

ENC 1101, FRESHMAN COMPOSITION I

with Robin L. Simmons

Valencia College, Spring 2020

CRNs 22542 and 21986

OFFICE HOURS	PHONE	CANVAS INBOX	WEBSITE
			
Click here!	407.582.1171	Click here!	Click here!

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 required if ENC 1101 is used to satisfy Gordon Rule and general education requirements. (See the Valencia College catalog for prerequisites.)

COURSE GOALS



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 one essay that

requires the correct integration of research. We will also explore the differences and connections between academic and professional writing.



CLASSROOM EXPECTATIONS

The decision to take this course is yours. Once you make that commitment, you have responsibilities to everyone else in the room.

You cannot master the course objectives if you are not in class to learn them, **so I expect everyone to attend all classes**. Absences will seriously jeopardize your chances of passing, so after you have missed **three** classes, I may choose to exercise my right to withdraw you. This class is so important to your intellectual growth that you won't want to miss a single minute of it. **Each absence costs 5 points of your 25-point bonus**.

Make certain that you get credit for your presence by signing the attendance sheet every day. It is **your** responsibility to remember this simple task. **Forgetting to sign in equals an absence**.

Only jury duty, military service, and childbirth are "excused" absences. Bring appropriate paperwork as proof.

Interrupting class after it has begun is disrespectful to both the professor and the other students. Therefore, I also expect everyone to arrive to class on time and stay until the end. **Starting on Monday, January 13, each late entrance or early departure will count as half an absence**. Plan accordingly. **Each interruption costs 3 points of your 25-point bonus**. Arriving more than 30 minutes late counts as an absence.

I never ask students to demonstrate behavior that I do not ask of myself as well, so I will give the entire class 5 free bonus points if I ever fail to arrive on time.

Take care of bathroom visits, eating, and phone calls before class or after, not during. **Turn off and put away all electronic devices, including laptop computers**.

Any behavior that disrupts the learning of the class will result in a student's **immediate removal**.



EMAIL GUIDELINES

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. Inbox

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.



Practice professional behavior! Follow Prof. Michael Leddy's guidelines for email:
<http://mleddy.blogspot.com/2005/01/how-to-e-mail-professor.html>



COMPUTER EXCUSES

I do not accept technological problems as excuses for late work. If you are unable to complete your assignment on your own computer, print a hardcopy at home, and/or send email via [Canvas](#), then I expect you to drive to campus and finish the work at one of the college's computer labs. I buy "My hard drive crashed" with the same skepticism as "The dog ate my homework."



ACADEMIC HONESTY

The first instance of academic dishonesty—any kind of cheating or fraud—will result in a zero for the assignment and/or no credit for attendance on the day(s) the dishonesty occurred. A second instance of academic dishonesty will result in your immediate withdrawal from the course with a grade of **F**.

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, visit the Library website for information on **what** and **how** to document: <https://valenciacollege.edu/students/library/mla-apa-chicago-guides/>

Valencia College subscribes to **Unicheck**. This web service compares your papers to every available electronic resource in the world, looking for parts that match. Any assignment that you submit is subject to analysis at **Unicheck**.

Make note of these two important policies concerning academic honesty:

- First, you must submit **original** papers for ENC 1101, not essays 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 grades is **self-plagiarism** and will result in a **zero** for the assignment.
- 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 phrase**—will result in a zero for the assignment.

Be sure to check your **Unicheck** report after you submit a paper. Contact me immediately if you find problems.

DOCUMENTATION STYLE



The majority of students in this class are not majoring in English or humanities. For this reason, we will not waste our time learning/practicing the documentation style of the Modern Language Association (MLA). Out of respect for all of the students majoring in business, criminal justice, education, nursing (and other allied health fields), psychology (and other social sciences), etc., we will use the style from the American Psychological Association (APA).

GRADES



ENC 1101 has **ten** 100-point required assignments. To pass this course, you must earn 700 points.

A = 900 – 1000+ points; B = 800 – 899 points; C = 700 – 799 points; D = 600 – 699 points; F = 0 - 599 points.

This class does **not** offer extra credit or rewrites for assignments that received bad scores. To earn the highest possible score, read **all** of the assigned readings, follow **all** of the directions at the website, email me with questions prior to submission, and proofread carefully for sentence errors. Before you press "Submit" for assignments that you upload to **Canvas**, confirm that you have attached the right file(s).

FINAL EXAM



Students in the **8:30 a.m.** class must submit their final exams by **9:30 a.m., Wednesday, April 22.**

Students in the **10 a.m.** class must submit their final exams by **12:30 p.m., Monday, April 20.**

MAKE UPS



When you cannot help missing class, follow the procedures below.



If you miss a class, visit the course website. Here is the address: <https://rlsimmons.blogs.com/enc1101/>

Please note that you are 100% responsible for the information, handouts, and assignments you miss when you neglect to attend class.

Homework assignments are due at the beginning of class. If you have not prepared the work or if you do not have a **typed** hard copy in hand, you will earn zero points. If you cannot attend class on the day the homework is due or if you are going to arrive late, send the work in a **Canvas** email **before** class begins. The email timestamp must show that the work arrived **before class**. You must still give me a hard copy of the work at the next class meeting. **No hard copy = no points.**

If you submit the final draft of a high-stakes paper after the due date, you lose 5 points per day. On the sixth day, I will not accept it for a grade. The **Canvas** timestamp will indicate when the work arrived. **No late work will be accepted after 11:15 a.m., Wednesday, April 15.**

If you need to miss a quiz or an in-class writing assignment, you must arrange AND do the work ***in advance*** in my office during office hours. Once the class takes the quiz or writes the paper, the opportunity for earning a grade ends. Anyone who arrives after the class has finished a quiz or a piece of writing earns a zero, so be sure to arrive on time.

If you miss the final examination, you will receive a zero for the assignment. No exceptions.

WITHDRAWALS



If you decide to drop this course for any reason, you must initiate the process. ***The deadline for withdrawing is Friday, March 20.***

FOR YOUR OWN PROTECTION



You are ***required*** to send me an email copy of ***all*** out-of-class prewriting assignments. Make certain that the server has saved a “Sent” copy of your email as evidence that you did attempt to deliver the assignment. I will use the time stamp on the email to determine if your work has arrived on time. Do not delete these sent emails until ***after*** you have received your final grade.

You must also print a hard copy of the work to bring to class. I do ***not*** print for students, and I will ***not*** read your work online/on screen.

Keep ***all*** of the work for this class—every handout, draft, quiz, etc.—in an organized fashion until ***after*** you have received your final grade.

FORMAT



- All assignments must be on white, 8½ by 11-inch, fuzzy-less paper.
- ***You must use a computer to word process all out-of-class work.*** The font size should be 12 point. ***Print a hard copy to bring to class. Handwritten homework earns zero points.***
- The ***final draft*** of every essay, memo, or letter must be a minimum of 500 words. An essay between 400 – 499 = minus 10 points; 300 – 399 = minus 20 points; 200 – 299 = minus 30 points; 100 – 199 = minus 40 points, etc.

- Check individual assignment directions/samples for spacing requirements. Academic writing—i.e., thesis statements, paragraphs, essays, or references pages—is typically double spaced. Professional writing—such as memos, business letters, and résumés—is usually single spaced. We will be producing both.
- Maintain a one-inch margin on all four sides of the page.
- Indent the first line of each new paragraph.
- Do not staple, paper clip, or fold down the corners of the pages. Do not place assignments in folders or plastic covers. Hand everything in **loose**.
- In the top left-hand corner **of the first page**, provide the following information:

Your name

Professor Simmons

ENC 1101

Date

For your documented essay, you will need an APA-style title page instead of the heading above.

- For out-of-class prewriting, be sure to send the required email copy from your [Canvas](#) account. The time stamp on the email indicates when you submitted the assignment. **You must also bring a printed hard copy to class.**
- Be sure that your name is on your work. **An assignment without a name = zero points.**

TOOLS



For success in this class, you will need the following tools:

- Plenty of 8½ by 11-inch, **fuzzy-less** paper
- Blue or black ballpoint pens
- A highlighter
- A notebook or folder for all of your coursework (Bring this notebook or folder to class **every single day**.)
- A \$5 [copying balance](#)
- A [Twitter](#) account

RESOURCES



The Online Resource for ENC 1101, Freshman Composition I. Here you can find, among other things, homework assignments and most of the handouts that I distribute in class. Visit the web site at this address: <https://rlsimmons.blogs.com/enc1101/>

The Library (Building 6). Books, magazines, and newspapers are available. You have full Internet access and email opportunities from the computers on the first and second floors.

The Computer Lab (6-101). As a Valencia student, you may use the computer lab to word process your papers for Valencia classes. *The staff recommends that you purchase a USB Flash Drive.*

The Writing Center (5-155). Arrange a consultation with the staff who will be happy to address the major errors in your work. Do *not* expect the staff to fix all of your mistakes and guarantee you an *A*. That is *your* job, not theirs. Call **407-582-1812** for an appointment.

Canvas Help. To correct issues with Canvas, call **407-582-5600**. It is your responsibility to maintain access to this resource.

Student Assistance Program. 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 / ASSIGNMENT LIST



You will have homework for every class. Visit the course website for the specific assignment directions: <https://rlsimmons.blogs.com/enc1101/>

ENC 1101 has **ten** 100-point assignments. To pass this course, you must earn **700** points.

A = 900 – 1000+ points; **B** = 800 – 899 points; **C** = 700 – 799 points; **D** = 600 – 699 points; **F** = 0 – 599 points.

Assignment	Type	Points Available	Points Earned
Reading Quizzes	Multiple / Low-stakes	100	
Prewriting for Paper #1 (Storyselling)	Multiple / Low-stakes	100	
Paper #1	One-shot / High-stakes	100	
Prewriting for Paper #2 (Definition by Example)	Multiple / Low-stakes	100	
Paper #2	One-shot / High-stakes	100	
Paper #3 (Memo)	One-shot / High-stakes	100	
Prewriting for Paper #4 (Contrast / Documented)	Multiple / Low-stakes	100	
Paper #4	One-shot / High-stakes	100	
Paper #5 Twitter Timeline and Reflection	Multiple / Low-stakes	100	
Paper #6 (Employment Package / Final Exam)	One-shot / High-stakes	100	

My Total Points _____