Course Information
Course Prefix/Number: ENC 1101
Course Title: College Composition I
CRN: 30077
Credit Hours: 3
Semester: Summer AE 2019
Class Days, Location, Time: fully online

Course Description
This foundational course provides practice in writing, expository themes with instruction in grammar and mechanics, sentence variety, diction, organization, and coherence. This is the introductory course of the new State Board of Education Rule 6A 10.30 sequence, and a student entering this class should have a good background in writing skills to build upon. A major research project is required.

Instructor Information
Name: Jacklyn R. Pierce
E-Mail: piercej@lssc.edu
Office Location: Leesburg Campus, FOB #7
Phone: 352-323-3631 (only during office hours); cell # 352-348-6859 (text preferred)
Office Hours: See schedule in Canvas, on my Faculty Website, and by my office.

Vital Communication Information
For e-mail, please note that all students are required to use Lakehawk Mail for official college e-mail communications. See the college webpage for instructions on activating Lakehawk Mail.

Sending a private message using the Inbox tool in Canvas is always the most secure method of contacting your Instructor.

Please remember that any phone contact with your Instructor should be of a professional nature. Please always leave a clear, concise, but detailed message with your contact and class information. Always follow up a phone call with a written account via Canvas message or e-mail.

Prerequisites/Co-requisites
Prerequisites: Successful completion of all developmental writing and reading courses if indicated through placement testing and/or advising.
Co-requisites: None

Textbook & Other Course Materials
Technology Requirements

Canvas is a required component of this course. Students unfamiliar with Canvas are expected to complete the Student Orientation course located in Canvas within the first week of classes.

Major writing assignments should be created and saved in a file format that is compatible with Microsoft Word. If using a word processing program other than Word, it is the student’s responsibility to adhere to all formatting and submission requirements. Please ask for help if you are unsure how to save a file in a Word-compatible format. Students are expected to vet major written assignments using Grammarly. Instructions on how to attain Grammarly free of charge are available in the class Canvas shell.

Also, please see the LSSC Lakehawk Page for information on how to obtain Microsoft Office 365 as an LSSC Student.

Student Learning Outcomes

The following outcomes will be assessed in this course. An “outcome” is defined as something students take with them beyond this course. After successful completion of this course, the student will:

- be able to locate and evaluate (for credibility, sufficiency, accuracy, timeliness, bias and so on) quality research materials to support their research goals.
- be able to synthesize and incorporate quality sources into their papers while employing an accepted academic documentation system.
- be able to develop their knowledge of linguistic structures, including grammar, punctuation, and spelling, through practice in composing and revising and should be able to apply that knowledge to the composition of an organized, logical essay.
- be able to read and compose works in several different genres, taking into account how genre conventions shape and are shaped by readers’ and writers’ purposes.

Course Objectives

Objectives are defined as what the course will do and/or what the students will do as part of the course.

- The student will write a college-level essay.
- The student will analyze and evaluate sources.
- The student will use correct grammar and mechanics.
- The student will successfully apply MLA and APA formatting.

Institutional Policies & Procedures

Initial Attendance

Initial attendance will be entered at the end of the second week of the semester/mini-mester. A student who has not met initial attendance requirements will be marked as “not-attending” and administratively withdrawn from the class. The withdrawn student is still financially responsible for the class (see Procedure 3-05 for more details).

Academic Integrity

The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community, there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in examinations, and the responsible use of the Internet. See college catalog for complete statement.
Important Information for Students with Disabilities

Any student with a documented disability who requires assistance or academic accommodations should contact the Office for Students with Disabilities immediately to discuss eligibility. The Office for Students with Disabilities (OSD) is located on the Leesburg Campus, but arrangements can be made to meet with a student on any campus. An appointment can be made by calling 352-365-3589 and specific information about the OSD and potential services can be found at Disability Services.

Privacy Policy (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part99) is a Federal law that protects the privacy of a student’s education records. In order for your information to be released, a form must be signed and in your records located in the Admissions/Registrar’s Office.

Zero-Tolerance for Violence Statement

Lake-Sumter State College has a policy of zero tolerance for violence as stated in College Board Rule 2.17. Appropriate disciplinary action will be taken in accordance with Board Rule 2.17.

Attendance/Withdrawal Policies

Institutional Information

Once the Add/Drop period passes, students deciding to discontinue class attendance and/or online participation have the responsibility for formal withdrawal by the withdrawal deadline.

Withdrawal Deadline

March 25, 2019

Instructor Policies

This is a fully seated class, so attendance is mandatory. Attendance is taken via sign-in sheet, so make sure you sign in each day. While there is no such thing as an “excused absence,” each student can miss up to four class periods without it having a direct effect on the grade. Additional absences will result in 20 points per absence being removed from the overall grade unless prior arrangements have been made in writing with your instructor.

It is an “emporium” style course, so much of class time will be spent doing the actual course work on computers. If you have completed all assignments for ENC 1101 for the week, you may work on other homework or leave early.

Late Work/Extensions

Extensions: Under legitimate circumstances, an extension or partial extension of a formal assignment’s due date may be granted by the instructor. In order to get such an exception, you would need to e-mail PRIOR to the assignment’s due date with the reason and an action plan for completion. Permission (or lack thereof) will be returned in writing so that you can attach the official word to the assignment to avoid confusion later.

Late Work: Unless an extension is granted in writing, all assignments will lose 10% for up to one week. Over a week late, the assignment will not receive more than half-credit.

Classroom Etiquette

- Assignments will only be accepted when submitted via Canvas as an upload to the actual assignment. No email and no attachments to Canvas Inbox mail.
- Absolutely no work other than a final exam or another project designated to replace a final exam will be accepted once classes end and finals week begins.
• It is YOUR responsibility to review the assignment criteria before submitting your work to make sure you’ve met all the criteria.
• For every single writing assignment, you have access to detailed instructions in Canvas and due dates on the syllabus. You are always welcome to ask questions, but you need to use the tools available. “How long does this paper have to be?” or “When is this paper due?” are NOT valid questions. The syllabus and the assignments contain all of this information for all assignments.
• Formal writing assignments that do not meet the minimum length will be returned for completion and will be subject to late penalties.
• The syllabus and Canvas should be referenced often. Ignorance of due dates or assignment requirements is not an excuse. All of the information you need is available to you at all times.
• When we are in class, you must bring a notebook and writing utensils. There should not be a single seated class in which you do not take notes.
• Taking pictures with your phone is not the same as taking notes.
• When we are in a seated class setting, your attention needs to be on the course. People who choose to talk to a neighbor, sleep, or use electronic devices for anything other than course work will be asked to leave.
• Basically, anything that will distract your classmates will not be tolerated when we are in class together.

Grading Information

Grading Scale
A 90-100%
B 80-89%
C 70-79%
D 60-69%
F 59% and below

Methods of Evaluation
Each project will be graded electronically using a rubric provided when the assignment is given. Your work will be judged against accepted academic standards for writing and documentation.

Assignment Overview & Grade Breakdown

<table>
<thead>
<tr>
<th>Category</th>
<th>Description (see details in Blackboard)</th>
<th>Worth</th>
</tr>
</thead>
<tbody>
<tr>
<td>InQuizitive</td>
<td>Students access the Norton INQUIZITIVE system via BB. Each student will complete a Personalized Learning Plan that will take approximately 12 hours over the course of the semester. Students should start no later than Week 2 or 3 and plan on spending at least an hour or two per week in Connect, so that they finish well before the deadline. No matter what the scores on the Connect system, successful and timely completion of these assignments will earn the student a perfect grade on this element of the course. ALIGNMENT CODES: SLO 1, SLO 4, SLO 5.</td>
<td>100</td>
</tr>
<tr>
<td>Personal Narrative</td>
<td>3 page literacy narrative. The student will choose a story from his or her own life that reveals a lesson about reading and/or writing and the impact of literacy on the person. No research required for this assignment, but the paper will be submitted in formal MLA format. ALIGNMENT CODES: SLO 3, SLO 4, SLO 5.</td>
<td>100</td>
</tr>
<tr>
<td>Initial Annotated Bibliography</td>
<td>Students will gather and assess the value of 20 distinct resources for this assignment. The types of resources required are covered in the Writing Guide for ENC 1101 on Blackboard. The Annotated Bibliography will measure students' ability to locate and document resources. Additionally, the annotations will allow students to show what they have learned about</td>
<td>100</td>
</tr>
<tr>
<td>Category</td>
<td>Description (see details in Blackboard)</td>
<td>Worth</td>
</tr>
<tr>
<td>----------------------------------------------</td>
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<tr>
<td>Information Literacy and the credibility of resources.  ALIGNMENT CODES: SLO 1, SLO 2, SLO 5.</td>
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<tr>
<td>Mode Paper I</td>
<td>Using one of the Writing Modes from the first set of Modes (Process Analysis, Examples), each student will prepare a 3-page minimum research paper developed using a standard Mode of Development. This paper will use at least 3 academically sound secondary sources and will adhere to MLA guidelines for format and documentation.  ALIGNMENT CODES: SLO 2, SLO 3, SLO 4, SLO 5.</td>
<td>100</td>
</tr>
<tr>
<td>Mode Paper II</td>
<td>Using one of the Writing Modes from the second set of Modes (Comparison/Contrast, Classification, or Definition), each student will prepare a 3-page minimum research paper developed using a standard Mode of Development. This paper will use at least 3 academically sound secondary sources and will adhere to MLA guidelines for format and documentation.  ALIGNMENT CODES: SLO 2, SLO 3, SLO 4, SLO 5.</td>
<td>100</td>
</tr>
<tr>
<td>Mode Paper III</td>
<td>Using one of the Writing Modes from the final set of Modes (Cause &amp; Effect, Argument), each student will prepare a 3-page minimum research paper developed using a standard Mode of Development. This paper will use at least 3 academically sound secondary sources and will adhere to MLA guidelines for format and documentation.  ALIGNMENT CODES: SLO 2, SLO 3, SLO 4, SLO 5.</td>
<td>100</td>
</tr>
<tr>
<td>Major Research Paper with Final Annotated Bibliography</td>
<td>Using the resources from the Annotated Bibliography as a starting point, students will write a 6-page minimum research paper that shows their ability to find and document reliable sources for academic research papers.  ALIGNMENT CODES: SLO 1, SLO 2, SLO 3, SLO 4, SLO 5.</td>
<td>300</td>
</tr>
<tr>
<td>Final Exam</td>
<td>The final exam will be a comprehensive exam completed on Blackboard during final exam week. It is due based on the Exam Schedule posted on the LSSC Calendar page for Finals Week.  ALIGNMENT CODES: SLO 1, SLO 4.</td>
<td>100</td>
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</tbody>
</table>

**Course Calendar**

Please Note: All assessments/assignments are due at 11:59 pm on the Sunday night at the end of a week of class unless otherwise specified (as during finals week).
<table>
<thead>
<tr>
<th>Week #</th>
<th>Week begins Monday</th>
<th>Week ends Sunday*</th>
<th>Topics &amp; Activities</th>
<th>Assessments/Assignments**</th>
<th>Major Due Dates**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5/6</td>
<td>5/12</td>
<td>Introduction to Course, Canvas Orientation, Syllabus, Using INQUIZITIVE</td>
<td>All materials provided within Canvas.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>5/13</td>
<td>5/19</td>
<td>Writing Process &amp; Personal Narrative Assignment</td>
<td>Read ch. 1-3 in <em>Back to the Lake</em>; look over the opening sections of ch. 4 &amp; 5 in <em>Back to the Lake</em>.</td>
<td>Personal Narrative Due</td>
</tr>
<tr>
<td>3</td>
<td>5/20</td>
<td>5/26</td>
<td>Information Literacy Tutorial, Using Library Resources</td>
<td>Review the MLA section in <em>Little Seagull Handbook</em>. Complete online Library Orientation &amp; Information Literacy Tutorial. Links to materials in Canvas.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>5/27</td>
<td>6/2</td>
<td>Annotated Bibliography Assignment</td>
<td>No new reading assignments this week, but you'll be using the <em>Handbook</em> extensively along with resources linked in Canvas.</td>
<td>Annotated Bibliography Due</td>
</tr>
<tr>
<td>5</td>
<td>6/3</td>
<td>6/9</td>
<td>Learning about the Writing Modes: Using Examples &amp; Process Analysis; Instruction on Internal Citation</td>
<td>Read ch. 6 &amp; 7 in <em>Back to the Lake</em>. Additional materials in Canvas.</td>
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<tr>
<td>6</td>
<td>6/10</td>
<td>6/16</td>
<td>Mode 1 Assignment</td>
<td>Use <em>Handbook</em> in completing the Mode 1 paper. Additional materials in Canvas.</td>
<td>Mode 1 Due</td>
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<tr>
<td>7</td>
<td>6/17</td>
<td>6/23</td>
<td>Learning about the Writing Modes: Compare/Contrast, Definition, Classification</td>
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</tr>
<tr>
<td>8</td>
<td>6/24</td>
<td>6/30</td>
<td>Mode 2 Assignment</td>
<td>Use <em>Handbook</em> in completing the Mode 2 paper. Additional materials in Canvas.</td>
<td>Mode 2 Due</td>
</tr>
<tr>
<td>9</td>
<td>7/1</td>
<td>7/7</td>
<td>Learning about the Writing Modes: Cause &amp; Effect, Argument</td>
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<tr>
<td>10</td>
<td>7/8</td>
<td>7/14</td>
<td>Mode 3 Assignment</td>
<td>Use <em>Handbook</em> in completing the Mode 3 paper. Additional materials in BB.</td>
<td>Mode 3 Due</td>
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<tr>
<td>11</td>
<td>7/15</td>
<td>7/21</td>
<td>Combining Writing Modes, Major Research Paper Assignment</td>
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<td>12</td>
<td>7/22</td>
<td>7/28</td>
<td>MRP Continues</td>
<td>Use <em>Handbook</em> in completing the Major Research Paper. Additional materials in Canvas.</td>
<td>MRP Due</td>
</tr>
<tr>
<td>13</td>
<td>7/29</td>
<td>8/4</td>
<td>Finishing INQUIZITIVE; Final Exam Review</td>
<td>Review concepts in <em>Back to the Lake</em> and the <em>Handbook</em>. Additional review materials in Canvas.</td>
<td>INQUIZITIVE Due</td>
</tr>
<tr>
<td>14/finals</td>
<td>8/5</td>
<td>8/8 (Th.)</td>
<td>Final Exam</td>
<td></td>
<td>Final Exam due by noon on Thursday, 8/8</td>
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<td></td>
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**Syllabus Disclaimer**

Information contained in this syllabus is, to the best knowledge of this instructor, considered correct and complete when distributed to the student. The instructor reserves the right, acting within policies and procedures of Lake-Sumter State College, to make necessary changes in course content or instructional techniques without prior notice or obligation to the student.