STATE COLLEGE OF FLORIDA
MANATEE-SARASOTA

Language and Literature
ENC 1101 Written Communications I
ENC 1101 / CRN 10066
Fall 2023

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Course Description:
ENC 1101 Written Communication I (3) (A.A.) Prerequisite: ENC 0020 or 0025C or 0025 or 0022 and REA 0002 or 0017 or 0019 or appropriate score on English and Reading placement tests 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 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.

English 1101 introduces students to the critical thinking, reading, writing and rhetorical skills required in the college and beyond. These skills will include citation and documentation, writing as process, audience awareness, and writing effective essays. The course includes analytical readings, research techniques, and instructions in functional grammar. To develop the tie between reading and writing, this course will include diverse reading topics, and explore several themes throughout the semester to broaden reading and writing experience at the academic level. It is the goal of this course to prepare students for other writing situations, and to make academic reading and writing more accessible.

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.
Students may access course performance standards by visiting the Course Performances Standards website.

Text and Materials (All are required):
1.) Lunsford, Andrea, et al. *Everyone's An Author with Readings, 3rd edition.* Norton, 2021. ISBN: 978-0-393-88569-9 (online registration not needed). Bring to class each meeting.
2.) Microsoft Word (As part of Office 365). Major writing assignments must be turned in as .doc or .docx
3.) Pencil/pen and paper brought to class each meeting

Attendance Policy:
Our course is hybrid, which means we meet at a scheduled time each week, but you will review and complete material on your own through Canvas. Due to the nature of this modality, "attendance" will include timely turning in assignments as well as attending the weekly class meeting. Students will have a difficult time passing the course without showing up to class on a regular basis because we go over the assignments and other elements of the course in class.

If you are showing any signs of illness, please do not come to class. You will be able to make up any missed work.

Financial aid rules dictate strict standards for attendance, so please pay close attention to the attendance policy. Keep in mind that your attendance in any of your courses could have direct consequences on your financial aid. For the purposes of this class, your last date of attendance will be the last assignment turned in through Canvas.

Students are expected to attend class by "checking in," which is defined as coming to scheduled meetings, to review course e-mail, check for announcements and added resources, and to work on class readings and assignments. Students who do not do so or fail to turn in the majority of the course work by the assigned due dates, may be withdrawn from the class. As stated in the college catalog, students may withdraw themselves from any course, without the academic penalty of a WF, if they do so by the withdrawal deadline listed in the current calendar.

That being stated, attendance is not contingent on logging in but on completion of assignments.

Merely logging into the course does not indicate participation. Missing **six (6) assignments** puts you in jeopardy of being withdrawn from the course. On your **eighth (8) missed assignment**, you will be withdrawn from the course at the instructor's discretion.

Additionally, if all major writing assignments excluding the module homework (journals, short essay, proposal, and final essay) are not submitted, then you may also be withdrawn from the course as this class must comply with the Gordon Rule.

Additional information:
Required Online Etiquette:
- Follow academic honesty rules (do not plagiarize or copy from the internet. Always cite.). Students may receive a zero for plagiarized module assignments.
- If video conferencing, professionalism is required. Attire required at all times. Please be aware of your backgrounds or offensive/inappropriate materials.
- Do not be rude or inappropriate to anyone in the course. See "Grading Policy" below.
- I reserve the right to add to this list as necessary.

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:
Writing is a recursive process that takes time. You will be required to work on projects as homework, as well as complete weekly or bi-weekly assignments and readings. At times, I will open two modules at a time to offer students the opportunity to work ahead (but working ahead is not required). To successfully complete each module, please review the announcement for each module, pay attention to the due dates, and make sure you progress on your major projects. **DO NOT WORK ONLY FROM THE CALENDAR OR YOU MAY HAVE A HARD TIME PASSING THE COURSE—YOU MUST READ EACH WEEKLY ANNOUNCEMENT AND PROGRESS THROUGH THE MODULE IN ORDER.**

In discussion posts and other module work, you will be required to have strong professional etiquette. If you are rude or mean to a fellow student, you may receive a zero for an assignment, or possibly dropped from the course as per my discretion and student conduct handbook.

Please check announcements frequently and make sure you review the "Getting Started" module.

Technology note: I must be able to open your files. If you submit a file I cannot open (again, all files must be submitted as .doc or .docx), you will receive a zero for that assignment. Please see the "Technology Requirements" below.

Course Assignments:

Major Writing Assignments (Projects to be completed over several weeks)

Journals	**15%**
Three short essay reflections on assigned reading	
(250-300 words each x 3)	
Short Essay:	**20%**
Choose between three essays in textbook to analyze	
(500-700 words)	
Proposal for Final Essay	**15%**
Proposal for final project	
(350-400 words)	
Final Essay	**25%**
Argumentative essay using resources from other assignments. Proposal assignment required.	
(1,000-1,200 words)	

Homework (to be completed weekly)

Module Assignments	**25%**
Weekly module assignments which include assigned quizzes, timed writing, rough drafts, reflections, etc.	
(3,500-4,000 words)	

Late Work:

Extensions to any assignment may be granted to individuals or to the class as a whole per my discretion and must be requested in advance either in person or through email. Religious observances, college-wide events, or illness will also be given extensions. Please make arrangements through email or in person if the above applies during the semester.

For each day a major writing assignment (journals, final essay, etc.) is late, the earned grade will be deducted 5 points (including weekends). After seven days late, the grade will be a zero. All

assignments are due through Canvas by the assigned date. Module assignments are not accepted late. You will have one week to complete module assignments (homework) and several weeks to complete writing projects. Generally, extensions are not awarded to homework. Due to the nature of the course, you should schedule your own time appropriately to finish the assignments as they occur weekly or throughout the semester. Due to the nature of the course and grading schedule, the final due date for the final essay is the latest possible due date allowed for the semester (please see the schedule for the due date). No late work will be accepted after the last day of class. This date is firm and will not be changed because of grading and the semester ending.

Assignments are due through Canvas under "Grades" or linked through the modules and will be reviewed by Turnitin plagiarism checking software. The student must submit work as a .doc or .docx file in Word. (I will not accept shared files, such as Google docs.) Since students cannot pass the course without completing most assignments on time, as well as students needing to meet Gordon Rule requirements, students should consider withdrawing from the course if missing work becomes an issue (see "Attendance Policy").

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.

Technology Requirements:
In addition to the minimum requirements to access Canvas, this course will use Microsoft Word. Microsoft Word is available for free download through the student's Canvas portal. Other word processing software may be used, but students are responsible for the instructor being able to open any assignments (again, all files must be submitted/converted as .doc or .docx). Access to a computer, writing software, and printer are available on campus but please check safety guidelines. Grades and comments about major assignments will be available through Canvas. Also, students may wish to download the Canvas app, but it is not required.

Special note for Mac users and trying to submit "shared files": Mac users, at times, may experience more difficulty with Canvas and Word. Please remember to save and submit files as .doc or .docx (not .odts) to avoid some of these issues. I cannot open .odts or shared files, so you will receive a zero if I cannot open the file.

Email note: Students sometimes have a difficult time emailing me. If you do not email me directly through Canvas, please note that you must spell my name correctly to make sure you have emailed me (this has happened enough times that I must note it here). If you do not hear a response within 24 hours, please re-send your email. Even if you are using a link, emails are sometimes filtered incorrectly though the email software, especially if emails are not sent through school accounts.

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 emailing helprequest@scf.edu.

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

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.

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

Of particular note, students are encouraged to wear masks, especially if not vaccinated.

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.

Announcement from the Academic Success Center Information (Formerly the ARC):

The college offers FREE tutoring! Whether you need to bring up your grade, find a quiet place to study, or just want to get ahead, the Tutoring and Academic Success Center can help. With

tutors online until 9pm and tutors in-person on all 3 campuses, we are here when and where you need us. Find out more at scf.edu/arc. If you have any questions or need help connecting with a tutor, call/text 941-681-0861.

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 Dr. Doug Ford, Department Chair by email, fordd@scf.edu.

Class Schedule/Semester Overview:
Please note the following:

Major writing assignment due dates are listed below for your reference. Other work, such as quizzes and timed writing, will be assigned weekly through Canvas or in class as assigned. Each module is a week of the course. Also note:

1. This schedule is tentative and subject to change.
2. Reading through each Module and textbook by class meeting.
3. Module assignments are due the date listed through Canvas and not listed below.
4. Please see above about late work.

Module	Theme/Major Assignments	Due Dates
1	Getting Started/ Diagnostics, Weekly Class Meeting, Timed Essay Due **Read Syllabus and Complete Syllabus Quiz**	See Canvas for Module Assignments, Timed Essay Due
2	Thesis, MLA, Weekly Class Meeting **Reading Due Before Class Meeting:** • Chapter 4, "Meeting expectations of Academic Writing," pages 38-49 • Chapter 28, "MLA Style," pages 565-566, 572 "Core Elements," 588, 592, review example of formatting starting page 603	See Canvas for Module Assignments
3	Writing Process and Conclusions, Weekly Class Meeting **Reading Due Before Class Meeting:** • Chapter 9, "Managing the Writing Process," pages 113-122 • Reading Through Canvas: "Why the Beaver Should Thank the Wolf"	See Canvas for Module Assignments, Journal #1 Due

4	Organization, Weekly Class Meeting **Reading Due Before Class Meeting:** • Chapter 7, "Annotating, Summarizing, Responding," pages 79-97 • Chapter 26, "Quoting, Paraphrasing, Summarizing," pages 541-554	See Canvas for Module Assignments, Journal #2 Due
5	Synthesizing Ideas, Weekly Class Meeting **Reading Due Before Class Meeting:** • Chapter 25, "Synthesizing Ideas: Moving from What Sources Say to What You Say," pages 534-540	**Short Essay Due**
6	Proposals, Weekly Class Meeting **Reading Due Before Class Meeting:** • Chapter 17, "Making a Proposal," pages 371-395	See Canvas for Module Assignments
7	Research—Weekly Class Meeting in Library **Reading Due Before Class Meeting:** • Chapter 20, "Starting Your Research," pages 477-485 • Chapter 23, "Evaluating Sources," pages 520-530	See Canvas for Module Assignments
8	Analyzing Arguments, Weekly Class Meeting **Reading Due Before Class Meeting:** • Chapter 18, "Analyzing and Constructing Arguments," pages 419-422, 425-430, 438-450	See Canvas for Module Assignments
9	Analysis **Reading Due Before Class Meeting:** • Chapter 14, "Writing Analytically," pages 230-234, 236-244 • "Why Is Everyone Focused on Zuckerberg's Hoodie?" by Somini Sengupta, pages 259-261	**Proposal Due**
10	Citing Sources Continued, Weekly Class Meeting **Reading Due Before Class Meeting:** • Chapter 27, "Giving Credit, Avoiding Plagiarism," pages 555-562	See Canvas for Module Assignments

11	Positions, Weekly Class Meeting **Reading Due Before Class Meeting:** • Chapter 12, "'This is Where I Stand:' Arguing a Position," pages 143-171	See Canvas for Module Assignments
12	Analyzing Essays, Weekly Class Meeting **Reading Due Before Class Meeting:** • "Delete Your Social Media Accounts Now" by Jaron Lanier, pages 172-176 • "On Buying Local" by Katherine Spriggs, pages 177-185	See Canvas for Module Assignments, Journal #3 Due
13	Grammar and Proofreading, Weekly Class Meeting **Reading Due Before Class Meeting:** Chapter 32, "How to Craft Good Sentences," pages 694-709	See Canvas for Module Assignments
14	Visual Analysis, Weekly Class Meeting **Reading Due Before Class Meeting:** • "Visual Analysis," pages 256-258 • "Clean Sweep" by Ryan Kohls, pages 947-952	See Canvas for Module Assignments
15	Rough Drafts, Weekly Class Meeting	See Canvas for Module Assignments, Rough Drafts Due
16	Conferences	**Final Essay Due**