Syllabus for ENC 1101—Freshman Composition I
Valencia College: Summer 2019

[Writing] is patient, sustained labor—no more, no less... --Vivian Gornick

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Office Hours: Hours posted on office door.

Section
CRN 30051 CRN 31701 CRN 30356
Time: 12:00 – 1:40 Time: 4:00 – 5:40 Time: 2:00 – 3:40
Location: 5-228 Location: 5-251 Location: 5-251

❖ Valencia Catalog Course Description: FRESHMAN COMPOSITION I
Prerequisites: Score of 103 on writing component of PERT or equivalent score on other state-approved entry test or minimum grade of C in ENC 0027 or minimum grade of C in ENC 0025C or EAP 1640C, and a score of 106 on reading component of PERT or equivalent score on other state-approved entry test or minimum grade of C in REA 0017C or EAP 1620C. Development of essay form, including documented essay; instruction and practice in expository writing. Emphasis on clarity of central and support ideas, adequate development, logical organization, coherence, appropriate citing of primary and/or secondary sources, and grammatical and mechanical accuracy. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C is required if ENC 1101 is used to satisfy Gordon Rule and General Education Requirements.
Final Exam: If you fail to take the final exam, the professor must assign you an “F” in the course.
❖ Course Learning Outcomes:
1. Students will compose essays in several rhetorical modes.
2. Students will use conventions of standard American English.
3. Students will demonstrate competence in research and documentation.
ENC 1101 Computer-Based Learning Activity: To demonstrate competence with the basic use of computers the college’s Freshmen Composition Course (ENC 1101) is designated to include a formal, “computer-based” learning activity. For this particular course the following assignment, assessment, and percentage of final grade protocols have been established.

- Students will research and find the requirements for transfer and other information on universities at which they would like to continue their education post Valencia experience.
- Students will provide paper documentation of their research printed from a favorite university’s website.
- This will be a 10 point assignment, which will be included in the Writing Assignments/Tests/Homework /Final Exam category.

Valencia’s Core Competencies: Think, Communicate, Value, and Act are Valencia’s core competencies.

Required Texts:

- The Little Seagull Handbook
  3rd edition by Bullock, Brody, and Weinberg
- 75 Readings Plus (7th, 8th, 9th OR 10th edition) by Buscemi & Smith

Supplies: Notebook with folder and blue or black pens
Supply of printer paper (out-of-class writings) & ink (buy the backup cartridge now!)
A college-level dictionary containing a verb tense chart and a list of commonly confused words such as Webster's New World Compact Desk Dictionary and Style Guide
❖ Attendance: There is no one student who is more special than another and warrants special treatment. The attendance policy will be applied to EVERYONE, and the ONLY kinds of absence that are not counted toward withdrawal from the course are jury duty, military service, and birth-related ones (These require official paperwork.). Additionally, NO late work will be accepted from any student outside of the absentee case/requirements outlined in the absentee paragraphs below, and tests/quizzes (besides on-time spelling) can only be made up if the student adheres to the following procedures.

The attendance policy is designed to ensure the student’s successful completion of the coursework. Students MUST call or e-mail the professor prior to the class meeting time if they are going to be late (missing 14 minutes or less) or absent that day. During the semester, if a student incurs three absences, he or she will be considered “excessively absent,” and the student will be withdrawn from the course in the case of missing/having previously missed a further fifteen minutes of class. Students who arrive late or leave early without the instructor’s prior approval may be considered absent from that class meeting. Absence and lateness also causes a deduction in points from the class attendance/discussion category of a student’s grade. If a student arrives to class without the assigned work (totally missing the work OR not having the minimum required amount of writing.), he/she will be given a “no work absence” for that class meeting; this kind of absence does count toward the aforementioned withdrawal policy but allows the student to attend the class meeting and not miss instruction.

Class absences cannot be made up; however, students are responsible for any work that they missed as a result of the absence. Assignments that were due on the date of the absence will not be accepted unless the student has called or e-mailed the professor before the class begins on the date of the absence! On the date of the student’s return, he/she must have not only the absentee assignment(s) (if student called/e-mailed) but also the homework that was assigned to be turned in at the returning class meeting; the “I was absent” and/or “I didn’t know the assignment” excuses are not an acceptable replacement for the work due, and this work will not be accepted late. Students must call a classmate to find out what was done in class and the homework due at the next class meeting.
Plagiarism:
Plagiarism is the use of someone else’s words, ideas, pictures, design, and/or intellectual property without the correct documentation and punctuation.

Presenting someone else’s writing and/or ideas as one’s own, according to the aforementioned plagiarism definition, will not be tolerated and can result in an “F” or zero on the assignment, an “F” in the course (for the cheating kinds described in the subsequent two paragraphs), and/or the student’s expulsion from the course and/or VC.

Do not use anything from an online source unless instructed to do so by the professor! Copying ANYTHING (even one phrase!) from the internet constitutes severe cheating, warranting the “F” in course penalty. The only online source that students may feel free to access (but not use/quote in a paper) is dictionary.com to review the spelling or meaning of a word.

Students are FORBIDDEN to look at websites, articles, or books aside from the class textbook when completing assignments—we need YOUR thoughts expressed in your writings, not anyone else’s!

The Modern Language Association explains well the reasons that plagiarism results in harsh consequences, saying:

Plagiarists are seen not only as dishonest but also as incompetent, incapable of doing research and expressing original thoughts. When professional writers are exposed as plagiarists, they are likely to lose their jobs and are certain to suffer public embarrassment, diminished prestige, and loss of future credibility. […] The charge of plagiarism is serious because it calls into question everything about the writer’s work: if this piece of writing is misrepresented as being original, how can a reader trust any work by the writer? One instance of plagiarism can cast a shadow across an entire career. Schools consider plagiarism a grave matter for the same reason. If a student fails to give credit for the work of others in one project, how can a teacher trust any of the student’s work? Plagiarism undermines the relationship between teachers and students, turning teachers into detectives instead of mentors, fostering suspicion instead of trust, and making it difficult for learning to take place. Students who plagiarize deprive themselves of the knowledge they would have gained if they had done their own writing. Plagiarism also can undermine public trust in educational institutions, if students are routinely allowed to pass courses and receive diplomas without doing the required work. (MLA Handbook 7)
Overall Grade Composition:
Workshop/Class Participation & Attendance: 15%
Writing Assignments/Tests/Homework/Final Exam: 85%

Evaluation Criteria: Most writing assignments will be graded on the following criteria: Organization & Transition, Grammar & Mechanics, and Content.
Letter grades are determined utilizing the ten point scale.

On-time Quiz Policy:
During the first five minutes of almost every class meeting, students are given a confusable quiz, which will be collected and graded on random days during the semester. If a student is late to or absent from class, he/she will not be given a quiz on point days, so ALWAYS arrive on time to class.

Important Dates and Withdrawal:
The “No Show” reporting period is from May 14-23rd. The drop/refund deadline 11:59 pm on May 13th. The withdrawal deadline for this semester’s courses is July 5th. If a student withdraws or is withdrawn by the professor on or before the withdrawal deadline, he/she will receive a “W.” After this date, only the professor may withdraw the student. Be aware that some scholarships will require the student to return the funds if he/she withdraws or is withdrawn from a course.

Final exams will be administered at the last class meetings (July 29 or 30th).

Dates that credit classes do not meet on West Campus: May 27th and July 4th.
❖ **Workshop Behavior:** Overall, all students (whether in the role of writer or responder) are required to show the utmost respect at all times. The writer will not be allowed to speak during the response to his/her work; however, he/she will be given the chance to ask constructive questions after his/her peers have provided their input.

❖ **Classroom Behavior:**
- Each student must demonstrate that he or she prepared for class by having the assigned coursework and participating in the class discussions and workshop activities.
- Students must make all phone calls and take care of any physiological needs before class or during a scheduled class break.
- Cell phones must be turned off and put away during class unless the instructor gives permission for their use.
- Sleeping will not be tolerated. Students must be alert and participatory at all times.
- Private conversations between students will not be tolerated. Students must pay attention and show respect to the acknowledged speaker at all times and wait for a pause in the class conversation to make a contribution.

❖ **Writing Requirements**
- All written work must be neat and legible. Microscopic or sloppy print will not be accepted.
- All out-of-class writings must be double-spaced and printed in either Times New Roman or Garamond font set at 12pt. The margins should be set at 1 inch on all sides. All papers must have the following single-spaced header in the top right-hand corner of the first page:

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  Student’s name
  Course and CRN
  Professor’s name
  Date
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You may either print out this document and write your classmates’ contact information on it, or save their phone numbers on your cell phone:

**Contact Information (Name and Phone Number)**

Classmate #1: ________________________________

Classmate #2: ________________________________

Classmate #3: ________________________________

It is every Valencia student’s responsibility to regularly check his/her Atlas e-mail account as professors may use this as a means of communicating important/time-sensitive information. I suggest checking your account prior to any class meeting.

*The syllabus and schedule for this course are subject to change at the professor’s discretion.

*Writing is like religion. Every [person] who feels the call must work out [his or her] own salvation. --George Lorimer*
Works Cited


“Buffy and Willow at Computer.” To the Lamp Post, 16 Mar. 2015, tothelamppost.wordpress.com/tag/alastair-stephens/.


