

ENC1102 Syllabus: *Spring 2023*

Course Information: *Where am I, who are you, and where can I find you if I need you?*

Course Title: Freshman Composition Skills II

Credit Hours: 3

Course No. and Section: ENC1102-72

Instructor Name: Lori Bufka

Course Location: Online through Zoom
8:00-9:15

Meeting Times: M/W

Office Location: Bldg 2 Rm 220E
Information

Office Hours: See Course

Telephone No.: 854-2322 ext. 1375

E-mail: Through Canvas Inbox

How do I know if campus is closed for 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

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

ENC1102 builds upon the composition skills (including grammar and rhetoric) introduced in ENC 1101 for 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. 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.

This course works on developing both writing and critical thinking skills. Because of this, the course will require your active participation. You will be expected to attend class regularly and participate in all in class and homework assignments and activities. You will also be expected to keep up with the required readings as assigned and come to class prepared to discuss them.

Required Texts: *What books do I need to buy?*

Arguing about Literature by John Schilb and John Clifford, 3rd edition ISBN
Print Edition: **9781319215927** or ISBN Ebook: **9781319293840**

Pocket Style Manual with Achieve

ISBN 13: 9781319515522

(If you purchased this book for a previous term, you do not need to repurchase.)

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

- **Communication: The student will read, write, speak, and listen effectively.**
 - Read materials and effectively understand essential facts and concepts.
 - Write an organized document that communicates effectively and appropriately for the situation.

To determine your performance level, I must use your performance on the final examination and/or a departmental reading quiz. The possible performance levels are Accomplished, Competent, Developing, or Beginning.

ENC1102 Course Objectives

The student will continue to develop a complex essay structure

- by writing 6,000 words within the course
- by recognizing, identifying, and evaluating reliable, academic sources

- by expanding research methods established in ENC 1101
- by avoiding plagiarism through the use of in-text citations and a works cited page
- by analyzing and practicing argumentation

The student will write a documented argumentation research essay of a minimum of 1,500 words

- by developing a research topic
- by submitting a research proposal
- by applying MLA style documentation
- by producing an annotated bibliography of at least four sources

The student will understand and practice analytical interpretation of diverse sources

- by responding to a variety of texts
- by identifying logical appeals and logical fallacies

The student will 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: 50% of course grade

You will write three graded essays this term. The first two essays will be a minimum of 1250 words. The third will be a research essay with a minimum of 1750 words. These essays will be typed. Follow MLA format as discussed in class. Essays are submitted through Canvas.

Essays submitted after the due date will be considered late. Late essays will be reduced by 5 % 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 more than one week after the due date will receive a zero.

Do not submit your essay to me via email. Your essay must be submitted through Canvas; I will not grade any essay submitted via email and late penalties do apply until the essay is submitted correctly.

Journals/Discussion Boards/Reading Logs: 15% of course grade

You will be asked to write journal entries at various times 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. Points will be deducted from the final grade if proper MLA format is not followed. Each journal assignment is worth 10 points. The journal will not be graded if it is submitted more than one week late.

Journals are completed based on the assigned readings or course materials. You complete your journaling 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 reading and not on any other topic. If the response is off topic, then no credit will be given.

Occasionally throughout the course you may be asked to participate in an online discussion of a topic rather than writing an individual journal or reading log entry. Discussions take place on the Canvas site. They will involve an initial response to the prompt provided, as well as two shorter responses to your classmates. On the weeks that you do a discussion board posting, you must post the initial posting by Wednesday and the responses by Sunday. Your discussion posts will be graded based on frequency and quality.

You will keep a reading log of the literature selections we work with this term. For each of the assigned pieces of literature read, you will create a response log. Responses will be a minimum of 250 words. Further information regarding the requirements of this assignment will be provided in class, as well as being posted in the Files section of Canvas.

Assignments: 15% of course grade

Assignments will be a combination of in-class and homework. All assignments not done in class are graded through the Canvas system. It is your responsibility to ensure that your assignment has been received and graded. If you do not receive a grade for the assignment, then the assignment was not received. If you find yourself in this circumstance, and you know you submitted the assignment and

proof can be shown that the submission was a system error and not an operator error, then you have two weeks after the assignment's due date to contact the professor and resubmit the assignment. Once the two weeks have passed, no writing assignment will be accepted even if proof is given that it was a system error. It is your responsibility to ensure that your assignment was received.

Most assignments will be graded on a check, check plus, check minus system, and incomplete, with a check plus being 9.5 pts., a check being 8.5, a check minus being 7.0. 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. Occasionally a more in-depth assignment, such as the annotated bibliography, may be worth more than a typical assignment. In those cases, you will be provided with a rubric containing the points possible and grading standards. Other assignments will be done through the Launchpad software. Scoring for those assignments is explained within the software.

Additional assignments will be completed as part of classroom activities or preparation for a paper. In-class assignments must be completed and submitted on the day the activity takes place. There are no make-ups for most missed in-class assignments and activities.

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 that have some connection to course content, either at one of the campuses or through Zoom. I will announce these events when they come to my attention, if you hear about an event that you would like to use as extra credit, email me to ask if it qualifies. Submitting proof of attendance (i.e. a screen shot or selfie at the 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 and telling how it relates to our class content..

Quizzes and Tests: 10% of course grade

You will have occasional quizzes and tests throughout the term, some of which will be done in class and others which will be online. These may include multiple

choice, true/false, and short answer questions, as well as full essay length responses.

Final Exam: 10% of course grade

There will be a final exam. It will count for 10% of the course grade. Please arrive for the exam on time. There will be no make-ups for the final exam.

Grade Calculation:

Assignment categories are weighted as follows:

Essays = 50%,

Assignments = 15%

Quizzes/Tests = 10%
=15%

Journals/Discussion Board/Reading Log

Final exam = 10%

The Canvas gradebook 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 grade. 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?*

The assignment schedule for each weekly unit is posted in Canvas. Please refer to the assignment schedule there for specific information.

Here is an overview:

Unit 1 Critical Thinking Literature and Argument: Weeks 1-7

- Why Critical Thinking Is Important
- Civility and Academic Argument
- Academic Argument and Responsible Reasoning
- Literature as Argument
- Argument in Poetry and Short Stories
- Art as Social Activism
- Interpreting and Writing About Literature
- Basics of MLA Format
- **UNIT 1 OBJECTIVE EXAM**
- **UNIT 1 ESSAY EXAM: Literature and Argument**

Unit 2 Rhetorical Analysis of Visual and Written Arguments: Weeks 7-11

- Elements of Rhetoric: Ethos, Logos, and Pathos
- Ethos, Logos and Pathos in Advertising
- Ethos, Logos, and Pathos in Written Arguments
- Quoting, Paraphrasing, and Summarizing
- **RHETORICAL ANALYSIS OF A WRITTEN ARGUMENT PAPER**

Unit 3 Joining the Conversation/Writing an Academic Argument: Weeks 11-16

- Academic Argument as Conversation
 - Academic Argument versus Position Paper
- Questions of Policy, Value, and Fact
- Proposing a Research Topic
- Finding and Evaluating Sources
 - Using the Library Databases
 - Evaluating Internet Sources
 - Recognizing Bias in Media Sources

- Annotated Bibliographies
- Using and Citing Sources Correctly
- Writing an Academic Argument Paper
 - They Say/I Say Approach
- Recognizing and Avoiding Logical Fallacies
- **FINAL ACADEMIC ARGUMENT PAPER**
- **FINAL OBJECTIVE AND ESSAY EXAM**

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.

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 and policies.](#)