom Decorum** – Disruptive behavior (texting, talking at inappropriate times, arriving late or leaving early consistently) will not be tolerated. Disruptive students will be asked to leave. Cell phones and all other electronic devices are to be turned off upon entering the classroom. Texting, listening to music will not be tolerated, and/or constantly looking at your phone will not be tolerated. If a student continues this practice after being asked to stop, the student will be asked to leave class.

**Withdrawal** – If you want to withdraw from this class, you must fill out the necessary forms and have them signed by the appropriate parties. If you just stop coming to class after the posted drop date, you will receive the grade of F.

The college reserves the right to evaluate individual cases of non-attendance.

Students should be alerted to the fact that

- (1) withdrawals do not count in the CF GPA, but may not be viewed favorably at the university level or for financial aid
- (2) a withdrawal counts as an attempt under the forgiveness/withdrawal policy and the course repeat policy
- (3) there are increased costs to take the course on the third attempt
- (4) there may be a reason a withdrawal request may be denied.

Please see the College’s withdrawal procedures.

**Developmental Education Courses** – Florida law requires that students enrolling in the same developmental education course **more than twice** pay 100% of the full cost of instruction. Students registered in developmental education courses who receive N grades must repeat the same course and complete it with a grade of C or better before they can register for other courses that require the successful completion of the developmental course as a requirement.