

ENC 1101 – ENGLISH COMPOSITION II
SECTION/CRN 15132 FALL 2013
(3 CREDIT HOURS ~ 10WKS)

PROFESSOR: Lauren Ermel

ONLINE OFFICE HRS: I am always available via email; please allow 24-48 hours for a response.

EMAIL: **Please ONLY email me through our Blackboard course email system.** In the event of an emergency and/or our Blackboard course being down or inaccessible, you may email me at: lermel@mail.valenciacollege.edu. If you email me at this address, I will only accept emails sent from your Valencia email address.

MEETING TIME & PLACE:

ENC 1101 – Section/CRN 15132

Tues/Thurs 5-6:50pm

WC 07-207

REQUIRED TEXT:

75 Readings Plus 10th Edition; Santi V. Buscemi & Charlotte Smith, 2013. ISBN: 978-0-07-742644-6 **(75R+)**

The Little Seagull Handbook: Write, Research, Edit; Richard Bullock & Francine Weinberg, 2011 ISBN: 978-0-393-91151-0 **(LSH)**

BLACKBOARD:

We **WILL** use Blackboard as a supplement to the course (i.e. you may access all course documents and assignments on our Blackboard course's homepage). In addition, we will use our Blackboard course for email correspondence, completing discussion board questions and grammar tests, submitting assignments, and for any potential course announcements. Again, to contact me, please only use the email system within our Blackboard course.

You may log into our course two ways: 1) Through Atlas (once logged in, click on the "My Courses" tab, then the red "Online Courses Login" box on the right-hand side, and then choose our course link from the list of courses you are enrolled in); or 2) By going to: <https://online.valenciacollege.edu/>.

COURSE DESCRIPTION & OBJECTIVES:

Official Valencia Course Description:

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.

General Course Objectives and Learning Outcomes:

- Construction of various essay genres, including a formal research essay
- Use of grammatically and mechanically correct and diverse stylized sentences
- Demonstration of competence in research and documentation

ENC 1101 introduces you to college level writing techniques and strategies, provides you with an opportunity to **finally** fix those pesky grammar and writing style problems **for good**, and prepares you to write several different types of competent expository, academic essays. In ENC 1101, you will strengthen your critical thinking, reading, and analytical skills, which in turn will **greatly** improve your writing. Lastly, this course encourages you to investigate the relationship between knowledge and writing, and discover how you transmit that knowledge bouncing around in your head into coherent writing!

We'll cover the essential elements of writing, namely the art of composing clear and effective sentences, paragraphs, and arguments. Additionally, we'll emphasize the command of common grammar problems, as well as the practice and mastery of strong writing style strategies such as transitioning, clarity, cohesion, and concision. We will read and write several modes of essays, examine various claims, evidence, and logic within the essays we read and those we write, and evoke thoughtful critiques and class discussions. Moreover, we'll learn to recognize strengths and weaknesses in writing by reviewing each other's work.

There are two overarching goals of this class: 1) to improve your critical thinking and analytical skills; and 2) to improve your ability to transfer those thinking skills into your writing. The course is designed to help you understand more about your writing process (note I call it *your* writing process). Strong writers become strong through practice - this is what you will be doing in this class. In addition to practice, the other key to becoming a strong writer is finding a way to become genuinely interested in your writing – perhaps in figuring something out or expressing ideas that you deem important. You will be given many opportunities to practice writing, and discover ways to become interested and invested in your writing.

COURSE PREREQUITES:

You must have earned a minimum grade of "C" in ENC 1101, ENC 1101H, or IDH 1110.

VALENCIA COLLEGE'S CORE COMPETENCIES:

Think, Value, Communicate, and Act are Valencia's core competencies; every student needs these complex skills and abilities to succeed in college and in life. You will engage in these activities and build on them over the course of your lifetime. See the VCC catalog for a more complete reference.

- **Think:** As you engage with the literary texts we will be reading (poetry, fiction, and drama), you will be asked to think critically and creatively about them. You will also apply and hone your skills of analysis and synthesis as you evaluate and incorporate material from your experiences and opinions, the original texts, and the literary critiques of scholars, etc.
- **Value:** Through the process of reading and writing about various literary works, you will gain an appreciation of a variety of literature. Through online class discussion and writing, you will also gain an understanding of and an appreciation for the opinions of others (peers, critics, etc.).
- **Communicate:** Through online discussions and interactions, you will engage in thoughtful dialogue with your peers and your instructor about the various texts we will read, as well as about yourself and character analysis. You will also express your opinions and integrate the opinions of others into your writings and share these with your peers. You will communicate your research findings in a written presentation. By doing so, you will enhance your learning and the learning of others.
- **Act:** You will take personal responsibility for your own learning, work, collegial attitude, and behavior and participate fully and to the best of your ability in our course's online learning environment.

STUDENTS WITH DISABILITIES STATEMENT:

Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The East Campus Office is located in Building 5, Room 216.

STUDENT ASSISTANCE PROGRAM INFORMATION:

Valencia College strives to ensure that all of our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management, as well as relationship problems dealing with school, home, or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and are available 24 hours a day by calling 800.878.5470. Free face-to-face counseling is also available.

IMPORTANT LINKS:

College Catalog: <http://www.valenciacollege.edu/catalog/>

Student Handbook: <http://www.valenciacollege.edu/studentdev/campusinformationservices.cfm>

Policy Manual: <http://www.valenciacollege.edu/generalcounsel/>

- Student Code of Conduct:

http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0

IMPORTANT FALL 2013 DATES:

- First Day of Classes: October 2
- Last Day of Classes: December 15
- Withdrawal Deadline for a "W" Grade: November 15 (11:59pm)
- Drop/Refund Deadline: October 8 (11:59pm)
- Campus Closed Dates:
 - October 17 (College Night)
 - November 27-29 (Thanksgiving Holiday)
 - December 21-January 1 (Winter Break)
- Please refer to the College Calendar for additional important dates and final exam schedules at <http://valenciacollege.edu/calendar>

COURSE REQUIREMENTS & POLICIES:**Attendance, Lateness, Withdrawal, and No-Show**

- **Attendance:** For this ENC 1101 course, you are allowed two (2) excused and/or unexcused absences. Upon your third absence, your final course grade will drop by one letter grade. If you miss four (4) or more classes, YOU WILL FAIL THE COURSE.
- **Lateness: PLEASE DO NOT ARRIVE LATE.** It is disrupting, unfair to those who are here on time, and it is irritating. If you are more the five minutes late to more than three classes, I will start counting each late day as an absence.

Please note that my attendance and tardiness policies are not negotiable. If you encounter a major emergency, please contact me as soon as possible; any exceptions to the attendance and/or lateness policies will be made at my discretion.

- **Withdrawal: It is the STUDENT'S responsibility to withdraw from the course** (the exception to this is being reported a "no-show;" please see the "no-show" policy below). If you risk a lower grade or failure based on absences, I will notify you; however, it is YOUR responsibility to withdraw yourself from the course, if you so choose and if it's before the withdrawal deadline. Please see "Important Dates" above for the withdrawal deadline.

Please note:

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W". A student is not permitted to withdraw after the withdrawal deadline of **11:59pm on November 15, 2013**. A faculty member will withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." **If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.** Review the complete policy at <http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75>.

- **No-Show: Per Valencia policy, class attendance is required for at least one of the first two days of class.** If you do not attend at least one of the first two days of class, I will report you as a "No-Show," and you will be withdrawn from the class.

Late Work Policies

- All out-of-class work is due on the specified due date.
- **In-Class Work:** You cannot make up in-class work; you **MUST** be present to receive credit for in-class work.
- **Late Essays:** I will accept the first three, formal essays up to three (3) days after they are due (by 11pm on day 3 after the essay's due date), but I will subtract an automatic 12 points.

I will also accept the first three, formal essays' peer reviewed drafts one class period late for half credit.

Final drafts of the formal essays will be submitted via the dropbox function in Blackboard, while the peer reviewed hard-copy drafts will be submitted in-class. Each formal essay's dropbox will remain open for late submission until 11pm on the third day after the essay's due date. For example, if a formal essay is due on Tuesday, 11/5, the dropbox for that essay will remain open for late submission until 11pm on Friday, 11/8. It is the student's responsibility to deliver his/her late peer review drafts to me in-class, one class period after they were due. If you miss any peer review classes, then you will miss out on those point; in other words, peer review draft points cannot be made up.

Please note that we will be using SafeAssign for the essays, including the final essay, in this class. This means that when you submit each of your essays to its appropriate dropbox, it will first be submitted to SafeAssign before being delivered to me.

- **Discussion Board Questions, Tests, & Peer Reviewed Essay Drafts:** You cannot submit Discussion Board Questions and Tests late. These will be submitted through our Blackboard course and will be due on a specified due date; please note that these assignments on Blackboard will close after their due date passes (I will let you know if you need to bring a copy of these types of assignments to class). You can submit your formal essays' peer reviewed drafts up to one class period late for half credit.
- **Late Research/MLA Assignments:** I will accept the three research/MLA assignments ("Locating & Evaluating Literary Sources," "Paraphrasing, Summarizing, & Quoting Accurately," "Final Essay Thesis Statement," and the "MLA Working Bibliography") up to three (3) days after they are due (by 11pm on day 3 after the assignment's due date), but I will subtract an automatic 3 to 10 points, depending on the assignment's total value. Final drafts of the assignments will be submitted via the dropbox function in Blackboard, and each assignment's dropbox will remain open for late submission until 11pm on the third day after the assignment's due date. For example, if an assignment is due by 11pm on Tuesday, 11/5, the dropbox for that assignment will remain open for late submission until 11pm on Friday, 11/8.

Please note that any work that I have permitted to be submitted late according to the above policies will be the last work that I grade and return with feedback.

In-Class & Online Course Conduct (including the Discussion Board Forums)

Since we are all adults here, I expect that we will treat one another respectfully and courteously, both in-class and in our Blackboard course's discussion board forums. Repeated in-class disruptions and/or online misconduct will result in a warning first; if the behavior continues, I will dismiss you from the class, and you will not be permitted back until you meet with me. If the issue remains unresolved after we meet, I will recommend that you meet with the Communications Dean.

Keep the following standards in mind when participating in the discussion board forums:

- This forum is an additional learning resource in our class. You may include social niceties like "Hi", "Hello", "How are you?" but a discussion of your weekend or social life is not appropriate.
- Please follow Internet etiquette (netiquette); don't type in all caps (shouting), be excessively sarcastic (can be misunderstood), and remember to include your name at the end of your posting.

- Post your responses to the prompts under the thread of the prompt or question.
- Questions about due dates, assignments, etc. do not count as posts.
- While postings will be graded mainly for content, please remember spelling, grammar, etc. when posting. **I strongly recommend that you type and save all of your responses in a Word document so that you can run spell and grammar checks, as well as so that you have a record of the post in case you suddenly get logged out of Blackboard, the internet goes down, etc...**
- Inflammatory, rude, or pointless postings will result in an individual email from me addressing what I see as an inappropriate use of the forum.
- Please do not forward jokes, urban legends, or virus rumors to the forum.
- Due dates for postings will be listed in each posted discussion board question.

Please note:

Taken From Valencia College's Student Code of Classroom Behavior (Policy Number: 6Hx28:8-03):

Primary responsibility for managing the classroom environment rests with the faculty. Faculty members are authorized to define, communicate, and enforce appropriate standards of decorum in classrooms, offices, and other instructional areas under their supervision. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from class or dismissal on disciplinary grounds must be preceded by a disciplinary conference or hearing, as set forth in the Implementing Procedures of this Code.

Examples of such disruptive or distracting activities include, but are not limited to, the following (full policy and list of disruptions):

http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&pcdure=0&navst=0:

- Activities that are inconsistent with commonly acceptable classroom behavior and which are not conducive to the learning experience, such as: excessive tardiness, leaving and returning during class, and early departure when not previously authorized;
- Activities which violate previously prescribed classroom guidelines or constitute an unreasonable interruption of the learning process;
- Side discussions which are irrelevant to the subject matter of the class, that distract from the learning process, or impede, hinder, or inhibit the ability of the students to obtain the full benefit of the educational presentation;
- Physical abuse, including but not limited to, rape, sexual assault, sex offenses, and other physical assault; threats of violence; or conduct that threatens the health or safety of any person;
- Sexual harassment, as defined in College policy (see Policies 6Hx28:02-01, 02-02, and 02-03): Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment;
- Stalking behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose;
- The use or display of "fighting words" by students to harass any person(s) on College property, on other property to which these policies apply as defined in campus implementing regulations, or in connection with official College functions or College sponsored programs. "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. "Fighting words" create a hostile and intimidating environment which the student uttering them should reasonably know will interfere with the victim's ability to pursue effectively his or her education or otherwise to participate fully in College programs and activities;
- Academic dishonesty allegations may be processed by the professor as academic violations, and/or may be processed in accordance with student conduct procedures set forth in this Code. Students may be subject to both the Student Conduct Code and academic sanctions as determined in the academic judgment of the professor in cases where there is a combination of alleged violations of academic and nonacademic

regulations. Any student determined by the professor to have been responsible for engaging in an act of academic dishonesty shall be subject to a range of academic penalties (apart from any sanctions that may be imposed pursuant to the Code) as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of "F" in the course.

Please note that "unreasonable interruption to the learning process" also includes the use of cell phones, MP3 players, or other electronics during class, and/or basically anything that will annoy the class.

The class rule is **TURN ALL ELECTONICS OFF upon entering the room**. It is OBVIOUS when students text, so DON'T DO IT. If an emergency arises, please see me.

Violation of the Student Code of Classroom Conduct shall constitute grounds for student disciplinary action as provided in Policy 6Hx28: 8-03.

Internet, Blackboard, Email Correspondence, and Word Processing

- Note that this class is dependent upon access to the internet, ATLAS, and Blackboard. Please know that it is your responsibility to check our Blackboard course regularly. Problems with your personal computer and/or your internet connection being "down" are NOT excuses for not completing work. There are plenty of resources available to use!

A special note about computers: Even though computers (and word-processing software) are marvelous time and energy-saving devices, they can (and will!) cause problems with the production of your documents. Please be aware that a broken or ill-functioning computer, or the inability to retrieve, produce, and/or submit your assignments from a computer **will not be accepted** as a valid excuse for late submissions that don't adhere to the above late policies. Also, please know that you are responsible for keeping copies and documentation of all of your submitted work; therefore, I strongly recommend that you save all of your documents to a flash drive or your hard drive AND that you email them as attachments to yourself.

- All course documents, detailed assignment guidelines, and the assignments themselves (essays, research/MLA assignments, tests, and discussion board questions) will be posted AND submitted via our Blackboard course website.
- All of your grades will be maintained in our Blackboard course's gradebook.
- ***Please ONLY email me through the Blackboard course's email.*** It is much easier for me to keep track of student emails, AND I respond much faster when I am contacted through our Blackboard course email. If you contact me through my Atlas email, I will respond the first time to remind you to ONLY use the Blackboard course's email.
- You **MUST** know how to save, upload, and submit .doc, .docx, and/or .rtf assignment files. The .RTF file format is the most compatible format with less common word processing software, such as WordPerfect or Microsoft Works...when in doubt, **save and upload your documents as .rtf!!** If you do not have word processing software on your home computer, you will have to find an alternative solution, such as using one of the college labs to type your submitted work. If this is not an option, you may have to reconsider taking this course.
- **SAVED AND UPLOADED FILE/DOCUMENT FORMATS I DO NOT ACCEPT:**
 - **NO uploaded documents with the file extension of .dotx or .lnk**

Example: JaneDoeEssay1.dotx

.dotx files are associated with the newer 2007 Microsoft Word, and are XML-based. If you have a file like this, you must first convert it to a non-XML format, such as a .doc, .rtf, or .docx, and then save it as one of these.

Example: JaneDoeEssay2.lnk

.lnk files are shortcut files of their original files; sometimes they appear on your computer's desktop with a little curled arrow. The only way to open these files is if the receiver of these files has access to the

original, full files as well. If you upload and submit a .lnk shortcut document off your own home computer/flash drive/etc. to Blackboard or attach one to an email, I will not be able to open it because the original is still on your home computer/flash drive/etc., and I don't have access to that.

-- The first time I see an uploaded document that I cannot open, I will notify you to resubmit it in a format I can open (.doc, .docx, and/or .rtf), but will not accept any times thereafter.

Additional Resources

- **Valencia College's MLA Resources:** <http://valenciacollege.edu/library/mla-apa-chicago-guides/>; please note the tabs on the left-hand side for research and MLA help!
- **Valencia's Library:** <http://valenciacollege.edu/library/>; please note that you even have live access to librarians through chat and text!
- **Valencia's Helpful Labs:** <http://valenciacollege.edu/east/AcademicSuccessCenter.cfm>; please note, to use the lab, a photo ID is required.
- **Blackboard Help:** To correct problems with Blackboard, call **407.582.5600**. This class will use Blackboard A LOT! It is your responsibility to maintain access to this resource.
- **Atlas Help:** If you have login problems with Atlas, please contact the Atlas Student Help Desk at askatlas@valenciacollege.edu or **407.582.5444**.

Valencia's Academic Honesty and Plagiarism Policy

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.

To ensure that you don't plagiarize, be sure to cite and document properly by using the MLA guidelines! And, when in doubt, don't hesitate to ask your instructor and/or reference Valencia's many resources, such as the Writing Labs, tutors, and the librarians!

And, all work submitted in this course must be original; it may not be recycled from high school or other colleges/universities, taken from online sources, or written by someone other than you.

Failure to adhere to this policy will result in a "0" on the assignment and possibly an "F" in the course. **In short, JUST DON'T PLAGIARIZE; trust me, it's obvious when students plagiarize!**

Lastly, please note that Valencia College subscribes to **SafeAssign**. This website allows faculty to upload student writing so that software can compare the papers to all available, online resources, looking for parts that match. Any assignment that you submit is subject to analysis through **SafeAssign**.

ASSIGNMENT POINT BREAKDOWN:

Please note that students are responsible for maintaining duplicate copies of ALL work submitted in this course and retaining all returned, graded work until the semester is over. Should the need arise for a re-submission of papers or a review of graded essays, it is the student's responsibility to have and make this material available.

Every assignment is worth a designated number of points; the total number of points for this class is 1200. Below is the general breakdown:

- a. Essay 1 Example/Illustrative (550-650 words): **130 points**
 - b. Essay 2 Personal Narrative (550-650 words): **130 points**
 - c. Essay 3 Compare/Contrast (550-650 words): **130 points**
 - d. Locating & Evaluating Literary Sources Assignment: **70pts**
 - e. Paraphrasing, Summarizing, & Quoting Accurately Assignment: **60pts**
 - f. Argument Research Essay Thesis Statement: **80 points**
 - g. Argument Research Essay MLA Formatted Working Bibliography: **120 points**
 - h. Final Argument Research Essay (1700-2100 words / 4-6 sources): **260 points**
 - i. Discussion Board Questions, Tests, Peer Reviewed Essay Drafts, & In-Class Work: **220 points**
- Total – 1200pts**

****Note 1: Detailed guidelines of all assignments will be provided.***

****Note 2: Specific MLA formatting guidelines for all formal assignments will be provided.***

Course Final Grade Scale

For the poetry presentation, major essays, and research/MLA assignments, you will receive detailed feedback from me that informs you of what areas are strongest and which areas need further attention. For Discussion Board Questions, you will receive a number of points depending on the effort put forth. Lastly, you will receive an immediate score and/or feedback on each test and quiz. Your final course grade will be determined by the extent to which you complete the required work of the course.

89.5-100%	A	(1073.4-1200pts)
79.5-89.4	B	(953.4-1073.3pts)
69.5-79.4	C	(833.4-953.3pts)
59.5-69.4	D	(713.4-833.3pts)
59.4 and below	F	(0-713.3pts)