

ENC 1101 Freshman I Syllabus Template

Your course instructor will provide you with an extended version of this course syllabus.

Course Information

Course Title: Freshman English I
Course ID: ENC 1101
CRN: 23266
Course Description: (The course description can be found on page 2)
Course Modality: Web

Instructor Information

Name: Elizabeth Andrews
Department: Humanities
Campus: Avon Park (online)
Office Hours: Office House can be found on page 2
Phone Number: 772-783-6315
Email: andrewse@southflorida.edu
Communication Policy: The instructor's communication policy can be found on page 3

Course Outcomes

The course outcomes can be found on page 3

Collegewide Student Learning Outcomes

The SCLOs can be found on page 3

Required Textbook, Supplemental Materials, and Technology

Kennedy, X.J, Dorothy M. Kennedy, and Marica F. Muth. *The Bedford Guide for College Writers with Reader, Research Manual, and Handbook*. 13th ed. Boston. Bedford/St. Martin's, 2023.

Supplemental Materials:

MLA Handbook PDF (located in the course content)

Technology, Technological Skill Requirements, and Acceptable File Formats (see page 4)

Grading Policy:

The course grading policy can be found on page 5

Student Assessment

Assignments descriptions can be found beginning on page 6

This course uses weighted grade categories. These categories can be found on page 5

The policy for late work can be found on page 5.

Incomplete Grades

(insert link)

South Florida State College Humanities Policies

Attendance Policy: This is a 3-credit hour course. Normally, a three-credit hour course would meet multiple days each week (during a sixteen-week term) for a total of 3 hours per week or 48 hours per term. In this class, which is delivered fully online, you will engage in structured online activities. It is

important that you complete the required check-in activity, or you will be withdrawn from the course. You are responsible for checking the Course Schedule included with this Syllabus frequently to assure you complete the required online activities by their due dates. The Course Schedule section of this Syllabus includes all of the deadlines and due dates regarding all assignments. The syllabus is the bottom line authority for due dates. If you do not complete the required check-in activities, then you will be marked as a “No Show” and be withdrawn from the course.

Students’ Rights and Responsibilities

It is in your best interest to become familiar with your rights and responsibilities. This link addresses college policies, division policies, department policies, and this course’s policies. (Insert hyperlink here)

Academic Support

Insert links

Public Safety

Insert link to video

Course Description:

This course introduces students to rhetorical concepts and audience-centered approaches to writing including composing processes, language conventions and style, and critical analysis and engagement with written texts and other forms of communication. Students will be required to demonstrate college-level English skills through multiple assignments and earn a grade of C or higher in this course.

Instructor Office Hours

Mondays:	10:00 a.m. to 1:00 p.m. (online)
Tuesdays:	9:00 a.m. to 12:00 p.m. (online)
Wednesdays:	9:00 a.m. to 11:00 a.m. (online)
Thursdays:	9:00 a.m. to 11:00 a.m. (online)

Instructor Communication Policy

Because this is an online class, communicating with me is very important. You may contact me via email (andrewse@southflorida.edu) or phone call at 863-784-7147 during my posted office hours. My phone number is also listed at the top of the course syllabus. This is a landline phone and does not accept text messages. I will reply to emails and phone calls within two business days. Emails sent on Fridays, Saturdays and Sundays may not be answered until Monday. Please note that complex questions may require lengthy, complex answers, and I may instruct you to call me or meet with me via Zoom. You may leave voicemails as well, and I will return your calls within two business days.

When you send an email to me, you should include the title of the course in which you are enrolled, the course reference number (CRN), which is located at the top of the syllabus, and the specific assignment to which you are referencing. In addition, include a topic in the subject area of email. Do not reply to a previous email or group email with a new topic or question. Use your best professional writing in your emails and provide me with a phone number to contact you if you would like me to call you. In addition, if you have a question about your grade on any assignment, you must call me. I do not discuss assignment grades in emails. Finally, while the assignments in this class close at 11:30 p.m. on their due dates, I am not online at that time. You should plan to email me questions or call me during my posted office hours.

Course Outcomes

Upon successful completion of this course:

1. students will apply rhetorical knowledge to communicate for a range of audiences and purposes;
2. students will employ critical thinking to analyze forms of communication; and
3. students will engage in writing processes that involve drafting, revising, and reflecting.

College-Wide Student Learning Outcomes

This course supports the following College-wide Student Learning Outcomes (SLO-CoWs):

1. Students will demonstrate the ability to communicate (read, write, speak, and listen) effectively.
2. Students will demonstrate the ability to reflect, analyze, synthesize and apply knowledge.
3. Students will demonstrate the ability to find, evaluate, organize, and use information.
4. Prepare students to participate actively as informed and responsible citizens in social, cultural, global and environmental matters

Technology, Technological Skill Requirements, and Acceptable File Formats

Technology Requirements:

Students will need access to a computer with high-speed Internet, audio and video capability. Use of Microsoft Office Suite 2007 or newer is required. Students who use a Mac do so at their own discretion, and all students must purchase the appropriate software to be compatible with PCs and the Brightspace course management system. Students should also have a USB key/flash drive for storage of all submitted work. All students need knowledge of file management, e-mail, attachments, word processing, and Internet search processes. Each student is required to be self-motivated and be current on reading assignments and course activities to maximize the overall learning experience as well as function in the online environments. The Brightspace course management system represents the primary source of interactions with the instructor and fellow classmates. Therefore, students are required to complete assignments in a timely and consistent manner in this online environment. Assignment due dates and times are firm and are not subject to negotiation. Students must use the Brightspace e-mail system to communicate with the SFSC community. All of this is available on the SFSC campus by accessing the computer labs in the Library.

In addition, any problems that students may have with their own computer systems are not the responsibility of SFSC or the instructor. This class is a Brightspace asynchronous course; this means that all assignments are Brightspace/Internet based and require regular interface with these environments. It is the student's responsibility to be prepared and capable of functioning in these technological environments. As such, claims that assignments could not be completed on time because of computer problems, Internet access issues, etc. will not be relevant.

The only instances that assignment deadlines may be extended is if there are Brightspace system-wide problems, weather issues, or other systemic problems. Alerts of this nature will be sent to students via Blackboard Connect. Nevertheless, students are responsible for the working function of their own computers, printers, and internet services and for getting their assignments completed and submitted ON TIME and in the appropriate format.

Acceptable File Formats for Submissions:

The following file formats are acceptable:

Extension	File Type
HTM, HTML, MHT, MHTML	Web document
RTF, PPT, PPS, PDF, DOC, DOCX, PPTX, XML, XLS, TXT, WPD	Text document
JPG, JPEG, PNG, GIF, BMP, TIF, TIFF	Image
SWF, MPG, MPEG, RM, MP3, MP4, M4V, M4A, AVI, WAV, RAM, ASF, MOV, RA	Media

Please note that assignments with other file types will be issued a grade of 0 as the instructor cannot grade them. Also, all course assignments must be turned in to your instructor in the appropriate dropbox.

Grading Policy and Late Work:

All evaluated written assignments for this class will be kept by the student. Students should keep their original copies of written work that they submit for grading. Work will not be accepted for grade credit after the last day of regular classes for the semester. Students who do not obtain at least a grade of "C" will receive no college credit for this course. Student grades will be recorded on Brightspace; as such, it is students' responsibility to keep track of their grades. This course used weighted grades. This video explains how weighted grades work:

<https://www.youtube.com/watch?v=1WJT-ckF6PU&t=387s>

All work submitted for evaluation must be a finished product. In other words, it must be free of errors, including spelling, structural, and grammatical. Because writing is a recursive process--one which includes much revision--the student should expect to write several drafts of each paper before it is ready for final evaluation. All written work must be submitted in a timely manner. Because this is a writing-intensive course, your instructor will need much time to grade written work. However, your instructor will have your written work graded and returned to you within two weeks.

Late work, including late submission, resubmissions, or corrected files, is not accepted. Exclusions to this policy include students who have registered a documented illness, injury, or personal hardship with the Dean of Student Services, who will contact the instructor.

Student Assessment

Short Essays and Paragraph:	30%
Online Homework:	10%
Research Paper:	30%
Research Notebook:	20%
Quizzes:	10%
TOTAL:	100%

Assignment Descriptions

Short Paragraph, Illustration/Exemplification Essay, and Argument Discussion Bard

These shorter writing assignments vary in length and must be typed, double-spaced, using MLA format (see *The Bedford Guide for College Writers* for specific formatting instructions). Specific information such as topics and research requirements are listed under "Content" in Brightspace. As part of the writing process, you will submit your rough drafts to me in the assigned Dropbox. I will look over your illustration/exemplification essay and provide feedback. Please note that providing feedback is not the same as "proofing" your paper. You may visit the TLC on the main campus or you may access Smarthinking Link located in the course's navigation bar. I also strongly encourage you to engage in peer editing of your essays. All short paragraphs and essays will be graded using the rubrics associated with those assignments, and these rubrics can be found on the second page of the assignment directions under "Content" in Brightspace. All essays must be written using the third person point of view and follow MLA formatting guidelines. **The final drafts of all essays will be submitted to Turn It In via the Brightspace dropboxes. Do not create a Turn-It In account. Online homework includes all check quizzes, discussion boards, and vocabulary assignments.** Specific instructions for these assignments are located on the content section of the course. The argument assignment will be in interactive discussion that will take place in the "discussion" area of Brightspace. Specific directions for this assignment can be found here as well. While this is a discussion, it should be treated as a formal paper, for it will be graded as such. This assignment will count as an essay grade, so it is very important that you adhere to the dates posted online and on the syllabus. **Once this discussion closes, you will not be able to access it, and**

you will receive a grade of “0”, which will typically result in your grade being lowered by one letter grade.

Online Homework

Online homework includes all check quizzes, discussion boards, and vocabulary assignments. Specific instructions for these assignments are located on the content section of the course.

The Research Paper

The Research Paper should be a minimum of 750 words and no longer than 1,100 words, typed, double-spaced, and use MLA formatting (See *The Bedford Guide for College Writers* for formatting guidelines). You will select your topic, but it must be approved by the instructor. It is strongly encouraged that the student selects a topic in which he or she is interested but that the topic is academically researchable. The paper will include a minimum of three (3) sources, the use of parenthetical citations, and a works cited page. Because this paper will require much structural and grammatical revision, you are strongly encouraged to begin the paper in a timely manner. The research paper must be written using the third person point of view. Both the rough draft and final draft of the research paper will be submitted to Turn It In via the Brightspace drop boxes. Do not create a Turn It In account. Online homework includes all check quizzes, discussion boards, and vocabulary assignments. Specific instructions for these assignments are located on the content section of the course.

The Research Notebook

Writing a research paper is a process. Therefore, the purpose of this assignment is for you to go through the process in steps. You will begin with exploring social topics that interest you; then you will formulate the purpose of your research paper. Finally, you will begin “building” your research paper. Explicit instructions for the research notebook and for each of its assignments can be found under “Content” in Brightspace. All research items must be written using the third person point of view. Some of the research notebook items will be submitted to Turn It In via the Brightspace drop boxes. You do not need to create a Turn It In account. Online homework includes all check quizzes, discussion boards, and vocabulary assignments. Specific instructions for these assignments are located on the content section of the course.

Quizzes

Quizzes will be given on assigned reading selections and course content. Each quiz has a beginning and an ending due date and is timed. You will have two attempts for each quiz, and you will have seven days to complete online quizzes. Once the due date has passed, the quiz will close and you will be assigned a grade of “0” for that quiz. Be sure to consult the following course schedule for exact due dates.