

ENC1101

ENGLISH COMPOSITION I (432215)

PROFESSOR INFORMATION



Audrey M Antee

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Office Hours:

| Hours | Days | Campus | Room | Phone |
|------------|-------------------|----------------------|---------------|---------------|
| 9:55-10:55 | Monday, Wednesday | North Campus | D277 | (904)766-6706 |
| 6-8 | Wednesday | Open Campus / Online | Skype a.antee | |
| 9:50-12:50 | Tuesday, Thursday | North Campus | D277 | (904)766-6706 |

And by Appointment

COURSE DESCRIPTION

Description: This course embodies the fundamentals of effective expression with emphasis on the various forms of expository writing, logical and imaginative thinking, and reading for understanding. The course provides instruction in sentence structure, diction, organization of short essays, correct usage of standard American English documentation skills, and writing with sources. This course includes reading and writing competencies.

Prerequisites: Satisfactory score on the placement test (for non-exempt students only).

Corequisites: None.

Student Advising Notes: Effective Spring 2014, students who entered the ninth grade in a Florida public high school in the 2003-2004 school year, or any year thereafter, and earned a standard Florida high school diploma, or students who are serving as active duty members in any branch of the United States Armed Services, will not be required to take the common placement test (P.E.R.T.) or to enroll in developmental education at any Florida College System institution, including Florida State College at Jacksonville (per Senate Bill 1720, State Board Rule 6A-10.0315). These students shall be considered exempt from common placement testing and developmental education instruction, and may accordingly enroll directly in ENC 1101C or ENC 1101. For placement in any communications course beyond ENC 1101/ENC 1101C, exempt students will be required to take the common placement test.

Degrees Offered: A.A., A.S.

COURSE INFORMATION

Course Number / Title: ENC1101 / ENGLISH COMPOSITION I

Reference Number: 432215

Number of Credit Hours: 3.00

Term / Year / Session / Length: Spring / 2016 / A / 16

IMPORTANT DATES

| | |
|-----------------------------------|--------------------------|
| Class Begins | 01/06/2016 |
| 100% Refund Deadline | 01/13/2016 7:00 PM (ET) |
| Non-Attendance Drop | 01/21/2016 11:59 PM (ET) |
| Withdraw with 'W' Deadline | 03/15/2016 7:00 PM (ET) |
| Class Ends | 04/29/2016 |

College Holiday(s)

1/18/2016, 2/15/2016, 3/21/2016 - 3/27/2016

Technical Maintenance

1/16/2016 - 1/18/2016, 2/13/2016 - 2/15/2016, 3/20/2016 - 3/27/2016, 4/16/2016 - 4/17/2016

These dates are critical for this course. Additional critical dates for this course can be found by clicking the appropriate term links in the [online calendar](#) at the Florida State College at Jacksonville Website.

COURSE LOCATION

| Location | Room | Times | Days | Session Dates |
|--------------|-------|---------------------|-------------------|-------------------------|
| NORTH CAMPUS | D0211 | 11:00 AM - 12:20 PM | Monday, Wednesday | 01/06/2016 - 04/29/2016 |

INSTRUCTIONAL MATERIALS AND EQUIPMENT

REQUIRED TEXT / MATERIALS

**** Course materials are being finalized. ****

The book we will be using is Writing for Success by Scott McLean and you can download it for free here:

<http://open.lib.umn.edu/writingforsuccess/>

TECHNOLOGY REQUIREMENTS

You should own or have access to:

- An email account
- Computer with high speed access to the Internet
- Access to College computers when needed
- Virus-checking software
- Word-processing software-**all FSCJ students have access to Word, PowerPoint, Excel, etc. through their FSCJ email account. Log into your email, click on Office 365, and download programs to your computer.**
- Software and plug-Ins that may include (choose the titles for the free downloads)
 - [Adobe Acrobat Reader](#)
 - [Flash Player](#)
 - [Java](#)
 - [QuickTime](#)
 - [RealPlayer](#)
 - [Shockwave Player](#)
 - [Windows Media Player](#)

It is a good idea to check your computer at the beginning of each course and a couple of times throughout the term to ensure you have all the necessary software and plug-ins to use the Blackboard online system and course features. After logging in to Blackboard, choose the Browser Checker link. Review the results and choose the links to the recommended software.

Please note that you will need to turn off your pop-up blocker to use all features of this online course.

ACCESSIBILITY

Florida State College at Jacksonville recognizes the importance of assisting and encouraging all students to reach their full potential. In accordance with the Americans with Disabilities Act (ADA), the Americans with Disabilities Act as amended in 2008, and Section 504 of the Rehabilitation Act of 1973, the College ensures that its admission requirements are uniformly applied, and that its services, activities, facilities and academic programs are accessible to and usable by all qualified students. The Office of Services for Students with Disabilities (OSSD) implements and coordinates reasonable accommodations and disability-related services to promote full participation of individuals with disabilities in all aspects of college life.

The Rehabilitation Act defines a disability as an individual who has a physical, mental, or learning disability, which substantially limits one or more major life activity (i.e., seeing, hearing, speaking, walking, sitting, standing, breathing, reading, writing, or performing mathematical calculations, and caring for oneself); or who has a record of such impairment; or who is regarded as having such impairment. Both the impairment and the limitation of a major life activity must be established to be eligible under the ADA. Please click [here](#) for more information.

LEARNING OUTCOMES

- Organizing and writing essays following various rhetorical models and modes
- Using sources properly following correct MLA style documentation guidelines for research papers
- Analyze texts and demonstrate critical thinking
- Writing using correct grammar, word usage, and diction
- Writing grammatically correct, proofread essays under timed and proctored conditions

COURSE PARTICIPATION

CALENDAR OF ACTIVITIES

Dates may be subject to change.

Week 1 Jan 6-10

Syllabus and Introductions. Navigating Blackboard

Homework: Complete Student Contract in Blackboard and *Writing for Success* End-of-Chapter Exercises 1.4 (All homework is due Sunday.)

Read *Writing for Success* Chapter 1.1, 1.3-1.4 and Chapter 8.1-8.3

Week 2 Jan 11-17

Choosing a topic and preparing to write. Discuss parts of a paragraph.

Homework: *Writing for Success* Chapter 2.1 exercises 4 and 5.

Read *Writing for Success* Chapter 2.1, Chapter 8.4-8.5 (we will do some End-of-Chapter Exercises in class next week) and Chapter 9.1-9.4

Drop deadline 100% refund, Wednesday January 13th.

Week 3 Jan 18-24

Monday January 18th is a holiday. The college is closed. Class will resume on Wednesday January 20th.

Parts of an essay. Writing introductions and conclusions.

Homework: *Writing for Success* Chapter 2.2 exercises 3 and 4.

Read *Writing for Success* Chapter 10.1-10.2

Week 4 Jan 25-31

Unity and coherence in the body of an essay and using transitions.

Homework: *Writing for Success* Chapter 3.1 exercises 2 and 3, Chapter 3.2 exercise 1, and Chapter 3.5 exercise 1. Submit essay 1 draft. (This should not be your very first draft but what you feel is a good second or third draft).

Read handouts provided in class “Shitty First Drafts” and “From Topic to Presentation.” Watch video on formatting our document in Word.

***Week 5 Feb 1-7**

Revising and editing. Peer review. (Bring two copies of your completed essay 1).

Homework: *Writing for Success* Chapter 7.1 and 7.2 all exercises.

Read “Reflective Writing and the Revision Process.”

Extra credit-up to 10 points: Go to tutoring with a draft of your essay. Before submitting your final draft of essay 1, show me where you used at least three suggestions from a tutor on improving your essay.

***Week 6 Feb 8-14**

Reflecting on your writing.

Homework: Submit essay 1 for grading. *Writing for Success* Chapter 4.1 all exercises, Chapter 4.2 exercise 2, and Chapter 4.3 all exercises.

Read *Writing for Success* Chapter 10.4, 10.7, and 10.8 and “Navigating Genres”

Week 7 Feb 15-21

Monday February 15th is a holiday. The college is closed. Class will resume on Wednesday February 17th.

Working in groups and group presentation guidelines. Planning a compare/contrast.

Homework: Practice timed essay in Blackboard.

Read *Writing for Success* Chapter 14 and tips for writing a timed essay

Week 8 Feb 22-28

Planning a classification essay and planning a cause/effect essay. Choosing groups. In-class timed essay.

Homework: Detailed group plan.

Read “A Student’s Guide to Writing Technologies” and “Introduction to Primary Research.”

Week 9 Feb 20-March 6

Unity and coherence compare/contrast, classification, and cause/effect. Finding credible information on the Internet.

Homework: Evaluation of a current, credible Internet source.

***Week 10 March 7-March 13**

Being persuasive and arguing a position. Using the library’s online tools.

Homework: Submit essay 2 draft. (This should not be your very first draft but what you feel is a good second or third draft).

Read “Writing ‘Eyeball to Eyeball:’ Building a Successful Collaboration.”

***Week 11 March 14-March 20**

Group check up and research portfolio steps. Peer review. (Bring two copies of your completed essay 2).

Homework: Submit essay 2 for grading. Research portfolio step 1.

Read *Writing for Success* Chapter 10.9 and Chapter 11.1-11.2.

Deadline to withdraw with a grade of “W,” Tuesday, March 15th.

Enjoy spring break! March 21-27 Spring Break—College Closed

(I will be checking my email over the break if your group is meeting or if you are working ahead and have questions.)

Week 12 March 28-April 3

Persuasive appeals. Paraphrasing, summarizing, and common knowledge. Giving credit in MLA format.

Homework: Research portfolio step 2.

Read potential sources of various types. Good research does not fall out of the sky, unfortunately. You will need to spend some time reading potential sources (many of which you will probably not use) in order to find good sources with relevant information.

Week 13 April 4-April 10

Avoiding fallacies.

Homework: Research portfolio steps 3 and 4. One member of each group needs to submit the group’s script.

Read potential sources of various types and “Annoying Ways People Use Sources.”

***Week 14 April 11-April 17**

Group presentations.

Homework: Research portfolio step 5. Submit research essay 3 draft. (This should not be your very first draft but what you feel is a good second or third draft).

Week 15 April 18-April 24

Peer review and conferences. Submit Research Portfolio Step 6.

***Week 16 April 25-April 29**

Finals week. We are scheduled to have our final exam on Monday, April 25th from 10:30-12:30.

Final draft of essay 3, the research essay, is due Wednesday, April 27th.

GRADE SCALE

| Grade | Points |
|-------|----------|
| A | 900-1000 |
| B | 800-899 |
| C | 700-799 |
| D | 600-699 |
| F | 0-599 |

COURSE GRADE BREAKDOWN

| | |
|----------------------------|------------|
| Essay 1 | 100 |
| Essay 2 | 150 |
| Essay 3 | 200 |
| Draft/Peer Review | 45 |
| Research Portfolio | 60 |
| Group Project/Presentation | 75 |
| In-class Participation | 100 |
| Book Homework | 120 |
| <u>Timed Essay</u> | <u>150</u> |
| Total | 1000 |

FN GRADE - FAILURE FOR NON-ATTENDANCE

A Failure for Non-Attendance (FN) grade indicates that a student has failed a course due to non-attendance. It is calculated as an "F" in the student's grade point average. **For students receiving financial aid, failure for non-attendance may require the student to refund to the College all or part of his or her aid.** The FN grade will be assigned by the faculty member at any time following the final withdrawal date for the course. See the College's page on [Grading policies \(http://floridastatecollegecatalog.fscj.edu/content.php?catoid=18&navoid=2246\)](http://floridastatecollegecatalog.fscj.edu/content.php?catoid=18&navoid=2246) "Grading System" for more information.

Attendance:

Students are required to attend class and to participate in class. Class attendance is critical to your understanding of class material. Therefore, attendance will be recorded for every scheduled class. Students who miss three or more class meetings may receive a grade of "FN" (Failure for Non-attendance) or "F" (Failure) at the instructor's discretion. **If a student is failing by the Withdrawal date because of excessive absences, the student will receive a grade of "FN."**

Class attendance is critical to your understanding of class material. Research shows a strong correlation between good attendance and student success. If you miss class, you are responsible for contacting a classmate or your instructor to find out what material you missed and what work was assigned. An email will not be enough. You will need to arrange to see the instructor during office hours. If work is due in class on a day you must miss, you are still responsible for turning in your work on time. It is strongly recommended that you form study groups and/or exchange contact information with other students.

Tardiness is unacceptable because it disrupts the class. **Your attendance record and your tardiness record will have a considerable impact on your final participation grade.** You can only contribute to classroom discussions and work if you are present.

Participation:

Participation is a crucial part of the class and your grade. You will be expected to work in small groups, participate in group discussions, and complete various other activities in the classroom. In general, when you are participating in activities, you are expected to have something constructive and relevant to contribute. The energy – good or bad – you bring to the classroom will considerably influence your participation grade as well as your final grade. Missing class means a loss of participation credit for that day regardless of the reason. You cannot receive participation credit if you are not physically present in class to participate. However, there will be a couple of small extra credit opportunities in case you would like to make up for some lost participation credit.

Please note that you should complete all of the readings for the a particular week **prior to attending class**. You are expected to be familiar with the material, and your participation credit depends on your being engaged in class and group discussions. If I notice people in the class have not been reading and cannot contribute, I will be forced to give in-class quizzes in class to test your knowledge of assigned readings which will impact your participation grade.

About the Assignments:

Three Essays: You will compose three essays that utilize a combination of rhetorical strategies one of which will be a research-based essay with at least 5 sources. You must submit a rough draft for peer review prior to submitting your final draft. You must revise your rough draft with the help of feedback. You are learning about the process of writing in this class, which means your papers must progress from pre-write to rough draft to revision. **Revising means making significant changes to your rough draft.**

Group Project: You will frequently work in groups in class. Collaborating with others is an essential skill in college and beyond. Over the course of the semester, you will work on a group project whereby you and your group members choose an evaluate a specific service offered by the college. The culminating project is a group presentation that the members will present to the class during week 14. The group project includes a written script that each group member must contribute to.

Peer Review: You must submit each of your essays (not timed) for peer review by a specified date and must review at least two of your classmates' papers as well. Looking at classmates' papers can help you notice things about your own papers. It is just as important that your classmates understand the points you are trying to make as it is for me to understand them. You must also provide substantial feedback in order to receive any credit for participating in peer review. Giving feedback like "I really enjoyed your paper and found no errors" will result in a zero for that peer review. Failing to have a draft for peer review will result in a zero for the in-class activity.

Timed Essay: You will complete a timed and proctored essay of at least 400 words on a personal or social theme. I will provide the topic options.

Homework: You will submit short, regularly scheduled homework assignments on editing/revision activities, research exercises, etc.

COURSE GUIDELINES & POLICIES

ACADEMIC DISHONESTY

Academic dishonesty, in any form, has severe consequences. Click [here](#) to view FSCJ's academic dishonesty definitions and procedures.

LATE / MAKE UP WORK

Everyone gets one "freebie" for a late assignment, but **ONLY ONE**. **Regardless of the reason for work being late, the regular late policy will apply unless you choose to use your freebie.** If you use your freebie, you **MUST** still submit the assignment within a week from when it was originally due. Not doing so will result in a zero on the assignment.

If you choose not to use your freebie or if you use your freebie and consistently turn in other work late, **30 percent** will be deducted from each assignment submitted on the day following the due date. After your freebie has been used, **I will not accept a paper or homework after the second day from when it was due.** If you have personal issues that you think will prevent you from submitting your work on time, you need to contact me **prior** to the due date, and we can discuss your options. However, contacting me **does not** necessarily mean that I will allow you to turn in your work late.

Personal computer or internet problems will not prevent you from submitting your work as long as you back everything up on a flash drive and as long as you do not wait until the last minute to submit work. Also, public libraries offer free internet access as do the FSCJ campuses and centers. There are also several places such as Starbucks and some malls that offer free WiFi access if you happen to have a laptop. However, if there is a problem with Blackboard itself, I will work something out with everyone in the class.

The freebie does not apply to the final essay assignment. Because of when the semester ends, assignments due week 16 will not be accepted after the due date.

*** Late work will not automatically be accepted. If your circumstances are such that you cannot submit an assignment on time, schedule an appointment to meet with me. Extenuating circumstances will be considered, but the existence of such circumstances does not guarantee special consideration.**