# ENC 1101 COURSE SYLLABUS

# Fall 2022

# Section 794

**Instructor:** Meg Delgato, Ph.D.

**Email:** Delgato.Meg@spcollege.edu

**Phone:** 727-341-4422 (office) and 727-543-5629 (cell)Text is a quick way to reach me.

Office: TE 105-D Gibbs Campus

**Office Hours:**

I post my office hours on my faculty page. If these hours do not fit your schedule, please let me know, and we will make arrangements for a good time to meet or talk:

<https://web.spcollege.edu/instructors/id/Delgato.Meg>

**COURSE DESCRIPTION**

This course is designed to develop your composition skills. It emphasizes the multi-paragraph essay and includes information retrieval from electronic and other sources. It also offers you opportunities to improve your proficiency with Academic Expression. This course partially satisfies the writing requirements outlined in the General Education Requirements.

# PREREQUISITES

* Appropriate scores on the Writing and Reading placement test or completion of one of the following with a minimum grade of C:
* ENC 0025 and Pre- or Corequisite REA 0017; EAP 1695; ENC 0056 and Pre- or Corequisite REA 0056; or ENC 0027.

In order to perform well in this course, the student should have knowledge of paragraph structure, as well as and English grammar and usage.

# REQUIRED COURSE SOFTWARE

Students must use Microsoft Word or other compatible software for their assignments. Other formats will not be accepted. If the instructor is unable to open the document, it must be re-submitted; otherwise, the grade will default to zero.

The library, Writing Studio, and Learning Commons at the [various campuses](http://www.spcollege.edu/tutoring/#tab%3d2) all provide computers with Microsoft Office. Also, the college makes Microsoft Office available FOR FREE to degree-seeking students. See: <http://www.spcollege.edu/microsoft>

MyCourses: A stable internet connection is necessary for this course. Students will be required to access MyCourses for course-related documents. All drafts of papers must be submitted to the appropriate drop boxes and discussion forums. MyCourses tutorials are available at <http://mycoursessupport.spcollege.edu/ecampus>. Help with MyCourses is also available at the SPC Helpdesk at 727-341-4357.

# COURSE GOALS

1. You will develop rhetorically effective compositions by writing essays that effectively demonstrate organization, development, unity, and coherence.
2. You will employ critical thinking skills in the writing process by constructing outlines; arranging details; and using appropriate transitions.
3. You will employ Standard American English that supports the academic content by using appropriate diction; demonstrating principles of grammar and usage; and composing a variety of sentence types.
4. You will apply rhetorical criticism techniques to essays written by student and professional authors.
5. You will locate sources effectively, including digital content, appropriate to the essay’s topic and scope.
6. You will ethically evaluate sources, including digital content.

**EXPECTATIONS**

* Read the directions for each assignment
* Ask questions to clarify confusion.
* Treat others' opinions with respect and tolerance.
* Complete all assignments on time.
* Practice academic honesty in all your work.
* Plagiarism will be scored as zero (0).
* Submit work that is your own.

# GRADING

|  |  |  |
| --- | --- | --- |
| **Grade** | **Grade Points** | **Percentage** |
| A | 4 | 90 - 100 |
| B | 3 | 80-89 |
| C | 2 | 70-79 |
| D | 1 | 60-69 |
| F | 0 | Below 60 |

# ATTENDANCE/ACTIVE PARTICIPATION

You must keep current with assignments throughout the semester. Each unit has a specific due date, which you can find in this syllabus and the Home Page/Calendar of the course. The college-wide attendance policy is included in the [Syllabus Addendum](https://go.spcollege.edu/Addendum/).

**List of CLASS ASSIGNMENTS by Module**

|  |  |  |
| --- | --- | --- |
| **Module 1: CP Course Preview** | **Points** | **Due Dates** |
| CP Introductions  | 5 | In Class – Week 1 – 8/15, 8/17 |
| CP My Story | 25 | 8/22 |
| CP My Person Picture | 5 | 8/29 |
| CP My Person Paragraph | 25 | 8/29 |
|  |  |  |
| **Module 2: HUM Humanities** | **Points** |  |
| HUM Explore  | 20 | 9/7 (Note: Wednesday due date) |
| HUM Pre-Write | 25 | 9/12 (outline) |
| HUM Draft | 15 | 9/19 |
| HUM Essay Submit | 100 | 9/26  |
|  |  |  |
| **Module 3: NS Natural Sciences** | **Points** |  |
| NS Explore | 15 | 10/3 |
| NS Pre-Write | 20 | 10/10 (outline) |
| NS Draft | 20 | 10/17 |
| NS Essay Submit | 100 | 10/24 |
|  |  |  |
| **Module 4: SS Social Sciences** | **Points** |  |
| SS Explore  | 20 | 10/31 |
| SS Pre-Write | 20 | 11/4 (outline) (Note: Friday due date) |
| SS Draft | 20 | 11/8 (Note: Tuesday due date) |
| SS Essay Submit | 100 | 11/14 |
|  |  |  |
| **Module 5: RX Remix Project** | **Points** |  |
| RX Explore | 5 | 11/16 (Note Wednesday due date) |
| RX Pre-Write | 5 | 11/18 (Note Friday due date) |
| RX Draft | 10 | 11/27 (Note Sunday due date) |
| RX Submit | 100 | 12/2 (Note: Friday due date/last day of classes for fall semester) |

Assignments are due Monday unless otherwise noted.

All assignments are due by 11:59 pm.

Important note on the final product (Remix Project/RX): Final product is due Friday, December 2, by 11:59 pm. This is the last day of classes for the fall semester.

There is no final exam in this class.

Detailed information on class meetings, topics, weekly readings and assignments can be found in the Class Calendar provided in MyCourses as a separate document.

**ATTENDANCE/ACTIVE PARTICIPATION:**

The college-wide attendance policy is included in the Syllabus Addendum <http://www.spcollege.edu/addendum/>

 For this class, active participation is defined as regular attendance in class as well as active engagement with and the completion of course material and assignments. **Students who miss more than four (4) class periods will be withdrawn for lack of active participation.** Attendance will be taken daily and you will be notified via email in MyCourses if you are going to be withdrawn from the course. **You will also be considered not actively participating if you have a 59% or less at the midterm or not submitted work/participated in class activities for two consecutive weeks.** Again, you will be notified via MyCourses if you will be withdrawn from the course.

The instructor will verify student attendance at least once each week during the first two weeks of class. Students classified as “No Show” for both of the first two weeks will be administratively withdrawn. Immediately following the 60% point of the term, the instructor will verify which students are actively participating in class as defined above. Students classified as not meeting the criteria for active class participation will be administratively withdrawn with a “WF.” Students may withdraw themselves from the class at any time during the term. A student who withdraws from a class prior to the 60% point of the term will receive a “W.” Student withdrawals submitted after the 60% deadline will result in a “WF,” which will negatively affect the student’s grade point average here at SPC. Students and instructors will automatically receive an e-mail notification to their SPC email whenever a withdrawal occurs.

**COURSE POLICIES:**

***Technology:*** You are responsible for making sure that your MyCourses account and SPC Email account at working. If you are having difficulty with MyCourses or your SPC Email, please contact TechSupport at **727-341-HELP (727-341-4357).** If you are having technical difficulties that prevent you from submitting an assignment, please contact me immediately and then contact TechSupport.

***Late Work:*** Late work is typically **not** accepted and you should not expect extensions. However, I reserve the right to change this policy on a case-by-case basis for extraordinary circumstances only. Should you find yourself in a situation where you will be unable to submit an assignment, please contact me via MyCourses or at the email address listed on this syllabus **before** the assignment is due.

***Drafts*:** I do not comment on drafts via email. Drafts must be submitted per the directions in the module. We will be using peer review and writing workshops to provide a variety of feedback on drafts. You are also highly encouraged, and sometimes will be required, to take your drafts to a tutor in the Learning Commons or submit to an online tutor via Tutor.com.

***Final Essays:****:*Essays are due to the appropriate dropbox by the date and time listed on the course calendar and syllabus. They must follow the formatting instructions outlined in the assignment. I will grade your essays and have them back to you within one week of the due date. If I am running behind, you will receive an email letting you know when to expect your work to be graded. You will receive comments as well as a rubric. Please review the comments and rubric carefully as my comments are designed to help you with your next writing assignment.

***Plagiarism & TurnitIn***: Plagiarism on drafts, discussion forums, and final essay submissions is unacceptable. The penalty for plagiarizing in this course is a zero on the assignment; if you plagiarize a second time, you may receive an “F” as your final course grade. To help prevent plagiarism, all essays will be submitted to TurnitIn. ***\*Plagiarism is defined as copying and pasting from a source into your own document without proper citation, having someone else write your essay, using material you submitted for another course, buying an essay from the internet, etc*. *\*\*If you are ever unsure of whether or not your essay might feature plagiarism or about your citations, please ask me!***

# DEPARTMENT CONTACTS

**Dean:** Joe Leopold, leopold.joseph@spcollege.edu , 727-341-3719
**Clearwater:** Dr. Shirley Oakley, oakley.shirley@spcollege.edu , 727-791-5904
**Downtown**: Dr. David Fitzgerald, fitzgerald.david@spcollege.edu , 727- 341-4736
**Seminole:** Dr.Li-Lee Tunceren, tunceren.lillien@spcollege.edu 727-791-2663

**St. Pete-Gibbs:** Margie Wikoff, wikoff.margie@spcollege.edu 727-341-4752
**Tarpon Springs:** Dr. Laura Smith, smith.laura@spcollege.edu, 727-712-5795

# STUDENT AND INSTRUCTOR EXPECTATIONS

Your participation in this class is critical. Here is what I expect from you:

* You are expected to read! Composition is such a vast subject, and you'll learn much just by reading.
* You should come to class ready to engage yourself and others in a meaningful, substantive activity.
* You should treat others' opinions with respect and tolerance.
* You should complete all assignments on time and with thoughtfulness. You should not expect time extensions for late assignments.
* You should practice academic honesty in all your work.
* You should contact me promptly if a problem arises that needs my attention. You should only submit work that is your own. You should expect disciplinary measures if any work that you submit is determined not to be your own work.

My participation in this class is critical for the learning process. Here is what you can expect:

* I will provide meaningful classroom activities and assignments to develop your composition skills.
* I will be available to you if you have questions or concerns.
* I will respond thoughtfully and critically to comments, questions, and assignments.
* I will evaluate your coursework in a timely manner and will communicate to you when you should expect your grade on a particular assignment.

# LEARNER SUPPORT

**Accessibility:** <http://www.spcollege.edu/accessibility>
**Academic Support Services:** [www.spcollege.edu/support](http://www.spcollege.edu/support)
**On-Campus Support**: [www.spcollege.edu/tutoring/#tab=2](http://www.spcollege.edu/tutoring/#tab%3D2)
**Online Support**: [www.spcollege.edu/tutoring/#tab=3](http://www.spcollege.edu/tutoring/#tab%3D3)

**Student Services and Resources:** [www.spcollege.edu/services](http://www.spcollege.edu/services)

This course is designed to be accessible to everyone, including students who are English

language learners, have a variety of learning styles, have disabilities, or are new to online and blended learning. Be sure to let your instructor know immediately if you encounter a required element or resource in the course that is not accessible.

If you have documentation of a disability or feel you may have a disability:

St. Petersburg College recognizes the importance of equal access to learning opportunities for all students. Accessibility Services (AS) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Please visit to the [College-Wide Accessibility Services website](https://go.spcollege.edu/Accessibility/) for more information:

# ONLINE CONDUCT GUIDELINES

When communicating, you should always:

* Treat everyone with respect in every communication.
* Always use your professor’s proper title: Doctor of Professor.
* Use clear and concise language.
* Remember that all college level communication should use correct grammar, whether written or spoken. Avoid slang.
* When communicating online, use correct spelling and avoid abbreviations, such as “u” instead of “you”
* Just as you wouldn’t yell in the classroom, avoid using the caps lock feature as it can be interpreted as yelling
* Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and your message might be taken seriously or offensively
* Be cautious with personal information (both yours and others’)

When you send an email to your instructor, department chair, dean, or classmates, you should:

* Use a descriptive subject line
* Avoid attachments unless you are sure your recipients can open them
* Be clear, concise, and courteous
* Sign your message with the name you prefer

# DISCIPLINE

The instructor has the authority to ask a disruptive student to leave a classroom or lab. The instructor may also delete posts or materials from an online or blended class and/or take disciplinary action if disruptive behavior continues.

# TURNITIN

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

# STUDENT SURVEY OF INSTRUCTION

The Student Survey of Instruction is administered each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

# IMPORTANT INFORMATION

**Academic Calendar**: <http://www.spcollege.edu/calendar/>

**Financial Aid**: [www.spcollege.edu/pages/dynamic.aspx?id=800](http://www.spcollege.edu/pages/dynamic.aspx?id=800)

**Bookstore:** [www.spcollege.edu/textbooks](http://www.spcollege.edu/textbooks)

**Library:** [www.spcollege.edu/libraries](http://www.spcollege.edu/libraries)

**Academic Honesty:** <http://www.spcollege.edu/addendum/>
**Technical Support**: [www.spcollege.edu/helpdesk](http://www.spcollege.edu/helpdesk)

**Accessibility of Technologies:** [www.brightspace.com/about/accessibility](http://www.brightspace.com/about/accessibility)

**Privacy Statement**: [www.brightspace.com/legal/privacy](http://www.brightspace.com/legal/privacy)