

ENC 0025c: Developmental Writing II - Summer A (3 credit hours)**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)**Office Hours:** M 1:15-2:15/2:15-3; T & W 1:05-3:05; R 2-2:30 ; F 9-12:45 (virtual/email) and by appointment if needed.

CRN	Days	Time	Location	Final Exam
33706	MTWR	9:45-11:20 am (A)	7-129	June 12 (Thursday) 9:45-11:20 am

Note: This class has a final exam earlier than the last day of class so the Communications Dept. can determine who can move on to 1101 in Summer B term. You must take the final exam in order to complete and pass the class. If you do not take the final and have not withdrawn, you will fail the course.

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

Prerequisites: Minimum grade of C in ENC 0015C or 90-98 score on PERT or other approved assessment. (Or as provided for in FL SB 1720).

Corequisites: *ENC 0025L* -- In addition to the three hours of class each week, students are required to complete ENC0025L, which is two hours per week. These hours are on-line and in the communications center (consultations, workshops), and they include graded, supplemental activities to complete. These hours are very important to the student's success in this class (See Separate Lab Packet for Details).

Prepares students to plan and write grammatically correct paragraphs and short essays. Upon successful completion, student has met the writing requirement for entry into ENC 1101. *ENC 0025C credit does not apply toward any associate degree.*

This course is designed to provide students with the opportunity to develop the writing skills necessary to succeed in college-level writing courses. These skills will include choosing suitable topics for essays; gathering and organizing ideas; and composing, revising, and editing essays that conform to the rules of formal standard written English. In addition, the course will help prepare the students to pass the Exit Essay Exam.

Required Texts and Materials:

Kirszner, Laurie G., and Stephen R. Mandell. *Focus on Writing: Paragraphs and Essays*. 2nd ed. Boston: Bedford/St. Martin's, 2011. Print.

A college-ruled spiral notebook for notetaking and organizational purposes.

Blue Examination Booklets for essay tests and practice in-class writing.

Standard loose-leaf paper for all assignments not prepared on a word processor or computer.

A standard blue or black ink pen for all in-class writing.

Reliable electronic storage for all writing assignments—a USB drive (sometimes called a thumb/jump/flash drive) is required for saving documents which are typed in the labs. ***Be sure to save backups of everything in more than one place--trust me, emailing assignments to yourself usually never works.***

Handwritten assignments must be in blue or black ink only. I will not accept paper that has frayed or uneven edges.

Valencia's Core Competencies: *Think, Communicate, Value, and Act* are Valencia's core competencies. See <http://valenciacollege.edu/competencies/> for a more complete reference.

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).

Course Requirements, Assignments Overview, Grading Criteria:

Four 400-500-Word Papers (1¼ to 2 pages) – 60% total (Each Paper = 15%): Each of these essays is designed to allow you to practice the writing skills you learn during this course, to refine and to revise your writing through drafting, and to think critically about organizing your arguments and writing. However, 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 any 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 work every draft.

Classwork / Quizzes – 10%: These include classroom activities and discussion, peer reviews, general board work, etc. Quizzes (if necessary) may be unannounced or announced, and they 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.

Lab Work (including workshops and consultations) and Homework/Assignments – 20% Total: This category includes all of the work you do for the labs. *The breakdown for the lab parts is Workshops (5%), Consultations (5%), and Online Exercises (10%).* Make sure you complete all parts. Details about lab requirements are in the lab handout packet.

Final Exam – 10%: Your final exam will be a multiple choice exam testing the skills and knowledge you have gained over the course of the semester. *The class final exam is mandatory for all students. If you do not take the exam, you cannot pass the course. Do not confuse this with the Exit Exam. The Exit Exam is designed, given, and graded by the College; the final exam is designed, given, and graded by me.*

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, for this class, I break down the grade into Format (10), Style (10), Grammar (40), and Content (40) 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. 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.

A Note on Peer Review Activities in this Class:

1. Arrive on time; if you arrive after the peer review, you cannot participate in the exercise. 2. *You must bring a TYPED HARD COPY (PRINTED) 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 you will be asked to work on your paper. 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. *Missing a Peer Review can really impact your grade, so make sure you complete your first drafts on time.*

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.**

A Note on Plagiarism and Academic Integrity: READ CAREFULLY!

Students are reminded that they must conduct themselves with academic honor. You may find VC Policy here: http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&pcdure=0&navst=0: 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 I and the Communications Department are well aware of the plagiarism opportunities available through the internet, paper banks, and multiple submissions. I expect all work submitted to be your own, completed during the course of this class for only this class. ***Borrowing or lifting (not just copying) phrases and ideas from websites is plagiarism will result in your failing the paper and the 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 VC. You must do your own intellectual heavy lifting in order to develop. ***I will fail you for the assignment if you plagiarize any of your papers or cheat on an assignment. Upon the second offense, you will fail the class.*** More importantly, you will lose your academic integrity. For your sake and mine, don't. It is not worth it, and it creates a major hassle. You are better and smarter than that. **You can find a good definition of plagiarism at <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 immediate emergency* cases, 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 except where allowed by law.** You are either present, absent, or tardy. You made a commitment to this class when you registered for it—honor that commitment and that commitment will honor you.

Absence does not excuse you from being prepared or handing in an assignment when it is due; however, you may 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 ☺).

Assignments (papers, drafts, etc.) done outside of class are due at the beginning of the class period. Deadlines are part of everyday life, and we all need to meet them. Be sure to plan ahead—*broken printers, fried hard drives, long lines at the computer lab, 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.** If you have a printer, I advise you to have a backup black ink cartridge ready to go at all times, since printers have a habit of running out of ink at 3 a.m. the night before a paper is due. Quizzes 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 allowed by law. You are either present, absent, or tardy. **Please turn off any cell phones, etc.** before you come into the room. Also, **texting during class is very rude and will be noted**—let's make the most of limited class time. 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 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 meetings will qualify you as a no-show, and you will be withdrawn.

Class Conduct and Course Themes:

Valencia Community College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia Community 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, this class 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 this starting on page 225 of 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 (**Summer A Term deadline is May 30, 2014**), and is also available online at http://valenciacollege.edu/calendar/importantdates_withdraw.cfm

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/default.cfm?policyID=75&volumeID_1=4&pcdure=0&navst=0

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.*** **If you do not hand in the final exam and have not withdrawn, you will receive an F (failing grade) for the course—you must complete 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.***

Valencia ID Cards:

Valencia ID cards are required for LRC, Testing Center, 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 or to use the databases (such as JSTOR or the OED) available via the Valencia Library Websites.

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 within the 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 will hand them back collectively as soon as I have them graded.

Computer/Equipment Use Policy:

Use of computers in the Business, IT, and Public Service classrooms at Valencia Community College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden.

Inappropriate use includes, but is not limited to:

Use of computer to send email or access Internet sites not specifically assigned in class.

Use of computer for job, internship, homework, or other activities not assigned in class.

Modifying any hardware or software system configuration or setting.

Activities not in accordance with the Valencia Student Code of Conduct.

Use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and is subject to the same restriction as listed above.

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.

Faculty Frontdoor:

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>

Student Assistance Program Information:

Valencia College is interested in making sure 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.cfm>

Important dates regarding the college calendar may be found on the course calendar and at <http://valenciacollege.edu/calendar/documents/2013-2014ImportantDatesCalendarFINAL.pdf>

Supplemental Resources Available:

The Writing and Reading Student Support Center, 4-120 (ext. 2017); Tutoring Center (ext. 2390); Testing Center, 4-122 (ext. 2428) Students must show Valencia photo ID; Computer Lab (ext. 2430)

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 use writing as a process to write a unified, developed, and logically organized paragraph (Outcome 1).

Objectives related to this outcome:

Student will be able to construct a topic sentence to set up the main idea of a paragraph, to develop ideas with specific and concrete details, to organize sentences in a logical sequence, to employ logical transition, to indicate the relationship between parts of the paragraph.

Students will apply the conventions of standard American English as appropriate for academic writing (Outcome 2).

Objectives related to this outcome:

Student will be able to construct sentences that contain at least one independent clause, to employ appropriate coordinating and subordinating conjunctions and correct punctuation to combine ideas in discrete sentence units, to use verb forms that accurately convey the time and/or manner of an action, to maintain agreement between subjects and verbs, to choose pronoun forms to clearly indicate and agree with the person or thing referred to, and to apply standard practices in spelling, punctuation, and capitalization.

Students will evaluate their own writing and the writing of others using objective standards of quality (Outcome 3).

Objectives related to this outcome:

Student will be able to detect the central idea of a coherent paragraph, to recognize irrelevant details that disrupt the unity of a paragraph, to distinguish good supporting details from insufficient support, and to recognize how ideas in a paragraph are logically organized and logically connected.

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.

Developmental Writing II (ENC 0025C) Syllabus Addendum:

Change to the Exit Essay

On January 10, 2014, the college approved a change to the exit essay for Developmental Writing II. In previous terms, students in this course needed to pass the exit essay to enroll in Freshman Composition I. However, beginning with the Spring 2014 term, students will write the exit essay for a grade that will replace a missing or low non-essay grade. While students will no longer need to pass the exit essay to enroll in Freshman Composition I, they will need to earn a passing course grade in Developmental Writing II to enroll in Freshman Composition I. Also, Developmental Writing II instructors will use the exit essay as a diagnostic to provide students with information to prepare them for Freshman Composition I.

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

Disclaimer Statement:

This outline/calendar may be altered, at the instructor’s discretion with Dean’s permission, during the course of the term to accommodate the learning needs of the class. It is the responsibility of the student to make any adjustments as announced.

