

ENC 1101: Freshman Composition I - Spring (full) 2018 (3 credit hours--Classroom)**Instructor:** Dr. Robert C. Schachel**Email:** rschachel@valenciacollege.edu**Office:** 1-325**Faculty Frontdoor Page:****Office Phone:** 407-582-2634<http://frontdoor.valenciacollege.edu/?rschachel>**Mailbox Location:** 7-163 (Communications Office)

Email me using ATLAS, do not use Blackboard.

Office Hours: MTWR 12:50-2:20 (In Office) and F (virtual/email) 10:00-2:00 and by appointment if needed.

CRN	Days	Time	Location	Final Exam	Embedded Tutor
20009	M W	10:00-11:15 am (A)	1-329	April 23 (Mon) 10:00am-12:30 pm	Ethan Duke
25162	T R	11:30-12:45 pm (D)	1-329	April 26 (Thurs) 10:00am-12:30 pm	Jenn Hamel

Please note, Professor Kirsten Holt (office 1-364) is working with Jenn and Ethan as well, and we are all working together to ensure your success. While you should always try to come to me first, feel free to reach out to Professor Holt if you need to. Her info is here: <https://frontdoor.valenciacollege.edu/?kholt12>

*Note, when you email me, use my Valencia email address above. I do not use Blackboard for this course, I do not check messages in the Blackboard space, and I do not store any of my documents in that space. I use my Faculty Frontdoor (address above).

Course Information:***Valencia Catalog Course Description***

Prerequisites: Score of 103 on writing component of PERT and a 106 on the reading portion of the PERT, or minimum grade of C in level two developmental writing and level two developmental reading, or a minimum grade of C in both EAP 1640 and EAP 1620 (*unless exempted by SB1720:* <http://www.flsenate.gov/Session/Bill/2013/1720/BillText/er/PDF>).

ENC 1101 teaches development of essay form, including the documented essay; instruction and practice in expository writing. Emphasis on clarity of central and supporting 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 required if ENC 1101 is used to satisfy Gordon Rule and general education requirements.

Required Texts and Materials:

In this course will be reading various open-source materials designated and linked on the course calendar.

You can also find a complete list of and links to readings on my [Faculty Frontdoor](#) under Course Materials, ENC 1101.

You will need access to a computer (tablet, similar device) and the internet to read these materials. You may choose to print them if you wish. <http://frontdoor.valenciacollege.edu/?rschachel>

Handwritten assignments should be in blue or black ink only. **Also, I highly recommend having a USB flash drive for saving assignments.** Always backup your work, and keep it handy. Also, use cloud computing for backup.

A Note on the Gordon Rule:

In accordance with the Gordon Rule, this course will require multiple written assignments. The assignments have been designed with this word count in mind. For this reason, it is absolutely necessary to observe the requirements for each assignment. In order to receive Gordon Rule credit, you must turn in every assignment, and each one must be your own work. *“State Board of Education Rule 6A-10.030, the Gordon Rule, requires that students complete with grades of C or better 12 credits in designated courses in which the student is required to demonstrate college-level writing skills through multiple assignments These courses must be completed successfully (grades of C or better) prior to the receipt of an A.A. Degree and prior to entry into the upper division of a Florida public university.”*

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

See <http://valenciacollege.edu/competencies/> for a more complete reference.

Course Requirements, Assignments Overview, Grading Criteria:

Formal Essays – 60%: These essays should be well-developed, organized, proofread, and edited. All formal essays should be typed in MLA format and conform to MLA standards. Make sure that the assignments all are typed in 12 pt. font Times New Roman. *Pay very close attention to formatting, and do not become sloppy or reckless with it—format counts, and it is the first major indicator of the quality of your work.* Please note that your first drafts must be typed as well—you will do FIRST drafts, not “rough” drafts. If you hand me “rough” work, it will receive a “rough” grade. You cannot make your writing better unless you give it your best every draft. When in doubt, look it up or ask—do not guess.

There will be 4 major Essays: Comparison or Contrast (not both), Classification Essay (MLA Documented Research), Causal Analysis (MLA Documented Research), and Personal Narration. Causal Analysis will be worth more than the other papers due to length and research. (10%+15%+25%+10%= 60%)

Quizzes, Assignments, and/or Peer Reviews (general classwork) – 20%: These include classroom activities and discussion, peer reviews, general homework, *and Tutor Session Attendance (3 per paper)*. Quizzes may be unannounced or announced, and may cover classroom lessons, reading, or skills (grammar mechanics, style, etc.). They may either be multiple choice or short answer, depending on the subject being quizzed. I only give quizzes if necessary. In-Class Writings may be timed and are like mini-essay tests. We will do some if time permits during the course. *However, Peer Reviews are a strong part of this grade, and you do not want to miss credit for them.*

Final Exam – 20%: Your final exam will be a multiple choice exam testing the skills and knowledge you have gained over the course of the semester. ***Final Exam Policy: If you do not take the final exam and have not withdrawn, you will receive an F (failing grade) for the course—YOU MUST TAKE THE FINAL EXAM IN ORDER TO COMPLETE THE COURSE.***

A Note on Grading:

I use a ten-point grading scale. On your papers, I will indicate your grade with a number as outlined below. I provide the number so that you can have a better understanding of where your grade is numerically, but I want to remind you that I do not subtract points as I read along. When I assign a grade, I am evaluating your writing based on formal academic writing standards. Moreover, I usually break down the grade into Format (15), Style (15), Grammar (20), and Content (50) so that you can better identify your writing strengths and areas of improvement.

A = 100 - 90 B = 89 - 80 C = 79 - 70 D = 69 - 60 F = 59 and below.

A = excellent work B = good, solid, above average C = average, meets basic standard D = below average F = poor work.

In order to at least earn a grade of “C” or better in the course, your writing must show all of the following criteria for effective writing: 1. Achieve its specific purpose, as required by the writing genre. 2. Consider and adapt to its intended audience. 3. Develop logical and adequately supported arguments through the use of specific evidence. 4. Carefully construct and organize ideas, paragraphs, and sentences—including proper mechanics.

A Note on Peer Review Activities in this Class:

1. Arrive on time; if you arrive late or after the peer review has begun, you will not earn peer review credit and must work on your draft to earn your attendance. 2. ***You must bring a TYPED HARD COPY first draft that represents your best first effort.*** Remember, your writing cannot get better if you do not give it your best to start. 3. If you do not come prepared with a typed draft, you will not earn peer review credit and must work on your draft to earn your attendance. 4. When you give feedback, give helpful, meaningful, and constructive feedback—do not simply give one-word answers. 5. If you miss a peer review assignment for any reason, you cannot make it up. First draft deadlines are like any other due date. ***Do not discount Peer Reviews—they impact your grade more than you think and are valuable to your editing skills.***

Email policies:

Use email to ask me questions outside of class, to request and confirm appointments, and to let me know about any problems you may be having with your writing, or any ideas about the texts you would like to see discussed in the next class. Please do not email entire drafts to me, or forward Spam (junk mail). **Do not use email to hand in written work in lieu of coming to class. However, if it is an emergency, email me anyway.**

A Note on Plagiarism and Academic Honesty/Integrity: READ CAREFULLY!

Students are reminded that they must conduct themselves with academic honor and honesty. You should read and be familiar with Valencia's Academic Dishonesty policy—found at:

<http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-11-Academic-Dishonesty.pdf>

Academic dishonesty comes in the form of plagiarism, cheating, collusion (unauthorized collaboration on a paper), and multiple submissions (submitting the same paper in different courses without permission). Keep in mind that both the Communications Department and I are well aware of the plagiarism opportunities available through the internet. I expect all work submitted to be your own, completed during the course of this class for only this class. If you are found guilty of plagiarism, you will receive disciplinary action that can range from no credit for the assignment to expulsion from Valencia. Typically, I will fail you for the class. More importantly, you will lose your academic integrity. For your sake and mine, do not do it. It is not worth it, and it creates a major hassle. You are better and smarter than that. **You can find the definition of plagiarism at this link:** <http://owl.english.purdue.edu/owl/resource/589/02/>.

Late Work and Missed Work:

I do not accept work later than the due date; please do not ask for special treatment. Unless accompanied by verifiable written documentation for *extreme emergency* cases, **documented ongoing medical conditions** (such as VA appointments, surgery, or chemotherapy), military service, or jury duty, I will not consider accepting late work. Failure to turn in an assignment will result in your receiving no credit for that work. Although I am concerned about your well-being, **I do not make distinctions between “excused” and “unexcused” absences.** You are either present, absent, or tardy. You made a commitment to this class when you registered for it—honor that commitment. **Absence does not excuse you from being prepared or handing in an assignment** when it is due; however, you may always hand in an assignment early (within reason and with permission). Following an absence, it is your responsibility to determine what you missed and to obtain notes, assignments, and due dates from your fellow students. Since you are responsible for all material covered, get contact information from two fellow classmates (you are all in this together ☺). Your SL leaders are great for this task too, but they are not a substitute for coming to class.

Assignments (papers, drafts, etc.) done outside of class are due at the beginning of the class period. Be sure to plan ahead—broken printers, fried hard drives, long lines at the computer lab, emailing assignments to yourself, car trouble, lack of parking, alarm not going off, etc. are not valid excuses for late work. **Do not hand me a flash drive or email me an assignment and expect that I will print and staple it.** Quizzes or Peer Reviews missed due to an absence cannot be made up. *Plan vacations around the college and class calendar.* On that note, if you do miss work, don't let it fester. *Speak to me if you have any concerns or questions—the worst I can do is say no.*

Attendance Policy:

You are expected to be in class on time and remain until dismissal. Regular attendance is crucial to your success and required for you to remain enrolled. I do not make distinctions between “excused” and “unexcused” absences (except where college policy applies). You are either present, absent, or tardy. **As stated above,** verifiable written documentation for *extreme emergency* cases, **documented ongoing medical conditions** (such as VA appointments, surgery, or chemotherapy), military service, or jury duty, is required to allow accommodations for those absences covered under college policy. Class absences cannot be made up (see late work and missed work above). Do not sleep or work on other class material during class—habitual sleeping in class will be counted as an absence. **Excessive lateness (three tardies) will constitute one absence. Upon your third (3rd) absence, you will be withdrawn from the course.** At 1-2 absences, I will email you an excessive absence notice letting you know that you are in danger of that consequence. However, keep track of your attendance. *DO NOT SQUANDER YOUR ABSENCES—THEY ARE NOT FOR DAYS OFF. THEY ARE FOR EMERGENCIES. YOU WILL BE DROPPED UPON YOUR THIRD ABSENCE UNLESS ALL THREE WERE EMERGENCIES.* **Failure to attend at least one of the first three class hours will qualify you as a no-show, and you will be withdrawn. (See No Show Policy on the last page of syllabus.)**

Class Conduct and Course Themes:

Valencia College is not only dedicated to the advancement of knowledge and learning; it is also concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

The classroom should be a place in which everyone feels comfortable to express him or herself. To that end, I will not tolerate any attempt to belittle or ridicule others' views or beliefs. Moreover, abusive language should never be necessary and will not be tolerated since it usually breaks down communication of ideas. Discussion, disagreement, and even challenging each other's ideas is fine as it promotes an informed, respectful, and creative exchange of ideas, but students should always conduct themselves in a professional, scholarly manner. Also, true to a mature learning environment, ENC 1101 may discuss themes that may be present in the material. Such themes—possibly including gender, race, sex, sexual orientation, class, religion, politics, profanity, and violence—will require rational maturity on the part of the students. You are welcome to discuss any discomfort with course material with me. **You may find the Code of Conduct in the current student handbook, available online at <http://valenciacollege.edu/pdf/studenthandbook.pdf>**

College Withdrawal Procedure:

The college has initiated withdrawal procedures and timelines in response to legislation/rules adopted by the state legislature and State Board of Community Colleges. ***If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.*** The deadline to withdraw from this course is in the current catalog (**Full Term deadline is March 30, 2018**), and is also available online at <http://valenciacollege.edu/calendar/>

Please Note the College's policy below:

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. A faculty member may 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." For a complete policy and procedure overview on Valencia Policy 4-07 please go to: <http://valenciacollege.edu/generalcounsel/policy/documents/Volume4/4-07-Academic-Progress-Course-Attendance-and-Grades-and-Withdrawals.pdf>

You are responsible for withdrawing yourself from class before the deadline, which can be done through ATLAS. Please speak with me before you withdraw so that your decision is a fully informed one. *If you withdraw accidentally (it has happened), contact me ASAP so that I can try to correct the situation.* ***AGAIN -- If you do not take the final exam and have not withdrawn, you will receive an F (failing grade) for the course—you must take the final exam.***

There will be midterm assessments (progress reports) and excessive absence notices, which you will receive through your ATLAS account. You are responsible to check ATLAS regularly for this information.

Students with Disabilities:

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, 407-582-2229.

Paperwork Protocol:

Be sure to keep (multiple) copies of all assignments you submit. Save all graded assignments after they have been returned to you. Do not throw any papers away until after you have received your grade at the end of the semester. Also, I make every effort to grade your work as quickly and as efficiently as possible, and I do so before the next written assignment is due. For short major assignments (500-750 words), this can be a week. For longer assignments (4-5 Pages) this may be up to two weeks. I do all I can to provide meaningful and constructive feedback that promotes student improvement—but sometimes it does come down to your having it fast, or having it good. I will, in good faith communication, keep you updated as to the progress, and I will hand them back collectively as soon as I have them graded.

Computer/Equipment Use Policy:

The college policy covering computer equipment can be found here: <http://valenciacollege.edu/generalcounsel/policy/documents/Volume7A/7A-02-Acceptable-Use-of-Information-Technology-Resources.pdf>

Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offense may be sent to the campus administration for further disciplinary action. As we use some Open Source Materials in this course, you will want to access them via a computer or personal technology (tablet, etc). I do recommend printing the materials for note-taking purposes (as I do), but the choice is yours to make.

Faculty Frondoor Webpage: <http://frontdoor.valenciacollege.edu/?rschachel>

I will have sections of my faculty frontdoor page dedicated to handouts, materials, images, links, etc. that will be helpful or necessary for you in the course. Most of the time, I will post these documents as PDF files. It is in your best interest to make sure your computer can open and print these files, as I will not be carrying around extra handouts with me throughout the course, and this will save you a trip to my office to pick them up. My faculty frontdoor site is located at the top of the first page of the syllabus.

<http://frontdoor.valenciacollege.edu/?rschachel>

Valencia ID Cards:

Valencia ID cards are required for LRC, Testing Center, Supplemental Learning, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain these services. Also, you will need to have an active ID to check out materials from the library.

Student Assistance Program Information

Valencia College strives to ensure all 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, and 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 available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

Links to the College Catalog, Policy Manual, and the Student Handbook

College Catalog - <http://www.valenciacollege.edu/catalog/> (includes a full description of all VC policies)

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

Student Handbook - <http://valenciacollege.edu/studentdev/CampusInformationServices/>

Important dates regarding the college calendar may be found on the course calendar and at

<http://valenciacollege.edu/calendar/> **Full Term:** Classes begin 1/8 Regular classes end 4/22. Final Exam Week 4/23-4/29; Withdrawal deadline for W grade is 3/30 College Closed 1/15 and 3/12-3/18

Some Major Learning Outcomes of this Course:

All of that syllabus stuff being said, here are some (but not all) of the learning outcomes I want you to achieve during the scope of this course, and that you will demonstrate in your papers (please forgive the robotic pedagogical jargon):

Students will compose expository essays (first course outcome).

Objectives related to this outcome: Student will be able to construct a thesis that clearly expresses the main idea of the assignment, develop topic sentences that support the thesis, generate supporting ideas/details, integrate supporting ideas/details, connect supporting ideas/details to thesis statement, compose introductions and conclusions, implement transitions between ideas, draft, revise, edit, and proofread.

Students will write in standard American English (second course outcome).

Objectives related to this outcome: Student will be able to write grammatically correct sentences, write mechanically correct sentences, vary sentence patterns, employ effective diction, and edit for clarity.

Students will write a documented essay (third course outcome).

Objectives related to this outcome: Student will be able to recognize information that requires documentation, integrate source materials into essay, and use a recognized documentation style, which includes in-text citations and a works cited/reference page.

Students will demonstrate information literacy (fourth course outcome).

Objectives related to this outcome: Student will be able to recognize credible print and digital source material and identify existing technological resources for writing.

Students will develop critical reading skills (final course outcome).

Objectives related to this outcome: Student will be able to identify main ideas and supporting details, recognize overall patterns of organization, discern author's tone, recognize intent and/or bias, read texts for literal meaning, and read texts for inferential meaning.

These are only some of the major learning outcomes of the course, and your papers demonstrate your ability to grow in these areas. As a result, you should not think of your papers as simple assignments that you “just need to get done.” I assess your progress and learning through these papers, and you should make every effort to clearly demonstrate that you have mastered these outcomes. For other things I look for in your papers, you can always consult the “scream list” on my faculty frontdoor.

No Show Policy (as stated by Valencia College policy)

Class attendance is required beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.” Students who are not actively participating in an online class and/or do not submit the first assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a “no show”. If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course.



***A Note On Embedded Tutor Sections:** (Sessions held in the Writing Center in the back Speech Lab)

This course may be enhanced by Embedded Tutors. These classes are supported by small group sessions led by Embedded Tutors who are selected because they passed the course with a high grade. These study sessions are regularly scheduled, casual sessions in which students from your class compare notes, discuss assignments, and develop organizational tools and study skills. Students who participate in these sessions make better grades in the course. However, given the history of the program, those students who regularly attend sessions tend to show improvement more than those who do not. Plus, your tutors would love to see you there. ***For 1101, attending 3 sessions per paper is required, for a total of 12 sessions required.***

Disclaimer Statement:

This outline may be altered, at the instructor's discretion, during the course of the term. It is the responsibility of the student to make any adjustments as announced.

****It is every Valencia student's responsibility to check his/her ATLAS email account regularly (every day) as professors may use this as a means of communicating important/time-sensitive information.**

Syllabus Addendum for ENC 1101 Embedded Tutor Classes

Because this class is piloting some new methods to help achieve student success in 1101, this class has the following requirements:

1. You must attend a minimum of 12 of the many potential embedded tutor sessions offered for this course. That is a requirement of 3 per paper (by the paper due date) You may attend more, but you will not get extra credit for those extra sessions until the final grade tally. You may only bank 6 extra sessions for that credit, but our hope is you will attend well more than 18 sessions. You can choose the sessions you attend, but you must go at least three times per paper. **You must attend all 12 required sessions by the final exam date.**

This counts as a grade under Classwork/Quizzes. Each session is 1 point out of the possible full 12 points (three 3 point grades, and one final 12 point grade). You are encouraged to attend as many sessions as you can and want to attend. We are here to help you succeed.).

Your embedded tutors have worked with me to create sessions that support the work we learn and do in class, and they are designed to help with your progress, success, and retention of the material and skills. They will support a variety of issues 1101 students often face:

1. Writing Skills Comprehension
 - a. Organization of thought and paper layout
 - b. Translating the model students know from common core and/or FCAT via terms they can “own” and apply
 2. Grammar Skills
 - a. Functional Writing Vocabulary
 - b. Functional sentence architecture (Phrases, Clauses). Paragraph structure.
 3. Reading Comprehension
 - a. Understanding Assignment wording
 - b. Understanding Articles as examples of the assignment and for general comprehension
 - c. Reading their own work objectively (for editing and voice)
 4. Lack of College Skills / Professional Maturity
 - a. Time Management skills (in relation to writing)
 - b. Proper proportionality modeling in sessions
 - c. Computer skills, tech skills, app skills
2. Students will receive handouts during the semester. I recommend making special place for these handouts (as in a prong pocket folder or binder, or as you will reference them often. This makes for easy accessibility when writing.
 1. Scream List
 2. Commas, Phrases, and Clauses Handout
 3. Basic Parts of Speech
 4. Basic Outline format
 5. Transitional Expressions
 6. Sample MLA Quote formatting
 7. Screenplay Format (for Personal Narrative)
 8. Basic MLA format