Developmental Writing I ----ENC 0015
Syllabus
Florida Keys Community College

I. Course Information

Course Prefix/Number/Course:	ENC 0015
Credit Hours/Contact Hours:	45 (Non-Credit)
Prerequisites for the course:	Score on Placement Test
Contact Days, Times	T, R 9:30 – 10:45 am

II. Course Method

This course is designed to blend online learning with traditional face to face instruction in the assigned location two days a week – Tuesdays and Thursdays - from 9:30 to 10:45 am for 16 weeks. Methods of instruction include online activities, lectures, class discussions, cooperative group and individual assignments, handouts, quizzes, mastery tests, and practice work. Students will access *MyWritingLab* and complete the assignments either in the lab or at home.

* ***To pass the course, the student must pass the Final Exam which consists of two parts: a 40 item multiple choice test (minimum score of 29 of 40) and an in-class essay to be written on one of two topics provided by the instructor (minimum score of "3" of a possible score of 6).***

Synchronous Office Hours-Check the Announcement section of the course for synchronous office hour times. To access office hours click on "Chat" under Course Tools.

Announcements-Weekly Announcements from your instructor will be posted on the announcements page. To access click on "Announcements" under Course Tools.

Classroom Email- All classroom email between students and faculty members should occur within the internal D2L email system. To access click on "Mail" under Course Tools.

III. Instructor Information

Instructor:	Nick Wright
Email:	Nicolas.Wright@fkcc.edu,
	or nick@keyslearningcenter.com
Office Hours:	M-R 4-5 pm
Phone:	(305) 731 6696

IV. Description

This course builds writing skills and the command of standard written English, including grammar, usage, and mechanics. Students must pass ENC 0015 with a "C" or higher. Upon successful completion, students enroll in ENC 0025.

V. College-level Competencies

Florida Keys Community College graduates who complete the core curriculum possess the knowledge, skills and values associated with college-educated individuals. Our graduates demonstrate mastery of competencies integrated within the academic disciplines, such as the ability to effectively communicate, seek creative solutions to problems, exhibit cultural awareness, and command basic technological skills.

1. **Communication:** Comprehend and articulate effectively – written and oral communication

2. **Critical thinking:** Demonstrate mastery of problem-solving skills in the discipline

3. **Diversity:** Interpret and evaluate societal and ethical issues, problems and values

4. **Technology:** Utilize technology effectively

VI. Course Calendar

1. The Course Calendar lists the learning activities and assessment measures that comprise this course on a weekly basis. These activities and assessments are directly related to learning outcomes that support the overall course objectives. The "Student Assessment" column lists all of the assignments required by this course and their due dates. I strongly recommend you print this out and refer to it often.
2. Students are responsible for following the course calendar. Consult your calendar before you start a new chapter or section. (Note: Some sections may not be covered in the same order as in the text). If you ever have a question that begins with "When is ___", the answer is probably already published in this Course Calendar. Looking here first will probably get you a quick answer to your question.

Competency	Week	Learning Outcomes	Learning Activities	Student Assessments	Points
1,2, 4	*Week 1* 1. 8/23/11 2. 8/25/11	-Identify subjects, verbs, and simple sentences -Determine adequate study plans -Assess diagnostic writing	Writing for Life (*Sentences and Paragraphs*) Read & Understand Chapters 1 & 8 Writing Practice Diagnostic Vocabulary Instruction Access MyWritingLab Speaking/Listening Introductions	1. Writing Diagnostic **Due Date: 8/23/11** 2. Contract Signed **Due Date: 8/25/11** 3. My Writing Lab Create Account **Due Date: 8/25/11**	10 10 10
1,2,4	*Week 2* 3. 8/30/11 4. 9/1/11	-Identify compound and complex sentences -Determine usage of sentences in paragraphs -Evaluate prewriting skills	Writing for Life (*Sentences and Paragraphs*) Read & Understand Chapters 2 & 9 Writing Practice **Freewriting** Drafting Vocabulary Instruction MyWritingLab Speaking/Listening	1. Content Quiz Chapters 1 & 8 & Vocabulary **Due Date: 8/30/11** 2. Writing for Life *(may be completed in text)* All Practice Exercises in Chapters 1 & 8 **Due Date: 8/30/11** 3. My Writing Lab Assigned Practica **Due Date: 9/1/11**	20 10 10

1,2,3,4	*Week 3* 5. 9/6/11 6. 9/8/11	-Identify sentence variety -Understand purpose, types, and openings of sentences -Evaluate Concept Maps	Writing for Life (*Sentences and Paragraphs*) Read & Understand Chapters 3 & 10 Writing Practice **Concept Maps** Rough Draft Peer Edit Revision Vocabulary Instruction MyWritingLab Speaking/Listening	Content Quiz Chapters 2 & 9 & Vocabulary **Due Date: 9/6/11** 2. Writing for Life *(may be completed in text)* All Practice Exercises in Chapters 2 & 9 **Due Date: 9/6/11** 3. My Writing Lab Assigned Practica **Due Date: 9/8/11**	20 10 10
1,2,4	*Week 4* 7. 9/13/11 8. 9/15/11	-Identify Point of View, Number and Tense -Determine Sentences Clarity -Assess descriptive writing -Evaluate paragraph structure	Writing for Life (*Sentences and Paragraphs*) Read & Understand Pages 68 -73 Pages 454 -458 & Chapter 11 Writing Practice **Description** Rough Draft Peer Edit Revision Vocabulary Instruction MyWritingLab Speaking/Listening	Content Quiz Chapters 3 & 10 & Vocabulary **Due Date: 9/13/11** 2. Writing for Life *(may be completed in text)* All Practice Exercises in Chapters 3 & 10 **Due Date: 9/13/11** 3. Writing Descriptive Paragraph **Due Date: 9/15/11** 4. My Writing Lab Assigned Practica **Due Date: 9/15/11**	20 10 20 10
1,3,4	*Week 5* 9. 9/20/11 10. 9/22/11	-Identify parallelism in sentences -Assess narrative writing -Evaluate peer writing	Writing for Life (*Sentences and Paragraphs*) Read & Understand Pages 74 – 77 Pages 459 – 463 & Chapter 12 Writing Practice **Narration** Rough Draft Peer Edit Revision Vocabulary Instruction MyWritingLab Speaking/Listening	Content Quiz Chapter 11 & Vocabulary **Due Date: 9/20/11** 2. Writing for Life *(may be completed in text)* All Practice Exercises in Chapter 11 **Due Date: 9/20/11** 3. Writing Narrative Paragraph **Due Date: 9/22/11** 4. My Writing Lab Assigned Practica **Due Date: 9/22/11**	20 10 20 10

1,2,3	*Week 6* 11. 9/27/11 12. 9/29/11	-Identify comma splices, fused sentences, and fragments -Determine necessities of clear sentences -Assess sentence structure within paragraphs -Evaluate process writing	Writing for Life (*Sentences and Paragraphs*) Read & Understand Pages 78 – 81 Pages 464 – 468 & Chapters 13 & 14 Writing Practice **Process** Rough Draft Peer Edit Revision Vocabulary Instruction MyWritingLab Speaking/Listening	1. Content Quiz Chapter 12 & Vocabulary **Due Date: 9/27/11** 2. Writing for Life *(may be completed in text)* All Practice Exercises in Chapters 12 **Due Date: 9/27/11** 3. Writing Process Paragraph **Due Date: 9/28/11** 4. My Writing Lab Assigned Practica **Due Date: 9/28/11**	20 10 20 10
1,2,3,4	*Week 7* 13. 10/4/11 14. 10/6/11	-Identify misplaced and dangling modifiers -Analyze example paragraphs	Writing for Life (*Sentences and Paragraphs*) Read & Understand Pages 82 – 85 Pages 469 – 472 & Chapter 15 Writing Practice **Example** Rough Draft Peer Edit Revision Vocabulary Instruction MyWritingLab Speaking/Listening	Content Quiz Chapters 13 & 14 & Vocabulary **Due Date: 10/4/11** 2. Writing for Life *(may be completed in text)* All Practice Exercises in Chapters 13 & 14 **Due Date: 10/4/11** 3. Writing Example Paragraph **Due Date: 10/6/11** 4. My Writing Lab Assigned Practica **Due Date: 10/6/11**	20 10 20 10
2,3,4	*Week 8* 15. 10/11/11 16. 10/13/11	-Identify subject-verb agreement in the present tense -Determine singular or plural subjects -Analyze classification within paragraphs	Writing for Life (*Sentences and Paragraphs*) Read & Understand Pages 86 – 89 473 – 478 & Chapter 16 Writing Practice **Classification** Rough Draft Peer Edit Revision Vocabulary Instruction	Content Quiz Chapter 15 & Vocabulary **Due Date: 10/11/11** 2. Writing for Life *(may be completed in text)* All Practice Exercises in Chapter 15 **Due Date: 10/11/11** 3. Writing Classification Paragraph **Due Date: 10/13/11**	20 10 20

			MyWritingLab Speaking/Listening	4. My Writing Lab Assigned Practica **Due Date: 10/13/11** **5. Midterm Exam** **Date: 10/13/11**	10 100
1,2,3,4	*Week 9* 17. 10/20/11	-Identify the past tense of regular and irregular verbs -Assess key verbs -Evaluate compare/contrast thought process -Analyze comparative writing	Writing for Life (*Sentences and Paragraphs*) Read & Understand Pages 90 – 93 Pages 479 – 483 & Chapter 17 Writing Practice **Compare/Contrast** Rough Draft Peer Edit Revision Vocabulary Instruction MyWritingLab Speaking/Listening	Content Quiz Chapter 16 & Vocabulary **Due Date: 10/20/11** 2. Writing for Life *(may be completed in text)* All Practice Exercises in Chapter 16 **Due Date: 10/20/11** 3. Writing Compare/Contrast Paragraph **Due Date: 10/20/11** 4. My Writing Lab Assigned Practica **Due Date: 10/20/11**	20 10 20 10
1,2,4	*Week 10* 18. 10/25/11 19. 10/27/11	-Identify past participles -Determine vocabulary in context -Assess clustering skills in prewriting -Evaluate definition writing	Writing for Life (*Sentences and Paragraphs*) Read & Understand Pages 94 – 97 Pages 484 – 487 & Chapter 18 Writing Practice **Definition** Rough Draft Peer Edit Revision Vocabulary Instruction MyWritingLab Speaking/Listening	Content Quiz Chapter 17 & Vocabulary **Due Date: 10/25/11** 2. Writing for Life *(may be completed in text)* All Practice Exercises in Chapter 17 **Due Date: 10/25/11** 3. Writing Definition Paragraph **Due Date: 10/27/11** 4. My Writing Lab Assigned Practica **Due Date: 10/27/11**	20 10 20 10

1,2,3,4	*Week 11* 20. 11/1/11 21. 11/3/11	-Identify nouns, pronouns, adjectives and adverbs -Evaluate pronoun references -Analyze cause/effect writing	Writing for Life (*Sentences and Paragraphs*) Read & Understand Pages 98 – 101 Pages 488 – 491 & Chapters 19 & 20 Writing Practice **Cause/Effect** Rough Draft Peer Edit Revision Vocabulary Instruction MyWritingLab Speaking/Listening	Content Quiz Chapter 18 & Vocabulary **Due Date: 11/1/11** 2. Writing for Life *(may be completed in text)* All Practice Exercises in Chapter 18 **Due Date: 11/1/11** 3. Writing Cause & Effect Paragraph **Due Date: 11/3/11** 4. My Writing Lab Assigned Practica **Due Date: 11/3/11**	20 10 20 10
1,2,4	*Week 12* 22. 11/8/11 23. 11/10/11	-Identify comma usage in myriad forms -Assess persuasion within paragraphs	Writing for Life (*Sentences and Paragraphs*) Read & Understand Pages 102 – 105 Pages 492 – 496 & Chapter 21 Writing Practice **Persuasive** Rough Draft Peer Edit Revision Vocabulary Instruction MyWritingLab Speaking/Listening	Content Quiz Chapters 19 & 20 & Vocabulary **Due Date: 11/8/11** 2. Writing for Life *(may be completed in text)* All Practice Exercises in Chapters 19 & 20 **Due Date: 11/8/11** 3. Writing Persuasive Paragraph **Due Date: 11/10/11** 4. My Writing Lab Assigned Practica **Due Date: 11/10/11**	20 10 20 10
1,2,3,4	*Week 13* 24. 11/15/11 25. 11/17/11	-Identify apostrophe usage -Evaluate peer writing -Analyze the proofreading process	Writing for Life (*Sentences and Paragraphs*) Read & Understand Chapters 5 & 22 Writing Practice **Five Paragraph Essay** Rough Draft Peer Edit Revision Vocabulary Instruction MyWritingLab	Content Quiz Chapter 21 & Vocabulary **Due Date: 11/15/11** 2. Writing for Life *(may be completed in text)* All Practice Exercises in Chapter 21 **Due Date: 11/15/11** 3. Writing Five Paragraph Essay (1-3 pages) **Due Date: 11/17/11**	20 10 20

			Speaking/Listening	4. My Writing Lab Assigned Practica **Due Date: 11/17/11**	10
1,2,4	*Week 14* 26. 11/22/11	-Assess comprehension of dialogue within grammar, usage & mechanics -Assess the contextualization of vocabulary in writing.	Writing for Life (*Sentences and Paragraphs*) Read & Understand Chapter 6 & 23 Writing Practice **Dialogue** Rough Draft Peer Edit Revision Vocabulary Instruction MyWritingLab Speaking/Listening	Content Quiz Chapter 22 & Vocabulary **Due Date: 11/22/11** 2. Writing for Life *(may be completed in text)* All Practice Exercises in Chapters 22 **Due Date: 11/22/11** 3. My Writing Lab Assigned Practica **Due Date: 11/22/11**	20 10 10
1,2,3,4	*Week 15* 27. 11/29/11 28. 12/1/11	-Identify end marks and capitalization -Evaluate peer writing -Analyze the proofreading process	Writing for Life (*Sentences and Paragraphs*) Read & Understand Chapters 7, 24 & 25 Writing Practice **Five Paragraph Essay Revision** Vocabulary Instruction MyWritingLab Speaking/Listening	Content Quiz Chapter 23 & Vocabulary **Due Date: 11/29/11** 2. Writing for Life *(may be completed in text)* All Practice Exercises in Chapter 23 **Due Date: 11/29/11** 3. Writing Five Paragraph Essay Revision (3-5 pg.) **Due Date: 12/1/11** 4. My Writing Lab Assigned Practica **Due Date: 12/1/11**	20 10 50 10

1,2,4	*Week 16* 29. 12/6/11 30. 12/8/11	-Assess comprehension of grammar, usage & mechanics -Assess the process and quality of student writing	Writing for Life (*Sentences and Paragraphs*) Review for Exam Writing Practice **Timed Writing** Rough Draft Peer Edit Revision Vocabulary Instruction MyWritingLab Speaking/Listening	1. Writing for Life *(may be completed in text)* All Practice Exercises in Chapters 24 & 25 **Due Date: 12/6/11** 2. Writing Timed Writing **Due Date: 12/6/11** 4. My Writing Lab Assigned Practica **Due Date: 12/8/11** **5. Final Exam** **Date: 12/8/11**	10 40 10 200

VII. Materials (2)

Required Textbook: Writing for Life Sentences and paragraphs
Publisher: Pearson
ISBN- ISBN-13: 978-0-321-3932-9
ISBN-10: 0-321-39232-9

*Required Online Program: My Writing Lab (Generic, without etext, 6 month access, $15)
Publisher: Pearson
website- http://www.mywritinglab.com/

VIII. Method of Evaluation

Focus	Description	Points Possible	Percentage
• Homework	Textbook Work & MyWritingLab online assignment	320	21%
• Quizzes	Weekly quizzes on reading and lectures	280	19%
• Writing	Semi-weekly writing assignments	300	20%
• Participation	Attending classes, preparedness, completion of in-class assignments, participation in class discussions	300	20%
• Exams	Midterm & Exit Exam	300	20%

*There are 10 participation points for each class meeting. Points are earned through attendance, participation, and classwork.

Grades are to be assigned according to the following scale:

A	90% and above	1350 - 1500	Total Points
B	80-89%	1200 - 1349	Total Points
C	70-79%	1050 - 1199	Total Points
D	60-69%	900 - 1049	Total Points
F	below 60%	0 - 899	Total Points

IX. Class Policies

Communications: All class communications should be conducted via D2L. The online format of this class puts a premium on communications. The prime responsibility for timely communications rests with you - the student. We will use the following methods:

DISCUSSION FORUMS: Each week under the discussion tab, there will be a question to which you are to post a response during the week. Make sure that you click on the "respond" button immediately after the question. You are to make appropriate comments; for maximum point you are also to respond to at least one other student's response that week. You should also check to see who has responded to your comments and respond to this person if it is appropriate to do so. These responses are also to be thought revealing – they are more than "I agree" or "I disagree." You are expected to provide quality insight citing and documenting your references, in order to demonstrate an understanding of the weekly topic and provide original thought in the posts. Cutting and pasting from the text, websites, or providing a response with limited substance will receive a significantly reduced grade. As with all activities in this class, quality counts and your postings need to add value to the discussion.

For more specific requirements, see *Class Participation* on page 10-11.

In addition, most questions about class policies and subject matter should be posted in the discussion forum to allow the entire class to benefit from the question and the answer. There will often be important information published to the class via the Discussion Forums, such as changes in due dates, exam information, etc. **You are responsible for all information published here.**

Occasionally, time-sensitive announcements will be posted on Discussion Boards. You should logon to D2L 3-4 times each week to check for time-sensitive messages. Before you post a question, look through the Discussion Board. That same question may have already been asked and answered.

D2L EMAIL: The email utility within D2L should not be used for personal items that are not appropriate to share with the entire class.

What you can expect from me:

I normally log into D2L and check for messages at least once per day, including weekends and holidays. If you have an urgent message for me, do not post the same message both on a Discussion Forum and in an email. Doing both will waste your time and will not result in my getting the message any faster. If I expect to be out of contact for more than a couple of days, I will inform the class via the Discussion Forum.

Important Note: If I have not responded to your email or voicemail message by the end of the day after you left the message, you should assume that I did not receive it and leave another message.

Logging Off From D2L

In order to better serve our faculty and students, all D2L users should use the logoff button when completing online course work. By logging off instead of just closing your internet browser window, D2L server space is freed and system performance is optimized. In addition, logging off will more accurately record each student's time logged into the online course.

Late Work

1. Any assignment not submitted by the date and time specified in the Course Calendar is considered late, unless you have contacted me and I have approved an extension in advance.
2. Assignments (other than class participation) will be accepted up to 7 days late unless you have contacted me and we have mutually agreed on an alternate submission date before day that the assignment is due.
3. Late assignments (other than class participation) will be assessed a late penalty equal to 50% of the total point value of the assignment. The penalty will be based on the date that the assignment is actually submitted.
4. The above policy does not apply to the final exam or any other assignment that may due during the Final Exam period. No assignments due during the last week of classes will be accepted late to allow me to submit the course grades to the college on time.
5. Class participation will not be accepted late unless you have contacted me and we have mutually agreed on an alternate submission date in advance. Posting class participation messages late will add little to the class discussion of those topics.
6. Internet connection problems are not an acceptable excuse for late work. You should have a plan in place for internet access in case your primary method is unavailable. I strongly recommend submitting assignments at least one full day early to allow time to recover from technical problems.
7. If you are unable to access the online classroom due to a College server outage on the date that an assignment is due, the following guidelines apply. If I have not heard from you before the deadline I will not waive the late penalty described above.
    a. Send me an internet email before the assignment is due and attach the assignment to the email if applicable.
    b. If you don't have access to the internet, leave a message at the phone number listed at the top of the Syllabus.
    c. If there is a problem with the D2L server that prevents completing an exam or quiz, I will make a reasonable accommodation and publish the information in the online classroom as soon as I am able to log on myself.
8. If you are out of contact and miss a deadline due to an extenuating circumstance, I expect you to contact me as soon as possible to discuss the situation. No exceptions will be made to the above policies unless you can provide documentation of the situation that I consider adequate.

Class Participation

Class participation is a combination of live class activities/discussions and asynchronous online discussion postings. The online discussion component is defined as posting a minimum number of substantial, separate, and distinct messages to the various Discussion Forums. These discussion board messages must be posted before the deadlines in the Course Calendar to count toward your participation grade.

For the purposes of this class, a substantial online posting must:

1. Provide a good explanation of a concept or concepts related to the material discussed in the forum, or give a good example of how a concept can be applied, or provide an insightful response to a previous post.
2. Be factually correct. The post should help your classmates, and yourself, learn the material.

3. **Be at least 150 words in length**. Messages that do not meet this length requirement will earn only a small amount of partial credit, even if they are only one word short.
4. Have acceptable spelling and grammar. Students should get into the habit of writing complete sentences that are grammatically correct. I don't expect your grammar to be perfect, but it should be generally correct. Take advantage of the spell check feature in D2L.
5. Be your own work. Do not plagiarize from any source (internet, textbook, etc) as the body of your post. Study the concept, and then express it in your own words. Make certain to cite and document your references.

Other key points:

1. Only messages that meet all of the requirements of a substantial post listed above will earn full credit for participation.
2. It is acceptable (and encouraged!) for more than one student to respond to the same message. The best way to be sure you understand a topic is to try to explain it to someone else.
3. Please use the discussion forums to ask all of the questions you have about the class material. I want you to ask a lot of questions, and these questions will contribute to your class participation grade.
4. Off-topic messages will not count toward your participation grade.
5. If your final average is on the borderline between two letter grades, active participation (posting several messages to each forum, on average) will work to your advantage as I decide which of the two letter grades you have earned.
6. Messages must have content that contributes to the discussion. Messages that contain a few words and merely say "I agree with you" or something similar will not earn any credit.
7. These participation points are the easiest part of your grade to earn, and also the easiest to forget to do. Don't forget!
8. Copying and pasting from any source, even if you cite the source, is not acceptable. You should study the source document and paraphrase what you learned when typing a message.

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Withdrawal Policy

1. Students may withdraw without academic penalty from any course by the established deadline published in the College's calendar. This will result in a grade of 'W' for the course and will not count against the student's GPA.
2. Students will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student WILL NOT be permitted to withdraw in accordance with State of Florida regulations and will receive an earned grade for that course.
3. It is the responsibility of the student wishing to withdraw from the course to do so by the date published in the College Academic Calendar.
4. Students who abandon the course or do not withdraw themselves by the published deadline are subject to receiving a grade of F.
5. An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester.

Exams and Quizzes

1. I recommend the following general process for studying each chapter:
    a. Read each chapter once to get an idea of its contents.
    b. Read the chapter carefully, ensuring you understand each concept.

c. Use the chapter notes available in the online classroom to supplement the textbook.

d. Use the study guide. You should be able to provide a detailed explanation for each item in the study guide.

e. Use the interactive review games. These will cover just about every concept that may appear on a test. Make sure you understand the reasons behind each correct answer.

f. If you can provide a detailed explanation for every item in the study guide and you understand the reasons behind the all of the correct answers in the review games, you will be well prepared for the tests in this class.

g. Post any questions you have in the appropriate discussion forum. Myself or a classmate will be sure to help you.

Extra Credit Work

In general, I do not permit students to complete extra credit assignments to improve their grade. To earn the grade you desire, work hard all semester.

How Much Study Time You Should Expect To Devote To This Course

1. Most educators recommend that students spend 1-2 hours outside of class studying and completing assignments for every hour spent in class. For a typical 3 credit hour class, this translates into a total of 6-9 hours every week per course. This same guideline applies to online courses. You should expect to spend a total of 6-9 hours each week studying and completing assignments for each course you take.
2. This is a guideline. Some classes will require more time and effort than this guideline and some will require less, and the time any individual student will need to spend will vary. You should expect the study time you will need in any class will be toward the high side of the guideline until at least after the first exam or quiz. Then you can compare the effort you expended with the results you earned and make any adjustments necessary.
3. This class covers a lot of material and there are some concepts that may be difficult to grasp. Experience has shown that students who are successful in this class generally have study time totals on the higher of the scale.
4. Few students do well in this course if they are spending fewer than 5 or 6 hours studying every week. If you do not have a strong background in this subject, you study time will almost certainly need to be on the higher end of the scale if you want to earn a good grade.

Academic Honesty & Plagiarism

1. Students are expected to respect and uphold the standards of honesty in submitting written work to instructors. Though occurring in many forms, plagiarism in essence involves the presentation of another person's work as if it were the work of the presenter. Any cheating or plagiarism will result in disciplinary action to be determined by the instructor based on the severity and nature of the offense. It is the student's responsibility to review the College's policy on Academic Honesty.
2. Collaboration and discussion is encouraged in all course aspects other than actually completing the assigned work (quizzes, exams, homework, projects, etc). Indeed, collaboration often leads to increased understanding of the material being covered. If you have questions about an assignment, I encourage you to speak up and ask questions about it.
3. Plagiarism is a form of fraud and will not be tolerated. You are expected to do your own work. Copying text or images from any source and claiming it as your own is considered plagiarism.

Submitting copied text as most or all of your answer on a homework or project is also a form of dishonesty, even if you cite the source. I want to read YOUR words, not someone else's words. Using quoted text to support your answer will not usually be necessary in this class.

4. If I catch you in any form of academic dishonesty, you will receive a grade of zero for that assignment. If I catch you a second time, you will earn a failing grade for this class and be reported to the College.

Attendance Policy

1. I will monitor student attendance and participation in class.
2. There will be at least one assignment in this course that is due every week of the semester, unless the College is officially closed for the entire week. These may include class participation, exams and quizzes, homework, projects, or a combination of these. I will take attendance each class, so it is important that you attend each scheduled class session.
3. An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester.

Delays in Getting the Textbook

Having regular access to the textbook is a requirement for this class. Whenever possible students should have the text in hand before the first day of class each semester, but there will be times that students are unable to get the text until after the class begins. If you are in this situation, follow the guidelines below. These guidelines are intended to be general enough to apply to all classes you take, and they may not all apply to this class. Not having the text is not an acceptable excuse for doing no work at all in this class.

1. The FKCC library has reserve copies of the textbook available for student use. These textbook copies cannot be removed from the library.
2. Look at the publisher's web site for the text. Most publisher text sites have student resources that can help you, and many of these are available even if you do not have the text. As a minimum, the web sites usually have a Table of Contents, which can also help you get an idea what topics we will cover.
3. Please let me know if you don't have the text by the end of the first week of class. I will not be sympathetic if you wait until after the first week of the semester to tell me you don't have the text.

The above guidelines will probably not be enough to replace the text entirely, but they will allow you to learn enough to participate in the discussion forums each week. This participation is critical to your grade and also for attendance purposes.

Sources of Technical Assistance

If you are having any technical difficulties (e.g., logging in, accessing the discussion board, etc.) please contact the Office of Distance Learning helpline at 305-809-3177 Monday—Friday 8:00AM to 4:00PM or email your question to FKCC.helpdesk@online.fkcc.edu.

Special Needs

If you have any special needs or requirements pertaining to this course, please discuss them with the instructor early in the term. If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance, please notify the Office for Students with Disabilities at 305-809-3292 via email at: karla.malsheimer@fkcc.edu or the course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

Community Decorum

A positive learning experience depends upon respect among all members of this classroom community. Disregard or disrespect for the process, the group or toward any individual will result in removal from the class and may result in you being dropped from the course. Respectful discourse in discussion and email areas is expected and anonymous posting will not be tolerated.

Sexual Predators

Federal and State law requires a person designated as a "sexual predator or offender" to register with the Florida Department of Law Enforcement (FDLE). The FDLE then is required to notify the local law enforcement agency where the registrant resides, attends or is employed by an institution of higher learning. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus, by calling the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at www.fdle.state.fl.us/sexual_predators. If there are questions or concerns regarding personal safety, please contact the Campus Security Officer on your campus.

Copyright Notice

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Class Contract

The Class Contract assignment is my method of ensuring you know what you should expect from me, and what I expect from you. By returning the Class Contract to me, you are acknowledging that you:

a. Understand the policies detailed in this Syllabus.
b. Understand the expectations and due dates listed in the Course Calendar and Assessment Measures.
c. Understand that you will be held accountable to the standards published in this document.
d. The Class Contract must be submitted via the dropbox by the date published in the Course Calendar and Assessment Measures.

By signing my name I acknowledge the above.

Print Name:_____Date:_____

Signature: _____