

Syllabus for ENC 1101

Freshman Composition I *Online!*

Valencia College, Summer 2018

Instructor:	Robin L. Simmons
Office:	3-255, West Campus
Office Hours:	Available at my <u>Faculty Frontdoor</u>
Phone:	407.582.1171 (So that we both have a record of the question and the answer, the best method of contact is <u>email from Canvas.</u>)
Email:	Use the Inbox feature in <u>Canvas.</u>
Required Textbooks:	All reading assignments are free and available online.
CRN:	31222
Course Website:	<u>http://rlsimmons.blogs.com/enc1101online/</u>

Catalog 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.

See the Valencia College **catalog** for specific prerequisites.

Course Description

The purpose of ENC 1101 is to teach you to think logically, especially when you write. Our primary focus will be the personal essay, the production of which will allow each student to develop an authentic and interesting writing voice. In addition, we will write a documented essay that will require the correct use of sources.

Completing these tasks will require that you meet the four **core competencies** of a Valencia College graduate: think, value, communicate, and act.

All instruction for this course is online. For evaluation, you will submit writing assignments and take quizzes and the final exam through **Canvas**.

Attendance and Deadlines

Since this course is online, your ability to meet deadlines will count as your attendance. If you miss three assignment due dates, I may exercise my right to withdraw you.

You must complete the introductory email, all quizzes, and the final exam by the posted deadlines. Late essays will be penalized 5 points per day for the first week; after one week, they are no longer eligible for a grade.

You must submit **readable** files. A corrupted file I cannot open or an empty email with no attachment is **not** on-time work. Late points accumulate until you send an appropriate file.

Do not ignore Business Office deadlines. You cannot make up any work missed because the Business Office withdrew you for nonpayment.

Email Policy

Every member of the Valencia community has a **Canvas** account. Since the Valencia server screens all Canvas email for viruses and inappropriate material, I will open and read only those messages that you send from Canvas. ***I will delete unread any messages from other email sources.***

When you sign in to **Canvas**, you will see the Inbox icon.



Click **Inbox**. Then use the drop-down menu to select **Freshman Composition I**. On the **To** line, type **Robin Simmons** or select my name from the address book .

Do not let your mailbox become so choked with old email that you cannot find new messages. Archive or delete what you do not need.

All email should follow the guidelines in Prof. Leddy's post "**How to E-mail a Professor.**"

Document Formats

You must submit all essays through the assignment links in **Canvas** (where they will be checked for plagiarism). In addition, the documents must be in *rich text or Word formats*. The file extension will be *.rtf*, *.doc*, or *.docx*. If you do not know how to save in these formats, be sure to visit a **campus computer lab** to get instructions. I will not evaluate your work in any other format.

If you are submitting a late paper—after the assignment link has closed—send it *attached to* a Canvas email, not *in* the actual email.

Computer Excuses

I do not accept technological problems at home as excuses for late work. If you are unable to complete your assignments on your own computer, I expect you to drive to campus and finish them at one of the college's computer labs. I buy "My hard drive crashed" with the same skepticism as "The dog ate my homework." *Online* equals *via computer*, not necessarily *from home*.

If you lose access to **Canvas** in the middle of a quiz—you accidentally click out of a window, lightning knocks out power, the **Canvas** server goes down, etc.—contact me immediately for an alternative quiz. Although the alternative will test similar skills, *it will differ significantly in format*.

Academic Honesty

An instance of academic dishonesty—any kind of cheating or fraud *by the registered student*—will result in a zero for the assignment. A second instance will result in a grade of **F** for the class.

If at any point I can prove that someone *other than the registered student* has done any of the course work, I will immediately assign an **F**—retroactively if the semester has already ended.

In a composition class, the most common type of academic dishonesty is plagiarism. The West Campus Communications Division defines plagiarism as “the use of someone else’s words, ideas, pictures, design, and/or intellectual property without the correct documentation and punctuation.” To avoid this serious academic offence, you must properly document any direct quotations or the ideas of other people as you write. Visit the [**library website**](#) for information on what and how to document.

Make note of these three important policies concerning *plagiarism*:

- First, you must submit **original** essays for ENC 1101, not papers you submitted in any other course during any other semester, not even a previous attempt at ENC 1101. Turning in the same essay for two different courses is **self-plagiarism** and will result in a zero for the paper.
- Second, copying and pasting from Internet sources without providing correct documentation is **not** college-level work. The first instance—**even if it is a single sentence**—will result in a grade of zero for the assignment.
- Third, a second instance of plagiarism will result in your immediate withdrawal from the course with a grade of **F**.

Print and keep hardcopies of all your assignments.

Withdrawals

If you decide to drop this course for any reason, you must initiate the process. Otherwise, you will receive an **F** at the end of the semester. **The deadline this session for withdrawing with a W is Friday, July 7.**

Grades

You will receive grades for essays via **Canvas**. Expect graded work 14 days **after the assignment deadline** has passed. **Canvas** will release your quiz scores/answers once the assignment deadline has passed. Work that you have submitted early will be graded **with everyone else's after the due date**.

ENC 1101 has ten 100-point required assignments. To pass this course, you must earn 700 points. A = 900 – 1000+ points; B = 899 – 800 points; C = 799 – 700 points; D = 699 – 600 points; F = 599 – 0 points.

This class does *not* offer extra credit or rewrites for assignments that received bad scores. No grade will be dropped or curved. To earn the highest possible score, read *all* of the assigned sections of your two textbooks, follow *all* of the directions at the website, model your own work on the student samples (when available), **email questions from Canvas prior to submission**, use **college tutoring services** when necessary, and proofread carefully for sentence errors. Before you submit an assignment, confirm that you have attached the right file(s).

I expect you to keep track of your own performance in this class. The math is easy: Use the **Total** column in **Canvas** to see how many points you have earned; review the upcoming assignments to see how many points you can potentially add to that number.

Final Examination

Your final examination will be available in **Canvas** from *Tuesday, July 24, through Tuesday, July 31*.

Record Keeping

In a notebook or folder, ***keep hardcopies of all graded work, all email, and all research*** until you have received your final grade.

Resources

Computer Labs (available on all campuses). If you are having technical problems at home, you have a variety of on-campus options for computer use.

Libraries (available on all campuses). You have full Internet access and email opportunities from college computers located in the libraries.

Student Services (available on all campuses). Try this location for information on academic advising, student development, financial aid, and career counseling.

Canvas Help (available on all campuses). Call **407-582-5600** if you run into problems accessing or using Canvas.

Writing Centers (available on all campuses). Arrange a consultation with the staff who will be happy to address the major errors in your work.

Student Assistance Program (available to all Valencia College students). BayCare Behavioral Health Student Assistance Program offers free help with stress, anxiety, depression, adjustment difficulties, substance abuse, time management and relationship problems. Call **800-878-5470** if you are interested.

Calendar

Check post directions for opportunities to earn bonus points toward many of the assignments below.

ASSIGNMENT	POINTS	POST APPEARS	WORK IS DUE
01 Introduction / Syllabus Quiz / Email	5 bonus	05/07	05/15
02 Quiz 1	100	05/08	05/22
03 Narrative Essay	100	05/15	05/29
04 Quiz 2	100	05/22	06/05
05 Definition-by-Example Essay	100	05/29	06/12
06 Quiz 3	100	06/05	06/19
07 Comparison or Contrast Essay	100	06/12	06/26
08 Quiz 4	100	06/19	07/03
09 Documented Essay	100	06/26	07/17
10 Quiz 5	100	07/10	07/24
11 Final Exam	100	07/17	07/31