COURSE SYLLABUS: COMPOSITION II

ENC1102 (3 Course Credits)
Professor: Dr. J. White
Time and Location: ONLINE
Office: LA 117
Office Hours: By appointment made at least 48 hours in advance
https://web.spcollege.edu/instructors/id/white.julia/COR/
Emails: Must be sent through MyCourses: white.julia@mycourses.spcollege.edu
Phone: (727) 394-6122

HANDBOOK (RECOMMENDED)
MLA Handbook. 9th ed., Modern Language Association of America, 2021.
NB: Optional, affordable resource for ENC 1102 work.
You can purchase the MLA Handbook directly from the publisher (MLA) via
https://www.mla.org/Publications/Bookstore
ISBN: 9781603293518 (Paperback)
ISBN: 9781603295628 (Spiral)
ISBN: 9781603295611 (Hardcover)

ONLINE WRITING LAB (REQUIRED)
The Purdue OWL. Purdue University Writing Lab, 2019.
https://owl.purdue.edu/owl/
MLA Formatting and Style Guide. Purdue University Writing Lab, 2019.
https://owl.purdue.edu/owl/research_and_citation/mla_style/
mla_formatting_and_style_guide/index.html

ACADEMIC DEPARTMENT CONTACTS
Dean, Communications
Name: Dr. J. Leopold
Phone: (727) 341-3719
Administrative Specialist, Communications
Name: Mrs. D. Williams
Phone: (727) 394-6119

WELCOME TO COMPOSITION II

As your professor, I am here to help you succeed. Please don't hesitate to email me should you require assistance. I will respond within 48 hours (in most circumstances) if you contact me via MyCourses. Please check MyCourses NEWS & EMAIL often, as I communicate regularly therein. Have a positive and productive term.

PREREQUISITE
ENC1101 with a minimum grade of C; or ENC1101H with a minimum grade of C; or IDS1101H with a minimum grade of C; or IDS1111H with a minimum grade of C; or appropriate score on the college placement test.

COURSE DESCRIPTION
This course builds upon the skills developed in Composition I. It provides further instruction in the planning, organization, and writing of essays. It stresses methods of library research including information retrieval from electronic sources and emphasizes writing of the research paper and the paper of literary interpretation. The reading includes selections from at least two forms of literature. This course partially satisfies the writing requirements outlined in the General Education Requirements. (Note: Credit is only given for ENC1102 or ENC1122H).

OBJECTIVES & OUTCOMES
1. The student will effectively plan and write compositions which reinforce the skills established in Composition I by:
a. writing essays that support and develop a central thesis.
b. using appropriate rhetorical and language skills in all compositions.
2. The student will comprehend and interpret literary selections by:
a. understanding and identifying relevant literary elements, such as plot, structure, narration, point of view, setting, character, theme and symbolism.
b. using textual evidence to interpret and evaluate a given literary selection.
3. The student will use the library effectively by:
a. locating sources through the college's online library and other electronic sources.
b. retrieving sources, either print or electronic.
4. The student will incorporate information from sources appropriately by:
a. managing and recording information from specified sources.
b. summarizing, paraphrasing, quoting and combining source information effectively.
c. writing papers which integrate the student's own words and ideas with those of primary and/or secondary sources.
d. using parenthetical references within the paper to credit information from primary and secondary sources.
e. preparing a works cited list of the sources used in the research paper.
5. The student will retrieve information from sources effectively and efficiently by:
a. selecting the most appropriate investigative methods.
b. constructing and refining search strategies.
c. accessing information using a variety of strategies.

6. The student will evaluate sources including electronic sources by:
a. summarizing the main idea extracted from the information.
b. articulating and applying basic criteria for evaluating both the information and its sources.
c. synthesizing main ideas to construct new concepts.
d. comparing new knowledge with prior knowledge to determine the value added, contradictions, or other unique characteristics of the information.
e. validating understanding and interpretation of the information through discourse with other individuals, subject-area experts, and/or practitioners.
f. deciding whether the initial query should be revised.

PERFORMANCE CRITERIA
The SPC Descriptions of Grade Levels of Writing will be the general criteria for evaluation with more specific criteria indicated in the professor's rubrics. The student will demonstrate the characteristics of the grade of "C" according to the same standards (rhetoric, language, etc.).

IMPORTANT DATES
Please review all important dates (below): Financial Aid, Drop, Add, Refund, Examination, Withdrawal, and Closure dates etc.:
https://go.spcollege.edu/calendar/
https://spcollege.edu/

ACCESSIBILITY
If you have a documented disability or think that you may have a learning or other disability and would like to request accommodations, please make an appointment with the Learning Specialist on your campus. If you need assistance, please contact Accessibility Services. Accessibility Services staff can be reached at 791-2628 or 791-2710 (CL and EPI), 341-4316 (SP/G), 394-6289 (SE), 712-5789 (TS), 341-3721 (HEC), 341-4532 (AC), or 341-7965 (DT). If you would like more information, you can learn more about Accessibility Services at accessibility-services:
https://www.spcollege.edu/friends-partners/about/compliance-statements/

TECHNOLOGY
MyCourses: Students will be required to access ENC 1102 via MyCourses. Access to MyCourses is available 24/7. To log-on, use your student number as your Username and create a Password. See all MyCourses tutorials at the start of the course. For extra help, refer to the information (below) about online learning and/or contact the SPC Helpdesk as they can assist you with technical issues related to MyCourses as well as other technology related problems (files, etc.). They can be reached via 727-341-4357 (HELP):
https://mycourses.spcollege.edu/
http://mycoursessupport.spcollege.edu/ecampus
https://mycoursessupport.spcollege.edu/technical-support-desk-call-center
Accessibility: View the MyCourses-Desire2Learn Accessibility Statement.
Privacy: View the MyCourses-Desire2Learn Privacy Statement.
Minimum Technology Requirements: View the MyCourses Minimum Technology

Requirements (linked in MyCourses). Students should be able to navigate the course and use the course tools (Calendar, Email, News, Submissions, Dropbox, Discussions, Grades).

Turnitin: Turnitin (linked in MyCourses) 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 integration of sources and/or proper citation. Submitted papers remain as source documents in the Turnitin database for the purpose of detecting originality. Students retain copyright to their works. Review the Turnitin Usage Agreement. Please submit work as instructed so that Turnitin can read your submission (if credit is desired). Students who do not wish to submit work through Turnitin must notify their professor via course email within the first seven days of the course. In lieu of Turnitin use, students shall be required to submit annotated bibliographies, copies of sources, preliminary drafts, and a research journal.

New Rules: Submit work via Submissions. Do not attach files to Discussions. Send essays via attachment (PDF or RTF) AND copy and paste the same text (required) as back-up (in case files are problematic) via the correct MyCourses dropbox. The professor may deduct points if work is not submitted properly. Many MyCourses features are accessible on mobile devices; however, a computer is recommended especially for papers and examinations.

Technical Support: Technical support is available via St. Petersburg College's Helpdesk at (727) 341-HELP and onlinehelp@spcollege.edu. If you encounter a technical problem in the course, take relevant screenshots and attach to an email to your Professor (white.julia@mycourses.spcollege.edu) ALSO copying Technical Support (onlinehelp@spcollege.edu) regarding the same matter.

COMMUNICATION

Pursuant to F.S. § 119, all electronic communications made or received by the college are public records. Unless exempted under Florida Statutes, all public records may be inspected and copied by any person desiring to do so under the supervision of the custodian of the public records.

Enrolled students should not use Institutional Email (Microsoft Outlook) for course communications. Such communications shall be referred to MyCourses. Instead, sign-on to MyCourses regularly. Check the Calendar and read all Communications. See NEWS for class announcements. Read your course email and contact your professor via MyCourses if you need any help or assistance. Your professor will attempt to answer MyCourses communications within 48 hours under normal circumstances. Contact our Communications Specialist, Mrs. Donna Williams, if you need immediate assistance.

SPC Voicemail is routed to Institutional Email (Microsoft Outlook). As the system identifies the phone number and not necessarily the caller (per se) and voice-text is often unreliable, I may not have a clear record of your VM. Bottom line: Students are expected to use MyCourses Email as heretofore stated. NB: The professor is not obligated to respond to individuals not using MyCourses.

ATTENDANCE
Active participation for this class means (1) attending class each week on-time and for the full period (campus classes only); (2) signing-on to the course each week (campus and online courses); (3) following the professor's directions; (4) following published policy; and (5) successfully completing and submitting all assignments by the due dates posted in the Calendar. Successful completion of assignments shall count toward active participation in online courses. Missed assignments shall count as absence in online courses. If you have missed a class or assignment due to a medical matter and seek excused absence, please provide a short, signed doctor's note confirming the same and send to your Professor via MyCourses (white.julia@mycourses.spcollege.edu). The professor shall verify which students are actively attending and participating in class. Students classified as "No Show" for both of the first two weeks shall be administratively withdrawn from the class. The student's financial aid will be adjusted based on their updated enrollment status. Students who are not actively participating in class as defined in the Professor's Syllabus shall be reported to the Administration during the week following the last date to withdraw with a "W" (as posted in the academic calendar on the college's web site). Students will be able to withdraw themselves at any time during the term. However, requests submitted after the last date to withdraw with a "W" (see academic calendar) will result in a "WF" (which may also impact financial aid). Students are strongly encouraged to consult with an academic advisor or financial assistance counselor prior to withdrawing from a class.

COUNSELING
Students in need of non-academic assistance and/or counseling, etc. are asked to consult with our many trained advisors and counselors regarding SPC SUPPORT SERVICES (https://www.spcollege.edu/current-students/student□affairs/student-support-resources) etc. If experiencing a crisis, Dial 911 for urgent situations or Dial 211 for social service resources.

ASSIGNMENTS
The course is divided into eight (8) modules that build upon each other. Each module contains minor assignments that culminate in one of four (4) major assignments.
Major assignments include the

• Research Paper (see specifications)
• Analysis Essay (see specifications)
• Résumé Project (see specifications)
• Final Reflective Essay (see specifications)

Supporting assignments include
• Quizzes (see specifications; unlimited attempts)
• Discussions (see specifications)
• Parts of the Essay Development Process: Proposals,

Bibliographies, Outlines, etc. (see specifications)
• Drafts of Papers (see specifications)
• Peer Review (see specifications)

Students are required to read assignment directions, guidelines, and required readings. New paper topics are assigned each term (to reduce plagiarism). Review the specified tutorials in the OWL. Answer the research question or essay prompt in your thesis statement and paper. Conform to the scope of the assignment. Stay on topic and strive for a logical flow of ideas supported by relevant, reasonable, and coherent evidence. NB: Use quotation marks when integrating material verbatim. Include proper parenthetical and bibliographic citations for any and all summaries, paraphrases, and quotations. Revise your work (before submission) to catch and correct problems with grammar, sentence structure, punctuation, and diction/spelling. Put your legal name on your ENC 1102 submissions which must also be keyboarded and conform to MLA Format (8th or 9th edition). Contact your professor if you require assistance or clarification. Consider the Library (linked in MyCourses) for help with major research projects. Consider Academic Support (linked in MyCourses) if you need tutorial help (especially regarding grammar, syntax, and ESL issues). Tutors should be provided with assignment instructions and able to help with matters of structure and style as well as LEP, ESL, MLA etc. NB: Legally, neither tutors nor other actors should write your papers for you. Instead, you must submit original work. Please allow 48-72 hours for the tutor to return your essay. Please review the CALENDAR (see MyCourses tutorial) and NEWS throughout the semester. Assignments are due on the assigned due date by midnight. Late work is accepted at the discretion of the professor and shall (if accepted) be graded later in the term after timely work has been evaluated. NB: The Calendar may be updated to offer extensions.

GRADING
Total points will consist of an aggregate from the following:
Essays & Essay Components: 60%
Discussions & Activities: 30%
Final Project: 10%
Grade Percentage
A = 90%
B = 80%
C = 70%
D = 60%
F = 50%

ACADEMIC INTEGRITY
Each student's behavior is expected to contribute to a positive teaching and learning environment. No student (or other actor) has the right to interfere with the teaching and learning process.

EXPECTATIONS
You should

- Enroll to genuinely engage in substantive academic work.
- Read the Syllabus, course information, and assignments.
- Follow directions and email me for needed clarifications.
- Note updates (Syllabus, MyCourses, News, Email).
- Email me promptly if a problem arises that requires my attention.
- State your legal name in all communications.
- Be courteous, reasonable, and tolerant.
- Complete and submit assignments as instructed and on-time.
- Go to "Submissions" to submit assignments.
- Email me promptly to discuss completing any missed work.
- Know that by enrolling, you agree to comply with the Academic Honesty policy.
- Do your own academic work.
- Review and comply fully with the Student Code of Conduct.
- Expect academic and/or disciplinary measures for violations of law and/or policy.

You should NOT
- Share course materials with non-class members without permission.
- Submit material which has been obtained through someone else's efforts.
- Engage in misrepresentation, fabrication, cheating, and/or plagiarism.
- Participate in conspiracy, collusion, or unauthorized access.
- Engage in cyberharassment which is a crime in Florida (F.S. § 784.048).
- Help others to violate standards, policy, and/or the law.

The professor has the authority to remove students from the course for policy violations. Any discriminatory, derogatory, inappropriate, and/or threatening actions shall be subject to disciplinary action. Questionable submissions shall be flagged, retained, investigated, reported, and forwarded (at any time) to the authorities.

It is your responsibility to be familiar with SPC ACADEMIC INTEGRITY policies (see Student Handbook). There is no tolerance for any form of academic dishonesty defined by MLA GUIDELINES or SPC POLICY including BOARD RULE 6Hx23-4.461. Examples of Academic Dishonesty: Using another's work without proper source citations thereby attempting to present such work as your own; submitting academic work for credit twice without the written permission of the instructor; plagiarizing the source material from another student's paper and passing it off as your own research; or engaging in conspiracy whereby you collude with others to violate published policy. Discipline can range from a zero on a specific assignment to expulsion.

This course offers instruction as to how to acknowledge and cite sources. If in doubt, refer to the MLA Handbook or (free) MLA Formatting and Style Guide and ask me for needed clarifications.

Some of your courses may also include material protected by copyright. This means that you need permissions to disseminate the material. Nor can you use and share copyrighted material like trademarks, logos, etc. in your academic projects unless you attach documented permissions to the submission in quo.

Please read the Student Handbook and all related policy information and conduct yourself accordingly:
http://www.copyright.gov
https://go.spcollege.edu/academichonesty/

https://go.spcollege.edu/uploadedFiles/Students/StudentHandbook.pdf
https://go.spcollege.edu/Addendum/#onlineguide
https://style.mla.org/plagiarism-and-academic-dishonesty/
https://owl.purdue.edu/owl/research_and_citation/mla_style/
mla_formatting_and_style_guide/index.html

DISCLAIMER
The professor reserves the right to make any and all revisions to the
Syllabus and/or the ENC 1102 course as needed.

SYLLABUS ADDENDUM
Please review (mandatory) the SPC SYLLABUS ADDENDUM which provides the most
current version of fluid information (compliance is required):
https://www.spcollege.edu/current-students/student-affairs/student-right□to-kn
ow/student-responsibilities

TENTATIVE SCHEDULE
NB: Related Dates TBA

MODULE 1 INTRODUCTION TO THE COURSE
Module Activities:
INTRODUCTION TO THE COURSE
INFORMATION LITERACY
See the Purdue OWL re Academic Writing
See the Purdue OWL re Avoiding Plagiarism
Assignments Due:
DISCUSSION: INTRODUCTION
DISCUSSION: INFORMATION LITERACY
DISCUSSION: DIAGNOSTIC (WRITING GOALS)
QUIZZES: INFORMATION LITERACY

MODULE 2 RESEARCH METHODS
Module Activities:
RESEARCH METHODS
See the Purdue OWL re Conducting Research
See the Purdue OWL re The MLA Guide
RESEARCH PAPER TOPIC: PLANET EARTH
SEE LIST OF APPROVED SUBTOPICS & SELECT ONE (1)
Assignments Due:
DISCUSSION: RESEARCH QUESTIONS
DROPBOX: RESEARCH PROPOSAL
DROPBOX: RESEARCH BIBLIOGRAPHY
QUIZZES: RESEARCH SKILLS

MODULE 3 RESEARCH WRITING
Module Activities:
RESEARCH WRITING
See the Purdue OWL re Using Research

See the Purdue OWL re The MLA Guide
RESEARCH PAPER: PLANET EARTH
SEE LIST OF APPROVED SUBTOPICS & SELECT ONE (1)
Assignments Due:
DISCUSSION: RESEARCH OUTLINE
DISCUSSION: DRAFTING & PEER-EDITING
DROPBOX: RESEARCH PAPER
QUIZZES: RESEARCH SKILLS

MODULE 4 PROFESSIONAL WRITING
Module Activities:
THE RESUME & COVER LETTER
See the Purdue OWL re Résumés and CVs
See the Purdue OWL re Cover Letters (1-3)
See Microsoft Word Templates (Résumés and Cover Letters)
Assignments Due:
DISCUSSION: RESUME BASICS
DISCUSSION: THE RESUME
DISCUSSION: RESUME PEER-EDIT
DISCUSSION: THE COVER LETTER
DISCUSSION: COVER LETTER PEER-EDIT
QUIZZES: PROFESSIONAL WRITING SKILLS

MODULE 5 ANALYTICAL WRITING (LITERATURE)
Module Activities:
LITERARY ANALYSIS
See the Purdue OWL re Writing About Literature
See the Purdue OWL re General Writing Resources
THE LITERARY ANALYSIS ESSAY:
ENVIRONMENTAL LITERATURE
SEE LIST OF APPROVED NOVELS, SELECT ONE (1), & RESPOND TO PROMPT (TBA):
1. *Walden* by Henry David Thoreau (Woods & Lakes)
2. *Space Below My Feet* by Gwen Moffat (Mountains)
3. *My Family and Other Animals* by Gerald Durrell (Islands)
4. *Desert Solitaire* by Edward Abbey (Deserts)
5. *Islands in the Stream* by Ernest Hemingway (Sea)
Assignments Due:
DISCUSSION: LITERARY ANALYSIS OUTLINE
DISCUSSION: DRAFTING & PEER-EDITING
DROPBOX: LITERARY ANALYSIS PROPOSAL
DROPBOX: LITERARY ANALYSIS ESSAY
QUIZZES: RESEARCH & WRITING SKILLS

MODULE 6 ANALYTICAL WRITING (FILM)
Module Activities:
FILM ANALYSIS
See the Purdue OWL re Writing About Film
See the Purdue OWL re Visual Rhetoric
ENVIRONMENTAL DOCUMENTARY

SEE LIST OF APPROVED FILMS FROM GLOBAL WILDLIFE & SELECT THREE (3) TO
DISCUSS:
1. *Anthropocene* (2018)
2. *Breaking Boundaries* (2021)
3. *Ice on Fire* (2019)
4. *Seaspiracy* (2021)
5. *2040* (2019)
Assignments Due:
DISCUSSION: DOCUMENTARY FILM ANALYSIS (1)
DISCUSSION: DOCUMENTARY FILM ANALYSIS (2)
DISCUSSION: DOCUMENTARY FILM ANALYSIS (3)
QUIZZES: RESEARCH & WRITING SKILLS

MODULE 7 MULTIMODAL WRITING
Module Activities:
MULTIMEDIA WRITING
See the Purdue OWL re Strategies for Fair Use
THE MULTIMEDIA RESUME
See the Purdue OWL re Designing an Effective PowerPoints
See the Purdue OWL re Video Résumés
SEE LIST OF APPROVED MEDIA & SELECT ONE (1) TO UPDATE YOUR RESUME:
PowerPoint (PPT), Prezi, Infographics, Video, etc.
Assignments Due:
DISCUSSION: MULTIMEDIA
DROPBOX: MULTIMEDIA RESUME PROPOSAL
DROPBOX: MULTIMEDIA RESUME DRAFT
DROPBOX: MULTIMEDIA RESUME PROJECT (RESUME & RATIONALE)
QUIZZES: RESEARCH & WRITING SKILLS

MODULE 8 REFLECTIVE WRITING
Module Activities:
REFLECTIVE WRITING
See the Purdue OWL re Essay Writing
See Writing Tips from Hemingway
THE REFLECTIVE ESSAY:
YOUR WRITING PROGRESS IN ENC1102
Assignments Due:
DROPBOX: REFLECTIVE ESSAY (WRITING PROGRESS)
QUIZZES: RESEARCH & WRITING SKILLS
EXTRA CREDIT (TBA)