

## Spring 2023 Full Semester Syllabus

### Spring C (Jan. 9-May 4)

#### I. Course Information

*Course Title:* Freshman Composition Skills I  
*Course No. and Section:* ENC1101 | Sections 04  
and 05  
*Instructor Name:* Zackery Cote  
*Credit Hours:* 3.0  
*Course Location:* Building 2 Room 210

*Meeting Dates:* Tuesday and Thursday  
*Office Location:* Building 2 Room 220B  
*Office Hours:* MW: 3:30 – 4:45 | TH: 2:00 - 3:15 |  
F: 9:30 – 12:15 PM  
*Telephone No:* Ext. 1284  
*Email:* cotez@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 and Policies

**ENC 1101:** 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 applies.

**Teaching Philosophy:** Writing can be a daunting or even frightening task, but it is nevertheless essential to effectively communicating and functioning in today's society. In an effort to minimize the misgivings you may have about writing, this class will attempt to make the activity easy and approachable. This approach will involve viewing writing as a process, something almost scientific that can be deconstructed and assembled piece by piece. Even if you do not come to like or enjoy writing by the end of this class, you will be able to write effectively, which will serve you extremely well in your future both as an academic and an employee.

**Attendance and Punctuality:** While we are required to record attendance at CF, student attendance is not mandatory. There will be no direct negative consequences for not attending class. However, there may still be indirect negative consequences, as attendance generally correlates to better performance in the classroom.

**COVID-19:** CF does not have a mask mandate, and students are not required to social distance. Students are encouraged to take any precautions they feel are necessary to ensure their own safety and the safety of

those around them. Please do not come to class if you are feeling sick or displaying symptoms of illness; any students who wish to wear a mask are welcome to do so. Students who come to class with signs of illness may be asked to leave the classroom. Please visit <https://www.cf.edu/about-cf/news/2021/covid-19-updates/> for more information.

Required Text Title: *Strategies for Successful Writing, 12<sup>th</sup> Edition / A Pocket Style Manual, 9<sup>th</sup> Edition*

Author of Text: Reinking and Von Der Osten | Hacker and Sommers

ISBN No.: 978 - 0134119517

Required Materials: Paper and Pencil | Word Processor | Achieve Access

### III. Student Learning Outcomes/Course Objectives

Learning Outcome	Quiz	Exam	Essay	Classroom Activity
<b>Critical Reasoning: The Student will reflect, analyze, synthesize and apply critical thinking</b>				
1. State question at issue	X		X	X
2. Identify purpose of argument	X			X
3. Identify the ideas and concepts, information, and data, and the use of such in the argument.				X
4. Identify assumptions, bias, and point of view of information presented.				X
5. Create plausible solutions and implications of solutions.			X	X
<b>Communication: The student will read, write, speak, and listen effectively.</b>				
1. Read materials and effectively understand essential facts and concepts.	X		X	X
2. Write an organized document that communicates effectively and appropriately for the situation			X	
3. Listen actively to comprehend main ideas and essential details.				X

Because this is a Gordon Rule Course, certain special requirements must be met in order to satisfy SBE 6A-10.30. Most importantly, students must write a minimum of 6,000 words throughout the course and achieve a grade of C or better in order to receive credit.

#### IV. Assessment

Final average will encompass a variety of different categories:

- In-Class Content (15%): Includes class activities and quizzes.
- Achieve Grammar (20%): An online assessment program; work at your own pace.
- Essays (55%): **Three** out-of-class essays and **two** timed essays.
- Final Exam (10%): One Timed Essay.

#### Grading scale:

- A: 90 – 100
- B: 80 – 89
- **C: 70 – 79**
- D: 60 – 69
- F: 59 or less

**Make-up policy:** I understand that emergencies arise, which is why I allow a one class grace period for every assignment. **For each class period after the first that you do not turn in an assignment, I will remove a full letter grade from the essay.** Of course, this does not include extreme, extenuating circumstances (such as those that are medical in nature, i.e. car accidents, birth of child, etc.) with documented and verifiable proof. For such circumstances, please let me know as soon as possible about the issue, and we will establish a due date.

#### V. College Policies

**Academic Integrity** – Academic dishonesty (such as plagiarism or cheating) will not be tolerated and may result in disciplinary action under the Code of Student Conduct. Cases of academic dishonesty will be referred to a mandatory, two-hour Academic Integrity Seminar, which includes a fee (see *Student Handbook*). Failure to attend the Academic Integrity Seminar will result in the assignment of a final course grade of “FF” on the student’s transcript, denoting course failure due to a violation of the college’s Academic Integrity policy.

**Disability Services for Students with Disabilities** – To ensure students have equal access to educational opportunities here at the College of Central Florida, students with medical, sensory, physical, psychological, and/or cognitive disability are encouraged to register with the Office of Disability Services and request an application. If eligible, Disability Services will help facilitate approved accommodations for you. *Please do this as soon as possible, to ensure that such accommodations are implemented in a timely fashion for your academic success.* The Office of Disability Services is located in Building 5-204, on the Ocala Campus. For more information visit the Disability Services webpage.

Professional counseling services are available for all college students who are experiencing anxiety, depression, PTSD, stress; basically all psychological issues that could affect their school, job, relationships, or their home lives. Services are provided by Florida licensed mental health clinicians. This confidential resource is for all college students who want to achieve their endeavors. The Counseling Department is located in building 5, office 205B or office 205F. For more information about Counseling, you may call 352-854-2322 Ext. 1760 or Ext. 1286 or Ext. 1580.

**Attendance Policy** – 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. When a student has a legitimate reason for being absent, the instructor has the option of permitting the student to make up work missed and may require an explanation for the absence. The college reserves the right to evaluate individual cases of nonattendance. See *Student Handbook*, Policy Manual and Administrative Procedures.

**Equal Access/Equal Opportunity** – College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies, contact **the** Equity Officer, 3001 S.W. College Road, **Building 40, Room 306A**, 352-854-2322, ext. 1437, or [smithc@cf.edu](mailto:smithc@cf.edu).

**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 completed assignments after the posted drop date, you may receive the grade of F.

- Add/Drop period: January 11
- Drop only: January 13
- Last date for a refund: January 13
- Last day to Withdraw: March 31

Students should be alerted to the following:

- (1) Withdrawals do not count in the CF GPA, but may not be viewed favorably at the university level.
- (2) Withdrawals may negatively impact a student's financial aid eligibility.
- (3) A withdrawal counts as an attempt under the forgiveness/withdrawal policy and the course repeat policy.
- (4) There are increased costs to take the course on the third attempt (full cost of tuition, same as out-of-state rate).
- (5) There may be a reason a withdrawal request may be denied.

## **VI. CF Student Assistance Program**

The CF Student Assistance Program (SAP) is a confidential resource for assisting students who may have personal problems which could affect their school, work, or home lives. SAP provides early intervention and professional assessment and counseling to best meet the needs of the student. Services are free to all active CF students. The SAP is managed by BAY CARE LIFE MANAGEMENT, a health management organization. A student may call a toll free helpline during regular business hours Monday through Friday from 8:30 a.m.-5 p.m. For crisis situations after hours, on weekends, or holidays a student may call the same number and the therapist on duty will be paged and will promptly respond to the call. For services a student may call the following toll free number: 1-800-878-5470. CF also has a counseling office where students may receive free confidential professional counseling by State licensed clinicians. For more information you may call 352-854-2322 ext. 1760 or visit the counseling office at the Bryant Student Union, room 204B, or email ballardm@cf.edu.

## **VII. Additional College Resources and Information**

- **Early Support Program (ESP):** The College of Central Florida is committed to helping you succeed and achieve your academic, personal and career goals. One of the ways we can accomplish this goal with you is through an Early Support Program. Our philosophy, based on extensive research and practice, is that 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. Therefore, you may be contacted by your First Year Success Specialist, program Advisor and/or other resources on our campus if there is a time during the semester I feel it would be beneficial to your continued success. I am always your first point of contact for any concerns that affect your success or with course content, so I encourage you to come to me to discuss those issues. Also, be assured that I will first communicate any concerns I have with you and will then connect you with the other areas on our campus to help develop a network of support for you.
- This course uses Canvas to post course materials. Go to [MyCF \(mycf.cf.edu/ICS/\)](https://mycf.cf.edu/ICS/), login, 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](mailto: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.

- **Library Resources:** The CF Libraries are here to help with your research and information needs. Search the library catalog ([library.cf.edu](http://library.cf.edu)), or contact the Ocala campus library ([library@cf.edu](mailto:library@cf.edu), 352-854-2322 x1345) or the Citrus campus library ([citruslb@cf.edu](mailto:citruslb@cf.edu), 352-249-1205) with questions. Learn more about research help, online and database searching, and citing your sources by visiting the [CF Virtual Library](http://cf.libguides.com) ([cf.libguides.com](http://cf.libguides.com)) or by visiting the Ocala library (Building 3) or Citrus library (Building C2, Room 202) for one-on-one help. **Course reserves:** Course textbooks and/or supplemental course material may be on reserve at the Library. Please call to inquire. If the item you are looking for is not on reserve, ask your instructor if they are able to place a copy on reserve.

## **VIII. Course Schedule/Outline**

The course will be scheduled in weekly sessions that cover the various steps of the writing process, as well as the strategies used to develop ideas. 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.

The expected course outline will be as follows:

Week	Course Content
<b>Week 1</b>	Syllabus and Course introduction   Overview of Achieve Grammar component <b>Assignments:</b> Acquire necessary resources and login to Achieve
<b>Week 2</b>	The Writing Process: Step 1 – Planning and Pre-writing <b>Assignments:</b> Work on Achieve
<b>Week 3</b>	Crash course in grammar: foundations of mechanical writing <b>Assignments:</b> Work on Achieve   Read Chapters 8 and 9, “Narration” and “Description”
<b>Week 4</b>	Establishing Strategies: Description and Narration <b>Assignments:</b> Draft an essay using Description and Narration   Read Chapter 5, “Paragraphs”
<b>Week 5</b>	The Writing Process: Step 2 – Components of Essays <b>Assignments:</b> Work on Achieve   Read Chapter 4, “Revising and Editing Your Paper”
<b>Week 6</b>	Overview of MLA Format   Editing Essays <b>Assignments:</b> Read essays to prepare for discussion on Revision
<b>Week 7</b>	The Writing Process: Step 3 – Revising Your Writing <b>Assignments:</b> Work on Achieve   Read Chapter 10, “Process”
<b>Week 8</b>	Establishing Strategies: Process <b>Assignments:</b> Draft an essay using Process   Read Chapters 13, “Comparison”
<b>Week 9</b>	Establishing Strategies: Comparison <b>Assignments:</b> None. Enjoy Your Spring Break!
<b>Week 10</b>	<b>COLLEGE CLOSED FOR SPRING BREAK</b>
<b>Week 11</b>	Refresh Your Memory – A Brief Review   Timed Essay Assignment <b>Assignments:</b> Read Chapter 14, “Cause and Effect”
<b>Week 12</b>	Establishing Strategies: Cause and Effect   Essay Scoring Activity <b>Assignments:</b> Draft an essay using Cause and Effect
<b>Week 13</b>	Prompt Recognition – Understanding the Question   Extended Office Hours (Achieve Catchup Time) <b>Assignments:</b> Work on Achieve   Read Chapter 16 “Argument”
<b>Week 14</b>	Establishing Strategies: Argument <b>Assignments:</b> Work on Achieve   Review Logical Fallacies
<b>Week 15</b>	Everything is Argument – Review for Understanding   Timed Essay Assignment <b>Assignments:</b> Work on Achieve
<b>Week 16</b>	FINAL EXAM