

Lake-Sumter State College Course Syllabus

Course Information:

Course Prefix and Number: ENC 1101

Course Title: College Composition I

CRN: 10500

Credit Hours: 3

Semester: Fall 2020

Class Days, Location, Time: W 8:00am – 9:20am, synchronous online via Zoom

Course Description: This foundational course provides practice in writing, expository themes with instruction in grammar and mechanics, sentence variety, diction, organization, and coherence. This is the introductory course for the new State Board of Education Rule 6A 10.30 sequence, and a student entering this class should have a good background in writing skills to build upon. A major research project is required.

Instructor Information:

Name: Kevin Arms, MA, MLIS

E-Mail: ArmsK@lssc.edu

Office Location: Leesburg campus library, LIB 36

Phone: (352)787-3747 x4012

Office Hours: Virtual

Tuesdays, [4:00pm – 5:00pm via Zoom](#)

Fridays, [1:00pm – 3:00pm via Zoom](#)

Physical hours by appointment at Leesburg campus only.

Vital Communication Information:

For e-mail, please note that all students are required to use Lakehawk Mail for official college e-mail communications. See the college webpage for [instructions on activating Lakehawk Mail](#).

Sending a private message using the INBOX in Canvas is always the most secure method of contacting your instructor.

Please remember that any contact with your Instructor should be of a professional nature. If you leave a voice mail message be clear, concise, and include your contact and class information. Follow up verbal conversations with a written account via INBOX in Canvas or e-mail.

Prerequisites/Co-requisites:

Prerequisites: None.

Co-requisites: None.

Textbook & Other Course Materials:

The Little Seagull Handbook (w/out Exercises), 3/e + Ebook/IQ Reg card, ISBN-13: 9780393646313

Technology Requirements:

Canvas is a required component of this course. Students unfamiliar with Canvas are expected to complete the Student Orientation course located in Canvas within the first week of classes.

See the [LSSC Student Technology Help Desk web page](#) for more information on how to obtain Microsoft Office 365 as an LSSC student.

Major writing assignments need to be created and saved in a file format that is compatible with Microsoft Word. If using a word processing program other than Word, it is the student's responsibility to adhere to all formatting and submission requirements. Please ask for help if you are unsure how to save a file in a Word-compatible format.

Class meetings will be conducted on specific days via Zoom. Students unfamiliar with Zoom should see instructions in the Course Resources folder in Canvas for more information.

Course Student Learning Outcomes:

The following outcomes will be assessed in this course. An "outcome" is defined as something students take with them beyond this course. After successful completion of this course, the student will:

- be able to locate and evaluate (for credibility, sufficiency, accuracy, timeliness, bias and so on) quality research materials to support their research goals.
- be able to synthesize and incorporate quality sources into their papers while employing an accepted academic documentation system.
- be able to develop their knowledge of linguistic structures, including grammar, punctuation, and spelling, through practice in composing and revising and should be able to apply that knowledge to the composition of an organized, logical essay.
- be able to read and compose works in several different genres, taking into account how genre conventions shape and are shaped by readers' and writers' purposes.

Course Objectives:

Objectives are defined as what the course will do and/or what the students will do as part of the course.

- The student will write a college-level essay.
- The student will analyze and evaluate sources.
- The student will use correct grammar and mechanics.
- The student will successfully apply MLA and APA formatting.

Institutional Policies & Procedures:

Academic Integrity:

The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community, there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and

responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in examinations, and the responsible use of the Internet. See the [college catalog](#) for complete statement.

Important Information for Students with Disabilities:

Any student with a documented disability who requires assistance or academic accommodations should contact the Student Accessibility Services immediately to discuss eligibility. The Student Accessibility Services (SAS) is located on the Leesburg Campus, but arrangements can be made to meet with a student on any campus. An appointment can be made by calling 352-365-3589 and specific information about SAS and potential services can be found at [Student Accessibility Services](#).

Privacy Policy (FERPA):

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of a student's education records. In order for your information to be released, a form must be signed and, in your records, located in the Admissions/Registrar's Office.

Zero-Tolerance for Violence Statement:

Lake-Sumter State College has a policy of zero tolerance for violence as stated in College Board Rule 2.17. Appropriate disciplinary action will be taken in accordance with Board Rule 2.17.

LSSC Safety Statement:

Lake-Sumter State College values the safety of all campus community members. **If you have an emergency, call 911.** Otherwise, to report a concern, suspicious activity, or to request a courtesy escort, call Campus Safety:

(352) 516-3795 Leesburg
(352) 536-2143 South Lake
(352) 303-7296 Sumter

LSSC also has a free safety app, **Lake-Sumter Safe** that is available for download. You will receive important emergency alerts and safety messages regarding campus safety via LSSC Alert. You are opted into this system when you become an LSSC student. For more information regarding safety and to view available resources, visit the [Campus Safety](#) web page.

Attendance/Withdrawal Policies

Initial Attendance:

Initial attendance will be entered at the end of the second week of the semester/mini-semester. A student who has not met initial attendance requirements will be marked as "not-attending" and administratively withdrawn from the class. The withdrawn student is still financially responsible for the class. See the [college catalog](#) for more details.

Withdrawal:

Once the Add/Drop period passes, students deciding to discontinue class attendance and/or online participation have the responsibility for formal withdrawal by the withdrawal deadline.

Withdrawal Deadline:

November 2, 2020

Instructor Policies:

Synchronous Online Attendance Policy (section 10500)

Students may miss up to 2 classes without a grade penalty. After that, every additional absence, regardless of the reason for it, will lower a student's final average. Students may be late to class or leave class early 2 times without penalty. After that, every additional late arrival/early departure, regardless of the reason for it, will lower a student's final average.

Zoom Privacy Statement for Synchronous Attendance (section 10500)

Our class sessions will all be audio-visually recorded for students in the class to refer back to and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live.

Late Work/Extensions:

Some assignments may be submitted up to one week late, with a **5%** penalty for **each** day of lateness. Assignments which cannot be submitted late will be noted in the course shell. Assignment extensions and revisions will be discussed on a case-by-case basis.

Classroom Etiquette:

Disruptive, apathetic, or abusive behavior will not be tolerated.

Grading Information:

Grading Scale:

A 900-1000 points

B 800-899 points

C 700-799 points

D 600-699 points

F 599 points and below

Methods of Evaluation:

Each project will be graded electronically using a rubric provided when the assignment is given. Your work will be judged against accepted academic standards for writing and documentation.

Assignment Overview & Grade Breakdown:

Category	Description	Points or %
InQuizitive (grammar/writing)	These are online exercises which teach basic grammar and composition skills.	100 points
Quizzes	These are short quizzes designed to test your understanding of key course concepts.	132 points
Mini-Assignments	These are teacher-selected short assignments which support the major assignments.	288 points
Paper Prewriting	These are short assignments which prepare students to write the Argument Essay and Analytical Essay.	230 points
Argument Essay & Analytical Essay	These are the major writing assignments for the term, designed to test students' mastery of all skills.	250 points
	Total	1000 points
Extra Credit	Additional peer reviews, 2 @ 15 points Assignment resubmission/reflection, 15 points Course Evaluation, 5 points	50 points

Course Calendar:

Week	Begins	Ends	Objectives & Reading Assignments	Items Due
1	8/24	8/30	Course Introduction	Syllabus Reflection Grammar Diagnostic
2	8/31	9/6	Grammar Mechanics, Part 1	InQuizitive Exercises
3	9/7	9/13	Grammar Mechanics, Part 2	InQuizitive Exercises
4	9/14	9/20	Introduction to MLA	MLA Quiz Scavenger Hunt
5	9/21	9/27	How to Find and Evaluate Sources	Info Lit Quiz Info Lit Assignment
6	9/28	10/4	Note-Taking, Summarizing, and Paraphrasing	S&P Quiz S&P Assignment
7	10/5	10/11	Argument Essays, Part 1	Log. Fall Quiz/Assgn. Rhet. Ap. Quiz/Assgn. Readings Quiz/Assgn.
8	10/12	10/18	Argument Essays, Part 2	Essay Outline Essay Annotated Bib
9	10/19	10/25	Argument Essays, Part 3	Writing Workshop Essay Final Draft
10	10/26	11/1	Introduction to APA	APA Quiz/Assgn. Readings Quiz/Assgn.
11	11/2	11/8	Analytical Essay, Part 1	Essay Outline Essay Annotated Bib
12	11/9	11/15	Analytical Essay, Part 2	Writing Workshop

13	11/16	11/22	Analytical Essay, Part 3	Essay Final Draft
14	11/23	11/29	Course Conclusion	Grammar Post-test EC Reflection Course Reflection

Basic Needs Statement:

Any student who faces challenges securing basic needs such as food or housing and believes this may affect their performance in the course is encouraged to contact a campus dean at deanofstudents@lssc.edu. The deans will then be able to share any resources at their disposal.

Syllabus Disclaimer:

Information contained in this syllabus is, to the best knowledge of this instructor, considered correct and complete when distributed to students. The instructor reserves the right, acting within policies and procedures of Lake-Sumter State College, to make necessary changes in course content or instructional techniques with notification to students.