Sample Syllabus

Fall 2003
ENC 1101, Freshman English I, Sec. 12345
Dr. Hemingway


Course Description: ENC 1101 focuses on the writing process of various expository methods with consideration of the writer’s purpose, limitations of time and audience. Students must write unified, coherent essays that include theses and introduction, body, and conclusion paragraphs. Students must demonstrate effective sentence structure and observe conventions of standard English grammar and usage. College level reading and writing skills are required. Prerequisites: ENC-0020C with a grade of “C” or better or satisfactory score on the HCC placement test.

Gordon Rule: ENC 1101 is a Gordon Rule course. We will meet our Gordon Rule assignment of 6,000 by writing 5 graded essays, 5 practice essays, and several in-class assignments.

Course Objectives: See attached

Instructional Methods: Lecture, active learning activities, peer editing, computer.

Office Hours: MW: 9:00-10:30, 2:00-3:30; TR 9:00-10:00, 2:00-3:00.
Office: DHUM 123. Phone: 253-1234 voice mail. Please do not call the Dean’s Office to leave messages. E-mail address: ehemingway@hccfl.edu.

Grading Policy:
Essays: The essays count as follows:
   Essay #1  10%
   Essay #2  10%
   Essay #3  20%
   Essay #4  20%
   Essay #5  30%

Correction sheets: You must complete correction sheets for each essay before you begin the next. If you do not submit your correction sheet for the previous essay, you will receive a 5-point grade deduction on the current essay.
   For all grades awarded, the grading scale is as follows:
   A = 90-100
   B = 80-89
   C = 70-79
   D = 60-69
   F = 59 and below

All essays must be written in the computer lab (H220) or made up in the Test Center. If you do not finish your paper by the end of the final in-class writing day, you
may finish your paper in the Test Center. If you are not in class during the writing period, you may write your entire paper in the Test Center. However, all papers must be completed by the time class begins one week after the original due date, or I will not accept them. Papers not submitted by the time class begins one week after the original due date will receive an “F.”

Exception: If you are ill or if you have an emergency during a writing period, I will grant an extension if you contact me before the due date of that paper. I will do this for only one paper, regardless of the nature of any other illness or emergency during the semester. You may contact me via e-mail, voice mail, or notice delivered by a friend, but I must hear from you before the due date of the paper.

Testing Policy:

Quizzes: You will be taking five grammar quizzes. The average score of these five quizzes will count as 10% of your grade. You may make up any missing quizzes in the test center until test make-up day, Dec. 2. After Dec. 2, any outstanding quizzes will receive a “zero” score.

Attendance: I take attendance at each class. You may miss without penalty up to three classes. If you are absent for any reason more than three times, I will lower your final course grade by one letter.

Academic Dishonesty: If you are caught cheating on a quiz in any way, you will receive a zero on that quiz. If you are caught “lifting” even small portions of any paper from a source that you have not acknowledged, you will receive a zero for that paper. If you are caught plagiarizing an entire paper, you will receive an “F” for the course.

Special Accommodations: If, to participate in this course, you require an accommodation due to a physical or learning impairment, you must contact the Office of Services to Students with Disabilities. The office is located in the Student Services Bldg., Room 208. You may also reach the office by phone: (813) 253-7031, TTD (813) 253-7035, or (813) 253-7336.

Withdrawal Dates: The last day of drop add: Aug. 29. Last day to withdraw without a grade: Oct. 30.

Course Objectives: See attached.