**Welcome to ENC 0015/0025 with Amy Karol!**

RESOURCES:

1) **Your instructor**: You can call me Mrs. Karol or Professor Karol. I am so happy that you have chosen to take this course with me, and I am indeed a resource for your success. Any time you need immediate feedback or response, please email me through MyCourses; this is the preferred method of communication outside of class. For a class that meets onsite, I regularly check MyCourses email Monday through Thursday. You may also call my office phone at 727-712-5755. If you would like to stop in for personal feedback or one-on-one help, you can find me in room 144 of the Lyceum building (I am downstairs in the wing where the women’s restroom is located), or you can make an appointment with me in advance. Click [here](http://www.spcollege.edu/instructors/id/1180) to access my SPC Instructor Page with more information.

2) **The Learning Support Commons**: Did you know that you can receive tutoring on campus and it’s free?! [Here](http://www.spcollege.edu/tsc/learningSupport.html) is the link with more information. There may be times during the semester where I will hang out at the LSC so that you can come see me there for tutoring, and when I do, I will post the announcement in MyCourses.

3) **MyCourses (DesireToLearn/D2L)**: This is our Learning Management System (LMS). You will use My Courses to keep track of your grades, submit your homework, read course news and contact me outside of class. Do not be intimidated by MyCourses! It may seem scary at first, but by the end of the semester you will wonder why you were ever afraid, and if you do not have much experience with technology, this is your chance to get some (it is 2015, and I hate to tell you, but lots of stuff is done using technology now. You may not like it, but you will thank me at the end of the semester. Trust me!).

4) **Internet**: If we are going to use MyCourses, that means you also need access to the Internet. If you do not have access to a computer at home, there are computers available on campus for you to use.

5) **Text book**: English Essentials, by John Langan and Beth Johnson, 3rd edition. Yes, the text book is required, and you should get it as soon as possible.

6) **Progress and** **Early Alerts**: The college would like you to finish what you have started, and I am held accountable for the number of students who successfully complete my course. Therefore, your attendance and overall performance are important to me. If I have concerns about your grades, I will file an Early Alert (SPC policy) and send you an email letting you know I have done so.

7) **Disabilities Resources**: Click [here](http://www.spcollege.edu/dr/) for the link. Our campus learning specialist is Barbara Thompson (712-5789).

8) **Other available resources**: If you are having trouble getting access to a computer or buying text books, you may be able to find help through Men Achieving Excellence ([MAX](http://www.spcollege.edu/max/)), Women on the Way ([WOW](http://www.spcollege.edu/wow/)), or, if you are a veteran, our campus [Veterans Service Center](http://www.spcollege.edu/pages/veterans.aspx?id=1661) (our Veterans Student Support Advisor is Enrique Bernal 712-5848).

As you can see, I have given you lots of resources to help you be successful this semester. You are probably wondering what you are going to learn and what will be required of you, so let’s discuss…

OUTCOMES:

At the end of the semester, you will be expected to demonstrate that you have learned how to:

1. Effectively plan a 5 paragraph essay.
2. Write an introductory paragraph that presents the broad topic and transitions smoothly to the thesis statement.
3. Write a thesis statement that relates to the prompt and sets up the organization of the body paragraphs with parallel structure.
4. Support your thesis with richly developed details in the body paragraphs.
5. Compose an effective conclusion.
6. Maintain unity and coherence throughout your essay.
7. Vary your sentence structure with simple, compound and complex sentences while avoiding fragments, run-ons, comma splices, and dangling/misplaced modifiers.
8. Break bad habits, such as spelling and capitalization errors, YOU pronouns, use of contractions in formal writing, misusing words, shifting tense and pronouns, and not having agreement with subjects/verbs and pronouns/antecedents.

Throughout the semester we will want to make sure we are on the path to achieving these outcomes, and we will determine if you are doing so with the…

COLLEGE GRADING BREAKDOWN:

**Grades**: Course letter grades are determined by the following scale

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = There is no D grade in a developmental course

This means that if you do not earn at least a 70%, you will earn an F for the course. I like to think of F as meaning Feedback; earning an F means there are some things you didn’t do right this time, so if you take this course again, assess your performance and determine what you need to do differently next time so that you can succeed.

CLASS GRADING BREAKDOWN:

**Homework 15%:**

I believe homework allows you the opportunity to practice, on your own, the skills you learned in class. You may or may not understand the work when you attempt to do it on your own. This is why coming to class with your homework is so important. When we go over it, you can see if you did understand the assignment or if you still need help. Checking your work is the last step in COMPLETING the homework. For this reason, English Essentials text assignments that are fully completed, submitted to the drop box before the start of class and printed out so that you can check your work in class automatically earn 100%.

* If you do not have access to a printer, you may handwrite the work on a separate sheet of paper. No, you may not use the classroom printers to print out your HW. If I let one person print out work, then everyone waits until class to do so. This means class starts late because nobody is prepared.
* DO NOT be late to class late or not come at all because you do not have your work printed out. Leave yourself plenty of time to get prepared for class.
* Work that is submitted to the drop box with no hard copy or you are absent on the day it is due earns 70% because you are unable to check your work. No, you may not pull the work up on your computer because this encourages other students to do the same, and then everyone is on FB, playing Fantasy Football, or doing who-knows-what instead of paying attention (sorry, your past classmates have ruined this privilege for you). Do not give me the work on the day you return in attempt to have it checked so that you can earn 100%.
* The only time I will accept work that is not submitted to a drop box is if you have it printed out. It earns 89%.
* Online assignments at the text book’s companion website will earn the average of your scores achieved.
* There will be some work that we do in class that will earn a grade, and often you need to be present for that day in order to earn that grade. If you miss one of these assignments, you will earn a 0.

**I will always announce homework assignments at the end of the class, post a reminder in the Course News, and include detailed instructions in the drop box. All PowerPoints and Notes Sheets that we go over in class are always available to you in MyCourses, as well as videos (you do not need to fill out Notes Sheets and bring them to class). If you are absent, work can still be accessed and submitted via a drop box. This means that I do not accept late homework for any reason. NONE.**

**Essays (First Drafts AND Revisions) 30%:** Please do not have someone else write your essays if you are given time to complete them at home. I am here to help you, so don’t be embarrassed or afraid to submit your work : ) With the exception of the collaborative argument essay and the final essay, you will write a first draft and revision for all other essays. If we write an essay in class and you are absent, unless you receive an email from me telling you to hold off, it is your responsibility to complete the essay at home. **PLEASE NOTE THAT SKIPPING MORE THAN ONE ESSAY ASSIGNMENT USUALLY RESULTS IN A FAILING GRADE FOR THE CLASS.**

**Quizzes 10%:** The quizzes will cover grammar skills, and being present in class, completing the HW assignments, and reviewing your Notes Sheets will help you prepare. Also, if you go for tutoring at the LSC, you can earn 5 bonus points on your quiz (max of five points for each quiz; bonus points do not transfer to retake and cannot be applied to the grammar mid-term or essays)! You just need to bring me proof of attendance at the LSC if you see anyone besides me for tutoring. You will have two attempts to earn a passing grade of at least 80% on a quiz (70% is passing). If you do not pass after these two attempts, your grade stands. In college, you should NOT make it a habit of being absent for quizzes or tests in any class. If you miss a quiz, you will earn a 0, and that grade will stand until you take the test on retake/make-up day. If you are absent for the retake/make-up day, your 0 stands.

**Mid-term 15%:** Your grammar mid-term will cover: Identifying subjects, verbs and prepositions; subject verb agreement; sentence types (coordination and subordination) and sentence problems (run-ons, comma splices, and fragments). A grammar final will also be given during finals week, and the grade earned on this exam can be used to replace your lowest quiz score.

**Final Essay 25%:** Students will write a final essay in class that will allow them to demonstrate their progress in meeting the OUTCOMES listed above.

**Attendance 5%**: It is my responsibility to start and end class on time, so I will be ready to go when class is scheduled to begin. You should arrive a few minutes early so that you are ready to start at that time. I do not do excused and unexcused absences, so there is no need to explain to me why you missed class or to provide documentation. I do not count the number of days you are here or not here. All of the resources I listed at the start of the syllabus allow you to still function very successfully in this class if you need to miss a couple of days, but excessive absence and tardiness are not behaviors that will contribute to your success. Make sure you always have your text book, pens and pencils, a folder and any assignments due.

Students who show up ON TIME with assignments and necessary materials and remain engaged for the duration of the class while exhibiting respectful behavior at all times will automatically earn 100% for the day’s attendance record.

* Students who are late, chat excessively with classmates, are involved in their phones, or engaged in any other rude or disruptive behavior earn 0s. Sustained behavior of this type will be addressed.
* What do I mean by late? I mean class starts on time and I take attendance when I am ready to go. If you come in after I have taken attendance, you are late. Lateness is a rude and often disruptive form of behavior, especially when doors open and shut, you walk distractingly in front of me or other students to get to your seat, and then you ask me or your fellow students what we are doing. Habitual lateness to class bothers me and other students because it sends the message to the rest of us that your time is more valuable than ours and that you don’t care about your education since your habitual lateness decreases your time in class and can cause you to miss important opportunities for learning. Even if YOU don’t feel these things, this is the message you send when you are always late.

Active Participation:

For this class, students are considered actively participating if they are maintaining an overall class average of at least 60% by the 60% point of the semester. Please note that a student must have a 70% average at the end of the semester to successfully complete the class.

W or WF = The last day a student can withdraw from this course and receive a grade of W is Wed., 3/25, and you should note that your Mid-term is given after this date. It is the responsibility of the students to withdraw themselves from the course by the withdrawal deadline. Any student wishing to withdraw from the course should do so online at MySPC. In accordance with college policy, no student can withdraw from a course after the withdrawal deadline. **If it is at all possible, please discuss your decision to withdraw with me prior to doing so.**

Third attempts: Students attempting this course for the third time (or more) cannot withdraw (State of Florida regulation), and failing to meet the active participation requirement will result in a grade of WF.

**An ENC 0015 student who is passing the class with at least an overall average of 70% will have a brief meeting with me before the end of the semester where we will discuss your test grades, including the grammar mid-term, all of the work you have done on the essays, your overall work ethic and our thoughts about your moving forward directly to Composition 1 in the next semester** (yes, you read that correctly! If you are an 0015 student and you pass the class, you may have the opportunity to move directly to Composition 1, rather than taking 0025 and THEN Comp).

Adherence to Syllabus Expectations:

Childcare, job responsibilities and other classes you take are clearly time consuming. I know this, and I understand this. It is up to you to decide what takes priority and how to manage your time. You must understand that I have a class to run according to the times the college has established, and it is my responsibility to adhere to those times to meet the demands of my employer and serve the needs of all the other students who have also chosen to take this class. I have 16 weeks to teach you all the material, and I have a responsibility to grade your work and return it in a timely manner. I depend on students to adhere to the course structure and syllabus so that I can accomplish those two goals. **I cannot and will not make exceptions or changes to my policies or due dates because they do not fit your individual needs**.

In-Class Behavior Expectations:

* Cell phones, lap tops and desktops are not to be distractions during class.
* Classroom disruptions will not be tolerated and will result in a conference with me, the academic chair, and/or associate provost.
* Do NOT interrupt me when I am speaking to another student, whether it is in a private conversation or responding to a question during lecture.
* Do NOT ask me to repeat instructions or class announcements that you missed because you were not paying attention.
* While we want to have fun and enjoy being here, this is a college classroom. Let’s all remember to act in a mature, respectful and appropriate manner at all times. Think of this as a job, and maintain your professional credibility at all times, especially if you want a letter of reference in the future.

Expectations of Me:

* Ask me to meet with you, stick around after class, see you before class or explain something again if you are having trouble with a skill or concept. **ALWAYS** feel comfortable asking me to help you better understand the material so that you can succeed! : )

IMPORTANT DATES AND LINKS:

**NO classes**: Mon., 1/19

**Last day to drop or withdraw with refund**: Fri., 1/16

**W date**: Wed., 3/25. This is the 60% point of the semester mentioned above.

Click [here](http://www.spcollege.edu/getfunds/) for **Financial Aid** information.

Click [here](http://www.spcollege.edu/pages/dynamic.aspx?id=2147484236) for Student Help Desk (**Tech Support**) information.

Click [here](http://www.spcollege.edu/academichonesty/) for the **Academic Honesty Policy**, which will be enforced.

**Attention Students:  Click the** [**SPC Syllabus Addendum**](http://www.spcollege.edu/addendum/) **for important information from the college.**

One final word:

* With consideration of work ethic, attendance, and class behavior, grades of 69.something, 79.something, and 89.something (and ONLY those grades) may be rounded up to the next letter grade at the end of the semester.

Remember that it is a privilege to be in college; it’s an opportunity. To earn a college degree is a huge accomplishment, and you will work harder and have more demands than you ever have before, especially if you are just arriving from high school, but when you are finished and you walk across that stage to earn your diploma, just envision how proud you will feel, and think about all the doors that will open for you, but you have to physically and mentally show up to class to get that diploma (and send me an email when you do! I would love to see you earn your degree!).