

STATE COLLEGE OF FLORIDA

MANATEE-SARASOTA

Language and Literature Department

ENC 1101 – Written Communications I

Instructor's Name: Matthew Masucci

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Office Hours:

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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:

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.

Although the course does not meet face to face, students are expected to “attend” class by checking in, several times a week, 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 do not successfully complete all 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 essays are not submitted, then you may also be withdrawn from the course as this class must comply with the Gordon Rule.

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
Assignments and Discussion Boards	N/A	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:

- **E-Lecture Quizzes** have no late penalty. They can be completed at any time before the end of the course.
- **Journals** can be up to one week late with a 50% penalty.
- The **Initial Discussion Post (due on Thursdays)** can be up to three days late with a 10% penalty for each day late.
- **Reply posts (due Sundays)** cannot be late. No discussion posts can be submitted after the Sunday deadline.
- 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: <https://community.canvaslms.com/t5/Student-Guide/How-do-I-use-the-Inbox-as-a-student/tap/532>

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

Schedule:

Week	Module
Week 1	Course Introduction and Writing Essentials
Week 2	Writing an Analysis Essay
Week 3	Writing a Compare and Contrast Essay
Week 4	Introduction to Argument and Research
Week 5	Writing an Argument and Research Essay
Week 6	Writing a Timed Essay & Optional Essay Revisions