

Sample Syllabus Template Summer 2023

Summer A (May 15 – June 26)

I. Course Information

Course Title: Freshman Composition Skills I

Course No. and Section: ENC1101, section 71

Credit Hours: 3

II. Instructor Information

Instructor Name: Mae Sands

Office Location: Building 2, 220A

Office Hours: Monday, 11 am – 12 pm

Meeting Day & Time: online

Course Location: online

Meeting Dates: none

Telephone No.: 352-854-2322, ext. 1438

Email: sandsm@cf.edu; however, **please use Canvas inbox. Any emails sent to my CF email, will be directed back to Canvas.**

III. Additional Instructor Information

None

IV. Extended Emergency Closure

For emergency campus closings (natural disasters, etc.) call 352-291-4499 or 800-831-9244 or check our [website](#) (CF.edu).

V. Course Description

The first course in college composition designed to develop skills in writing multi-paragraph essays with an 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 Writing Requirement:

ENC 1101 is a Gordon Rule course that partially satisfies SBE 6A-10.30. As a Gordon Rule class, this course includes a significant writing component. "Per state policy, the quality of student writing must demonstrate substantive writing at a 'C' level or higher proficiency in order to earn a 'C' grade or higher in the course as a whole." **Even if your overall average is a "C" or higher, you cannot earn higher than a "D" if your writing assignments do not average at least 70%.**

Students who fail to turn in all papers, on time or within the late penalty window (see below), will not be able to earn higher than a "D" or "F" in this course. However, submitting all papers does not guarantee a passing grade.

VI. Additional Course Description Information

As a registered student in this class, you assume the responsibility for conducting yourself in a manner that contributes positively to CF's learning community as described in the Student Code of Conduct. This class may require participation in discussion to meet course-learning outcomes. We are a class comprised of individuals. As such, there will be multiple opinions expressed throughout the semester that you may not personally agree with or even understand - as may be expected. My role as an instructor is to facilitate freedom of expression that is relevant to the course, credible, open and respectful without the promotion or endorsement of a single viewpoint. Conversations informed by diverse viewpoints contribute to critical thinking and higher-level learning. Even if you don't agree, listening to different points of view may provide further insight into your own perspectives. No lesson is intended to espouse, promote, advance, inculcate, compel a particular feeling, perception, viewpoint, or belief in a concept. Concepts as presented are not endorsed by the instructor but are presented as part of the larger course of instruction. Should a student feel uncomfortable with how course content is presented or discussed, please contact the instructor for further conversation.

Brief statement of teaching philosophy and/or expectations:

Brief statement of course goal:

Pre/Corequisites: None

VII. Required Materials

1st Required Text Title: Strategies for Successful Writing, 12th edition

Author of Text: Reinking

Edition: 12th

ISBN No.: 9780135203415

2nd Required Text Title: *A Pocket Style Manual*

Author of Text: Hacker & Sommers

Edition: 9th

ISBN No.: 9781319525682

Additional Required Materials: ACHIEVE: Online Learning System. This comes bundled with *A Pocket Style Manual* if purchased at CF's bookstore. If you purchase *A Pocket Style Manual* elsewhere, you will need to purchase ACHIEVE through the link provided in our Canvas course.

VIII. Student Learning Outcomes/Course Objectives

Course Objectives

The student will compose a competent academic essay.

Student Learning Objectives

The student will write 6,000 words during the course.

The student will compose an essay using the three stages of the writing process.

The student will demonstrate competent paragraph structure through the use of a topic sentence, unity, coherence, and development, and a conclusion sentence.

The student will identify paragraph rhetorical modes and organizational patterns.

The student will respond to the needs of different audiences by using appropriate voice, tone, and level of formality.

The student will develop revision strategies.

The student will implement understanding of grammar, punctuation, and mechanics

The student will practice critical thinking skills through rhetorical analysis of course materials.

Student Learning Objectives

The student will evaluate the author's purpose.

The student will identify the main ideas, organization patterns, and supporting details.

The student will engage with course texts.

The student will display understanding of academic writing conventions.

Student Learning Objectives

The student will evaluate the author's purpose.

The student will analyze, summarize, and synthesize diverse sources

The student will compose essays using MLA format.

The student will avoid plagiarism.

Learning Outcomes & How Measured

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Communication: The student will write effectively.

1. Write an organized document that communicates effectively and appropriately for the situation.

How Measured: Writing sample / Essay

This list offers you a consistent way to see how CF's global learning outcomes are assessed in each class. This is for information purposes only and does not change the grading system used in this class. Only those learning outcomes relevant to this course are included below.

IX. Assessment

Attendance: Attendance is required for all tests and **there will be no make-up tests**. Non-attendance does not constitute withdrawal from this course. It is your responsibility to complete the withdrawal forms by the appropriate date.

For the complete grading scale, see the current CF catalog.

Assignment categories are weighted as follows:

Essays: 55%

Journals: 5%

Grammar: 15%

Misc. Assignments: 15%

Final Exam: 10%

Make-up policy: No make-up work will be given unless there is an emergency or if I have given prior approval. In such an event, you must notify me before the essay or exam or item is due unless the emergency prohibits it. You might be asked to bring proof of the emergency. A make-up exam or essay must be taken within one week of the original exam or essay date unless the emergency prohibits it. While you do not need to disclose personal details, let me know as soon as possible if something is preventing you from participating online or completing work.

Grades: Grades reflect performance on assigned coursework. Grades are non-negotiable.

Grades are recorded in Canvas. It is your responsibility to check them. You have two weeks after a grade is posted to question the posted grade. After 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 further.

If a student is given permission to resubmit an assignment, that assignment is placed at the bottom of the grading 'pile' and will be graded after all the assignments which were turned in correctly and on time by other students are completed. Assignments are graded in the order they were submitted.

Incomplete Grades: "I" grades are not guaranteed. The professor holds the final decision on allowing an "I" grade. An "I" grade indicates incomplete course work and may be awarded to a student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. Should you need to request an "I" grade and submit a plan for completion contract, this request should be negotiated with the instructor prior to the end of the semester. For additional information, refer to the CF policy on Incomplete Grades in the catalog.

Late submission policy: Students are permitted to submit work up to 2 days after the due date. However, a late penalty is administered to work submitted after the due date. The penalty is 10% of the total assignment's point value deducted for each day late. As an example, if your essay is one day late, 10 points will be deducted from the essay's earned grade. If an assignment worth 20 points is submitted late, 2 points will be deducted from that assignment's earned grade for each day late. No assignment will be accepted through email unless written permission is given by the instructor.

The last week of class (the one right before finals week) cannot have a 2 day grace period to turn in late assignments.

Further Explanation Regarding Certain Assignments:

Grammar assignments: These are completed in ACHIEVE. Not all chapters from *A Pocket Style Manual* or ACHIEVE, assigned or unassigned, will be covered in class. You are expected to accomplish these assignments individually.

Essays: All formal writing (essay) assignments must be typed. Must follow the MLA format discussed in class and listed in the grammar textbook. Topics are broad and narrowed down by the student. Essays are graded after the due date for the assignment and are graded in the order in which they were submitted.

All writing assignments are graded through Canvas. It is your responsibility to ensure that your writing assignment has been received and graded. If you do not receive a grade for the writing assignment, then the writing assignment was not received. If you find yourself in this circumstance, and you know you submitted the writing 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. However, late penalties may apply. Once two weeks have passed, no writing assignment will be accepted even if proof is given that it was a system error.

Final Exam: There is a final essay exam for the course. The final exam is administered online. This exam cannot be made-up.

Online Etiquette:

Everyone enrolled in this course is considered an adult and will be treated as such. Students are expected to be respectful to their professor and peers. When communicating within the class, be aware of strong language, use of all caps, and exclamation points. Humor and sarcasm can be misunderstood in an online environment, so ensure it is clear you are using either of these forms of communication before posting. Check grammar and spelling before sending any communication. It is expected that any written communication should be free of errors and not written in the form of a text message. Don't share inappropriate material. Finally, be forgiving and understanding if someone doesn't understand the rules before posting.

The professor will contact the student if any of said behavior is noticed. If behavior continues, students will be required to meet with Dr. Henri Benlolo, Dean of Student Services, before continuing work in the class, and no assignments will be graded until the professor is contacted by Dr. Benlolo that a meeting has been conducted.

Plagiarism and AI-generated Content:

Because electronic information is so easily reproduced, respect for the work and personal expression of others is critical in computer environments. Students should consult the section on plagiarism in CF's course catalogue and student handbook, and ENC 1101's textbook.

Your work will be screened for various types of plagiarism and use of Artificial Intelligence (AI) writing assistants.

In keeping with the college’s Academic Integrity Policy and Honor Code, if your work is deemed unacceptable after screening, you may be assigned a zero and/or required to submit new work (no score for a resubmission is guaranteed). If a second issue occurs, you may fail the course, and/or be required to attend the college’s academic integrity seminar.

X. Course Schedule/Outline

Tentative class schedule – 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.

Week	Preparation, Activities and Evaluation
Weeks 1 - 3	Theme for 1 st Essay: Mindset All reading and writing assignments are located in Canvas
Weeks 4 - 6	Theme for 2 nd Essay: Well-Being All reading and writing assignments are located in Canvas
Week 7	Review of Course Content and Final Essay Exam
Final Exam	June 21, Wednesday, online

Due to unforeseen happenings, it may be necessary for the course assignment schedule to be altered. I will always strive to be fair about any changes.

XII. College Policies

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 you connect to resources and support systems on campus early, you are much more likely to be successful in your classes and complete your 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.](#)

XII. Equity Statement

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Mary Ann Begley, Director of Compliance and Planning – Title IX Coordinator, Ocala Campus, Building 3, Room 117H, 3001 S.W. College Road, 352-291-4410, or Equity@cf.edu.