



# Dr. Fynboe – ENC1101 SYLLABUS – SAMPLE

## Course Description

This course presents the rhetorical principles of modern and classical essays, which in practical application enable students to write at the college level. This course contains a required speech component. Students demonstrate college-level communication skills through multiple assignments.

## Course Overview

This course is intended to teach the necessary components of college-level writing by addressing form and content. Students will learn and follow basic form and style guidelines. They will also learn and practice essential writing components: audience, purpose, tone, paragraph development, and coherence and unity. Students will review and apply correct grammar and proper punctuation.

## General Education Learning Outcome

**Communication:** Students will be able to demonstrate effective communication skills for a variety of audiences.

## Course Learning Objectives

Students who successfully complete ENC 1101 will be able to:

1. Draft original, organized work, act on productive feedback, revise, and edit to develop writing process.
2. Adapt communication for tone, purpose, audience, and situation.
3. Compose clear thesis statements, organize thoughts, develop body paragraphs, and select adequate supporting evidence for basic college-level argument.
4. Use essential Standard American English conventions including appropriate sentence structure, grammar, and punctuation.
5. Follow current formatting and citation style guidelines.

## Course Resources

**Textbook(s) - (available at IRSC bookstore)**

English Composition I (Lumen Learning Waymaker Bundle)

## Resources

Additional resources will be referenced in the modules, where they will be available to students.



## Course Requirements

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### Grades and Grading Scale

Assignment of letter grades is based on a percentage of points earned. The letter grade will correspond with the following percentages achieved. All course requirements must be completed before a grade is assigned.

| Letter Grade | Percentage   |
|--------------|--------------|
| A            | 100-90       |
| B            | 89-80        |
| C            | 78-70        |
| D            | 69-60        |
| F            | 59 and below |

**Note:** Calculated grades will NOT be rounded to the next whole number.

| Items                     | Number of Items | Point Value of Each Item | Total Points of All Items | Weight      |
|---------------------------|-----------------|--------------------------|---------------------------|-------------|
| Reading Quizzes           | 7               | 20                       | 140                       | 20%         |
| Pre-Writing               | 10              | 100                      | 1000                      | 15%         |
| Formal Writing            | 3               | 100                      | 300                       | 40%         |
| Oral Presentation         | 1               | 100                      | 100                       | 10%         |
| Researched Argument Essay | 1               | 100                      | 100                       | 15%         |
|                           |                 | <b>TOTAL</b>             | <b>1640 points</b>        | <b>100%</b> |

### Reading Quizzes (20% of course grade)

All quizzes are worth 20 points each, and you will have 2 attempts.

### Pre-writing (15% of course grade)

Pre-writing assignments include: discussion boards, Learning Journals, Summary Responses, all planning documents, and essay drafts with Smarthinking feedback. All assignments are worth 100 points.

### Formal Writing (40% of course grade)

You will have three formal essays: Synthesis Essay, Reflection Essay, and an Annotated Bibliography. All essays are worth 100 points.

### Oral Presentation (10% of course grade)

There is an Oral Presentation requirement for this class, and it will be completed in preparation for your Researched Argument Essay. This assignment is worth 100 points.

### Researched Argument Essay (15% of course grade)

The final essay is a Researched Argument Essay. This assignment is worth 100 points.



## Schedule of Activities

The course schedule will be located in the Schedule of Activities link on the course menu.

## Course Information

### Communicating with the Instructor

When questions arise during this course, please remember to check these three sources for an answer:

1. Course Syllabus;
2. Announcements in Blackboard; and
3. The "Ask the Instructor" discussion board.

If you cannot find an answer to your question post your question to the "Ask the Instructor" discussion board. The "Ask the Instructor" discussion board can be answered to the benefit of all students by either your fellow students who know the answer to your question or the instructor. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question in order to help provide timely assistance.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, please contact the instructor via Course Messages. Please allow 24/48 hours for the instructor to respond.

**Culture of Respect:** Students are expected to engage with the course material with care and to engage with fellow students with respect and empathy. Instructors will work to ensure a constructive and thoughtful learning environment that encourages authentic and productive interactions with the material and each other.

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### Netiquette

Netiquette, or Internet etiquette, is a set of guidelines for maintaining civilized, professional and effective communication in an online environment. Instructors and students will demonstrate appropriate netiquette when interacting with each other. Written communication will be conducted using standard business English. Remember, once you send it, the message can't be taken back.

Here are some basic rules:

- Treat your peers and the instructor in a polite and respectful manner.
- Model the same standards of behavior online, as you would follow in a face-to-face discussion.
- Do not use ALL CAPS when communicating; this is considered "shouting."
- Remember, without facial expressions some comments may be taken the wrong way.
- Be careful in wording your emails.
- Use of emoticons might be helpful in some cases.
- Respect the privacy of other class members



These guidelines apply to all means of communication including email, course messages, discussion boards, and Blackboard Collaborate sessions.

### **Attendance/Participation**

Preparation for class means completing all study activities required for that week. Attendance in an online course means logging into Blackboard on a regular basis and participating in all of the activities that are posted in the course.

### **Studying and Preparation Time**

The course requires you to spend time preparing and completing assignments. For **every credit hour** you should expect to spend a minimum of three (3) hours working on the course.

Therefore, a 3-credit course would require approximately 9 hours of time per week.

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### **Late or Missed Assignments**

Late work, even if it is only late by a couple of minutes, will automatically lose ten points per day beginning the day it is due (up to max. point deduction of 30 points).

### **Submitting Assignments**

All assignments, unless otherwise announced by the instructor, must be submitted via Blackboard. Each assignment will have a designated location for submission.

### **Intellectual Honesty**

Indian River State College is committed to honesty in academic affairs. Violations of this policy include cheating on quizzes, tests, examinations, and assignments; collusion; plagiarism (for example, using the works of others without proper documentation, including cutting and pasting information from online sources); submitting the same work for multiple assignments. Penalties for dishonesty may include failure of the assignment/test, failure of the course, suspension from the college, or expulsion from the College.

### **Plagiarism**

Plagiarism is a form of theft. It means presenting the work of someone else as if it were your own. Plagiarism is a serious violation and is not tolerated at IRSC. Plagiarized papers earn the grade of "F" (zero) and may result in additional student discipline.

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### **IRSC Resources**

More information about Indian River State College's resources and policies are available on the college website, which can be accessed through the Institutional Resources section of the course. Topics include:

- MyPioneerPortal – Register for classes, view grades and financial aid awards
- Student Handbook & Student Handbook Reference Guide
- Advising
- Academic Calendar
- Academic Support Center
- Academic Notice/Deficiency/Suspension
- Course Catalog
- Drop/Add



- Equity Statement
- Financial Aid
- Graduation
- Incomplete Grade
- IRSC Mission Statement
- Student Accessibility Services
- Student Activities
- Student Support Services
- Testing Services
- Assessment/Examination Policy
- Transcripts
- Update Personal Information
- Withdrawal Policy

## Library & Research Paper Resources

Quick links to the Indian River State College's Library and Research Paper Resources can be found in the Institutional Resources section in Blackboard. Quick links include:

- Library Link
- Course Specific Custom Library Guides
- Ask the Librarian (24/7)
- American Psychological Association Tutorial
- APA Guidelines
- MLA Guidelines
- CSE Guidelines
- Legal Citation
- Plagiarism Policy
- Writing a Research Paper

## Citation and Reference Style

Students should use the MLA citation style unless otherwise directed by their instructor. The IRSC Library has created an MLA LibGuide which can be found at <http://irsc.libguides.com/mla>. Quick links to the Indian River State College's Library and Research Paper Resources can be found in the Institutional Resources section in Blackboard.

## Technical Requirements

### Course Guidelines

Information about how to succeed in an online course can be found in the Institutional Resources section under Course Guidelines. Quick links include:

- Studying and Time Management
- Essential Technical Skills Checklist
- How to Succeed in an Online Course

### IRSC Computer Requirements

Students must have a reliable computer and Internet connection throughout the course. Quick links to the Indian River State College's Blackboard Technical Information can be found in the Institutional Resources section in Blackboard. Quick links include:

- Blackboard Mobile App
- Browser Support

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## **Student Accessibility Statement**

Indian River State College provides reasonable accommodations to students with documented disabilities through the Student Accessibility Services (SAS) Office. The rights of students with disabilities which pertain to post-secondary education are provided under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Students who wish to request an accommodation for a documented disability may contact Student Accessibility Services at 772-462-7808, 772-462-7782, or e-mail [accessibilityservices@irsc.edu](mailto:accessibilityservices@irsc.edu)

## **Student Services**

Indian River State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, age, disability, sexual orientation, marital status, veteran status or genetic information in its programs and activities. Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and support applied to the aforementioned protected categories. If you or someone you know has been discriminated against, harassed or assaulted, the following person has been designated to handle inquiries regarding non-discrimination, non-harassment policies:

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## **Syllabus Disclaimer**

The instructor views the course syllabus as an educational contract between the instructor and students. Every effort will be made to avoid changing the course schedule, but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes in the course Announcements or course e-mail.

If you are experiencing difficulty in your course and have already worked with your instructor to resolve the challenge but feel your issue needs additional attention, please visit [this page](#) to access the appropriate contact information.

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