
Department of Language & Literature
ENC 1101
Written Communication I-21132
Instructor: Marcy Murray Spring 2023

MW 9:30-10:50 Room: 9-211
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Office: Bldg 9. Room 141
Office Hours Mon-Thurs 6:45-745a.m; MW 1100-1200 by appt. TR 1230-130 by appt. Fri-virtual by appt.

COURSE DESCRIPTION: ENC 1101 Written Communication I (3) (A.A.)
Prerequisite: ENC 0015, ENC 0025, ENC 0022, or Exempt status, as determined by FL Senate Bill 1720; and REA 0007, REA 0017, REA 0019 or Exempt status, as determined by FL SB 1720. This course meets the Area I requirement for 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 in MLA and/or APA format. This course meets the Gordon Rule requirement. SCF requires approximately 6,000 words in each Gordon Rule course. A grade of "C" or better is required for credit in Gordon Rule classes.

STUDENT LEARNING OUTCOMES

The student, at the successful completion of ENC 1101, should be able to:

1. Draft, edit, and produce well-organized multi-paragraph essays with grammar, style, and tone appropriate for the college level.
2. Effectively apply the skills necessary for in-class timed writing assignments.
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. Fulfill writing requirements as mandated by SBE 6A-10.30 (Gordon Rule)
6. Apply effective interpersonal communication skills by participating in collaborative projects, research, and peer review.
7. Effectively deliver a presentation.
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.

Course Texts & Necessities:

--- Bullock, Richard, and Maureen Daly Goggin. *The Norton Field to Writing: With Readings*. 6th ed., W. W. ISBN 9780393543766.

--- a notebook/ paper, writing utensils

This course also requires access to the **internet, word, and a printer**. All SCF campuses provide computer labs for student use. Computers are in Building 5 (Academic Resource Center/ARC), in Building 3 (Library), and on the second floor in Building 18 (Professional Building). Students who attend SCF have access to Office 365 at no cost to them.

Disability Resource Center Information: 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 Website: <http://scf.edu/StudentServices/DisabilityResourceCenter>

Attendance: **Attendance is a requirement of the course.** Students are expected to **arrive on time** and remain until the end of class. **Students who miss more than 5 classes will be ineligible to pass this course. I want you to be in class both physically and mentally. Therefore, if I see you texting, on your laptop, plugged-in to headphones, sleeping, or if you are you are chronically tardy, you will be marked absent. In addition, if you habitually come to class unprepared to participate in the discussion or in-class work, you will be marked absent and asked to leave the class.**

Withdrawal Policy: In accordance with the State College of Florida policy as stated in the college catalog, students may withdraw from any course or all courses without academic penalty of a WF by the withdrawal deadline as listed in the State College of Florida academic calendar. This semester this date is **27 March**. The student must take responsibility for initiating the withdrawal procedure. Students are strongly encouraged to talk with their instructors first before taking any withdrawal action.

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.

Technical Support/IT Help Information:

- ❖ **CANVAS** - 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. If concerns arise with Canvas, please contact the help desk and include their reply in your email to me.
- ❖ **MYSCF** - For technical issues with My SCF, contact SCF technical support by calling 941.752.5357 or emailing helprequest@scf.edu.

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.

Statement of Nondiscrimination

State College of Florida, Manatee-Sarasota (SCF) is an equal opportunity and access institution that does not discriminate on the basis of sex, race, religion,

age, national origin/ethnicity, color, marital status, disability, genetic information, sexual orientation and any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations 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.

Classroom Behavior

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

Students are required to use official SCF email address to communicate with their instructor(s). **In a discussion-heavy class, such as ours, respect is crucial. This means respect for yourself, academics, your classmates, and instructor. If I feel that you are being disrespectful to anyone in the class, you will be asked to leave and marked absent.**

Preparation Be sure you have thoroughly and thoughtfully read assigned essays and handouts and have completed written work before class.

SCF's 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. **In this class**, the first plagiarism offense, the writer fails the essay and is reported to the dean of academics. If there is a second offense, the writer fails the course—this is not negotiable.

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>

Department Chair information: If you encounter a problem in the course, you should work with the professor to resolve it. If you need help and the professor is unable to help or is unavailable, contact Prof. Courtney Ruffner, Language & Literature Dept. Chair by email ruffnec@scf.edu or by phone 941 752-5478.

Please Note: All papers and assignments are due, as hard copy documents, to me at the **beginning** of class and must be submitted to Canvas as a word document. I am not responsible for printing your essay. **I do not accept late papers** unless there is an extraordinary reason; doing so is unfair to the students who turn their work in on time. If you know you are going to be absent for a class, please make arrangements to get your paper to me. Submit your essays to Canvas as a word document **on time**.

Gordon Rule This course meets the Florida State Board of Education Rule Number 6A-10.30. In accordance with this rule, students will complete written assignments totaling six-thousand words. A grade of C or better is required for credit in Gordon Rule classes. **Please note:** Because this is a Gordon Rule course, if you fail to meet an assignment's minimum word count requirement, your grade is docked the percentage that your essay is short. **For example,** if you write 500 words for a 1000-word essay, that essay only fulfills 50% of the assignment's requirement and therefore the highest grade the essay can receive is a 50.

Assignments and Evaluations:

Required Diagnostic Essay

Library Tour

Film Essay (10%)

750-word min.

Response Journal (05%)

500-word min.

Response Journal (10%)

1000-word min.

Presentation (10%)

GEM essay (15%)

750-word min.

Literary Analysis/Poe Essay (15%)

1000-word min.

Research Essay (20%)

2000-word min

Participation/Peer Review/Timed writings/ Exams (10%)

Grading Scale

A 90-100

B 80-89

C 70-79

A final grade below 70 means you must repeat the course.

SCF's Virtual Library: Access through the direct link on the SCF homepage. Your **I.D.** is your Goo# (be sure you are typing zeros and not Os) and your **password** is the last 4 digits of your Goo number. We will be using **academic sources** in our essays. If you cannot navigate the library database and catalog, see me or the librarian for assistance.

Tentative Schedule

In addition to the schedule below, it is your responsibility to make note of your assignment due dates as per assignment handouts and announcements made in class.

9 Jan (M): Welcome to the first day of class! Discuss syllabus (handout), dirty dozen (Canvas), Canvas, “Writing in MLA style” (Canvas), Effective Writing, Diagnostic essay (handout), and Journal (handout). Intro ourselves **Ass:** Read Chapter 1 pp. 3-10. Journal Entry #1. Write Diagnostic essay and submit to Canvas. Bring a hard copy to class on Wed.

11 Jan (W): **Diagnostic Essay Due.** Discuss chapter 1. Discuss journal entry. In-class read/analyze Kristof essay pp.177-182. Discuss GEM assignment Sheet/oral presentation (handout). **Ass:** Bader essay pp. 792-797 (journal#2). Decide which GEMs you will explore and reach out to arrange visits (keep due dates in mind). GEMs memo due Wednesday.

16 Jan(M): No Class Meeting MLK Day.

18 Jan (W): Memos Due. Discuss “Reading in Academic Contexts” (Ch. 2 pp. 11-32). Discuss comma splice, in-class exam, and grade. Discuss journal entry. Discuss effective writing. Discuss thesis statements/outlines, essay titles, and intro paragraphs. **Ass:** Write an intro paragraph RD and bring to Monday’s class. Cookie essay [(Canvas) journal#3].

23 Jan (M): Discuss peer review process. **Peer review.** Discuss journal entry. Discuss recognizing plagiarism. Discuss progress of GEMs. Discuss Apostrophe errors and Fragments, exam, and grade. **Ass:** Journal #4 De Loera-Brust essay pp.845-848. Write a support paragraph RD and bring to Wed’s class.

25 Jan (W): Peer Review. Discuss any problems with GEMs essay/visitations. Discuss subject/verb errors, in-class exam, and grade. Discuss support and conclusion paragraphs. Discuss journal entry. **Ass:** Write essay RD and bring to Wednesday’s class. Monday: **MEET IN LIBRARY** (Bldg 3). No journal entry.

30 Jan (M): Library Tour/Database Review. Film essay assignment sheet (handout) **Ass:** Write essay RD and bring to Wednesday’s class. Journal #5 “Politics of Muscle” (Canvas)

1 Feb (W): Essay RD Peer Review. Discuss P/A, in-class exam, and grade. Discuss journal entry. Discuss modifiers, in-class exam and grade. Discuss evaluating films and ass. sheet. **Ass:** Revise/polish essays. Submit to Canvas. Final draft hard copy w/signed RD attached due Mon. Read and journal (#6) Sedaris essay pp. 890-896. Watch films and write memo (due Mon.)

6 Feb (M): **GEMs Essay Due.** Discuss memos/potential thesis statements. Discuss Rhetorical Situations text pp.57-77). Discuss journal entry.

Discuss evaluating sources. **Ass:** McLean essay (Canvas) journal#7.

- 8 Feb (W):** Discuss response. In-class timed writing of essay intro par. RD. Discuss any problems encountered with film essay. **Grammar Games I.** Discuss Inappropriate Shifts, in-class exam, and grade. **Ass:** Read “Creating a Working Bibliography/Keeping Track...” pp. 497-500. Bring 2 potential secondary sources to Mon’s class. Journal Green essay pp. 840-844 (Entry #8).
- 13 Feb (M):** Discuss paraphrasing, summarizing, and quoting. Discuss response. Discuss WC formatting. In-class group work with your sources and WC formatting. Note pp 564-605 of our give examples of documenting in the MLA style and online sources such as Citation Machine, EasyBib, Scrbber, etc. will format your WC list. **Ass:** Journal Entry #9 question. Write support par. RD w/in-text citation, hard copy due Wed.
- 15 Feb (W):** Support par. RD due. Discuss response. Discuss vague pronoun, exam, and grade. Discuss in-text citations and in-class group exercise. **Ass:** Write essay RD with a corresponding WC entry RD, due Monday. Journal entry #10 Bathroom essay (Canvas).
- 20 Feb (M): Peer review.** Discuss response. Discuss Faulty Predication, exam, and grade. Discuss essay’s progress. Time with instructor to discuss essay’s progress, go to the lib. to complete research, or go to the ARC for editing assistance. **Ass:** Revise/polish final draft of essay, submit to Canvas, and hard copy to class on Wed. No journal entry.
- 22 Feb (W): Film Essay Due.** Discuss parallelism, exam, and grade. **MLA Games.** Discuss lit. ana. Ass. Sheet (handout) and Key features of lit analyses pp.228-233. **Ass:** Print, read, annotate, “The Tell-Tale Heart” (Canvas) and record initial response as journal Entry #11. Bring copy of text to Mon’s class.
- 27 Feb. (M):** Discuss responses. In-class read of TTH. Overview of lit. terminology – plot, theme, and characters. In-class timed writing thesis/informal outline. **Ass:** Watch TTH Film 1 (journal#12). Write intro par. RD, due Wed. Journal #1 Due Wed. Submit to Canvas and hard copy to me.
- 1 Mar (W): Journal #1 Due. Peer Review.** Watch TTH video 2. Discuss both films. Discuss essay progress. **MLA Games II Ass:** Read and journal (#13) Breaking Through essay (Canvas). Write essay RD w/WC list. Due Mon. 13 March.

6-11 March SPRING BREAK!!!! No class meetings

- 13 Mar (M): Peer Review.** Presentation sign-Up. Discuss Research essay assignment sheet (handout). Look at databases, CQ Researcher and Opposing Viewpoints. **Ass:** Revisions to essay, submit to Canvas and hard copies with signed RDs to me on Wed. Read “A Guide to Writing

- Arguments” pp. 182-193. Make a list of 5 possible essay topics and bring to Wed. class for discussion/brainstorming. Jones essay pp. 245-252 (journal#14)
- 15 Mar (W): Lit Essay Due.** Discuss responses. Discuss being good presenter and good audience. In-class work narrowing topics and creating potential thesis statements/outlines. **Ass:** Write research essay’s **firm thesis** statement and outline. Find 2 potential sources for your argument and bring to class along with thesis and outline on Wed. 22 March. Journal #15 Kristof essay and responses (Canvas).
- 20 Mar (M):** Discuss response. **First 4 Presentations.** **Ass:** Write research essay’s **firm thesis** statement and outline. Find 2 potential sources for your argument and bring to class along with thesis and outline on Wed. March. Journal #16 “Why is Spirituality Important?” (Canvas)
- 22 Mar (W):** Discuss response. **Defend your Sources:** Examine your two Sources and briefly explain how these sources are academic and helpful in supporting your essay’s argument. If your sources cannot be defended, dump them. **3 Presentations.** **Ass:** Journal#17 Kelly essay pp. 960-965.
- 27 Mar (M):** Discuss responses. Discuss issues with research/writing essay. **3 Presentations.** **Ass:** Journal #18 Respond to controversial quotations (Canvas). Bring 3 of your sources to class on Wed. with a specific idea of what/how the source will be used to support essay’s argument---quotation, summary, images, etc.
- 29 Mar (W):** Discuss fallacies. Work with in-text citations. **Ass:** Journal (#19) Read/journal Romines essay pp. 990-996. Write 2 support paragraphs with in-text citations and bring to Monday’s class.
- 3 Apr (M): Peer Review. Grammar Games II.** Discuss Ethos, etc. Discuss response. Journal #20 Question on Canvas. **THIS IS THE LAST RESPONSE ENTRY.** Journals due Monday 10 April. Submit to Canvas, hard copies to class. Continue work with essay/research.
- 5 Apr (W): No Class Meeting as I am attending a Conference.**
- 10 Apr (M): Journals Due. 4 Presentations.** Discuss responses. **Ass:** Continue work with essay/research. Write a WC list RD and bring to Wed’s class.
- 12 Apr (W): Peer Review. 3 Presentations.** **Ass:** AB RD due Wed(W/5 entries).
- 17 Apr (M): 4 Presentations.** **Ass:** continue work with research and essay. RD w/WC due next Monday.
- 19 Apr (W): Last of the Presentations.** **Ass:** Essay. RD w/WC due Monday.
- 24 Apr (M): Peer Review. Conference/Lib/ARC Day.** **Ass:** Revise and polish essay. Submit essay to Canvas. Hard copies and signed RDs attached due Wednesday. **If you want a copy of the graded essay**

returned to you, please attach a SASE to it.

26 Apr (W): Last Day of Class. Research Essay Due. Journal due. Review Games. Ass: check email for 1 week after class; if there is a problem with your essay and/or journal that I need to resolve, this is how I will contact you.

1-4 May: FINAL EXAM WEEK: There is no final exam for this class. I will meet with students during exam week by appointment.