

# Syllabus

## ENC1102: Freshman Composition Skills II

### Section 03 - Spring 2023

#### I. Course Information

**Professor:** Melissa Schuck

**Email:** schuckm@cf.edu

**Physical Office Hours (in 2-220c):** Tuesdays 9:15-12:15 p.m.; Thursdays 8:15-12:15 p.m.

**Course Location:** Bldg. 2, Rm. 116

**Meeting Days:** F 9:30-10:45 a.m.

**Virtual Office Hours (via email):**  
F 12:15 p.m.-3:15 p.m.

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

This course builds on compositional skills (including grammar and rhetoric) introduced in ENC1101 in writing expository and argumentative essays. Editing and revising techniques and MLA format are emphasized. The course also introduces the basic concepts of reading and thinking critically about texts.

#### III. Prerequisites

This course is open to students who have completed ENC1101 with a final grade of a C or higher.

#### IV. Gordon Rule Policy

ENC1102 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. Hybrid Course

This section of ENC1102 is a “flipped hybrid” course. This means that the course has both online and in-class requirements in addition to a “flipped” format that will require you to prepare before class in order to complete assignments during class time. Most weeks, **you will be required to watch recorded lectures in Canvas and read the required readings before coming to class** on Friday. Instead of the traditional lecture format, Friday class sessions will be focused on completing small group activities and participating in large group discussions. If you do not prepare for class sessions by reviewing the readings and lectures, you will not be able to participate in these required activities.

**VI. 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	

**VII. Required Materials**

Arguing About Literature

3rd edition

John Schilb and John Clifford

ISBN: 9781319035327

A Pocket Manual of Style

9<sup>th</sup> edition

Diana Hacker and Nancy Sommers

ISBN: 9781319169541

**NOTE:** If you have this text from ENC1101, you do NOT need to repurchase this text or an access code.

**VIII. 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). You can expect to **dedicate about 11 hours total** to the course each week. 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.

**IX. 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 will be via email at [schuckm@cf.edu](mailto: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, please attend my in-person office hours.

## X. 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 is determined by the **attending class meetings or completing at least one graded assignment by the week that the assignment is due**. Failing to attend class meetings or submit 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 may impact your financial aid.

## XI. Canvas

Canvas will be used extensively for 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](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.

## XII. 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

40%	= Writing Assignments
15%	= Reading Quizzes
15%	= Writing Workshops
30%	= Final Paper

Reading Quizzes will display your earned grade immediately. Writing Assignments, Writing Workshops, and the Final Paper must be manually graded so the grade will not appear immediately. For these assignments, submissions received by the assignment due date will be graded within 14 days of the due date. Late submissions for writing assignments will be graded within 14 days of the date of submission.

### XIII. 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 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 of 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 assignments 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.

### XIV. Writing Assignments

This course will **heavily** test your academic writing abilities—we will be working on some form of writing assignment every week. You will be expected to put significant effort into developing well-composed and polished pieces. 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. Remember to plan to use all

stages of the writing process—brainstorming, planning, drafting, and revising—in order to produce your best possible work.

All instructions for writing assignments are listed in Canvas. Writing assignments will be graded based on the rubrics attached to the writing 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. After you submit a writing assignment, click on the submission and check that the document you submitted is the document you intended to submit for this assignment. 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.

#### **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 quizzes 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) has 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. Large group/whole class discussions may also take place during these workshops. **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**

There is no separate final exam in this course. The Final Paper Part 3: Argument submission will serve as the final assessment of your mastery of the course competencies and learning outcomes.

## **XVIII. Extra Credit**

Opportunities for extra credit exist throughout the course and will be listed in 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 having a zero for any assignment is damaging to your overall grade. 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 that is difficult to break 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 Writing Assignments and Reading Quizzes will be accepted for a 2% per day penalty** (percentage is taken from the points possible for the assignment). **Writing workshops and extra credit 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).

## **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 5 before finishing Week 4)
- 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 might rush to failure.**

## **XXI. Sourcing**

Academic writing requires the use and integration of appropriate resources. 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**

It is expected that you will properly cite all sources and avoid all forms of plagiarism. It is your responsibility to seek help from the instructor, a CF tutor, or CF librarian if you need help with citation or avoiding plagiarism. While small mistakes are expected in learning environments, 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 “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:



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- 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.

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

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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.

<b>Week</b>	<b>Topic and Assigned Readings</b>
<b>Week 1</b> 1/9-1/15	<b>Course Introduction</b> See Canvas for Required Readings
<b>Week 2</b> 1/16-1/22	<b>ENC1101 Review</b> See Canvas for Required Readings
<b>Week 3</b> 1/23-1/29	<b>The Reading Process</b> Arguing About Literature: Ch. 4
<b>Week 4</b> 1/30-2/5	<b>The Writing Process</b> Arguing About Literature: Ch. 5
<b>Week 5</b> 2/6-2/12	<b>Writing About Literary Genres</b> Arguing About Literature: Ch. 6
<b>Week 6</b> 2/13-2/19	<b>What is Argument?</b> Arguing About Literature: Ch. 1
<b>Week 7</b> 2/20-2/26	<b>What is Argument?</b> See Canvas for required readings
<b>Week 8</b> 2/27-3/5	<b>Writing Effective Arguments</b> Arguing About Literature: Ch. 2
<b>Week 9</b> 3/6-3/12	<b>How to Argue About Literature</b> Arguing About Literature: Ch. 3
3/13-3/19	<b>Spring Break</b>
<b>Week 10</b> 3/20-3/26	<b>Research Proposals</b> See Canvas for Required Readings
<b>Week 11</b> 3/27-4/2	<b>Writing Researched Arguments</b> Arguing About Literature: Ch. 7
<b>Week 12</b> 4/3-4/9	<b>Evaluating Internet Resources</b> Arguing About Literature: Ch. 8
<b>Week 13</b> 4/10-4/16	<b>Literature Reviews</b> See Canvas for Required Readings

Week	Topic and Assigned Readings
<b>Week 14</b> 4/17-4/23	<b>Literature Reviews</b> See Canvas for Required Readings
<b>Week 15</b> 4/24-4/30	<b>Writing Arguments with Literature Reviews</b> See Canvas for Required Readings
<b>Week 16**</b> 5/1-5/4	<b>Course Conclusion</b> See Canvas for Required Readings

\*\* Week 16 is only 4 days long and ends on Thursday at 11:59 p.m.

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 **all** missing writing assignments and quizzes 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](mailto: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](mailto: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](mailto:schuckm@cf.edu) **before the end of Week 15 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.**