

STATE COLLEGE OF FLORIDA
MANATEE-SARASOTA
Language and Literature Department
ENC 1101 / CRN 10584
Written Communications I
Fall 2023

Instructor's Name: Matthew Masucci

Office Location: Venice Campus, Building 600, Room 643

Office Hours:

M 9:00 am - 1:00 pm

T 8:00 am - 9:00 am

W 9:00 am - 1:00 pm

R 8:00 am - 9:00 am

F 9-10 via Microsoft Teams

Telephone: 941-408-1500

Email Address: masuccm@scf.edu (however, [use the Canvas Inbox tool for course messages](#))

Course Description:

ENC 1101 Written Communication I: (3) (A.A.) Prerequisite: ENC 0025C and REA 0017 or appropriate score on English and Reading placement tests. This course meets Area I requirement for the A.A., A.S. and A.A.S. general education 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.

Student Learning Outcomes:

At the completion of the course, the student 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:

- No textbook required
- Word Processor (Ideally Microsoft Word, which you can download free through the college:
<https://www.scf.edu/Administration/InformationTechnology/office365/default.asp>)

Attendance Policy:

Attendance is an important part of this course. Not only will you receive valuable information during class, your participation makes the class successful.

However, it is important that if you are ill, please do not come to class. Contact me for information on how to complete the work. If you test positive for Covid-19, follow the guidelines on the link below to inform the college of your Covid status so that it can alert those in contact with you.

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

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:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Course Assignments:

Assignment	6000+ Words (Gordon Rule)	Percentage of Final Grade
Classwork, Other Assignments		15
Journals	1500	15
Analysis Essay	1000	15

Compare and Contrast Essay	1200	20
Argument and Research Essay	1800	30
Timed Essay	Counts for 500	5

Some important notes about the grading in this course:

- To fulfill the Gordon Rule, all items with a word count must be completed to pass this course. If these conditions are not met, an F will be assigned for the class.
- Much of the personalized feedback in this course will come from students' graded essays. This feedback takes a significant amount of time and effort, so please be patient.

Incomplete Paper Policy: Any paper that does not reach the assigned minimum length will be given an automatic grade of F (50%) and can go down from there.

Plagiarized Essay Policy: Any course material deemed to be plagiarized or improperly cited will result in a zero on the assignment and possible failure in the course. Plagiarism is cheating. Please also see the SCF Statement of Plagiarism further into the syllabus.

Turnitin.com: Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Late Work:

- **Classwork can be completed late on a case-by-case basis.**
- **Journals** can be up to one week late with a 50% penalty.
- The **Analysis Essay, Compare and Contrast Essay, and Argument and Research Essay** can be up to one week late with a letter grade deducted for each day late.
- The **Timed Essay and Optional Essays Revisions** cannot be accepted late.

Email:

Students are required to communicate with their instructor using their official SCF email address. However, the best option is to use the inbox feature in Canvas. See:

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>

Technology Requirements:

- Browser compatible with Canvas, YouTube
- Microsoft Office (Provided free by the college:
<https://www.scf.edu/Administration/InformationTechnology/office365/default.asp>)
- Adobe Acrobat (free from Adobe, likely already installed:
<https://www.adobe.com/acrobat/pdf-reader.html>)

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.

Technical Support Information

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

For technical issues with the publisher site, contact their technical support by...

(Instructors: Please add information on how to contact tech support for publisher courses, if applicable.)

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.

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.

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.

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. Douglas Ford, Chair of Language and Literature by email, fordd@scf.edu

Daily Schedule:

Week	Date	Schedule
Week 1	T 8/16	<i>During Class:</i> · Syllabus and Course Introduction

	R	8/18	<i>For Class:</i> • Complete Diagnostic testing for reading in Canvas by Friday, 8/19 @ 11:59 pm <i>During Class:</i> • Diagnostic testing for Writing – Complete in Class (60 minutes)
Week 2	T	8/23	<i>During Class:</i> • Discuss Writing Process • Essay Structure/Organization • Thesis Statements • Easy Bake Paragraphs • Easy Bake Paragraph Practice

	R	8/25	<i>For Class:</i> • Reading Assignment: David D. Thornburg, "2020 Visions for the Future of Education" in Canvas <i>During Class:</i> • MLA Document Design • Discuss Quoting, Paraphrasing, Summarizing, and Plagiarism • Quoting, Paraphrasing, Summarizing, Plagiarism Practice
Week 3	T	8/30	<i>During Class:</i> • Discuss MLA Citation, Source Usage • MLA Citation Group Work
	R	9/1	<i>For Class:</i> • Read Fowles, "Advertising's Fifteen Basic Appeals" in Canvas <i>During Class:</i> • Analysis Essay Guidelines • Introduction to Advertising and Communication • Advertising "Quiz" • Psychological and Physiological Effects of Advertising

Week 4	T 9/6	<i>For Class:</i> • Read “Impact of Colors on the Psychology of Marketing” in Canvas <i>During Class:</i> • Examine Ads • Practice Analysis (Group Work)
	R 9/8	<i>For Class:</i> • Read “How to Read a Scholarly Article” in Canvas • Prepare Your Assigned Article (read and mark) <i>During Class:</i> • How to Read Scholarly Articles • Integrating Quotes and Research into an Essay • Group Practice (working with articles)

Week 5	T 9/13	<i>For Class:</i> • Bring your ad for your essay and an outline • You can bring with you a laptop or device to work on your essay during class time. <i>During Class:</i> • Example Essay • Common Essay Errors • Work Day
	R 9/15	<i>During Class:</i> • Peer Review • Work Day Analysis Essay Due Sunday, 9/18 by 11:59 pm
Week 6	T 9/20	<i>For Class:</i> • Reading Assignment: “Compare and Contrast Methods” in Canvas <i>During Class:</i> • Discuss Compare and Contrast Essay

		Discuss Compare and Contrast Techniques
	R 9/22	<i>For Class:</i> - Read Robert Verbruggen's "The Folly of Blaming Video Games" in Canvas - Read Patrick Stafford's "How to End Video Games' Bullying Problem: Change the Games" in Canvas <i>During Class:</i> - Discuss Articles
Week 7	T 9/27	<i>For Class:</i> - Read Robert Verbruggen's "The Folly of Blaming Video Games" in Canvas - Read Patrick Stafford's "How to End Video Games' Bullying Problem: Change the Games" in Canvas <i>During Class:</i> - Group practice with compare and contrast
	R 9/29	<i>During Class:</i> - Sample Essay - How to Research - Using Research in this Essay

Week 8	T 10/4	<i>For Class:</i> • Bring your articles from the Compare and Contrast Assignment • Bring your two additional research articles • Bring at least an outline for your Compare and Contrast Essay • You can bring with you a laptop or device to work on your essay during class time. <i>During Class:</i> • Essay Work Day • Grammar Basics • Grammar Group Work • Style and Editing Practice • Discuss Editing and Proofreading
	R 10/6	<i>For Class:</i> • A complete Compare/Contrast draft <i>During Class:</i> • Peer Review • Work Day Compare / Contrast Essay Due Sunday, 10/9 by 11:59 pm on Canvas

Week 9	T	10/11	<i>For Class:</i> • “Readings on Argument” • “The Case for Mandatory Organ Donation” <i>During Class:</i> • Discuss Argumentative Research Essay • Argument Presentation • Discuss Brainstorming, Planning, Outlining • Practice Identifying Argument
	R	10/13	<i>During Class:</i> • Discuss Brainstorming, Planning, Outlining • Research Presentation • Review Library and Online Databases
Week 10	T	10/18	<i>During Class:</i> • Mock Essay
	R	10/20	<i>During Class:</i> • Mock Essay • Incorporating Research into your Essay • Sample Body Paragraph • Sample Refutation Paragraph • Revising the Argument Essay
Week 11	T	10/25	

		During Class: • Work Day • Individual Meetings on Milestone 1
	R 10/27	During Class: • Individual Meetings on Milestones 1 • Work Day on Milestone 2
Week 12	T 11/1	During Class: • Individual Meetings on Milestone 2 • Work Day
	R 11/3	During Class: • Individual Meetings on Milestone 2 • Work Day -- Milestone 3

Week 13	T 11/8	During Class: • Individual Meetings on Milestone 3 • Work Day
	R 11/10	<i>For Class:</i> • A draft of the Argumentative Research Essay <i>During Class:</i> • Peer Review • Open Forum on Papers Argumentative Research Essay Due Sunday, 11/13 by 11:59 pm
Week 14	T 11/15	<i>During Class:</i> • Discuss Timed Essays and Essay Exams
	R 11/17	<i>During Class:</i> • Timed Essay (60 minutes)

Week 15	T 11/22	Thanksgiving Break -- No Class Scheduled
	R 11/24	Thanksgiving Break -- No Class Scheduled
Week 16	T 11/29	<i>During Class:</i> • Visual Rhetoric Project Group Workday
	R 12/1	<i>During Class:</i> • Watch / Present Visual Rhetoric Projects Visual Rhetoric Project Due at Beginning of Class
	Sunday 12/4 By 11:59 pm	Optional Revision Choice Due by 11:59 pm on Canvas

