

Department of Language and Literature

Written Communication I - 20046 - ENC 1101 - L02

Spring 2023

Tuesday/Thursday (5:30 pm- 6:50 pm)

Instructor's Name:

Jennifer D. Lewis

Office Location:

Center for Innovation and Technology (CIT) building, room 140 (Room 159)

Office Hours:

Available prior to or after class, or at specific times by appointment.

Telephone: 941-363-7213 (department); 941-677-2970 (text/Google Voice)

Email Address:

lewisj@scf.edu

Course Description:

ENC 1101 - Written Communication I

(3 Credit Hours)

(A.A.)

Prerequisites: ENC 0020 or ENC 0025C or [ENC 0025](#) or [ENC 0022](#) and REA 0002 or [REA 0017](#) or [REA 0019](#) appropriate score on English and Reading placement test or classified as “exempt” from placement test.

This course meets Area I of the A.A./A.S. general education requirements and the Gordon Rule requirement. 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.

Student Learning Outcomes:

The student, at the successful completion of the course, should be able to:

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*, 6th Edition
- College level dictionary

Attendance Policy:

To participate, you need to be in class, on time, having completed the readings and being prepared to participate in class discussion. This sharing of ideas is essential to success in the course.

You are allowed 4 absences. Except in extraordinary cases, any student who misses 4 classes will be immediately withdrawn from the course. Also, tardiness causes a disruption in the class and often results in missing important information. Two tardies will equal one (1) absence.

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:

- Because this is a Gordon Rule course, all essays must meet the minimum requirements for length. Papers that fail to meet the minimum length will be dropped a whole letter grade.
- Extensions are granted at the instructor's discretion. **I will only grant an extension if ALL assignments have been completed by the posted due dates.**
- **The following grading scale will be used in this course based on 100 points:**

A = 90–100%

B = 80–89%

C = 70–79%

D = 60–69%

F = 0–59%

Late Work:

- Late Work. Missed quizzes, journals, discussion posts, outlines, etc. will be recorded as a zero. Quizzes and test may only be completed late with documentation of the circumstances and permission of the instructor.

Course Assignments:

Getting Started

Module 1- Narrative

Module 2- Argumentation

Module 3- Research

Digital Portfolio

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.

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.

Technology Requirements:

Internet access, laptop/tablet or smartphone; Canvas will contain all essential information about the course—an electronic copy of the syllabus, a course schedule of readings, due dates, and assignments; you will be able to post questions and comments related to a particular week's readings, explore web sites and multimedia that can further your understanding of the material covered in class, and develop a network with your classmates. Canvas will also be our main method of communication, so it is vital that you interact with the program on a regular basis.

Technical Support Information:

Technical Support Information

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.

For technical issues with My SCF, contact SCF technical support by calling (941-752-5357) or emailing helprequest@scf.edu.

Email:

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

Gordon Rule

For Gordon Rule writing classes, state this directly or make a close paraphrase: *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.*

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.

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.

Standards of Conduct:

Students are expected to abide by all SCF Student Handbook guidelines.

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>

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.

Honorlock Online Proctoring:

In cases where written work does not match answers submitted on an exam or Honorlock flags an exam as suspicious, faculty may ask students to re-work test questions in real time. In the event a student cannot satisfactorily reproduce the work submitted during the proctored test session, students may face sanctions for an academic integrity violation. Sanctions may include

the loss of the privilege of using Honorlock online proctoring which could result in remaining tests being proctored in person.

Department Chair or other academic supervisor 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 Jennifer True, Chair (Humanities, Arts, and Letters (HAL) as well as Social and Behavioral Science (SBS) by email, truej@scf.edu