

Language and Literature Department
ENC 1101: Written Communication I
Spring 2023

Instructor's Name: All PT Faculty

Office Location:

Bradenton, 9-101

Lakewood Ranch, MTSC

Telephone:

Bradenton: 941-752-5441

LWR: 941-363-7213

Office Hours:

PT faculty are available prior to or after class, or at specific times by appointment.

Email Address:

Look Your Professor Up: <https://apps.scf.edu/directory/>

Course Description:

(A.A.) Prerequisite: ENC 0020 or 0025C and REA 0002 or 0017 or appropriate score on English and Reading placement tests. This course meets Area I of the A.A./A.S. general education requirements and the Gordon Rule requirements. This course encompasses grammar and diction review, composition, expository writing, work with both primary and multiple source themes, instruction in the use of the library and writing the research paper and practice in oral communication.

GORDON RULE:

This course meets the Florida State Board of Education Rule Number 6A-10.30. In accordance with this rule, students will complete six semester hours of English and six semester hours of additional coursework in which the student must demonstrate college-level writing skills. SCF requires a minimum of 6,000 words in each of these Gordon Rule courses. A grade of C or better is required for credit in Gordon Rule classes. ENC 1101 encompasses grammar and diction reviews, composition, expository writing, work in primary and multiple source themes, instruction in the use of the library and writing the research paper and practice in oral communication. Overall emphasis is on grammar and composition. In all, the course is designed to teach students basic rhetorical concepts and to introduce them to research methodology. Upon completion of this course, students will be able to compose well-developed essays, construct logical arguments through writing, and complete research projects. They further will be introduced to basic rhetorical modes.

Student Learning Outcomes:

1. Fulfill writing requirements as mandated by SBE 6A-10.30, also known as the Gordon Rule.

2. Draft, edit, and produce well-organized, multi-paragraph essays with grammar, style, and tone appropriate for the college level.
3. Conduct research using valid resources including print, database, and web-based sources.
4. Write a multi-paragraph, thesis-driven, properly documented research essay while avoiding plagiarism by using an approved documentation style.
5. Effectively apply the skills necessary for in-class, timed writing assignments.
6. Effectively deliver a presentation.
7. Apply effective interpersonal communication skills by participating in collaborative projects, research, and peer review.
8. Apply current information literacy skills through the professional use of email, online forums, and other forms of technology.
9. Apply college-level analytical and evaluative reading skills to course assignments.

Text and Materials:

The Norton Field Guide to Writing with Readings by Bullock et al., 6th edition
o ISBN: 9780393884074, (paperback)

Other reading selections may be posted electronically on Canvas

Additional Materials:

Access to word processing software (MS Word, available for free for students at SCF)
A SCF email account

Attendance Policy:

Each instructor will communicate a specific attendance policy that notes consequences in the individual syllabus they hand out to their students.

Note: Online Classes:

If you are not active in Canvas by the end of first week of classes, you will be marked as a no show as per our college policy. If you decide to withdraw from the class, be sure to file the proper paperwork or you will receive a grade of “F” at the end of the semester. As an online course, your attendance is simply your continued engagement with course materials. Any student who “disappears” by not engaging in the course materials for two consecutive weeks may be administratively withdrawn and will not be reinstated in the course.

Email:

Students are required to communicate with their instructor using their official SCF email address.

No-Show Policy:

Students who do not drop a course that they have never attended will be reported as a No-Show by the course instructor during the No-Show period. This drop may have financial aid implications for the student who is dropped.

Grading Policy:

To pass this course, students must achieve an overall grade average of “C” or better. The following is the standard grade scale for SCF:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = < 60%

Course Assignments: All assignments are calculated on a 100% scale

Library tour (show of completion)

Diagnostic Essay (5 paragraphs) or Diagnostic Grammar quiz (worksheets targeting deficiencies)

The common read(ing) assignment (at least two pages)

Timed writing (approx. 5 paragraph essay)

Research Paper using MLA (5 – 7 pages)

Presentation

Remaining assignments required to meet GR requirements

Late Work:

It is common practice not to accept late work or permit makeup quizzes / exams. However, with extensive documentation of need, a professor *may* send a student to the testing center to makeup an exam.

Withdrawal Policies:

Students should consult the College Catalog for a complete listing of withdrawal policies. A withdrawal is a change in the student’s course schedule where one or more courses are withdrawn before the end of the term. Withdrawn courses appear on the student’s transcript as a “W” and are classified as attempts. No refunds are permitted for withdrawn courses.

Withdrawing from a course(s) - Course withdrawal is defined as withdrawal from one or more classes for a term but not complete withdrawal from the college. **Failure to completely process a drop form or drop a class online may result in the student being assigned a grade of “F”.**

Financial Aid Impact:

Withdrawing from one or more courses during the semester, without complete withdrawal from the college, may have an impact on both the amount of aid received for the semester and a student’s academic eligibility to continue receiving financial aid for future enrollment. Students should contact the Office of Financial Aid for further information regarding the impact of withdrawing from one or more courses.

Faculty Withdrawal:

Before the course withdrawal deadline and upon approval of the Department Chair, Assistant Dean, or other appropriate academic administrator, a faculty member may withdraw a student when the student has stopped attending or engaging in the class for an extended period of time as defined in the course syllabus, and has not formally withdrawn from the course, resulting in their inability to successfully pass the class.

If a student's absences, tardiness, or misconduct is causing disruption, the faculty member may file a code of conduct violation with the Dean of Students. The Dean of Students will work with the faculty member and the appropriate academic administrator before determining if a withdraw is appropriate.

In the event of an approved faculty withdrawal, a grade of W will be recorded. The grade is recorded on the student's permanent academic record. Fees are applied for all courses accordingly and are counted as attempted courses.

Statement of Plagiarism:

Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer—professional or student—without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism.

Ignorance is not an excuse for unintentional academic dishonesty. If you are in doubt as to whether all or part of your essay is plagiarized, consult your professor prior to the assignment due date.

Note: Unintentional plagiarism is still academic theft. This is why it is so important to learn correct documentation.

Copyright:

The unauthorized copying, sharing, or distribution of copyrighted material is prohibited. It is a violation of the Copyright Act, Academic Ethics, and the Code of Student Conduct. Students who violate copyright are subject to discipline.

COVID-19

Like all institutions of higher education, SCF has been impacted by COVID-19. In response, SCF considers the current recommendations of the Centers for Disease Control (CDC), Department of Health (DOH), Florida Department of Education (FLDOE), Florida College System (FCS), local and state officials. The latest SCF plan and protocols can be found linked from the College's Coronavirus website listed below. The website includes useful information for students regarding precautions, operations, monitoring, and instruction.

<https://www.scf.edu/Administration/PublicSafety/Coronavirus.asp>

Standards of Conduct:

Students are expected to abide by all [SCF Student Handbook](#) guidelines.

Technical Support Information:

<p>Technical Support Information</p>	<p><i>For technical issues with Canvas, contact Canvas technical support by clicking the question mark icon in the lower left-hand corner of the Canvas window and choosing “Report a Problem” or “Chat with Canvas Support.” Also, Canvas support can be contacted via phone at 844-920-2764.</i></p> <p><i>For technical issues with My SCF, contact SCF technical support by calling (number) or emailing helprequest@scf.edu.</i></p> <p><i>For technical issues with the publisher site, contact their technical support by...</i></p> <p><i>(Instructors: Please add information on how to contact tech support for publisher courses, if applicable.)</i></p>
---	---

Regular and Substantive Interaction for Online courses:

The US Department of Education has issued updated rules on distance education. The updated rules state regular and substantive instructor/student interaction in online courses should take place on a predictable and scheduled basis and in a substantive manner that engages students through teaching, learning, and assessment as well as in at least two of the following activities: providing direct instruction such as via synchronous virtual instruction; assessing or providing substantive and timely feedback on a student’s coursework; providing information or responding to questions about the content or competency; or other approved substantive instructional activities.

Recording:

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a college course intended to present information or teach enrolled students about a particular subject. Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the faculty member is prohibited. Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty

member. Failure to adhere to these requirements may constitute a violation of the student code of conduct.

CAUSE OF ACTION.—A person injured by a violation of whose expressive rights are violated by an action prohibited under this section may bring an action: (a) Against a public institution of higher education based on the violation of the individual's expressive rights in a court of competent jurisdiction to obtain declaratory and injunctive relief and may be entitled to damages plus court costs and reasonable attorney fees, which may only be paid from nonstate funds, reasonable court costs, and attorney fees. (b) Against a person who has published video or audio recorded in a classroom in violation of paragraph (3)(g) in a court of competent jurisdiction to obtain declaratory and injunctive relief and may be entitled to damages plus court costs and reasonable attorney fees, with the total recovery not to exceed \$200,000.

"(3)(g): A recorded lecture may not be published without the consent of the lecturer" (HB 233, revision 2021). "I do not consent to any publication of my recorded lectures or otherwise without my expressed written consent."

Recording in Go Live with SCF Online Course Teams Sessions:

If this course is a Go Live with SCF Online course, the instructor may record live class discussions and instructor presentations. Therefore, as a student in this class, your participation in live class discussions may be recorded by the instructor. These recordings will be made available only to students enrolled in the class to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. Where recordings are made, a notice that recording has started is presented to students in the class using the Teams session.

Disability Resource Center:

State College of Florida, in accordance with the Americans with Disabilities Act, will provide classroom and academic accommodations to students with documented disabilities. Students must submit application and documentation to the Disability Resource Center (DRC). Once registered, the Memorandum of Accommodations containing all approved accommodations, important information, and links to forms and processes will be emailed to instructors. Students and instructors are encouraged to work collaboratively throughout the semester to facilitate appropriate use of accommodations. DRC Contact Information: Email: drc@scf.edu Phone: 941-752-5295 **DRC Website:** [Disability Resource Center website](#)

Statement of Nondiscrimination:

State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex (including pregnancy), race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information and sexual orientation in any of its educational programs, services or activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, PO Box 1849, Bradenton, FL 34206.

[Human Resources Equal Opportunity website](#)

Religious Observances:

Students who expect to be absent due to religious observances must provide their instructor with advance notification, in writing, of the purpose and anticipated length of any absence by the end of the second week of classes. At that time, the instructor and student will agree upon a reasonable time and method to make up any work or tests missed.

Department Chair information:

If a student encounters a problem in the course, they should work with the professor to resolve it. If the student needs help and the professor is unable to help or is unavailable, contact Dr. Courtney Ruffner, Chair (Language & Literature) by email, ruffnec@scf.edu

Basic Tentative Schedule for Semester: Subject to change**Weeks 1 – 5**

Introductions

Diagnostic Essay (5 paragraphs) or Diagnostic Grammar quiz

Library Tour

Remaining assignments required to meet GR requirements

Weeks 6 – 10

The common read(ing) assignment (at least two pages)

Timed writing (approx. 5 paragraph essay)

Remaining assignments required to meet GR requirements

Weeks 11 - 15

Research Paper using MLA (5 – 7 pages)

Presentation

Remaining assignments required to meet GR requirements