

**ENC 1101-Written Communication I**  
**CRN 11208 Section V30**  
**State College of Florida-Venice**  
**Department of Language and Literature**

**Instructor-** Ed La Salle

**Class Meeting Days-Tuesdays and Thursdays**

**Class Meeting Time-2:00 p.m.-3:20 p.m.**

**Class Meeting Location-Bldg. 300, Room 334**

**Office Location-Building 600-Adjunct Office**

**Phone-** 941-408-1476

**Email-** [lasalle@scf.edu](mailto:lasalle@scf.edu) **Note: Students are required to communicate with their instructor using their official SCF email address)**

**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.

**EXPECTATIONS AND LEARNING GOALS-** Upon successful completion of the course, one 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.

**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 6,000 words. A grade of C or better is required for credit in Gordon Rule classes.

**REQUIRED TEXTBOOK AND MATERIALS-***Pursuing Happiness: A Bedford Spotlight Reader* Second Edition. Eds. Matthew Parfit and Dawn Skorczewski, ISBN 978-1-319-05632-2

One Jump (Flash) Drive.

A two-pocket portfolio folder.

A spiral bound notebook and a pen for your in-class journal, in-class writing assignments, and class notes.

**ATTENDANCE-**SCF officially states, "Punctual and regular class attendance is expected of all students. Any class session missed, regardless of cause, reduces the opportunity for learning and often adversely affects the grade a student achieves in a course." In a class that meets twice a for sixteen weeks, missing more than two weeks of class (or four class sessions) will put you in the danger zone. **In this course, a student can be withdrawn after exceeding four absences. A student may also be withdrawn for failing to turn in assignments.** Furthermore, missing any of your college classes may adversely affect your Federal Financial Aid. **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. **FACULTY WITHDRAWAL-** Before the course withdrawal deadline (60 percent of the term) a faculty member may withdraw a student

when the student has stopped attending class and has not formally withdrawn from the course by the withdrawal deadline. 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.

**WITHDRAWAL POLICY**-A withdrawal is a change in the student's course schedule where one or more courses are withdrawn before the withdrawal deadline. SCF encourages the student to discuss a withdrawal with the instructor, Financial Aid, and academic advisor before withdrawing from a course. Students should consult the academic calendar or the Office of the Registrar for the specific dates of the withdrawal deadlines. Withdrawn courses appear on the student's transcript as a "W" and are classified as attempts. **No refunds are permitted for withdrawn courses.** **Students failing 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 a one or more courses during the semester 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 will be permitted to take a maximum of three attempts per course. An "attempt" is defined as registration in a class after the end of the registration period. All withdrawal policy statements and course attempts apply to part-time as well as full-time degree-credit and developmental students.

**LATE PAPER POLICY**-Papers must be handed in on time. If you cannot attend class on the day that an assignment is due, you should e-mail me your work as an MS Word attachment **on the day that the assignment is due.** My e-mail address is [lasalle@scf.edu](mailto:lasalle@scf.edu) For each school day (not class day) that a paper is late, the grade will be diminished by one letter grade. Papers handed in three days late and beyond will be read, but they will be returned to you with no comments and a grade of F for the assignment. I am firm about having work handed in on time. Whenever you miss a deadline, the work will be penalized.

**PAPER FORMATTING**-For your computer processed work, please use either Times New Roman or Calibri font, number 12, double spaced. Formal writings (i.e. anything turned in for a grade) should be submitted in a format that conforms to the MLA style. In the upper left-hand corner, students should list their name, the course, the professor's name, and the date. The student's last name and page number should be included in the upper right-hand corner of every page. Also, in accordance with the MLA style, each paper should include a Works Cited page listing all relevant material. Use one-inch margins all the way around the paper.

**PLAGERISM**-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.

**STANDARDS OF CONDUCT**-Students are expected to abide by the guidelines stated in our student handbook. Students are expected to be civil. The following is not an exhaustive list of requirements for civil behavior: do not engage in educationally disruptive behavior or language; turn off cell phones and entertainment devices; refrain from eating, sleeping, reading extraneous material, and browsing the Internet or checking email in computer classrooms; do not arrive late or leave early without permission. Disruptive students may be asked to leave the classroom and may not be permitted to return to the course.

**AMERICANS WITH DISABILITIES ACT**-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](mailto:drc@scf.edu)  
Phone: 941-752-5295

**DRC WEBSITE**- [Links to an external site.](#)

**STATEMENT OF NON-DISCRIMINATION**-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**-[Links to an external site.](#)

**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>

**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.

**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.

**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.

**SOLUTIONS TO UNEXPECTED PROBLEMS**-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 either Ms. Lori Duncan Academic Department Secretary(Language and Literature) at 941-408-1476, or Dr. Doug Ford, Chair of Language and Literature at [fordd@scf.edu](mailto:fordd@scf.edu)

**TECHNICAL SUPPORT-SCF Help Desk-941-752-5357**  
**CANVASS SUPPORT-844-920-2764**

**DESCRIPTION OF ASSIGNMENTS AND ASSESMENT**-To do well in this course, come to class. Keep up with our assignments. Hand all the papers in on time. Participate in the discussions of our readings. I grade all your major work with a rubric. The rubric will be handed out and discussed during the first two weeks of class.

### **FORMAL PAPER ASSIGNMENTS AND POINT VALUES**

**In Class Diagnostic Writing-“Define Happiness”**- This will be handwritten in class. You cannot fail this assignment. It is a way for me to see common class errors, and it indicates where I may help you individually as a writer. **10 Points**

**Paper One-The Memoir**-This will be an essay about you. It will be two full pages of text, typewritten, in MLA Style. You have a digital composition option for this essay. If you choose the digital composition option, you write and hand in an MLA Style one-page outline. You will not use or cite any sources for this essay. **10 Points**

**Paper Two-Happy Songs in My Life**-This essay will contain two full pages of text and an MLA Style Works Cited page. It requires at least one outside source properly framed, cited, and directly quoted. **15 Points**

**Mid-Term Exam and Journal Check**-The exam is worth 10 points, and the journal check is worth five points. **15 Points**

**MLA In Class Exercise (Week 10)**-This will be an in-class exercise on MLA Citation. **10 Points**

**Paper Three-The Rhetorical Argument**-This paper will be in MLA Style and will contain a minimum three of text with an MLA Works Cited page. This essay will contain a minimum of three properly documented sources. At least one of the sources must come from our college library database. **15 Points**

**Attendance, Journal, Workshops, Discussions** **10 Points**

**Final Presentation or Digital Project** **15 Points**  
**100 Points**

**Your final grade in this course is based upon a 100-point scale.** The standard letter grades of A-F along with their numerical equivalents will be adhered to in this class. The numerical equivalents are A=90-100, B=80-89, C=70-79, D=60-69. Anything below a 60 is an F. At the end of the semester, I add the numerical equivalents of your assignment grades throughout the class. I then transfer them to a letter grade. I do not give out incompletes, except in the case of an extreme, documented, emergency or hardship. Furthermore, specific college requirements must be met for an Incomplete. Grade Policy/ Breakdown: Based on the progression of the course, the grade distribution for each assignment may change. However, if changes are made, I will notify students in a timely manner and in writing.

## COURSE SCHEDULE OF READINGS AND ASSIGNMENT DUE DATES

*The schedule will be followed as closely as possible. The schedule may change at the discretion of the instructor; however, students will be notified in writing when any changes /additions are made to the schedule. In addition, circumstances beyond our control (like the weather) may cause adjustments. All readings will be completed before you come to class and will be completed before that week begins. All readings come from your assigned text.*

**WEEK ONE-READING ONE-Parfitt and Skorczewski-pgs. 1-6-** Introductions, and classroom business. Make a friend. Get an email address and phone number from at least two of your peers in this class. A brief introduction to critical thinking and logic. Complete and Discuss Reading One.

**WEEK TWO-READING TWO- Parfitt and Skorczewski-pgs. 7-10 Write In -Class Diagnostic Paragraph; Begin discussion of Paper One in class;** we will discuss brainstorming, free writing, planning an essay, parts of an essay, and the difference between introductions, body paragraphs, and conclusions. We will discuss the differences between creative writing and academic writing. Reading Two Due - Discuss Reading Two

**WEEK THREE-READING THREE- Voltaire-pgs. 11-13** Hand back and discuss diagnostic paragraph. Reading Three Due-Discuss Reading Three-Assign and discuss Essay One-Memoir.

**WEEK FOUR-READING FOUR-SMITH-pgs. 187-192-** Classroom work on basic writing skills. Assign and explain Essay One-The Memoir- Hand Out Sample Paper Format-Reading Four Due-Discuss Reading Four-Basic Computer Work

**WEEK FIVE-READING FIVE- Argyle and Hills-pgs. 80-83 -Special Topic: The First Amendment. Essay One “Memoir” Due. Assign Essay Two-“Happy Songs in My Life.”** Discuss Reading Five.

**WEEK SIX-READING SIX- Konnikova-pgs. 296-299** Typed Draft Due Essay One / Workshop. Reading Six Due-Discuss Reading Six.

**WEEK SEVEN-READING SEVEN-Csikszentmihalyi-pgs. 89-92-**Essay One Due -The Memoir- Begin discussion of MLA Style and incorporating sources into your work. Review direct quoting, paraphrasing, and summary. Gathering and abstracting a source. Begin discussion of MLA Style Works Cited Page. Discuss Mid-Term Exam. Reading Seven Due-Discuss Reading Seven

**WEEK EIGHT-NO READING DUE FOR THIS WEEK Journal Check, and -Mid-Term Exam- Essay Two-“Happy Songs in My Life” Due. Assign Essay Three “The Rhetorical Argument.”**

**WEEK NINE-READING NINE- Meacham-pgs. 72-76-** Return Mid-Terms. Brief Discussion on Toulmin Logic. Discussion of arguable statements and counter\_arguments. Discuss Possible Argument Topics- Reading Nine Due-Discuss Reading Nine.

**WEEK TEN-READING TEN- Hecht-pgs.174-186- Assign Essay Three-The Argument.** Begin to work on and discuss Essay Three in Class. You will need a Flash Drive. In Class MLA Style Works Cited Workshop-The Works Cited Page. Quiz worth 10 points towards your Final Grade, Reading Nine Due-Discuss Reading Ten.

**WEEK ELEVEN-READING ELEVEN - Fraser-pgs. 194-195-**Discuss Reading Eleven- Continue to work on Essay Three.

**WEEK TWELVE-READING TWELVE-Turkle pgs.333-338-** Discuss Reading Twelve-Continue Working on Essay Three in Class.

**WEEK THIRTEEN-READING THIRTEEN-Nye pgs.205-206** Typed draft of Essay Three Due. Workshop.  
Discus Reading Thirteen

**WEEK FOURTEEN**-Portfolio/ Essay Three Due! Discuss Presentations/Final Digital Projects

**WEEK FIFTEEN- Begin Presenting Final Presentations or Digital Project**

**WEEK SIXTEEN -Complete Final Presentations or Digital Projects**