



Dr. Fynboe – ENC1102 SYLLABUS – SAMPLE

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Course Modality: Hybrid Course

This is a hybrid course and therefore we will meet – face to face – once a week, every XXXXXXX from X:XX-X:XXpm in XXXXXX. All assignments, course interactions, and the proctored exam will utilize Internet technologies; the content of this course is mostly online in Blackboard.

The face-to-face sessions will be a combination of reviewing the previous week's Blackboard work/assignments, asking questions about current and future work, and a lecture that goes into either our literature readings or course topics beyond the textbook.

Attendance will be taken each week and being absent will negatively impact your grade.

Blackboard Learning Management System (LMS)

If you need assistance with Blackboard, please review the Blackboard Help Videos by clicking on the link provided on the course menu.

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Course Overview

ENC 1102 emphasizes critical thinking through the study of literature. This course emphasizes reading in the genres of fiction, drama, and poetry. Students will develop college-level writing skills through multiple assignments. ENC 1102 introduces students to critical analysis and to analytic reading and writing.

In this course, students will write critical essays analyzing literature using the basic methods of research in their writing.

An extension of ENC 1101, this composition course emphasizes research methods and textual interpretation. Students will read a variety of texts and demonstrate analytical and critical thinking skills via formally documented essays. ENC 1102 is an intensive writing course.

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Course Learning Objectives

At the completion of this course, students will be able to:

- Draft original, organized work, act on productive feedback, revise, and edit to develop writing process.
- Adapt communication for tone, purpose, audience, and situation.
- Compose clear thesis statements, organize thought, develop body paragraphs, and select adequate supporting evidence for basic college-level arguments.
- Use essential Standard American English conventions including appropriate sentence structure, grammar, and punctuation.

- Follow form and style guidelines.
- Conduct research and incorporate primary and secondary sources to support the thesis.
- Evaluate the quality and reliability of sources; Recognize and avoid plagiarism.
- Determine what a text says explicitly and what can be inferred from it.

Course Resources

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

Kelly, Joseph, editor. *The Seagull Book of Literature*. 4th ed., Norton, 2018.

Resources:

For Modern Language Association (MLA) assistance, refer to <http://irsc.libguides.com/MLA>.

All additional resources will be referenced in the course modules on Blackboard.

Course Requirements

This course consists of a series of activities and assessments to assist you in achieving the outcomes/objectives for the course and instructional modules/ units. Each week you will work on various combinations of assignments, activities, discussions, readings, research, etc.

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

Items	Weight
Quizzes	10%
Honorlock Essay	10%
Learning Journals	15%
Discussion Boards	10%
Worksheets	15%
Essays	40%
	100%

Reading Quizzes

Students must complete several short multiple-choice question quizzes based on assigned readings. There are no make-up quizzes available. Students may only take the quizzes one time each, so it is important to spend some time actively reading the corresponding material before taking a quiz. **PLEASE DO NOT BEGIN A QUIZ UNTIL YOU ARE READY TO TAKE IT.** See the Schedule of Activities for due dates.

Honorlock Essay

During Module #3, you will complete a timed essay through an online proctoring service called Honorlock. The assessment will consist of a brief essay question related to William Faulkner's short story "A Rose for Emily." While instructors expect you to mention events and characters that happen in the short story, they do not expect you to quote the story from memory. This assessment will be graded based on correct grammar, clear sentence structure, and a focused topic that clearly answers the essay question. No aids of any kind will be available. There is no make-up assessment available.

Learning Journals

Students will be asked to write brief responses related to assigned readings and study activities. Read each journal prompt thoroughly and answer all questions asked. Quote and cite specific evidence from the literary work(s) whenever possible. Correct grammar and spelling are minimum requirements. If students struggle with grammar and mechanics, Grammarly offers a free Chrome extension that many students find helpful. See the Schedule of Activities for due dates.

Discussion Boards

Students will be asked to write brief responses related to assigned readings and study activities as described above under Learning Journals, and then students will post these responses on a shared Discussion Board post. Craft your response and proofread it in word processing software before posting it to the Discussion Board post. Read each prompt thoroughly, and answer all questions asked. Quote and cite specific evidence from the literary work(s) whenever possible. Once students have posted to the Discussion Board, each student will comment on another student's post. See the Schedule of Activities for due dates.

Worksheets

Students will practice essential writing skills via worksheets before using these skills in their essays. Examples include the submission of Planning Worksheets before students write each essay and are designed to help students plan their essays before each essay is due. See the Schedule of Activities for due dates.

Essay #1, Essay #2, and Essay #3 Assignments

Students will write three essays for this course based on assigned readings and other course materials. Specific instructions for each document are provided in the modules under the Content link. See the Schedule of Activities for due dates, essay instruction modules, and submission locations for each essay. Students will submit essays via Blackboard. Detailed instructions are provided below. Contact your instructor well in advance of essay due dates if you have questions related to these assignments.

Course Guidelines

Assignment Submissions

- **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).
- All worksheets and essays must be submitted as Microsoft Word (.docx) or Adobe Acrobat (.pdf) attachments. **DO NOT SUBMIT ASSIGNMENTS AS APPLE "PAGES"**
- Learning Journals and Discussion Boards utilize text boxes that students must type in; please do not upload documents for Learning Journals and Discussion Boards.
- If you use a **Chromebook or Google Documents**, you must export your assignment into Microsoft Word format before you upload it to Blackboard. Instructions:
 - Click File < Export < Microsoft Word. The converted file will download to your default downloads folder (usually called Downloads).
 - Please upload the file to Blackboard from your Downloads folder (instructions below).
- If you use **Pages** on a Mac, iPad, or iPhone, you must export your assignment into Microsoft Word format. Instructions:
 - Click File < Export To < Word
 - DO NOT check the box labelled require password to open
 - Choose the location where you would like to save the exported file and click Export.
 - Please upload this exported file to Blackboard (instructions below).

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Instructor Feedback

Your instructor will make every effort to provide feedback on assignments within 7 to 14 days.

Accessing Grades

Students can all access all grades and graded assignments through the My Grades link in the course site control panel.

Communicating with the Instructor

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

1. Course Syllabus
2. Announcements in Blackboard

If you cannot find an answer to your question, please contact the instructor. Additionally, please allow 24 - 48 hours for the instructor to respond.

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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.

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.

Course Topics

Please remember that this is a college level course that encourages mature and critical thinking. Therefore, this course contains mature content that may challenge some of your preconceptions and/or evoke negative emotional responses as part of the learning process. Students are expected to deal rationally with this material and respond in a respectful manner as part of this learning process. It is recommended that students consult the syllabus for course topics. If students are bothered by course content, they are urged to contact the instructor via email before the add/drop period ends keeping in mind that class curriculum is not open to negotiation.

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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

Technical Requirements

Course Specific Technology Requirements

None.

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

Blackboard Learning Management System (LMS)

If you need assistance with Blackboard, please review the Blackboard Help Videos by clicking on the link provided on the course menu.

Note: The preferred browsers are Google Chrome and Mozilla Firefox.

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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

On-line and Hybrid Course DoE Statement

Students should expect to have regular and substantive interactions that enhances their learning throughout the online experience in accordance with the U.S. Department of Education. Such assignments will be labeled with an **(RSI)** designator in the Schedule of Activities.

Student Services

Indian River State College and its faculty are committed to supporting our students and seeking an environment that is free of bias, discrimination, and harassment. IRSC does not discriminate on the basis of race, color, national origin, ethnicity, sex (pregnancy), religion, age, disability, sexual orientation, marital status, veteran status or genetic information in its programs

and activities. If you have encountered any form of discrimination or harassment, including sexual misconduct (e.g. sexual assault, sexual harassment, and stalking, domestic or dating violence), we encourage you to report this to the Title IX Coordinator. If you report such an incident of misconduct to a faculty member, that faculty member is required by law to notify IRSC's Title IX Coordinator. 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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