

Syllabus
ENC1101: Freshman Composition Skills I
Section 13 – Spring 2023

I. Course Information

Professor: Melissa Schuck
(pronounced “shook”)

Email: schuckm@cf.edu

Physical Office Hours (in 2-220c):
Tu/Th 2-3:30 & 5-5:45 p.m.; Wed. 2-5:45 p.m.

Pronouns: she/her

Meeting Days: TuTh 3:30-4:45 p.m.

Course Location: Bldg. 2, Rm. 208

Virtual Office Hours (via email):
F 3:30-5:45 p.m.

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

The first course in college composition designed to develop skills in writing multiparagraph 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.

III. Prerequisites

This course is open to students who have no preparatory needs in English, writing, and reading or who have satisfied their preparatory needs by taking ENC0010C or ENC0025 and/or REA0002C or REA0017.

IV. Gordon Rule Policy

ENC1101 is a Gordon Rule course. You must complete a significant amount of writing, your overall grade will be heavily based on writing, and the quality of your writing

submissions must be satisfactory. To pass this course, **you must achieve a C or higher for your final grade.**

V. Student Learning Outcomes/Course Objectives

Learning Outcomes	Assignment	Class Activity
Accurately interpret evidence, statements, questions, etc.	X	X
Identify important arguments.	X	X
Thoughtfully analyze and evaluate alternative points of view.	X	X
Draw valid conclusions.	X	X
Justify and explain assumptions and reasons	X	X
Read materials and effectively understand essential facts and concepts.	X	X
Write an organized document that communicates effectively and appropriately for the situation.	X	

VI. Required Materials

Strategies for Successful Writing
12th edition

James Reinking and Robert Von der Osten
ISBN: 9780135203415

A Pocket Style Manual (with Achieve)
9th edition

Diana Hacker and Nancy Sommers
ISBN: 9781319169541

VII. Time Commitment

3-credit, 16-week college courses require 2.5 hours of class meetings and about 9 hours of work outside of class each week (about 11 hours total each week). ENC1101 is a 3-credit course, but **Spring B is an accelerated 7-week term** so you will be expected to spend **approximately 22 hours each week dedicated to this course.** If you are not strong in reading, writing, or other elements tested by this course, you may be required to dedicate more time in order to be successful.

VIII. Communication

Communication with your instructor is vital to success in college. This means you must be proactive in reaching out to me whenever you have a question or concern. It's always better to ask as soon as you have the question or concern rather than to wait and hope you "figure it out." **Do not wait until my next office hour—reach out via email as soon as you need help.** Your primary method for communicating with me outside of class will be via email at schuckm@cf.edu. During my office hours, I will respond to your emails within 1 hour. Outside of office hours, I will strive to answer emails within 24 hours. If you require assistance beyond email, you may attend my scheduled on-campus office hours. Office hours are periods of time where instructors are in their offices with the sole purpose of working with students. You do not need to make an appointment or tell me you're coming to office hours—you can just show up during the office hour periods.

IX. Attendance

Attendance is not graded or considered for the final grade in this course; attendance is only recorded for administrative and financial aid purposes. **Attendance for a week can be earned one of two ways: 1.) Attending a synchronous class session for the week or 2.) Completing at least one graded assignment by the end of the week.** Failing to attend class or complete at least one graded assignment for a week will result in you being counted "absent" for that week. Logging into Canvas or completing ungraded assignments do not count towards attendance. You will still be listed as absent for attendance even if you have a legitimate reason such as a documented medical condition or emergency. Contact the CF Financial Aid office for more information on how attendance impacts your financial aid.

X. Canvas

Canvas will be used for completing all aspects of this course. It is important to review your Notification settings in Canvas as soon as possible to ensure you will receive notifications throughout the term (**"notify me right away" is the recommended setting for**

the Announcement category). I will be using Announcements in Canvas to communicate important course information throughout the term.

Go to [MyCF \(mycf.cf.edu/ICS/\)](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. 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.

XI. Grading and Assessment

Grading Scale

A 90-100%

B+ 87-89%

B 80-86%

C+ 77-79%

C 70-76%

D 60-69%

F Below 60%

Final Grade Calculation

50% = Writing Assignments

10% = Achieve Exercises

15% = Reading Quizzes

15% = Writing Workshops

10% = Final Exam (Writing Mechanics)

Achieve Exercises, Reading Quizzes, and the Final Exam (Writing Mechanics) will display your earned grade immediately. Writing Assignments, Writing Workshops, and extra credit must be manually graded so the grade will not appear immediately. For these manually graded assignments, submissions received by the assignment due date will be graded within 14 days of the due date. Late submissions will be graded within 14 days of the date of submission.

XII. Assignment Submissions

All assignments must be submitted to the correct location in Canvas in order to be graded. Assignment **submissions attached to comment boxes or emailed to the instructor will not be graded**. When submitting documents, **only Word documents (.doc or .docx) or PDFs (.pdf) are accepted**. If you are using an Apple device (Mac), you must convert the file type—assignments uploaded as **a .pages file will receive a zero**. For assignments requiring **image submissions, only .png and .jpg will be accepted**.

Extra credit and discussions will lock at 11:59 p.m. ET according to Canvas. All other assignments will have a late penalty assessed after this time even if they are only a couple minutes late. Note that your computer, phone, or wall clocks might be different from the time in Canvas. This means that if you attempt to submit an assignment at 11:58 p.m. according to your phone, the Canvas clock could be at 12:00 a.m. It is recommended that you submit all assignments by 11:50 p.m. to avoid locking dropboxes or late penalties. Assignments will not be reopened nor late penalties waived for failure to complete or upload assignments on time, even if your clock reads a different time.

XIII. Writing Assignments

This course will heavily test your academic writing abilities—we will be working on some form of writing assignment every week. Academic writing expectations for college are **much** higher than those required in high school; you will be expected to put significant effort into developing well-composed and polished pieces. This course will begin by teaching the writing process and best practices for developing college-level written assignments. You are expected to use these skills not only throughout this course but in all other courses as well. When a writing assignment is assigned, review the instructions as soon as possible and ask your instructor any questions you have about the requirements. Then, note the due date and plan for how you will use the time until the due date to work on the writing assignment.

All instructions for writing assignments are listed in Canvas. Writing assignments will be graded based on the rubrics attached to the assignment in Canvas. Writing assignments will only be graded once; **resubmissions after a writing assignment has been graded will not be accepted under any circumstances**. Before you submit a writing assignment, make sure to check the assignment instructions and the rubric to ensure you are fulfilling all of the assignment requirements. Always take the time to revise and proofread before submitting assignments. If you notice that you need to make changes to a submitted writing assignment **before the due date for the assignment has passed**, you may upload a new submission up until the due date. I will always grade the most recently submitted file. **Writing assignments will be due on Sundays** by 11:59 p.m. ET.

XIV. Achieve Exercises

You must have an Achieve access code and create an account with MacMillan Learning. This account must be created using the instructions listed in Canvas. **Do not use the instructions that come with the access code**. Failure to properly set up your account using the instructions in Canvas will cause your grades not to transfer into Canvas.

If you do not receive your access code in time to complete the first assignment, MacMillan offers a two-week free trial. To start the free trial, follow the instructions in Canvas but instead of entering the access code, click the link that says start free trial. If you start with a free trial, when you receive your access code, do **not** follow the Canvas instructions and create another account. Instead, log in to your existing account and add the access code. You cannot avoid paying for Achieve access by signing up for multiple free trials with different email addresses—only the first account linked with Canvas will transfer grades into Canvas. **If you create multiple accounts for any reason, I cannot fix the issue and your grades will be lost.**

Achieve exercises mostly consist of LearningCurve activities. LearningCurve tests your understanding of course topics each week by identifying what you do and do not understand. LearningCurve allows you to practice until you achieve mastery in all areas. Each question has a point value—get the question right and you get the points, get it wrong

and you do not get any points. The activity is complete when you earn the set number of points required. The grades for LearningCurve activities are based on completion—you will receive full credit for these exercises as long as you complete them no matter how many questions you get wrong. Achieve exercises not labeled as LearningCurve will be standard multiple choice questions. For these exercises, you will be given a grade based on the number of questions you answer correctly. For example, if you answer 5 questions correct out of 10, you will receive a 50% for that activity. You will only have one attempt for these activities and **additional attempts will not be provided under any circumstances**. All **Achieve Exercises will be due by Sundays** by 11:59 p.m. ET. Your Achieve Exercise with the lowest grade will be dropped from final grade calculation.

XV. Reading Quizzes

Most weeks require quizzes that test your understanding of the required readings assigned for that week. It is recommended that you read the required readings at least twice before attempting these quizzes. The reading quizzes will include a variety of multiple choice, true/false, matching, and “select all that apply” questions. There are no short answer or essay questions. The reading quizzes will have a **time limit and you will only have one attempt** to complete each quiz. **Additional attempts will not be provided under any circumstances**, including technology issues (such as internet “going out”) or low grades. You will only have one attempt for these activities and **additional attempts will not be provided under any circumstances**. All **Reading Quizzes will be due by Sundays** by 11:59 p.m. ET. Your Reading Quiz with the lowest grade will be dropped from final grade calculation.

Before attempting these assignments, make sure you are in an environment with minimized distractions and a strong internet connection. If you experience a technology issue during a quiz, log back in to the quiz as quickly as possible to complete the assignment. **The timer will not stop** if you lose internet connection or close the page but you will be able to log back in and complete the assignment with whatever time you have

remaining. The Stearns Learning Resources Center (LRC) at the Ocala Campus (Building 3) includes computers for student use if you worry about the suitability of your environment, technology, or internet connection.

XVI. Writing Workshops

Most weeks in the course will require you to participate in writing workshops **in class, usually on Thursdays**. During these workshops, you will work in a small group to practice the concepts we are learning that week. **Bring lined paper, a writing utensil, and your textbooks to class on writing workshop days**. The dates of all writing workshops are listed in Canvas. At the end of the workshop, you will be required to turn in your paper **before you leave the classroom** in order to earn credit for the workshop. Writing workshops **cannot** be completed or submitted online. Because of the nature of writing workshops, these assignments **cannot** be made-up late. **If you miss a class session when a writing workshop is held, you will receive a 0 for the writing workshop**. If you have an unavoidable, legitimate reason for missing class, such as illness or jury duty, email me at schuckm@cf.edu. Note that the vacations, having to work, and technical issues are not considered unavoidable, legitimate reasons for missing class.

XVII. Final Exam

The final exam will open at the beginning of Week 16 and close during Final Exam week. The instructor will inform the class of any changes to the final exam schedule via Canvas. Since you are given a period of time during which to complete the final exam, you will have some flexibility in choosing the day and time when you take the exam. The final exam will consist of a multiple choice test on writing mechanics. The exam **can only be submitted once**. **Additional attempts will not be provided under any circumstances**, including technology issues (such as internet “going out”) or low grades.

Before attempting the final exam, make sure you are in an environment with minimized distractions and a strong internet connection. If you experience a technology issue during an exam, log back into the exam as quickly as possible to complete the exam.

The timer will not stop if you lose internet connection or close the page but you will be able to log back in and complete the assignment with whatever time you have remaining. The Stearns Learning Resources Center (LRC) at the Ocala Campus (Building 3) includes computers for student use if you worry about the suitability of your environment, technology, or internet connection.

XVIII. Extra Credit

Extra credit activities are assignments beyond the required course assignments that allow you to further practice the concepts discussed throughout the course. You do not have to complete assignments titled “extra credit,” but completing these assignments will provide you extra points that will improve your overall grade. Opportunities for extra credit exist throughout the course and will be listed in the Modules section of Canvas. Extra credit assignments must be completed by the due dates listed in Canvas—they cannot be completed retroactively (i.e., if you do not have a passing grade in Week 16, you cannot go back and complete the extra credit). Extra credit assignments cannot be submitted late for any reason. Extra credit will be awarded based on the merit of the extra credit submission (points are not guaranteed); it will be graded similarly to other written assignments and exercises. I may add or remove extra credit opportunities during the course per my discretion.

XIX. Late Assignment Policy

It is best to complete all assignments by the posted due date, but I know that situations come up throughout the term that can keep you from submitting an assignment on time. While work can be submitted late in this course, be very cautious about how you use the late submission policy. Continually pushing work to the next week creates a cycle of that is difficult to get out of and successfully complete the course. Submitting work late also means you may not receive valuable instructor feedback before future assignments are due. **Late submissions for Achieve Exercises, Writing Assignments, and Quizzes will be accepted for a 2% per day penalty** (percentage is taken from the points possible for the assignment).

Writing workshops, extra credit, and final exams cannot be submitted late—these must be submitted by the due date. **All work must be submitted by the last day of the regular term** (not including final exam week). This late assignment **policy was developed to provide an equitable opportunity for all students** to complete the course requirements. In the spirit of equity, this late penalty applies to all students, regardless of the reason an assignment is turned in late. The late penalty will not be waived under any circumstances.

XX. Course Pacing and Working Ahead

This course is designed for you to complete roughly the same amount of work each week. Based on your past experiences and comfort with the course concepts, you may find that you are able to move through the course requirements quickly in a given week, which provides the opportunity to work ahead. Working ahead is available in this course. If you would like to work ahead, it is important that you:

- Complete all work in a Week before moving ahead (**don't skip the required readings and lectures**)
- **Work on the course assignments in order** (Week 1, then Week 2, then Week 3...) rather than “jumping around” (e.g., working on Week 4 before finishing Week 3)
- Remember that **you will not be given additional opportunities to “retake” assignments if you earn a low score**
- **Review and apply instructor feedback before moving to future writing assignments**
 - You are expected to apply instructor feedback from your previous assignments to future assignments. Submitting additional writing assignments before receiving and applying instructor feedback often leads to lower-than-desired grades.

Remember that **working ahead in this course provides you an opportunity to use your time wisely. If you are solely focused on rushing to complete all assignments as quickly as possible, you will often rush to failure.**

XXI. Sourcing

Academic writing requires the use and integration of appropriate resources.

Locating and assessing resources will be discussed in the course. In general, the following resources can **never** be used:

- Student assignments
 - Student assignments are pieces in any form that were created with the intent to be submitted to any educational institution to satisfy the requirements of a course. For example, papers posted to sites like CourseHero, student presentations posted on YouTube, or student slides found through a Google image search.
- Wikipedia
 - Definitions and supporting content must come from appropriate sources. Since Wikipedia content is crowdsourced, it may include incorrect information. Wikipedia is a good place to start to understand a topic, but you should then move on to more authoritative sources for resources to include in a paper.
- Dictionaries (e.g., Merriam Webster)
 - You will likely look up words throughout the course, but a dictionary definition does not constitute a resource in most cases. Your textbooks should be used to define terms and concepts that we discuss in this course.

XXII. Plagiarism and Academic Honesty

This course will discuss plagiarism and MLA Style. It is expected that you will use the lessons and resources available to you to properly cite all sources and avoid all forms of plagiarism. Since you are learning academic writing and MLA Style in this course, you are likely to make minor mistakes in your assignments. While small mistakes are expected, all instances of intentional plagiarism or major unintentional plagiarism are not acceptable.

Intentional plagiarism is the purposeful use of content developed by someone else and submitted under your name. Intentional plagiarism includes:

- Having another person provide the answers to graded questions or compose any part of your assignment without instructor permission
 - The use of approved tutoring through CF and Smarthinking Online Tutoring **does not** apply.
 - The use of unapproved outside “tutors” who develop portions of your assignment for you or tell you the answers to assignment questions **do** fall under this category.
- Purchasing an assignment submission through any method
- Using resource content without any in-text and end citations

Any instance of intentional plagiarism in a submission will result in a grade of 0. A referral for disciplinary action through CF’s Code of Student Conduct may also be made at the instructor’s discretion. Instances of intentional plagiarism are taken very seriously and disciplinary action for plagiarism can include fines, receiving a permanent FF grade for a course, and expulsion from the college.

Unintentional plagiarism is the unplanned or mistaken use of content developed by someone else and submitted under your name. Unintentional plagiarism includes:

- Providing in-text or end citations, but not both
 - To provide proper attribution, you must list all resources in proper MLA style format on the Works Cited. You must also include corresponding in-text citations at all points where you use information from a resource in the text.
- Inserting word-for-word content from a resource without using quotation marks
 - When using exact content from a resource, that content must be placed in quotation marks. Failure to include quotation marks around content taken word-for-word from a resource is plagiarism even if the proper in-text and end citations are in place.

- Using content from other papers you wrote without including citation
 - You cannot use content from previous papers you wrote without citation. While you may use content from a previous paper you wrote, the same citation rules apply. You must include end citations, in-text citations, and quotation marks.
- Pasting a URL at the end of a paper
 - Failing to provide proper MLA style formatting for in-text or end citations is considered plagiarism. There must be a clear attempt to format all sources in MLA style.

Academic penalties for unintentional plagiarism will be applied at the instructor's discretion. Unintentional plagiarism in a submission may result in a grade of 0 for the Formatting and Citations rubric categories, a grade of 0 for the assignment, and/or a referral for disciplinary action through CF's Code of Student Conduct.

Since this course is teaching MLA style and proper resource integration, more leniency is provided for unintentional plagiarism as you continue to hone your citation abilities throughout the course. **Outside of this course (including in your other courses) there is no difference between intentional and unintentional plagiarism. Your other instructors may take academic or disciplinary action starting with the first instance of plagiarism, even if it is unintentional.**

If you are unsure of how to format using any citation style, integrate resources, or whether something constitutes plagiarism, always reach out to your instructor first for assistance. You can also use the following resources throughout your time at CF for assistance with sourcing and citation:

- Smarthinking Online Tutoring
 - Access the link through your course's Canvas site
- CF Library
 - 352-854-2322 ext. 1345 (Reference desk) or online by logging in to the CF Library website and clicking "Ask a Librarian" at the top

XXIII. Course Schedule/Outline

The following schedule outlines the topics that will be discussed and the readings that will be required each week. Additional required and optional readings may be assigned for each module in Canvas. All assignments and due dates are detailed in Canvas. With the exception of Week 1, our weeks will start on Mondays and end on Sundays. **You must complete the Course Introduction module** in Canvas before all other course content will be accessible.

Week	Topic and Assigned Readings
Week 1 3/6-3/12	Introduction to Academic Reading and Writing ENC1101 Syllabus (Canvas) Setting Up Your Achieve Account (Canvas) Reviewing Instructor Feedback for Writing Assignments (Canvas) Strategies for Successful Writing: Chapters 1 and 2 (pgs. 2-38) See Canvas for other assigned readings for this week.
3/13-3/19	Spring Break
Week 2 3/20-3/26	Brainstorming, Planning, and Drafting Strategies for Successful Writing: Chapter 3 and 4 (pgs. 39-87) See Canvas for other assigned readings for this week.
Week 3 3/27-4/2	Reviewing and Revising Strategies for Successful Writing: Chapters 5 and 6 (pgs. 88-123) See Canvas for other assigned readings for this week.
Week 4 4/3-4/9	Academic Writing and Research See Canvas for assigned readings for this week.
Week 5 4/10-4/16	Using MLA Style See Canvas for assigned readings for this week.

Week	Topic and Assigned Readings
<p>Week 6 4/17-4/23</p>	<p style="text-align: center;">Narration and Description</p> <p>Strategies for Successful Writing: Chapter 8 and 9 (pgs. 147-182) See Canvas for other assigned readings for this week.</p>
<p>Week 7 4/24-4/30</p>	<p style="text-align: center;">Choosing Classifications and Examples</p> <p>Strategies for Successful Writing: Chapters 11 and 12 (pgs. 147-182) See Canvas for other assigned readings for this week.</p>

Due to unforeseen happenings, it may be necessary for the course assignment schedule to be altered.

XXIV. Withdrawals and Incompletes

The late assignment and extra credit policies exist to help you complete the course in spite of any challenges you may face during the term. If you are not earning a desired overall grade for the course, make sure to first submit any missing writing assignments, quizzes, and Achieve exercises per the late assignment policy. Then, complete the extra credit activities listed in Canvas. If you are still not seeing the necessary improvement in your grade, make sure to reach out to me for help.

If you find yourself far behind in a course and do not believe that you will be able to complete the course requirements, you may consider a withdrawal from the course. The withdrawal process allows students to “unenroll” from a course up until the withdrawal deadline. A “W” will appear on your transcript instead of a letter grade, which is not calculated into your GPA. There are no refunds if you withdraw from a course. If you need to withdraw from the course, you can speak to your CF Advisor, email eadvise@cf.edu, or complete a course withdrawal yourself through MyCF (Enrollment tab > “Course Withdrawal”).

If you experience a severe, unexpected event outside of normal life experiences during the term that has kept you from completing your coursework, you may qualify for an Incomplete or “I” grade for the course. The Incomplete process allows instructors to provide

a student additional time beyond the end of the term to complete coursework. In order to qualify for an Incomplete for this course, you must meet all of the following requirements:

- You experienced a severe, unexpected event **during the term** that has kept you from completing coursework for an **extended** period of time (e.g., a long-term hospitalization).
- You were successfully completing the course (70% or higher overall grade) up until the severe, unexpected event occurred.
- You informed me of your severe, unexpected event via an email to schuckm@cf.edu as soon as reasonably possible after the event occurred.
- You started completing coursework as soon as reasonably possible after the event occurred, in accordance with the completion plan I provided through email.

Incompletes are given at the discretion of the instructor—I may deny a request for an Incomplete if you do not meet all of the above requirements. I may also deny a request for an Incomplete for other reasons, even if you do meet all of the above requirements. To request an Incomplete, email me at schuckm@cf.edu **before the end of Week 7 of the term.**

XXV. CF Policies and Resources

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.](#)

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.**