

Syllabus for ENC 1102, Freshman Composition II

with Robin L. Simmons

Valencia College, Spring 2020

CRN 21411

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| Office: | 3-255, West Campus |
| Office Hours: | Check the schedule on my Faculty FrontDoor: http://frontdoor.valenciacollege.edu/?rsimmons |
| Phone: | 407.582.1171 (So that we both have a record of the question and the answer, the best method of contact is email from Canvas.) |
| Email: | Use the Inbox feature in Canvas. |
| Required Reading: | All reading assignments will be available online. Check the course blog for details. |
| Course Web Site: | https://rlsimmons.blogs.com/enc1102/ |

Catalog Description

Prerequisite: 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.



Words to me were magic. You could say a word and it could conjure up all kinds of images or feelings or a chilly sensation or whatever. It was amazing to me that words had this power.

Novelist Amy Tan on the power of language

Course Goals

The purpose of ENC 1102 is to teach you to think logically, especially when you read and write. We will divide our attention between two major responsibilities: 1) the production of correct and effective documented essays, and 2) an introduction to reading and writing about literature.

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. You must submit appropriate paperwork.

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 Tuesday, January 14, 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 it. **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**.

Either write something worth reading or do something worth writing.



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 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 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**.



Don't cast sidelong glances, and compare yourself to others among your peers! Writing is not a race. No one really "wins." The satisfaction is in the effort, and rarely in the consequent rewards, if there are any.

Author Joyce Carol Oates on the pleasure of writing

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 student 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 1102, not essays 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 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 an assignment. 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).

If you don't have the time to read, you don't have the time or the tools to write.

Novelist Stephen King on the link between reading and writing



Grades

ENC 1102 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** the assigned readings, follow **all** the directions at the course blog, 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

You must complete your final exam no later than **9:30 a.m. on Thursday, April 23**. I will not accept a final exam after the official final exam period.

Make ups

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

If you miss a class, you cannot make it up. ***Please note that you are 100% responsible for the information, handouts, and assignments you miss when you neglect to attend class.*** Visit the course web site to find out what we did: <http://rlsimmons.blogs.com/enc1102/>

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. ***After 9:45 a.m., Thursday, April 16, no late work will be accepted.***

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.



Writing ... is a way you unravel your life from behind a mask We all wear some kind of mask Sometimes we mask ourselves to further reveal ourselves We tell lies to tell a greater truth.

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*** homework 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 or 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.***
- During ***in-class*** work, use blue or black ballpoint pen.
- Check assignment directions/samples for spacing requirements. ***Double-space*** the assignment as your ***default*** mode. Do ***not*** add extra space between paragraphs.
- 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

- Your research essay will require an APA-formatted title page and page numbering.
- For out-of-class work, be sure to send the required email copy. 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. ***If I receive an assignment without a name, it will earn 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**

Resources

The Online Resource for ENC 1102, Freshman Composition II. 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/enc1102/>

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.***

Everything that is written merely to please the author is worthless.

Philosopher Blaise Pascal on the importance of audience



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.



On the whole, anything that gets you writing and keeps you writing is a good thing. Anything that stops you writing is a bad thing.

Author Neil Gaiman on the discipline of writing

Calendar / Assignment List

You will have homework for every class. Visit the course blog for the specific assignment directions: <https://rlsimmons.blogs.com/enc1102/>

ENC 1102 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 | |
| Micro Research Assignments 1 & 2 | Multiple / Low-stakes | 100 | |
| Micro Research Assignments 3 & 4 | Multiple / Low-stakes | 100 | |
| Personal Connection 1 & 2 | Multiple / Low-stakes | 100 | |
| Hero Cycle Exam | One-shot / High-stakes | 100 | |
| Documented Essay #1 | One-shot / High-stakes | 150 | |
| Micro Research Assignments 5 & 6 | Multiple / Low-stakes | 100 | |
| Micro Research Assignments 7 & 8 | Multiple / Low-stakes | 100 | |
| Documented Essay #2 | One-shot / High-stakes | 100 | |
| Final Exam | One-shot / High-stakes | 100 | |

My Total Points _____