# Course Syllabus

<table>
<thead>
<tr>
<th><strong>Course Title</strong></th>
<th>College Composition I</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Number</strong></td>
<td>ENC 1101</td>
</tr>
<tr>
<td><strong>Prerequisites</strong></td>
<td>Appropriate score on the placement exam.</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Contact Hours</strong></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Class Meeting Times</strong></td>
<td>Tuesdays and Thursdays, 1730 – 1915</td>
</tr>
<tr>
<td><strong>Class Method</strong></td>
<td>This course is designed to meet face to face and online. A student may access the online portion of the course: <a href="http://online.fkcc.edu">http://online.fkcc.edu</a>. If the student has difficulty in logging in to the course or the student does not see the course listed, contact the Office of Distance Learning helpline at 305-809-3177 or e-mail to <a href="mailto:D2lhelp@fkcc.edu">D2lhelp@fkcc.edu</a> for assistance.</td>
</tr>
</tbody>
</table>

**Synchronous Office Hours** - Check the Announcement section of the course for synchronous office hour times.

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

<table>
<thead>
<tr>
<th><strong>Instructor</strong></th>
<th>Megan H. Faust, Ed.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office Hours</strong></td>
<td>Tuesdays and Thursdays, 0900 – 0955 and 1630 – 1725 in C-225</td>
</tr>
</tbody>
</table>

**Course Description (From Current Catalog)**

ENC1101 is a course that emphasizes accepted standards and techniques of expository writing, logical thinking, and reading with literal and critical comprehension. Students are expected to write coherent, unified prose, develop a thesis statement, arrange main ideas and supporting details, and use effective vocabulary, conventional sentence structure, and standard American English grammar and usage.
Gordon Rule Writing Requirement (if applicable): This course satisfies the Gordon Rule writing requirement. A grade of “C” or higher must be attained.

COURSE OBJECTIVES

1. Compose units of discourse and provide ideas and information suitable to the purpose and the audience.

2. Transmit ideas and information in effective written language by employing good diction, conventional sentence structure, and standard written American English grammar and usage.

3. Develop strategies for analytical thinking, organizing ideas and creating coherent connections in writing.

4. Locate and evaluate primary and secondary sources and incorporate the relevant information at an introductory level.

REQUIRED MATERIALS:


PROPOSED COURSE SCHEDULE

Please note: The course schedule is subject to change to meet the needs of the course and its students. If you miss a class, it is YOUR responsibility to stay current.

<table>
<thead>
<tr>
<th>Date</th>
<th>Textbook Chapters and Topics</th>
<th>Assignments and Assessments</th>
</tr>
</thead>
</table>
| 6/24 | Review course syllabus, rubric, and class expectations, including use of D2L, email, etc.  
*Bedford Chapter 1: Reading  
*Chapter 2: Writing  
*Chapter 3: Research | *Read pp. 110 – 146 and respond to the D2L discussion prompt |
| 6/26 | *Bedford Chapter 4: Narration | *Essay 1: Narrative due 6/30  
*Read pp. 163 – 200 and respond to the D2L discussion prompt |
| 7/1 | *Bedford Chapter 5: Description | *Essay 2: Description due 7/4  
*Read pp. 211 – 241 and respond to the D2L discussion prompt |
<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Assignment Details</th>
</tr>
</thead>
</table>
| 7/3  | Bedford Chapter 6: Example | *Essay 3: Example due 7/7  
*Read pp. 255 – 296 and respond to the D2L discussion prompt |
| 7/8  | Bedford Chapter 7: Comparison and Contrast | *Essay 4: Comparison and Contrast due 7/11 |
| 7/10 | Bedford Chapter 8: Process Analysis | *Essay 5: Process Analysis due 7/14  
*Read pp. 360 – 395 and respond to the D2L discussion prompt |
| 7/15 | Bedford Chapter 9: Division or Analysis | *Essay 6: Division or Analysis due 7/18  
*Read pp. 408 – 452 and respond to the D2L discussion prompt |
| 7/17 | Bedford Chapter 10: Classification | *Essay 7: Classification due 7/21  
*Read pp. 466 – 502 and respond to the D2L discussion prompt |
| 7/22 | Bedford Chapter 11: Cause and Effect | *Essay 8: Cause and Effect due 7/25  
*Read pp. 517 – 544 and respond to the D2L discussion prompt |
| 7/24 | Bedford Chapter 12: Definition | *Essay 9: Definition due 7/28  
*Read pp. 564 – 615 and respond to the D2L discussion prompt |
| 7/29 | Bedford Chapter 13: Argument and Persuasion  
Review of outside research and MLA citation requirements | *Essay 10: Argument and Persuasion (requires outside research and appropriate citations) due 8/1  
*Read pp. 620 – 633 and respond to the D2L discussion prompt. |
| 7/31 | Individual Writing Conferences | |

**STUDENT EVALUATION AND COURSE POLICIES**
**STUDENT GRADE DETERMINATION**

1. Create a Turnitin.com account if you do not already have one.
2. Start your drafts before the due dates.
3. You are welcome to send me a draft of any essay you are working on for this or any other class to get some feedback before the final draft.
4. Be sure to cite secondary sources in MLA format.
5. Include a word count with each essay as you must write more than 6,000 words to satisfy this course’s Gordon Rule requirement. There are 11 essays total, so if you have averaged at least 600 words for the first 20 essays, you will easily meet the 6,000 minimum by essay 11. (6,000 words is really not that many!)

<table>
<thead>
<tr>
<th>FKCC Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
</tr>
<tr>
<td>B</td>
</tr>
<tr>
<td>C</td>
</tr>
<tr>
<td>D</td>
</tr>
<tr>
<td>F</td>
</tr>
</tbody>
</table>

**Exam Policy**

- Makeup exams *may be* offered to students with emergencies, but only if they can provide acceptable documentation of the emergency (e.g., hospital admits slip, etc.). The instructor reserves the right to change the format of any makeup exams (e.g., to essay questions).
- The final exam cannot be made up for any reason.

**Communications:** The online format of this class puts a premium on communications. The prime responsibility for timely communications rests with you - the student. This course will utilize the following methods:

**DISCUSSION FORUMS:** Most weeks under the discussion tab, there will be a question to which the students are to post a response during the week. The student must click on the “respond” button immediately after the question. The student is to make appropriate comments; for maximum credit the student is to respond to at least one other student’s response that week. The student should also check to see who has responded to their 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.” The student is expected to provide quality insight citing and documenting 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 the postings need to add value to the discussion.

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 Announcements section, such as changes in due dates, exam information, etc. **The student is responsible for all information published here.**

Occasionally, time-sensitive announcements will be posted in the Announcements section. The student should log on to D2L 3-4 times each week to check for time-sensitive messages. Before the student posts a
question, look through the Discussion Board. That same question may have already been asked and answered.

EMAIL: The email utility within D2L should not be used for personal items that are not appropriate to share with the entire class. This e-mail uses the student’s FKCC e-mail account.

What can the student expect from your instructor?
The instructor will log into D2L and check for messages at least once per day, including weekends and holidays. If the student has an urgent message for the instructor, do not post the same message both on a Discussion Forum and in an email. Doing both will waste the students time and will not result in the instructor getting the message any faster. If the instructor expects to be out of contact for more than a couple of days, they will inform the class via the Announcement section...

Important Note: If the instructor has not responded to a student email or voicemail message by the end of the day after the student left the message, the student should assume that the instructor 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 click the “Logout “link when completing online course work. By logging off instead of just closing the 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?

Class Participation

Class participation is a combination of discussions and online assignments. 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 the student’s 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.
4. Have acceptable spelling and grammar. Although this is not a writing class, this is College. Students should get into the habit of writing complete sentences that are grammatically correct. Take advantage of the spell check feature in D2L.
5. Do 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 the student’s own words. Make certain to cite and document 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. The instructor wants students to ask a lot of questions, and these questions will contribute to the class participation grade.

4. Off-topic messages will not count toward the participation grade.

5. If the final average is on the borderline between two letter grades, active participation (posting several messages to each forum, on average) will work to the student’s advantage as the instructor decides which of the two letter grades the student has 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 the grade to earn, and also the easiest to forget to do. Don't forget!

8. Copying and pasting from any source, even if the student cites the source, is not acceptable. The should study the source document and paraphrase what they learned when typing a message.

**To earn 100% on the discussion portion of the class participation grade, the student must do the following by the dates published in the Course Calendar:**

1. Post an introductory message to the class in the Introductions forum.

2. Post one substantial message in each discussion forum at any time during the week in which that forum is scheduled. (If two forums are scheduled during the same week, then one message must be posted in each forum.)

3. Some extra credit will be given for substantial messages that are posted no later than Wednesday of the week they are due. This is to encourage students to post early in the week, which will help generate a better class discussion within each forum.

4. If no substantial messages are posted on time in a forum, it will not be possible to earn 100% for that forum. A small number of messages that are not substantial but do say more than “I agree” or “Good Post!” and are more than 1 or 2 sentences in length will earn some part credit, but not very much.

**Copyright Notice**

The materials and content provided in this course is intended only for registered Florida Keys Community College students who have paid their tuition and fees to attend this course. Materials that are affected include, but are not limited to, text, still images, audio recordings, video recordings, simulations, animations, diagrams, charts, and graphs. Every effort has been made to insure these materials are not disseminated to anyone beyond those who have legally registered for this course. Download, revision, or distribution of course material with anyone other than registered classmates and the instructor is strictly prohibited.

**Students are expected to familiarize themselves with FKCC Policies,**
which can be found in the current Student Handbook.

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: __________________________________________________________________________