

Syllabus for ENC 1102

Freshman Composition II *Online!*

Valencia College, Fall 2020

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 <i>free</i> and posted online.
CRNs:	10181, 10627, 10751
Course Blog:	<u>https://rlsimmons.blogs.com/enc1102online/</u>

Catalog Description

Prerequisites: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110. Application of skills learned in ENC 1101. Emphasis on style; use of library; reading and evaluating available sources; planning, writing, and documenting short research paper. **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 1102 is used to satisfy **Gordon Rule** and general education requirements.

Course Description

The purpose of ENC 1102 is to teach you to think logically, especially when you read and write. Our attention will be divided between two major responsibilities: 1) the production of **two** APA-style documented essays using primary research, and 2) an introduction to reading and writing about literature. 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 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.

This course is in **Eastern Standard Time (EST)**. If you travel out of state or country, remember that quizzes and assignment deadlines will nevertheless occur in Eastern Standard Time, not in the time zone of your travel/vacation location.

Required emails, quizzes, and online discussions must be completed by posted deadlines. Late documented 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 document that will not open, a blank document, or an empty email with no attachment is **not** on-time work. Confirm that you have uploaded or sent the right file—what you see at your end in **Canvas** is exactly what I see when I evaluate your 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 II**. 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 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 contact 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.

Canvas Quizzes

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

Valencia College subscribes to **Unicheck**. This **Canvas** feature compares your paper to every available electronic resource in the world, including other student essays uploaded in other classes. Any assignment, even the online discussions, is subject to plagiarism analysis at **Unicheck**.

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

- First, you must submit **original** documented essays for ENC 1102, not papers you submitted in any other course during any other semester, not even a previous attempt at ENC 1102. Turning in the same essay for two different courses is considered **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 phrase**—will result in a grade of zero for the assignment. Be sure to check your **Unicheck** report after you submit work. Contact me immediately if you find problems.
- 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 assignments.

Documentation Style

Most 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 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)**.

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, October 30.***

Grades

You will receive grades for discussions and documented essays via **Canvas** email. 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 1102 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 readings, 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, December 1, through Tuesday, December 8*.

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 options for computer help.

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**.

Calendar

ASSIGNMENT	POINTS	POST APPEARS	WORK IS DUE
01 Introduction / Orientation Quiz	10	08/24	09/01
02 Professional Email (First ½ of Entrance/Exit Grade)	50	08/25	09/08
03 Readings and Quiz 1	100	09/01	09/15
04 Plagiarism / Documentation Quiz	100	09/08	09/22
05 Discussion 1 (First ½ of Discussion Grade)	50	09/15	09/29
06 References Page Quiz	100	09/22	10/06
07 Draft of Documented Essay 1	0	09/29	----
08 Documented Essay 1	100	10/06	10/20
09 Readings and Quiz 2	100	10/13	10/27
10 Discussion 2 (Second ½ of Discussion Grade)	50	10/20	11/03
11 Style Quiz	100	10/27	11/10
12 Draft of Documented Essay 2	0	11/03	----
13 Documented Essay 2	100	11/10	11/24
14 Readings and Quiz 3	100	11/17	12/01
15 Final Exam (Second ½ of Entrance/Exit Grade)	50	12/01	12/08