

Syllabus
ENC1102: Freshman Composition Skills II
Section 08 – Spring 2023

I. Course Information

<p>Professor: Jong Ash</p>	<p>Office Hours: Ocala: Mondays/ Wednesdays 9:00-9:30 AM 1:45-3:45 PM Tuesdays/ Thursdays 9:00-11:00 AM 3:15-3:45 PM</p>	<p>Course Location: Section 8- (Ocala) Bldg. 2, Rm. 118A</p>
<p>Email: ashjo@cf.edu</p>	<p>Meeting Days: Section 8- M/W 11:00-12:15</p>	<p>Office Location/ Phone #: Ocala Campus: Office: 219 D Phone: (352)-873-5800 Ext. 1357</p>

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

This course builds upon the 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 is also an introduction to the basic concepts used in reading and thinking critically about primary 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. This means that 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. You must earn a 70% or higher in the course overall in order to earn credit.

V. Student Learning Outcomes/Course Objectives

Learning Outcomes	Assignment	Class Activity
Accurately interpret evidence, statements, questions, etc.	X	X
Identify important arguments.	X	
Thoughtfully analyze and evaluate alternative points of view.	X	X
Draw valid conclusions.	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	
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VI. Time Commitment

3-credit college courses require 2.5 hours of class meetings each week. College courses require approximately 3 hours of work outside of class per credit hour (e.g., a 3-credit course requires about 9 hours of work outside of class each week). This means that a 3-credit course will require a time commitment of about 11.5 hours each week. **ENC1102 is a 3-credit course, so you will be expected to spend approximately 11 hours each week dedicated to this course.** If you are not strong in reading, writing, and/or other elements tested by this course, you may be required to dedicate more time in order to be successful.

For ENC1102, you can expect to be reading, writing, and completing quizzes *every* week. “Writing” includes performing all steps in the writing process: brainstorming, researching, outlining, drafting, editing, and adhering to MLA style.

VII. Required Materials

Arguing About Literature
3rd edition
John Schilb and John Clifford
ISBN: 9781319035327

A Pocket Style Manual with Exercises &
Achieve for A Pocket Style Manual 7th edition
Diana Hacker and Nancy Sommers
ISBN: 9781319515522

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

VIII. Grading and Assessment

All assignments and final grades will be assessed using the following:

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

- 50% = Writing assignments
- 15% = Reading quizzes
- 10% = Writing workshops
- 15% = Final paper
- 10% = Attendance

You must maintain at least a C average for your overall to successfully earn credit for this course.

IX. Canvas

All course materials will be posted to Canvas. Canvas will also be used for all assignment submissions and to communicate important information such as assignment clarifications, due dates, and schedule modifications. It’s 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).

This course uses Canvas to post course materials. Go to [MyCF \(mycf.cf.edu/ICS/\)](http://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. (fall and spring hours), or Monday through Thursday, 7:30 a.m.-5:30 p.m. (summer hours), 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.

X. Course Schedule

The course schedule is available in the Modules section of Canvas. Assigned readings for each week must be completed **by Sundays at 11:59 p.m.** (e.g., the readings in the Week 2 row must be completed by the Sunday of Week 2). Week 1 is an exception—Week 1 readings must be completed by Sunday 8/21 at 11:59 p.m. It is **HIGHLY** recommended that you read the literature selections at least twice before class. This will give you a deeper understanding of the text before we start to build on the analysis of these pieces. Additional required and optional readings (e.g., websites, articles) may be assigned for each module in Canvas. All assignments due each week are detailed in Canvas.

XI. Assignment Requirements

Assignment requirements and due dates will be discussed in class, but it is your responsibility to review all assignment requirements in Canvas to make sure you are meeting all requirements for each assignment.

Starting with the first assignment of the course, all writing assignments must, at minimum, be:

- Formatted according to requirements for formal, academic papers (e.g., paragraph structure, separate introduction/conclusion paragraphs, logical flow of ideas)
- Free of most mechanical (i.e., spelling, grammar, punctuation) errors
- Formatted in accordance with MLA style (including a Works Cited and in-text citations)
- Free of plagiarism
 - The existence of **any plagiarism in a piece will result in a grade of 0 for the first instance of plagiarism**. All **subsequent instances of plagiarism will be referred for disciplinary action** through CF's Code of Student Conduct.
 - The following are common instances of plagiarism in student pieces:
 - 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 an end citations, in-text citations, and quotation marks as required by MLA style.
 - 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**.
- Free of improper sources
 - The following sources cannot be used for support for any assignments:
 - Student assignments (e.g., papers posted to sites like CourseHero, presentations publicly posted on YouTube, slides found through a Google image search)

- Wikipedia
 - Definitions and supporting content must come from appropriate sources. 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.

XII. Final Exam

The final exam is an essay. The final paper will serve as the representation of your ability to meet the learning outcomes for this course.

XIII. Extra Credit

Opportunities for extra credit exist throughout the course. 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 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. The instructor may add and remove extra credit opportunities during the course per the instructor's discretion. See Canvas for complete details about extra credit opportunities.

XIV. Attendance and Late Assignment Policy

Attendance is mandatory, as it is worth 10% of your overall grade. It is essential to be present to be successful in the class. Any assignment(s) that you miss during class cannot be made up, since it is designed to be done with your peers. Contact the CF Financial Aid office for more information on how attendance impacts your financial aid.

Many class sessions will include group work that will be uploaded at the end of the class session. There will be no opportunities to make up these assignments—missing a session with a group assignment or failure to turn in your assignment at the end of the session will result in a grade of zero for that assignment. If you are unable to come to class for a documented medical reason (e.g., contagious illness) or emergency, accommodations for missed group assignments may be provided at the discretion of the instructor.

If an unavoidable, unplanned emergency occurs, it is your responsibility to contact the instructor no more than 24 hours after the missed class or assignment deadline or as soon as possible after the emergency (if the emergency prohibits your ability to communicate). If you have a planned, unavoidable event (e.g., surgery, jury duty), it is your responsibility to inform the instructor **before** the event occurs so a plan for missed class meetings and/or assignments can be created. **Situations such as having to work, vacations, and computer/technical issues are not considered emergency or unavoidable situations.**

In the event that you miss a class session for any reason, it is your responsibility to review the content for the week in Canvas, including the class lecture slides, required readings, and assignment due dates.

Online (Sync) Attendance: In addition to the above information, in all synchronous Zoom class meetings, your video must be turned on at all times or you will be marked absent. You also must be willing to participate in breakout sessions as a part of our in-class activities.

Late Assignment Policy

It is best to complete all assignments by the posted due date. Having a zero for any assignment is damaging to your overall grade. **Late submissions for Writing Assignments will be accepted for a 10% per day penalty** (for 2 days only). When assignments are 3 days late, you will earn a zero that cannot be made up.

Category	Days Late	Penalty
Writing Assignments, Canvas Quizzes, Discussion Questions	1	10%
	2	20%
	3	100% (Will receive a zero and cannot be made up)

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).

Category	Days Late	Penalty
Writing workshops, Extra Credit, In-Class Quizzes & Final Exams	1	100% (Will receive a zero and cannot be made up)
	2	100% (Will receive a zero and cannot be made up)
	3	100% (Will receive a zero and cannot be made up)

XV. CF 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 at CF.edu/Access, or email Victoria Colleli at colleliv@cf.edu, or call 352-873-5843 for further information.
- 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 Carol W. Smith, Equity Officer, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smithc@cf.edu.
- **Classroom Decorum** – Disruptive behavior will not be tolerated. Disruptive students will be asked to leave the classroom. Continuous disruptive behavior will result in withdrawal from the course and disciplinary action under the Code of Student Conduct (see *Student Handbook*).
- **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 coming to class after the posted drop date, you may receive the grade of F. Please see the College’s withdrawal procedures for complete details.

The college reserves the right to evaluate individual cases of non-attendance.

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.

Attendance Verification for Financial Aid: Attendance Verification is submitted each semester, generally in the third week of the term. Federal Student Aid requires that attendance is based on academic attendance or attendance at an academically-related activity. For this class, your attendance is verified based on participation in or submission of at least one graded activity or assignment each week.

XVI. CF Student Resources

- 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.
- **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.

- **Library Resources:** The CF Libraries are here to help with your research and information needs. Search the library catalog (library.cf.edu), or contact the Ocala campus library (library@cf.edu, 352-854-2322 x1345) or the Citrus campus library (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) 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.

XVII. PRIORITY REGISTRATION DATES

WHEN SHOULD I REGISTER FOR THE NEXT SEMESTER?

- Registration is conducted by a process called **Priority Registration**. Those students who have earned hours may register ahead of those who have not earned hours or who have less earned hours.
- This process provides opportunities for students who are closer to graduation to enroll in classes before students with fewer numbers of earned credit hours. This ensures that students have an opportunity to register for the courses they need to be able to graduate on time before the courses are filled.
- The enrollment process for the next semester begins **EARLY** in the current semester. It is important that you know your priority registration date and have your course choices planned out prior to that date.
- Priority registration is also available to those students made eligible through the Disability Services office.

If you are unsure of what courses to enroll in or how to use the online registration system, it is highly recommended that you schedule an appointment with your academic advisor EARLY in the current semester.

It is important that you register for the upcoming semester courses as soon as your **Priority Registration** date opens in order to get the CORRECT courses & scheduled times that you will need for your degree and major.

Week	Topic and Assigned Readings
Week 1	Course Introduction ENC1102 Syllabus (Canvas) Reviewing Instructor Feedback for Writing Assignments (Canvas) Arguing About Literature: (pgs. 23-25)
Week 2	ENC 1101 Review EasyWriter: Top Twenty Tips for Editing Your Writing (pgs. 27-36)
Week 3	The Reading Process Arguing About Literature: Chapter 4
Week 4	The Writing Process Arguing About Literature: Chapter 5
Week 5	Writing About Literacy Genres Arguing About Literature: Chapter 6

Week	Topic and Assigned Readings
Week 6	What is Argument? Arguing About Literature: Chapter 1 Arguing About Literature: (pgs. 439-450)
Week 7	What is Argument? Arguing About Literature: (pgs. 558-576)
Week 8	Writing Effective Arguments Arguing About Literature: Chapter 2
Week 9	How to Argue About Literature Arguing About Literature: Chapter 3 Arguing About Literature: (pgs. 75-81 & 37-39)
Week 10	Writing Researched Arguments Arguing About Literature: Chapter 7
Week 11	Evaluating Internet Resources Arguing About Literature: Chapter 8 Final Paper Part 1 Introduced
Week 12	Research Proposals Final Paper Part 1- Research Proposal
Week 13	Literature Reviews Final Paper Part 1 Revise/ Edit
Week 14	Literature Reviews Final Paper Part 2- Literature Review
Week 15	Writing Arguments with Literature Reviews Learning Outcome Reading Quiz Final Exam- Part 3- Argument Essay
Week 16	Course Conclusion Final Exam