

COLLEGE OF CENTRAL FLORIDA
FRESHMAN COMPOSITION SKILLS I / ENC-1101-10 MEETS ON SATURDAYS
COURSE SYLLABUS SPRING 2023
“C” SCHEDULE: JANUARY 14 – APRIL 29, 2023

I. Course Information

Saturday Class

Course Title: Freshman Composition Skills I
Course No. and Section: ENC-1101/section 10
Credit Hours: 3
Location: Ocala Campus
Building 40, room 303

Meeting Day / Time / Dates

Saturdays 9:30 am–10:45am
First class: Saturday, January 14, 2023
Last class: Saturday, April 29, 2023

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.

Texts:

Title: *A Pocket Style Manual*
Author of Text: Diana Hacker and Nancy Sommers
Macmillan Learning, 9th edition
ISBN No.: 9781319169541

Strategies for Successful Writing

Authors: James Reinking and Robert Von der Osten
Pearson, 12th 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.

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.

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 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. Assignments may be submitted up to one week late with a 10% grade deduction. Assignments submitted after one week late will receive a zero.

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.

Four ways to promote your academic success in this class:

1. Attend class (on time).
2. Submit assignments on time.
3. Ask questions of the instructor
4. Utilize regular writing tutoring

Even if you attend class, but arrive to class five minutes late, you will have missed a significant aspect of class, the overview of the day's activities. 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. 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 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 / 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 minor and major writing assignments:

1. Minor writing assignment: Abstracts of scholarly article rough draft (1 page)
2. Major writing assignment: Abstracts of scholarly article (1 page)
3. Minor writing assignment: Single annotated bibliography rough draft (2 pages)
4. Major writing assignment: Single annotated bibliography (2 pages)
5. Major writing assignment: Compilation of multiple annotated bibliographies into a single coherent paper (4 pages)
6. Major writing assignment: Rhetorical critique of a visual (2 pages)
7. Major writing assignment: Argumentative synthesis research paper rough draft (4 pages)
8. Major writing assignment: Argumentative synthesis research paper final draft (4 pages)

2023 Spring Term Significant Dates

Jan. 1-2 (Sun-M) Mid-year Break College closed
Jan. 9 (M) Classes Begin
Jan. 16 (M) * MLK Jr. Holiday College closed
Feb. 14 (T) No classes scheduled (Faculty Prof. Dev. Day)
Mar. 13-19 (M-Sun) Spring Break College closed
April 28-30 (F-Sun) Spring B and C classes end
April 28-May 4 (F-Th) Exam Week

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.

Week*	Tentative Course Schedule—assignments, evaluations, etc.	Due	Points
1	Syllabus review and syllabus quiz ; introduction to research paper topics and choosing a research paper topic exercise	1/14/23	45
2	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; rough draft of abstract	1/21/23	25
3	Identifying a thesis sentence in a scholarly article; identifying supporting points in a scholarly article; finished draft of abstract; review research paper topics;	1/28/23	
4	Write a rough draft of the first annotated bibliography assignment ; continue library research; build the Works Cited; introduction of in-text citations	2/4/23	30
5	Continue working on the annotated bibliography assignment; continue developing a Works Cited; continue practicing in-text citations	2/11/23	
6	Peer review of annotated bibliographies; introduction to a rhetorical critique of a visual (emphasis on rhetorical principles: ethos, logos, pathos)	2/18/23	
7	Individual student meetings to evaluate annotated bibliographies and answer questions	2/25/23	100
8	Continue working on rhetorical critique of a visual essay	3/4/23	
9	Presentations of visual and evaluation of visual critique essays ; introduce argumentative synthesis research essay assignment	3/11/23	100
	SPRING BREAK WEEK—NO CLASS	3/18/23	
10	Continue working on argumentative synthesis research essay; work on in-text citations	3/25/23	
11	Continue working on argumentative synthesis research essay; work on in-text citations; in-text citation quiz	4/1/23	
12	Introduction to adding counter-claims to an argument	4/8/23	
13	Putting the argumentative synthesis research essay together—rough draft due; peer review of rough drafts.	4/15/23	
14	Final argumentative synthesis research essay evaluation	4/22/23	150
15	Review	4/29/23	
16	Final Exam—Online (no regular class)	5/1/23	50
	Total points possible for the course		500

*Due dates, deadlines, and assignments subject to change at the instructor's discretion

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 email contact info is fallonj@cf.edu or by text or phone at 614-403-3522.