ENC 1101: Written Communications I

Instructor: Julie Bess Jelinek

E-mail: [jjelinek@scf.edu](mailto:jjelinek@scf.edu). I will not be available to answer emails on the weekend. Also, please use your school email; if you do not have one, please get one.

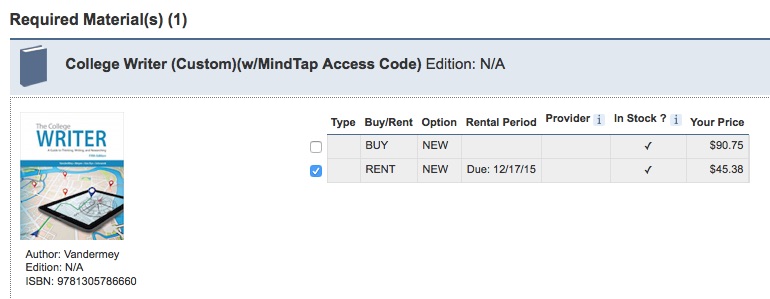
Phone:

330.687.4193 texts only

**Office Hours**: By appointment and after class.

**Required Texts & Materials:**

* Textbook + Access Code, *The college writer: A guide to thinking, writing, and researching*. 5th Edition.
* College level dictionary
* The course will also require access to a reliable computer and internet access (all State College of Florida: Manatee College campuses have computer labs for student use).



**Course Description:** Prerequisites: ENC 0020 or [ENC 0025](http://catalog.scf.edu/content.php?filter%5B27%5D=ENC&filter%5B29%5D=1101&filter%5Bcourse_type%5D=-1&filter%5Bkeyword%5D=&filter%5B32%5D=1&filter%5Bcpage%5D=1&cur_cat_oid=7&expand=&navoid=488&search_database=Filter&filter%5Bexact_match%5D=1#tt5135) and REA 0002 or [REA 0017](http://catalog.scf.edu/content.php?filter%5B27%5D=ENC&filter%5B29%5D=1101&filter%5Bcourse_type%5D=-1&filter%5Bkeyword%5D=&filter%5B32%5D=1&filter%5Bcpage%5D=1&cur_cat_oid=7&expand=&navoid=488&search_database=Filter&filter%5Bexact_match%5D=1#tt2684) or appropriate score on English and reading placement test.  
  
This course meets Area I of the A.A. /A.S. general education requirements and the Gordon Rule requirement. 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.

**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

ENC 1101 encompasses grammar and diction reviews, composition, expository writing, work in primary and multiple source themes, instruction in the use of the library and writing the research paper and practice in oral communication. Overall emphasis is on grammar and composition. In all, the course is designed to teach students basic rhetorical concepts and to introduce them to research methodology. Upon completion of this course, students will be able to compose well-developed essays, construct logical arguments through writing, and complete research projects. They further will be introduced to basic rhetorical modes.

\*The course requires that the **diagnostics essay be completed by 9.2.2015 to continue the course**—no exceptions. I will not grade any of your assignments until this diagnostic is completed. Further, if a score of **70%** or lower is received on the diagnostic essay, additional review and assignments will be recommended.

**Course Performance Standards:** The specific outcomes of this course are outlined in detail at: <http://scf.edu/Academics/CoursePerformanceStandards.asp>Course assignments and activities are designed around these objectives.

1. Draft, edit and produce a well-organized multi-paragraph essay free of errors in grammar, punctuation, tone, diction, usage, and spelling.
2. Demonstrate skills necessary for in-class timed writing assignments.
3. Conduct research using valid resources including print, database and web-based sources.
4. Complete a properly documented multi-paragraph thesis-driven research paper while avoiding plagiarism by properly documenting all researched evidence using an approved documentation style.
5. Fulfill writing requirements as mandated by SBE 6A-10.30 (Gordon Rule) and required for the CLAST.
6. Participate in assignments that generate skills necessary for group interaction.
7. Demonstrate higher-level critical thinking skills.

**Statement of Nondiscrimination:** State College of Florida, Manatee-Sarasota (SCF) is an equal opportunity and access institution that does not discriminate on the basis of sex, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information, sexual orientation and any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations in any of its educational programs, services or activities, including admission and employment.

**Disability Statement:** State College of Florida, in accordance with the Americans with Disabilities Act, will provide classroom and academic accommodations to students with documented disabilities. Students are responsible for registering with the Disability Resource Center (DRC) in order to receive academic accommodations. Reasonable notice must be given to the DRC office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. DRC Contact Information: Email: [drc@scf.edu](mailto:drc@scf.edu), Phone: 941-752-5295, Website: <http://scf.edu/StudentServices/DisabilityResourceCenter>

**Standards of Conduct:** Students are expected to abide by all [SCF Student Handbook](http://www.scf.edu/content/pdf/publications/SCFHandbook.pdf) guidelines.

**Prohibiting Recording Device:** The use of recording devices during class is prohibited, except when the use of such devices is approved as an accommodation through the college Disability Resource Center. In such cases the student must provide a copy of their Memo of Accommodation and meet with the instructor to discuss how best to provide the approved accommodation.

**Withdrawal Policy:** In accordance with the State College of Florida policy as stated in the college catalog, a student may withdraw from any or all courses without the academic penalty of a "WF" grade by the withdrawal deadline as listed in the academic calendar, Catalog or on the SCF website. A student in an accelerated or short-term course may withdraw without the academic penalty of a "WF" grade any time before the withdrawal deadline specific for the course. When a "WF" is entered, it is recorded in the student's permanent record and calculated as an "F" in the grade point average. **SCF encourages the student to discuss a withdrawal with the instructor prior to withdrawing. A student who withdraws from any or all courses can withdraw online. Students should consult with the Financial Aid Services office prior to any course withdrawal.**

Course withdrawals, after the deadline for the term or accelerated or short-term course as published in the academic calendar, will result in a grade of "WF" which is computed in the term and cumulative GPA. Appeal request forms, accompanied by an explanation and documentation detailing major extenuating and documented circumstances, should be directed to the Vice President of Academic Affairs, who has the final approval/dis-approval authority. If the appeal is granted, the "WF" grade would be changed to a "W" without GPA consequences. Forms can be obtained from the respective campus advising centers.

Effective Fall 1997, the state mandates a student will be permitted a maximum of three attempts per course. An "attempt" is defined as registration in a class after the end of the registration period.

A student must take responsibility for initiating the withdrawal procedure. If this procedure is not followed, a grade of "WF" may be recorded for the student and "F" calculated in the grade point average.

If a "WF" is entered, it will be recorded on the permanent record and calculated as "F" in the grade point average.

All withdrawal policy statements apply to part-time as well as full-time degree credit and developmental credit students.

In accordance with the State College of Florida policy as stated in the college catalog, students may withdraw from any course or all courses without academic penalty of a WF by the withdrawal deadline as listed in the State College of Florida academic calendar. This semester this date is **\_\_\_\_Sunday Nov. 1 2015** The student must take responsibility for initiating the withdrawal procedure. Students are strongly encouraged to talk with their instructors first before taking any withdrawal action.

In addition, students should note that faculty may also withdraw students for violating policies, procedures, or conditions of the class, as outlined in individual class syllabi, and such action could affect financial aid eligibility.

**Academic Honesty and 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.**

All forms of academic dishonesty are prohibited at State College of Florida: Manatee. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing of false information, forgery, alteration or misuses of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the students’ individual thoughts, research and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged, following APA guidelines for documentation.

**Plagiarism:** Anything you write for this course is your intellectual property. Any information you use to support your ideas, whether you quote that information directly, paraphrase it indirectly or summarize to emphasize or support your own ideas is the intellectual property of your source. This means that any outside information you use DOES NOT belong to you; if you use outside sources, you must show credit by citing the sources in your essay and on a separate works cited sheet. Failure to do so constitutes plagiarism. Not familiarizing yourself with the documentation or the characteristics of plagiarized material for this course does not excuse plagiarism. Whether intentional or unintentional, plagiarism will result in an automatic 0 on the plagiarized work and an F for the course. Further, please avoid **self-plagiarism**, essentially submitting previously turned in essays.

**Internet Essays and Notes:** I consider purchasing or copying an essay or notes from the internet as cheating—in fact, any form of plagiarism is in essence theft. Therefore, I have implemented measures to protect your intellectual property and the intellectual property of others. This is not to be taken lightly.

**Attendance:** To participate, you need to be in class, on time, having completed the readings and being prepared to participate in class discussion. This sharing of ideas is essential to success in the course.

You are allowed **four (4)** absences. Except in extraordinary cases, any student who misses four (4) classes will be immediately withdrawn from the course. Also, tardiness causes a disruption in the class and often results in missing important information. Three (4) tardies will equal one (1) absence. These absences are not consecutive. Please be aware that part of class is active participation. If you will not be in class, I need to know beforehand.

**Text messaging** **& electronic equipment statement**: Smartphones, tablets, notebooks and the like can enhance your ability to complete assignments and look up answers to questions that arise. However, these devices can also serve as an impairing distraction. **Cell phones are to be set to off and vibrate. There is to be no texting in class or random surfing of the web. If you choose to do these activities you will be marked absent for the day.**

**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 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 Ms. Isera Miller, Chair of the Language & Literature Department by email, <mailto:milleri@scf.edu>

**Submission of Work**: All work is to be submitted through CANVAS. I will not accept hand written work or work sent to my email. This protects both of us by everything being handed in a professional and organized manner.

**CANVAS:** **This course will require that you turn in all course work via the CANVAS environment**. This means that your grade will come from your participation in online work. Your participation in CANVAS is determined by your completion of work in the class. CANVAS will contain all essential information about the course—an electronic copy of the syllabus, a course schedule of readings, due dates, and assignments; you will be able to post questions and comments related to a particular week’s readings, explore web sites and multimedia that can further your understanding of the material covered in class, and develop a network with your classmates. CANVAS will also be our main method of communication, so it is vital that you interact with the program on a regular basis.

If concerns arise with Canvas, please contact the help desk and include their reply in your email to me.

**Canvas SUPPORT:** 884-920-2764 or use the help button in Canvas. **Please put this number in your phone.**

**Grade breakdown:**

**Grading Scale:**

**Grading Policy**

* Essays. Because this is a Gordon Rule course, all essays must meet the minimum requirements for length. Papers that fail to meet the minimum length will be dropped a whole letter grade.
* No late work will be accepted. In class writings and activities such as discussion leaders and presentations cannot be made up.
* Please allow 10 days for grading of quizzes, discussion posts, and homework. Please allow two weeks for the grading of essays.
* Extensions may be given if you have the following documented reason: (There must be actual documentation) 1) jury duty 2) court summons, 3) hospitalization 4) death of an immediate family member (someone with whom you have lived) or 5) military leave
* Extensions are granted at the instructor’s discretion**. I have the right to decline a request for an extension based on performance in the class.**

**Important dates for Fall 2015**

Labor Day Monday, September 7 (campus closed/ no office hours)

Faculty Professional Development Day Friday, October 30

Last Day to Withdraw Sunday, November 1

Veterans Day Wednesday, November 11

Thanksgiving Thursday & Friday, November 26-27