

# Syllabus Fall 2022

Spring C (Aug. 15 – Dec. 8)

## I. Course Information

Course Title: Freshman Composition Skills I

Meeting Day & Time: Online

Course No & Section: ENC1101: 71 & 72

Course Location: NA

Credit Hours: 3

Meeting Dates: NA

Instructor Name: Mae Sands

Telephone No.: 352-854-2322, ext. 1438

Office Location: Building 2, 220A

Email: Please use Canvas Inbox

Office Hours: Please see Canvas

Extended Emergency Closure

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

## II. Course 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.

Pre/Corequisites: None

Gordon Rule Writing Requirement:

ENC 1101 is a Gordon Rule course that partially satisfies SBE 6A-10.30. As a Gordon Rule class, this course includes a significant writing component. "Per state policy, the quality of student writing must demonstrate substantive writing at a 'C' level or higher proficiency in order to earn a 'C' grade or higher in the course as a whole." **Even if your overall average is a "C" or higher, you cannot earn higher than a "D" if your writing assignments do not average at least 70%.** Students who fail to turn in all papers, on time or within the late penalty window (see below), will not be able to earn higher than a "D" or "F" in this course. However, submitting all papers does not guarantee a passing grade.

Textbook:

Not all assignments from the textbook will be covered in class. You are expected to accomplish these assignments individually.

\*Any edition is acceptable for the required textbook, but some required readings may not be found in earlier editions.

There are two required textbooks for this class

Required Text #1 Title: Strategies for Successful Writing, 12th edition Author of Text: Reinking Edition: 12th edition ISBN: 9780135203415	Required Text #2 Title: A Pocket Style Manual Author of Text: Hacker & Sommers Edition: 9th ISBN: 9781319515522
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Required Materials: ACHIEVE (sold bundled with I at CF bookstore) and internet access

Optional Materials: NA

### III. Student Learning Outcomes/Course Competencies

Learning Outcomes & How Measured

Communication: The student will write effectively.

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

How Measured: Writing sample

Course Competencies:

Skills taught within the course

The student

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 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

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 introducing MLA format

will avoid plagiarism

#### IV. Assessment

Attendance: Each student is required to participate in all class discussions and assigned work.

Non-attendance does not constitute withdrawal from this course. It is the student’s responsibility to complete the withdrawal forms by the appropriate date.

Grading scale:

A = 90 - 100	C = 70 – 76.9
B+ = 87 – 89.9	D = 60 – 69.9
B = 80 – 86.9	F = 59 or below
C+ = 77 - 79.9	XX

Grade Calculation:

Assignment categories are weighted as follows:

Essays: 50%; Journals: 12.5%; Grammar: 15%; Quizzes/Misc. Assignments: 12.5%; Final exam essay: 10%

Grades:

Grades reflect performance on assigned coursework. Grades are non-negotiable.

Grades are recorded in Canvas. It is your responsibility to check them. You have two weeks after a grade is posted to question the posted graded. After two weeks have passed, the posted grade stands as the true and correct grade, and the instructor will not discuss said assignment and its grade any further.

If a student is given permission to resubmit an assignment, that assignment is placed at the bottom of the grading 'pile' and will be graded after all the assignments which were turned in correctly and on time by other students are completed. Assignments are graded in the order they were submitted.

**Incomplete Grades:** An "I" grade indicates incomplete course work and may be awarded to a student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. Should you need to request an "I" grade and submit a plan for completion contract, this request should be negotiated with the instructor prior to the end of the semester. For additional information, refer to the CF policy on Incomplete Grades in the catalog.

**Make-up policy:** No make-up work will be given unless there is an emergency (proof may be required) or prior approval has been given by the instructor. In such an event, you must notify your professor before the exam or assignment is due unless the emergency prohibits it, and you may 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 your professor know as soon as possible if something is preventing you from participating online or completing work.

**Late submission policy:** Students are permitted to submit work up to 2 days after the due date, except for ACHIEVE Study Plan work. However, a late penalty is administered to work submitted after the due date. The penalty is 10% of the total assignment's point value deducted for each day late. As an example, if your essay is one day late, 10 points will be deducted from the essay's earned grade. If an assignment worth 20 points is submitted late, 2 points will be deducted from that assignment's earned grade for each day late. No assignment will be accepted through email unless written permission is given by the instructor.

#### Further Explanation Regarding Certain Assignments:

**Grammar assignments:** These are completed in ACHIEVE. Not all chapters from *A Pocket Style Manual* or ACHIEVE, assigned or unassigned, will be covered in class. You are expected to accomplish these assignments individually.

**Essays:** All formal writing (essay) assignments must be typed. Must follow the MLA format discussed in class and listed in the grammar textbook. Topics are broad and narrowed down by the student.

Essays are graded after the due date for the assignment and are graded in the order in which they were submitted.

All writing assignments are graded through Canvas. It is your responsibility to ensure that your writing assignment has been received and graded. If you do not receive a grade for the writing assignment, then the writing assignment was not received. If you find yourself in this

circumstance, and you know you submitted the writing assignment **and proof can be shown that the submission was a system error and not an operator error**, then you have two weeks after the assignment's due date to contact the professor and resubmit the assignment. However, late penalties may apply. Once the week has passed, no writing assignment will be accepted even if proof is given that it was a system error.

Final Exam: There is a final exam for the course which is an essay. The final exam is administered online. This exam cannot be made-up. **The final exam is due Wednesday, December 7, by 11:59 pm.**

### Online Etiquette:

Everyone enrolled in this course is considered an adult and will be treated as such. Students are expected to be respectful to their professor and peers. When communicating within the class, be aware of strong language, use of all caps, and exclamation points. Humor and sarcasm can be misunderstood in an online environment, so ensure it is clear you are using either of these forms of communication before posting. Check grammar and spelling before sending any communication. It is expected that any written communication should be free of errors and not written in the form of a text message. Don't share inappropriate material. Finally, be forgiving and understanding if someone doesn't understand the rules before posting.

The professor will contact the student if any of said behavior is noticed. If behavior continues, students will be required to meet with Dr. Henri Benlolo, Dean of Student Services, before continuing work in the class, and no assignments will be graded until the professor is contacted by Dr. Benlolo that a meeting has been conducted.

### Plagiarism:

Defined as: Taking ideas from another and claiming them as one's own, whether the ideas are published or unpublished. Plagiarism includes, but is not limited to, submitting papers, examinations, or assignments written by others; word-for-word copying of portions of another's writing without indicating that the copied passage is a quotation (by the use of quotation marks) and acknowledging the source in the appropriate format; the use of a unique term or concept that one has discovered while reading without acknowledging the author or the source; the paraphrasing or abbreviated restatement of someone else's idea(s) without acknowledging the author or source; the use of false citations or citing a source from which an idea has not been obtained; submitting a paper written for another course and to this course (you should speak to the professor before doing this).

Because electronic information is so easily reproduced, respect for the work and personal expression of others is critical in computer environments. Students should consult the section on plagiarism in CF's course catalogue and student handbook, and ENC 1101'S textbook.

Students who plagiarize may fail the course or the assignment depending on the severity of the plagiarized content. The severity is determined by the professor. If a student submits plagiarized content more than once in the course, the student will earn an FF in the course and will be referred to the Academic Integrity Seminar. This seminar has an associated fee which the student must pay.

## V. Course Schedule/Outline

### Tentative class schedule

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.

Weeks 1 – 5	THEME for 1 <sup>st</sup> ESSAY: 'This I Believe' All reading and writing assignments located in Canvas that pertain to the above theme
Weeks 6 - 11	THEME for 2 <sup>ND</sup> ESSAY: 'Mindset' All reading and writing assignments located in Canvas that pertain to the above theme
Weeks 12 – 16	THEME for 3 <sup>rd</sup> Essay: 'Well-Being' All reading and writing assignments located in Canvas that pertain to the above theme
Finals Week	Final Exam Essay on 12/7, <b>Wednesday</b> , administered online.

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 students are connected early to resources and support systems on campus they are more likely to stay in classes, perform better in those classes, and complete their path more quickly. One example is through an Early Support Program, where you may receive an email indicating your professor or advisor is reaching out directly to help connect you to support services. This may include connecting you to tutoring, financial support, psychological support services, and disability services just to name a few. Be aware, you can also reach out to these services on your own as well. Additionally, we offer free tutoring, disability services, a testing center, and many other resources which are all available to you. [Please refer to the College Resources, Dates, and Policies document in your Canvas course to learn more about these supports and policies.](#)