

**Syllabus Spring 2023**  
***Your Questions Answered!***

**Course Information:** *What class is this? When and where do we meet? Who are you, and where can I find you if I need you?*

**Course Title:** Freshman Composition Skills 1    **Course No. and Section:**  
ENC1101 Section 75

**Credit Hours:** 3

**Instructor Name:** Lori Bufka

**Course Location:** Online with Live Meetings    **Meeting Times:** MW 11:00-12:15  
via Zoom

**Office Location:** Bldg 2 Rm 220E  
Information

**Zoom Office Hours:** See Course

**Telephone No.:** 854-2322 ext. 1375

**E-mail:** Through Canvas

*What do I do if there is an emergency?*

Extended Emergency Closure

For emergency campus closings (natural disasters, etc.) call 352-291-4499 or 800-831-9244 or check our website [www.CF.edu](http://www.CF.edu) ([Links to an external site.](#))[Links to an external site.](#)

**Course Description:** *What is this course all about? What do I need for the course?*

ENC1101, the first course in college composition, is 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.

Gordon Rule Writing Requirement

ENC 1101 is a Gordon Rule course that partially satisfies SBE 6A-I0.30. Students must satisfactorily complete the Gordon Rule writing portion of this course in order to be eligible for a final course grade of C or higher.

Writing is a skill. Because of this, learning to write well requires your active participation. You will be expected to attend class regularly, to come to class prepared, and to participate in all in class and homework activities and assignments.

**Required Text:** *This is an Open Source course. Most materials will be provided for you and/or accessed online. It uses Creative Commons and Open Source teaching materials. However, you will need a handbook:*

*Pocket Style Manual with Achieve*

**ISBN 13:** 9781319515522

**Student Learning Outcomes/Course Objectives:** *What are the learning outcomes and objectives for the course? How will I meet them?*

**Communication Learning Outcome:** The student will read, write, speak, and listen effectively

- **ENC1101:**
  - Write an organized document that communicates effectively and appropriately for the situation.**
    - **How measured: Final Essay Exam**

**ENC1101 Course Objectives:**

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

### Practice critical analysis

- by identifying author's purpose
- by recognizing main ideas, organizational patterns, and supporting details
- by responding to texts

### Learn academic writing conventions

- by analyzing, summarizing, and synthesizing diverse sources
- by introducing MLA format

### Avoid plagiarism

**Assessment:** *What do I have to do for this class? How will I be graded?*

For this course you will have several different types of assignments and activities:

### **Essays**

You will write three graded 750-1250 word essays and one graded 500-750 word timed essay this term. All essays will be typed and submitted in MLA format. Topics for the first three essays are chosen by the student (in conjunction with the assignment guidelines) and approved by the instructor. The timed essay will have topic choices provided by the instructor.

Essays are to be submitted in Canvas. Do not submit your essay to me via email. Late penalties do apply until the essay is submitted correctly into Canvas.

Essays submitted after they are due will be considered late. Late essays will be reduced by 5% (5 points) for each day late. For example, if the essay is due on Monday and is turned in on Tuesday that is a 5 point deduction. If the paper is turned in on Wednesday, that is a 10 point deduction. Any essay submitted 7 days after the due date will receive a zero.

### **Grammar Exercises/Quizzes**

Grammar assignments are completed through the Macmillan Achieve software which you can link to through Canvas. The Learning Curve assignments and the quizzes must be completed by the deadlines listed in the assignment schedule. These exercises/quizzes are worth 10% of your grade.

### **Journals/Discussion Board**

You will write several journal entries throughout this semester. Each journal assignment is a 250 minimum word response to an assigned prompt. All responses must be typed and submitted in correct MLA format. One point will be deducted from the score if MLA format is not followed. Each journal assignment is worth 10 points. Late journal entries will be assessed 1 point per day. No entries will be accepted more than one week after the due date.

Journals entries should be done as a Word document and submitted in Canvas. You are given points for completing the journal assignment not for the content of the response. (Please see the journal response rubric in Canvas for scoring for entries that fall short of the 250 word minimum.) However, the response must be on the assigned prompt and not on any other topic. If the response is off topic, then no credit will be given.

You will also do a series of discussion postings for the course which will also be a minimum of 250 words. These postings will typically involve a minimum 150 word initial entry in response to a prompt that I give followed by two or more responses to your classmates, which should account for the remaining 100 words.

### **Assignments/Attendance**

This is an online class with a synchronous live component. That means that attendance at Zoom class meetings is mandatory for the scheduled course time. For this semester it is MW 11:00-12:15. The information for logging on and attending the Zoom meetings is in the Modules in the Course Information section. I will take attendance at the Zoom meetings. Attendance is worth 20 pts. each week (10 pts for each class meeting). If you are not able to attend a class meeting, you can make it up by viewing the live class recording; however, you will only receive 7.5 pts. for the makeup.

You will do a variety of assignment types this term. Most of these will be to help prepare you for your papers or to enhance your understanding of course materials. It is your responsibility to ensure that your assignment has been received and graded. When you upload an assignment to Canvas please double check to be sure

that it has been uploaded properly. Please check your grades regularly in the Canvas site and contact me immediately if you see something that you believe is an error.

Assignments will be graded on a check, check plus, check minus system (with a check plus being 9.5 pts., a check being 8.5, and check minus being 7.5) unless specified otherwise. A score of 5 will be given for work that is seriously incomplete and which does not meet minimally passing standards. Please refer to the Rubric for Assignments in Canvas for more information on the grading standards for these assignments. Late assignments will be accepted up to one week after the due date but will receive an automatic check minus score.

### **Make-up Work/Extra Credit:**

There are several opportunities for extra credit available to you this term. You may receive extra credit for attending college events. This includes either on-campus or Zoom events. Submitting proof of attendance (i.e. a screen shot or a selfie from an in-person event) is worth 5 pts. of extra credit. If you wish to earn 10 pts of extra credit, you may submit a journal entry of 200-250 words giving your overall impression of the event.

This semester you will have a unique opportunity to make up missed assignments by publishing your writing for a larger audience. To make up missed assignments or journal entries or to earn extra credit for the assignment portion of your grade, you may submit a post for the classroom blog. This post must be an original piece that is no fewer than 250 words.

There are several options for the content of this post. You may attend a campus activity, such as a musical or theater performance, an art show, a poetry or book reading, an exhibit at the Appleton, a club activity, and write a report or review of the event. Similarly, if you are involved in one of these events and want to write a piece generating interest for an upcoming activity, that would also be appropriate.

Another option would be if you are an artist of some type, you may produce a work of art (which can be photographed or recorded) and post it on the blog, along with a minimum 200 word discussion of the piece. A third option might be to review a book, movie, video game, software program, etc. that might be of interest to other students in the class. All post topics need to be approved. You may email a request to me. If you have an idea for something relevant that is not included here, feel free to run it by me.

To submit a post you must email it to me and perform any necessary editing for publication. Since blog posts also require visuals, we can work to find non-copyrighted pictures to accompany the post, or you can supply your original pictures or art. **Blog posts are worth 15 pts. of extra credit. You may use this makeup/extra credit option for a maximum of 30 points for the term. The final deadline for submitting full length postings is Sunday, April 23rd.**

You may also receive extra credit for replies to your classmates' blog posts. To receive credit, a reply must be a minimum of four sentences long. While supportive comments are desired, your comment should do more than just say "good job." It should comment on the content in some constructive and meaningful way. A reply should be given within two weeks of the original posting. **Each reply will be worth 2.5 pts of extra credit. You may use this makeup/extra credit option up to 10 times per term. The final deadline for submitting comments on postings is Sunday, April 29th.**

### **Final Essay Exam:**

There will be a final essay exam for the course in which you will demonstrate your proficiency in applying the information from the course. You must take the final on the days and times assigned unless you make other arrangements with the instructor. This is 10% of your course grade.

### **Final Grammar Mastery Check:**

There are final grammar tests that must be taken when each of the grammar modules are completed in Achieve. The dates for each of the grammar module tests will be announced in the assignment schedule and will be taken in the Achieve software. This is 10% of your final grade.

**Grade Calculation:** Assignment categories are weighted as follows:

Essays = 50%	Assignments =	
10%	Journals/Discussions = 10%	Grammar Exercises/Quizzes
= 10%	Final Essay Exam = 10%	Final Grammar Mastery Checks
= 10%		

**The Canvas grade book average is a point of reference for approximate progress. Please check it regularly. You are expected to review my comments on graded assignments and take the necessary steps to correct mistakes and**

**improve your writing.** The grades for your assignments, including my comments, are displayed in Canvas; it is your responsibility to check them.

You have two weeks after a grade is posted to contest the posted graded. After the 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.

### Grading Scale

A = 100 - 90

B+ = 89 - 87    B = 86 - 80

C+ = 79-77    C = 76 -70

D = 69 - 60

F = 59 or below

**Course Schedule:** *How will I know what is due and when? How often should I log in to the class?*

The assignment schedule for each weekly unit is posted in Canvas. Please refer to the Assignment Schedule in each weekly module for specific information about assignments. The information included below is just an overview. The assignments for each weekly unit will not open for you unless you have first viewed the Objectives and Overview and Assignment Schedule that proceeds them in each weekly module. Always access the work for the course through the weeks within the Module sections. Do NOT use the Course Calendar, "Coming Up" or "To Do" list to access weekly work, as you will miss key information, such as lectures and reading materials (plus you will find that the assignments will be locked).

In an online class "attendance" is key to your success. It is usually recommended that you log into the course a minimum of three days per week, but because of the summer format, four would probably be better. A good schedule would be to log on Mondays to see what is new for the week and when assignments are due and to attend class, then Tuesday to complete any work needed before Wednesday's class, Wednesday for your second class meeting, and then again on the weekend to complete any remaining assignments that are due.

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.