Valencia College
Syllabus for ENC 1101, Freshman Composition I – Online
CRN 26439 - 3 credit hours

Spring 2014

Stephen M. Combs, M.A., Adjunct Professor

Course opens in Blackboard at 12:00 a.m. Feb. 10, 2014
Office Hours for consultations Mondays and Wednesdays at East Campus, by appointment. By phone, until 9 p.m. Monday-Friday and Saturday morning, 407-970-0787
Email: scombs7@valenciacollege.edu. Alternate email: smcombs@live.com.
My faculty website: http://frontdoor.valenciacollege.edu/?scombs7

Note Blackboard is open but no assignments are due on spring break week, March 2-9.

Prerequisites
Score of 103 on writing component of PERT and a 106 on the reading portion of the PERT, or minimum grade of C in level two developmental writing and level two developmental reading, or a minimum grade of C in both EAP 1640 and EAP 1620

Course Description
Development of essay form, including documented essay; instruction and practice in expository writing. Emphasis on clarity of central and supporting 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 ability through multiple assignments. Minimum grade of C is required if ENC 1101 is used to satisfy Gordon Rule and general education requirements.

Course Outcomes and Objectives

Major Topics and Concepts
- Writing as a Process
- Structure and Elements of an Essay
- Research and Documentation
- Critical Reading
- Grammar Usage and Application

Major Learning Outcomes
- Compose essays in several rhetorical modes.
- Use conventions of standard American English.
- Demonstrate competence in research and documentation.

Course Competencies
Follow this link to course competencies for ENC 11-1: http://valenciacollege.edu/competencies

Core Competencies
The specific competencies you are expected to develop in this course are directly related to Valencia’s core competencies. Please refer to the Valencia College catalog for a complete explanation of the core competencies, which are Think, Value, Communicate and Act.
No-show Procedure

The no-show reporting period for this course is Feb. 18-27. A student must post at least once during the first week, Feb. 10-14, to be confirmed as enrolled. Failure to post at least once will result in withdrawal as a no-show.

Students will compose expository essays (first course outcome).

Objectives related to this outcome. Students will be able to:

- construct a thesis that clearly expresses the main idea of the assignment.
- develop topic sentences that support the thesis.
- generate supporting ideas/details.
- integrate supporting ideas/details.
- connect supporting ideas/details to thesis statement.
- compose introductions and conclusions.
- implement transitions between ideas.
- draft, revise, edit, and proofread.

Students will write in standard American English (second course outcome).

Objectives related to this outcome. Students will be able to:

- write grammatically correct sentences.
- write mechanically correct sentences.
- vary sentence patterns.
- employ effective diction.
- edit for clarity.

Students will write a documented essay (third course outcome).

Objectives related to this outcome. Student will be able to:

- recognize information that requires documentation.
- integrate source materials into essay.
- use a recognized documentation style, which includes in-text citations and a works cited/reference page.

Students will demonstrate information literacy (fourth course outcome)

Objectives related to this outcome. Student will be able to:

- recognize credible print and digital source material.
- identify existing technological resources for writing.

Students will develop critical reading ability (final course outcome).

Objectives related to this outcome. Student will be able to:

- identify main ideas and supporting details.
- recognize overall patterns of organization.
- discern author's tone.
recognize intent and/or bias.
read texts for literal meaning.
read texts for inferential meaning.

**Attendance and Decorum**
Classroom attendance and participation consist of taking part in our threaded online discussions located in the Discussion Board. Each week has a question. Some questions require responses to other students’ postings in addition to the student’s own response. Participation in this part of the course counts for 20% of the course grade.
The decision to take this course is yours. Once you make that commitment, you have responsibilities to everyone else in the class.
Mastering the course objectives requires active participation in online activities and discussions.

**Atlas Policy**
You may post assignments to Blackboard, including SafeAssign, from any email address, but any email that I send to the entire class will go to your Atlas address only. Always save a copy of your assignments.
Check your Atlas account for new information about this class at least twice a week.
Do not let your mailbox become so choked with old email that the server cannot deliver new messages. If technical problems prevent you from reaching me by college email or posting to SafeAssign, you may use my alternative address, smcombs@live.com. This box is for the exclusive use of my students.

**Computer Excuses**
I do not accept technological problems at home as excuses for late work. If you are unable to complete assignments on your own computer, you may use one in the library or computer lab. Be sure to always save your work to a hard drive and do not rely on the system to safely store your work. "My hard drive crashed" gets the same reception as "The dog ate my homework."

**Academic Honesty**
Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression unless the assignment specifically states "group project." Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog.
An 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.
The biggest concern in a composition class is plagiarism. *The American Heritage College Dictionary* defines plagiarism this way: "To use and pass off as one's own the ideas or writings of another." To avoid this serious academic offense, document any direct quotations or ideas that you use in your papers. Visit the Valencia Library website for information on what and how to document.

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 courses is considered self-plagiarism and will result in a grade of 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 sentence*—will earn a grade of zero for the assignment. The second instance will result in a course grade of F.


**Important:** Signing the attendance sheet for another student is an act of academic dishonesty and will result in an attendance grade of zero for the course.

Valencia College subscribes to **SafeAssign**. This website allows faculty to upload student writing so that software can compare the papers to every available electronic resource in the world, looking for parts that match. Any assignment that you submit is subject to analysis at SafeAssign.

**Withdrawals**
If you decide to drop this course for any reason, you must initiate the process. The deadline this session for withdrawing with a W is April 4. I do not drop students for non-attendance. Other deadlines: Drop/Refund Deadline 11:59 p.m. Feb. 17. No Show reporting period Feb. 18-27.

**Grading scale**

- A = 100 - 90; B = 89.99 - 80; C = 79.99 - 70; D = 69.99 - 60; F = 59.99 - 0.

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, email me with questions prior to submission, and proofread carefully for sentence errors.

**Final Examination**
You may take the final exam during normal hours of operations anytime on April 21-23 at a Valencia testing center. You must make arrangements with an approved testing center if you cannot get to a Valencia campus. Please contact me for details.

**Late penalties for written assignments submitted to Blackboard:** Up to 24 hours late, 10%. Up to 72 hours late, 20%. More than 72 hours (3 days) late: maximum score of 50. Assignments posted to Blackboard are date and time stamped.

  - In-class writing assignments that are missed because of absence may not be made up.

**Format**
For written assignments, use the defaults listed below (I will post an essay template that will make this an easy task). Always use Times New Roman (preferred) or Arial, both in 12 pt, black type. Assignments must be submitted to Blackboard as Microsoft Word documents only.

In Format, Paragraph, set these defaults:
- Line spacing: double
- Special: none (except for Works Cited page, which should be in Hanging indent).
- Indents, left and right: 0 (Do not leave blank).
- Before and After spacing: 0 (Do not leave blank).

In Page Setup, set all four margins at 1 inch. On the first page of your assignment, in the upper left corner, single-spaced in Times New Roman 12 pt.:

- Your name
- Professor Combs
- CRN 26439
- Date in this style: 12 Feb. 2014
- Be sure to include a page header and page numbers in the upper right corner.
Begin the Works Cited Page on a new page and set entries in Hanging Indent.

Be sure that your name is on your work. Assignments submitted without a student name on the assignment itself will receive a zero.

Additional Resources

The Library. 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. As a Valencia student, you may use the computer lab to word process your papers for Valencia classes. This lab no longer supports floppy disks. The staff recommends that you purchase a USB Flash Drive. To use the lab, a photo ID is required.

Blackboard Help. To correct problems with Blackboard, call 407-582-5600

Policy manual. Click on this link: Policy Manual

Student handbook. Click on this link: Student Handbook

Students with disabilities. The Office for Students with Disabilities (OSD) is committed to the fulfillment of equal educational opportunity, autonomy, and full inclusion for students with disabilities. OSD Purpose: The OSD exists to determine and ensure reasonable and appropriate accommodations and modifications for qualified students with documented disabilities, to assist students in self-advocacy, to educate the Valencia community about disabilities, and to ensure compliance with the ADAAA, and Section 504 of the Rehabilitation Act. For more, follow this link: Students with Disabilities

More Fine Print

DISCLAIMER: Changes may be made to the course calendar at the discretion of the instructor.

Freshman Composition I – the Course

Mission: Improve writing, raise grades, reduce failure and reduce attrition. We engage in two types of writing – formal academic research-based writing, and more informal essay writing. We learn by writing, to clarify our own thinking, improve our ability to solve problems, examine ideas carefully and support them with evidence, and incorporate and synthesize information.

In-class journal assignments will be informal essay writing. All other written assignments – those submitted to Blackboard – have a learning goal directly related to the course research paper.

Course Calendar and Assignment Deadlines

Note: Changes to this calendar, but not assignments, may be necessary at the instructor’s discretion. Students will be notified of any such changes by an announcement in Blackboard.

All assignments, instructions, deadlines and course materials except for the Patterns textbook and A Pocket Style Manual are located at the course website in Blackboard. The course is organized into three units plus an introduction and finals week.

Introduction – week 1 (Feb. 10)
Unit 1, the sentence – weeks 1-3.
Unit 2, the paragraph – weeks 4-5.
Unit 3, the essay – weeks 6-9
Final exam – week 10

Each unit is further organized folders. Each week has a folder that contains all assignments for the week. You may view these folders and their content in Blackboard. Some content will be available beginning Feb. 10. Other content may be embargoed until specified times. The deadline for assignments is 11:59 p.m. Fridays.
Course materials

*A Pocket Style Manual.*

A bound dictionary. Paperback editions are acceptable. Internet dictionaries are considered insufficient for college-level work.

Course paper

Requirements:
Length must be at least 1100 words (at least three pages) plus Works Cited page. Complete instructions are posted in the Week 2 folder.

Final (Exit) Exam – April 21-24.
On grammar, sentence structure, punctuation and syntax. The essay portion will be a writing exercise using short quotes and exemplification in proper MLA style.

Scoring scheme (% of grade)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diagnostic grammar test</td>
<td>1</td>
</tr>
<tr>
<td>Definitions</td>
<td>5</td>
</tr>
<tr>
<td>sentence analysis exercises</td>
<td>6</td>
</tr>
<tr>
<td>paragraph organization exercises</td>
<td>6</td>
</tr>
<tr>
<td>short quotes exercises</td>
<td>6</td>
</tr>
<tr>
<td>Writing in academic style exercises</td>
<td>6</td>
</tr>
<tr>
<td>Introduction to academic research exercise</td>
<td>5</td>
</tr>
<tr>
<td>Orwell essay</td>
<td>10</td>
</tr>
<tr>
<td>Final (Exit exam)</td>
<td>15</td>
</tr>
<tr>
<td>Discussion Questions (DQ)</td>
<td>20</td>
</tr>
</tbody>
</table>

**Research paper:**
- Topic proposal                                | 1      |
- Draft for peer review                          | 4      |
- Draft for instructor grading                   | 5      |
- Final draft                                    | 10     |

Total possible points: 100

Assignments

Complete assignment information is posted in weekly folders in Blackboard. This includes:
- Learning outcomes and objectives for the week
- Reading assignments
- Supplemental reading and study materials
- Assignments to be posted including instructions

Note: Written assignments are due at the same time each week to be on time: 11:59 p.m. on Fridays.
Graded assignments

Complete assignment instructions, reading assignments and handouts are located in the weekly folders in Blackboard.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Week</th>
<th>Date due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diagnostic grammar and editing test</td>
<td>1</td>
<td>Feb. 14</td>
</tr>
<tr>
<td>Definitions</td>
<td>2</td>
<td>Feb. 21</td>
</tr>
<tr>
<td>Topic proposal</td>
<td>2</td>
<td>Feb. 21</td>
</tr>
<tr>
<td>Sentence analysis exercise</td>
<td>3</td>
<td>Feb. 28</td>
</tr>
<tr>
<td>Paragraph organization practice (Carver)</td>
<td>3</td>
<td>Feb. 28</td>
</tr>
<tr>
<td>Short quotes practice</td>
<td>4</td>
<td>Mar. 14</td>
</tr>
<tr>
<td>Paragraph organization paper</td>
<td>4</td>
<td>Mar. 14</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>5</td>
<td>Mar. 21</td>
</tr>
<tr>
<td>Introduction to academic research paper</td>
<td>5</td>
<td>Mar. 21</td>
</tr>
<tr>
<td>Short quotes paper</td>
<td>6</td>
<td>Mar. 28</td>
</tr>
<tr>
<td>Course paper second draft</td>
<td>7</td>
<td>Apr. 4</td>
</tr>
<tr>
<td>Orwell essay</td>
<td>8</td>
<td>Apr. 11</td>
</tr>
<tr>
<td>Course paper final draft</td>
<td>9</td>
<td>Apr. 18</td>
</tr>
<tr>
<td>Final exam</td>
<td>10</td>
<td>Apr. 21-24</td>
</tr>
</tbody>
</table>

Getting Started

How to open your course in Blackboard

Log into Atlas and click on My Online Courses. On the right column you will see your current and past courses. Click on this link: **201420 Freshman Comp I ENC 1101-26439**.

In the left column, under the heading Resources, click on Valencia 101 and take the brief tour. Next, take a look at some of the weekly folders. In Unit 1 you will find the complete schedule for weeks 1-3.

Scroll around the entire course to get familiar with it.