

Language and Literature
ENC 1101 Written Communications I

ENC 1101 - CRN 10242
Fall 2023

Instructor's Name: Jesse Blackman

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Office Hours: M-TH: Virtual Office Hours by appointment; or Mon/ Wed in Adjunct Office by appointment

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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.

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

Student Learning Outcomes: 2. Draft 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:

- 1.) Online readings through Canvas
- 2.) Critical Reading and Writing: A Bedford Spotlight Rhetoric
- 3.) Pursuing Happiness: A Bedford Spotlight Reader
- 4.) Microsoft Word; Major writing assignments must be turned in as .doc or .docx
- 5.) Pencil/pen and paper brought to class each day or
- 6.) Laptop brought to class *optional*

Laptops/ Tablets/Electronics:

I will allow the use of laptops and electronics to take notes and work on assignments in class. Make sure to use them for class purposes only. Anything missed while not paying attention will not be repeated and may affect your understanding of the course material and your final grade.

Attendance:

This class is a face to face only class. You are expected to come to every scheduled class. Attendance will be taken at the beginning of each class. If you do not come to class that counts as an unexcused absence, and could potentially impact your participation score. Because participation is counted in your final grade, a low participation score could result in a lower or failing final grade for the course. You will still be required to do the homework assigned on Canvas for the class missed. Failure to hand in the homework will result in a zero for that assignment.

Excused Absences: If you cannot make it to class due to a personal, family, or medical emergency, contact me and let me know. I will not deduct points for missing class due to an emergency. I will not deduct points if class is canceled by the school due to weather, incident, or disaster. Depending on your reason for missing class, extensions may be given for certain assignments.

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:

This class relies heavily on critical reading and writing. Throughout the semester, you will be required to complete homework assignments on Canvas, discussion posts, and writing assignments. I will remind you at the end of each class if there is any homework for the week on Canvas.

You will also be required to do some reading at home for class. Readings can be found in our course materials or on Canvas. Usually, we will have a class discussion on the reading the next time we meet. Participating in that discussion will be included in your participation score for your final grade, so make sure you do the readings on time. Any questions you have about at home assignments can be answered in class, or by emailing me.

All in-class assignments (discussion, peer review, small groups, timed writing) will count as part of your participation grade, except for the presentation, which counts towards your final writing assignment. You will be graded on completion with reasonable effort for these assignments. You can find your grades on CANVAS.

Course Assignments:

Discussion Posts (300-500 words per post, with two 50-100 word responses to classmates): 20%

Analysis Essay - Selected Reading Analysis - Analytical (700-1000 words): 10%

JSTOR Essay - Source Analysis - Compare/Contrast (700-1000 words): 10%

Technology Essay - Selected Topic Analysis - Argumentative (700-1000 words): 10%

Major Paper - Research Paper - Informative/Argumentative: 30%

 Bibliography (8-10 sources, 4 must be academic): 5%

 Presentation (5 minutes per presentation, 3 minutes for questions and feedback): 5%

 Rough Draft (approx 700- 2000 words): 5%

 Peer Review (500 words per peer): 5%

 Final Draft (1800-2000): 10%

Portfolio: 5%

Participation (take notes, participate in discussion, small groups, timed writing): 15%

Class Schedule/Semester Overview:

Please note the following:

Writing assignment due dates are listed below for your reference. Other work, such as readings and timed writing, will be assigned weekly through Canvas or in class as assigned. Also note:

1. This schedule is tentative and subject to change.

2. Readings will be assigned in class each week.
3. Assignments are due the date listed through Canvas.
4. Please see below about late work.

Class Date	Theme	Assignments/Due Dates
8/15	Welcome/Writing Diagnostic	Reading Diagnostic due 8/17
8/17	What are Critical Reading and Writing Skills?	Read Chapter 1 in CR&W Discussion 1 due 8/24
8/22	Review Chapter 1	Canvas Reading 1
8/24	What is Happiness? - Reading Discussion and in class writing	Discussion 2 due 8/29
8/29	Rhetorical Analysis	Canvas Reading 2
8/31	Grammar Review Reading Discussion	Discussion 3 due 9/5 Analysis Essay Due 9/7
9/5	No class	Analysis Essay due 9/7
9/7	Library Day	Discussion 4 due 9/12
9/12	Drafting and Revision Mythbusters	Read Chapter 2 in CR&W
9/14	Review Chapter 2	Discussion 5 due 9/19
9/19	Types of Essays	Read Chapter 3 in CR&W
9/21	Review Chapter 3	Discussion 6 due 9/26 JSTOR Essay Due 9/28
9/26	Logical Fallacies	JSTOR Essay Due 9/28
9/28	Small Groups - Peer Review Practice	Peer Review Discussion 7 due 10/3
10/3	Creating a Portfolio	Create and work on Portfolio
10/5	Multimodal Writing	Multimodal Analysis: Discussion 8 due 10/10

10/10	Small Groups - Brainstorm ideas for a multimodal project	Canvas Reading 3 Technology Essay due 10/19
10/12	Reading Discussion	Technology essay due 10/19 Social Media Discussion Post 9 due 10/17
10/17	Share Social Media Analysis	Technology Essay due 10/19
10/19	Small Groups - Brainstorm Topics for Major Paper	Discussion 10 due 10/24 Topic due 10/24
10/24	Library Day - Find Sources	Bibliography due 11/2
10/26	Creating a Bibliography	Bibliography due 11/2
10/31	Extended Freewrite	Bibliography due 11/2 Presentations due 11/7
11/2	Techniques for Organized Writing	Presentations due 11/7 Rough Draft due 11/16
11/7	Presentation Day	Rough Draft due 11/16
11/9	Presentation Day	Rough Draft due 11/16
11/14	Finish Presentations/Work Day	Rough Draft Due 11/16
11/16	Writing Center Day	Peer Review due 11/21 Final Draft Due 11/30
11/21	Peer Review Feedback	Final Paper due 11/30 Portfolio due 12/5
11/23	Critical Reading and Writing Checklist Questions	Final Paper due 11/30 Portfolio due 12/5
11/28	How will Critical Reading and Writing Skills help you?	Final Paper due 11/30 Portfolio due 12/5
11/30	Last Day of Class	Portfolio due 12/5

Late Work:

Extensions to any assignment may be granted to individuals or to the class as a whole per my discretion, religious observances, college-wide policies, or due to illness. For each day a major writing assignment (Analysis 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. No late work will be accepted after the last day of class, which will be November 30th.

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. 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”).

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.

Technical Support:

Technical Support Information	<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> <i>For technical issues with My SCF, contact SCF technical support by calling emailing helprequest@scf.edu.</i>
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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 withdrawal 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:

If appropriate to your course, state this directly: *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.

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.