ENC 1102: Freshman English II  Spring 2013

Instructor:  Dr. Sally Bartlett               Section:  # 36035
Days/Time:  Monday/Wednesday 8:00 AM-9:15 AM       Room:  Ybor 219
Office:    YADM 202                          e-mail:  sbartlett@hccfl.edu
Hours:     Mondays and Wednesdays 9:30-10:30AM & 4:30-5:30 PM
Instructional Methods: Lecture/Discussion/Workshop

This Syllabus is subject to change by the instructor and/or the English Department.

TEXTS  (Sold as a package at the Ybor Campus Bookstore)
Rules of Thumb: A Guide for Writers (9th Ed.) by Jay Silverman, Elaine Hughes, &
Diana Roberts Wienbroer
Connect Plus Password
Literature: Craft & Voice (2nd Ed.) Edited by Nicholas Delbanco & Alan Cheuse

CO-REQUISITE: COURSE COMPASS

REQUIRED ITEMS
PC Disks (2) or a flash drive
Ball Point Pens (4)
Notebook Paper
Computer Access
Student Email Account

COURSE WORK

1. Project One—500-750 word analytical essay with a Works Cited list comparing and
contrasting A Midsummer Night’s Dream to Dead Poets’ Society. All versions of this
assignment must include a two item Works Cited list. Project One includes a draft and a
revision---------------------------------------------------------------------------------------------------------------------------------15%
2. Project Two—1000-1200 word research essay on drama and/or short stories (No A
Midsummer Night’s Dream or Dead Poets’ Society). All versions of this paper must have
a four item Works Cited list. Project Two includes a draft, and a revision. --------- 20%
3. Project Three—1000-1200 word research essay on poetry with a four item Works Cited
list. All versions of this paper must have a four item “Works Cited” List. Project Three
includes a draft, and a revision---------------------------------------------------------------------------------------------------------------------------------20%
4. Mid-Term In-Class Timed-Writings---------------------------------------------------------------------------------------------------------------------------------10%
5. Assessments (Quizzes, Exercises, Tests etc.)---------------------------------------------------------------------------------------------------------------------------------10%
6. In-Class Timed Writing Final Exam---------------------------------------------------------------------------------------------------------------------------------15%
7. Class Participation---------------------------------------------------------------------------------------------------------------------------------10%

A completed project must contain all preliminary assignments and peer reviews.
Final versions will not be accepted without these assignments. All work will be graded. All
projects and final versions must be typed. Always use MLA conventions. You must write a
substantial amount of words to satisfy the minimum expectations for this course. All references
listed in your “Works Cited” lists must be mentioned by name in your essay or presentation,
and all references mentioned in your essay or presentation must be listed in your “Works Cited” list.

Students who do not make or show up for their individual conferences may not receive feedback from the instructor on the draft.

**GRADING**

Numeric grades, 0 through 100 or Letter grades, A through F, will be given on assignments. The following Grading Scale should be used to determine your grade on each project, assignment or quiz:

- **A** = 100 - 90
- **B** = 80 - 89
- **C** = 70 - 79
- **D** = 60 - 69
- **F** = 59 - 0

FX = given for failure due to non-attendance. This grade requires me to enter your last date of attendance and may adversely affect your financial aide.

A final grade of C satisfies specified minimum requirements for this course (e.g., Gordon Rule and Composition I requirements). Student exemptions for the writing portion of CLAST require a 2.5 combined GPA in Composition I & II.

**Grading of Drafts vs. Revisions:**

**Drafts** will count one (1) percent of the project grade and will be scored very leniently. You will receive either 100, 75, 50, 25, or a zero based on how much of the actual assignment requirement you have completed. I will mark some grammar errors and expect you to find the rest on your own. Therefore, if you at least fulfill the word count requirement, follow the assignment instructions, and provide the necessary documentation such as in-text citations and a Works Cited list, you should score very high on your draft. However, because this score is determined by how much of the assignment you complete, it is possible to get a lower score on your revision than you received on your draft. You must turn in a draft of a project to earn the right to turn in a revision. All late penalties mentioned on this syllabus will be applied.

**Revisions** will count 14 percent (Project One) or 19 percent (Projects Two and Three) of the project grade and will be scored on the quality of the writing. Anyone who does not turn in a revision will receive a zero for 14 percent (Project One) or 19 percent (Projects Two and Three) of the project. Anyone who turns in a revision that is identical to the draft will receive a zero for 14 percent (Project One) or 19 percent (Projects Two and Three) of the project grade. You must turn in a draft of a project to earn the right to turn in a revision. A revision where no draft is submitted is not really a revision. It is actually a first draft. All late penalties mentioned on this syllabus will be applied.
ACADEMIC DISHONESTY
Academic Dishonesty includes but is not limited to the following:
✓ cheating on any assignment, quiz, test, or prescription;
✓ plagiarism, or copying another person's work;
✓ stealing examinations or course materials;
✓ falsifying grades or records of grades;
✓ assisting anyone to do any of the above.

ANY student found guilty of Academic dishonesty will receive a "0" grade for the assignment and may receive an "F" grade for the course.

ATTENDANCE, PARTICIPATION, AND TESTING POLICY

There are no excused absences. An absence is defined as not attending class, arriving in the classroom after the first ten minutes of class, leaving the classroom prior to the class being dismissed, or sleeping in class. You are required to sign-in during the first ten minutes of the class period and during the first ten minutes after any break within the class period. If you are absent you are responsible for all work assigned during the class period. Also, if you are absent the day of a test, you are responsible to make arrangements with the instructor to make up any missed work by the late submission deadline given below. You are expected to attend all classes, participate, and complete all missing work. All late work will receive a 10 point grade deduction. Any work that is not completed within one week of an absence or due date will receive a “0” grade. Please contact your professor immediately if an emergency develops that will affect your attendance. Properly documented extenuating circumstances as determined by the instructor (Dr. Bartlett) alone may allow me but do not require me to wave some attendance or late submission penalties.

If you have your cell phone or computer out during an exam or quiz without my expressed permission at that time, you will receive a zero (0) for that exam or quiz.

Any unauthorized conversation or comments during an exam will result in a score of zero for that exam or quiz.

All assignments must be submitted electronically and/or in hard copy as specified by the instructor by the designated due date with all their component parts included. All out of class work must be submitted to Blackboard through Assignments in the specified assignment location. When indicated by the instructor, drafts must be submitted in hard copy as well as to Assignments in Blackboard by the designated due date. Unless I give permission before hand, I will accept no assignments through email. I will accept no papers incorrectly submitted to Blackboard. Any incorrect assignment submission will be considered late and will be subject to the late penalty as described above. All work submitted to Blackboard must first be saved as a Microsoft Word 1997-2003 document.

CLASS PARTICIPATION GRADING
0 1 Absences—Eligible to Receive a Participation Grade of up to 100%
2 Absences— Eligible to Receive a Participation Grade of up to 90%
3 Absences— eligible to receive a Participation Grade of up to 70%
4 or more Absences- Participation Grade of 0%
Your Class Participation score is influenced but not solely determined by your class attendance. It is also determined by your consistent and polite participation in in-class activities. You must adhere to appropriate classroom etiquette.

By classroom etiquette, I mean that you must not arrive more than 10 minutes late at the beginning of class or more than 10 minutes late after any break during the class period. If you arrive more than 10 minutes late to the beginning of class or after any break, you will be counted absent for the entire class period, but you will receive credit for any work you have completed in class that day. You will also be counted absent for the entire class period if you leave class early, but you will receive credit for any work you have completed in class that day.

By classroom etiquette, I also mean that you are to abstain from any inappropriate behaviors, including but not limited to sleeping in class, unauthorized conversations or comments, computer or cell phone use. **What is authorized is determined by the instructor (Dr. Bartlett) alone.**

For habitual or egregious breaches of classroom etiquette, I will require you to leave class and meet with the Dean of Student Services before you will be allowed to return.

The deadline for Drop/Add is Friday 01/11/2013
The deadline to withdraw from class without academic penalty is Friday 03/20/2013.

**Equal Access/Equal Opportunity and Educational Equity**
Hillsborough Community College is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability, sexual orientation, marital status or any other bias that is or may be prohibited by laws. In addition, the college does not discriminate in employment practices or in the admission and treatment of students. HCC is committed to equitable treatment for all students and employees and to a learning and working environment free of discrimination and harassment for current as well as future students and employees. The college provides equal educational opportunities for qualified individuals with disabilities and complies with, as well as, supports the Americans with Disabilities Act.

**ADA ASSISTANCE**
If there are any circumstances that prevent you from successfully completing the basic criteria for this course, please make an appointment to discuss these problems with the professor. Also, any student with a disability should contact the HCC ADA coordinator at 253-7914.

**Audio/Video Recording Policy**
You may not, without my written or spoken permission, record or receive any recordings of any of my classes, including but not limited to audio and video recordings. In addition, you may not post any of my class lectures, assignments, or other course materials on the web. Doing so violates local as well as state and federal laws regarding intellectual property rights. Should I grant permission for audio or video recording, that recording may be used only by the person to whom I give my permission and may not be distributed to or used by
anyone other than the one to whom permission is granted. Consult the HCC Student Code of Conduct (on pages 178-88) of the Student Handbook and Academic Planner to find that HCC forbids any unauthorized recordings such as those described above.

✓ Additional course readings and assignments will be announced throughout the term.
✓ All students must follow the specific assignment requirements given either verbally or in any written handouts throughout the semester.
✓ All students are responsible for all information given in class and/or electronically, even information given in their absence.
✓ All students are responsible for all information contained in any listed or announced reading assignment, whether or not we discuss that information in class.
✓ All laptops must be turned off and placed on the floor unless students have been specifically instructed to open them.
✓ All cell phone are to be turned off and put away at all times during class time. Cell phones are not to be in use in any way at any time in the classroom once class has begun.
✓ Unless the student has permission from the instructor, no one may leave class to use the cell phone.

ENC 1101 COURSE OBJECTIVES

I. Students will demonstrate understanding of the following basic rules of grammar and mechanics depicting conventions of standard American English grammar and usage:
   a. Standard verb forms
   b. Agreement between subject and verb, pronoun and antecedent
   c. Proper case forms
   d. Standard practices for spelling and capitalization
   e. Punctuation

II. Students will demonstrate understanding of the following writing skills through organized assignments and projects:
   a. Organization
      i. Selecting a topic which lends itself to expository writing
      ii. Determining the purpose of writing
      iii. Limiting the subject to a topic that can be developed adequately within the requirements of time, purpose, and audience
      iv. Formulating a thesis statement which reflects the purpose of the writing
      v. Developing the thesis statement by:
         1. providing adequate support which reflects the ability to distinguish between generalized and concrete evidence.
         2. arranging the main ideas and supporting details in an organizational pattern appropriate to the expository purpose.
         3. writing unified prose in which all supporting material is relevant to the thesis statement.
         4. writing coherent prose, providing effective transitional devices which clearly reflect organizational pattern and the relationships of the prose parts.
b. Effective word choice
   i. Using words which convey the denotation (specific) and connotative (associational) meanings required context
   ii. Avoiding slang, jargon, clichés, and pretentious expressions
   iii. Avoiding wordiness

c. Conventional sentence structure
   i. Placing modifiers correctly
   ii. Coordinating and subordinating sentence elements accordingly
   iii. Using parallel expressions for parallel ideas

d. Effective sentence structure
   i. Using a variety of sentence structures
   ii. Avoiding unnecessary use of passive construction
   iii. Avoiding awkward constructions
   iv. Avoiding fragments, comma splices, and fused sentences

e. Consistent point of view

f. Proofreading and Revision

g. MLA documentation style

ENC 1102
Spring 2013
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This course schedule is subject to change.

Week One    Introduction to the Course
Monday 01/07/13    Complete Writing Survey
Wednesday 01/09/13   Learning Survey
   Bring Rules of Thumb to class for in-class work. ("Commonly Confused Words," "One Word or Two," "Spelling")

Week Two   View Dead Poets’ Society
Monday 01/14/13    View Dead Poets’ Society
Wednesday 01/16/13    View Dead Poets’ Society

Week Three   Begin Drama
Monday 01/21/13    Martin Luther King’s Birthday—No Class
Wednesday 01/23/13    View Dead Poets’ Society
   Have read A Midsummer Night’s Dream (found in Bookmarks on Blackboard)
   Bring a hard copy to class for in-class work.
   Open Book Group Work on Readings and Dead Poets’ Society
   Bring Rules of Thumb to class for an in-class assignment. ("Capitalization,” “Abbreviations & Numbers,” “Apostrophes,”)

Week Four   Avoiding Plagiarism and MLA style/ Continue Drama
Monday 02/28/13    Bring Literature: Craft and Voice to class for in-class exercises and have read pages 1591-1609.
Bring *Rules of Thumb* to class for an in-class assignment and have read before class pages 115-153. (“Consistent Pronouns,” Pronoun Case; “Vague Pronouns” Plagiarism, & MLA)

**Due:** Open Book Plagiarism Quiz  
**Due:** Open Book MLA Quiz

**Wednesday 01/30/13**  
**Due:** Typed 500-750 word Draft of Project One *in hard copy and electronically to Assignments*  
**Due:** In-Class Peer Review of the Project One Draft  
*Students who do not come to class in time to exchange papers with another student or who do not bring a typed hard copy of the Project One Draft to class will complete a review of a sample student draft but will receive only half credit for this assignment. Students who do not complete this assignment in class may make arrangements with the instructor to make it up but will receive only half credit minus the ten point late submission penalty. As always, no late work will be accepted more than one week after the original due date.*

Bring *Rules of Thumb* to class for an in-class assignment (“Recognizing Complete Sentences,” “Run-on Sentences & Sentence fragments,” “Commas”)

**Sunday 02/03/13**  
**Due:** Smarthinking Response to the Project One Draft due to Assignments

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**Week Five**  
Conferences to Discuss the Project One Draft

- **Monday 02/04/13**  
  Conferences
- **Wednesday 02/06/13**  
  Conferences

**Week Six**  
Continue Drama

- **Monday 02/11/13**  
- **Wednesday 02/13/13**  
  **Due:** Typed Revision of the 500-750 Word Project One with its two item Works Cited list attached.

**Week Seven**  
Continue Drama

- **Monday 02/18/13**  
  President’s Day –No Class
- **Wednesday 02/20/13**  
  Group Work on the readings

**Week Eight**  
Continue Drama/Begin Narrative Fiction

- **Monday 02/25/13**  
  Have read in *Literature: Craft and Voice, Vol. 3, A Raisin in the Son* (pages 1435-1488)  
  Group Work on the readings
- **Wednesday 02/27/13**  

**Week Nine**  
Continue Narrative Fiction

- **Monday 03/04/13**  
  **Open-Book Midterm Exam: In-Class Writing on Readings**
Wednesday 03/06/13  Due: Typed 1000-1200 word Draft of Project Two in hard copy and electronically to Assignments

**Students who do not come to class in time to exchange papers with another student or who do not bring a typed hard copy of the Project Two Draft to class will complete a review of a sample student draft but will receive only half credit for this assignment. Students who do not complete this assignment in class may make arrangements with the instructor to make it up but will receive only half credit minus the ten point late submission penalty. As always, no late work will be accepted more than one week after the original due date.**

Sunday 03/10/13  Due: Smarthinking Response to the Project Two Draft to Assignments

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**Week Ten  Spring Break**

Monday 03/11/13  No Class

Wednesday 03/13/13  No Class

**Week Eleven  Conferences to Discuss the Project Two Draft**

Monday 03/18/13  Conferences

Wednesday 03/20/13  Conferences

**Week Twelve  Complete Narrative Fiction/Begin Poetry**


Wednesday 03/27/13  View *Wise Blood*


**Due to Assignments in Blackboard: Project Two Revision with its four item Work Cited list attached**

**Week Thirteen  Continue Poetry**

Monday 04/01/13  View *Wise Blood*


Wednesday 04/03/13  View *Wise Blood*


Group Work on the Readings
Week Fourteen  Continue Poetry

Monday 04/08/13  Activities TBA

Week Fifteen


Wednesday 04/17/13  Due in hard copy in class and to Assignments in Blackboard: Project Three 1000-1200 word Draft with a three item “Works Cited” list

*Students who do not come to class in time to exchange papers with another student or who do not bring a typed hard copy of the Project Three Draft to class will complete a review of a sample student draft but will receive only half credit for this assignment. Students who do not complete this assignment in class may make arrangements with the instructor to make it up but will receive only half credit minus the ten point late submission penalty. As always, no late work will be accepted more than one week after the original due date.*

Sunday 04/21/13  Due to Assignments in Blackboard: Smarthinking Response to the Project Three Draft

Week Sixteen  Conferences to Discuss the Project Three Draft

Monday 04/22/13  Conferences
Wednesday 04/24/13  Conferences

Week Seventeen  Review for the Final/Final Exam

Monday 04/29/13  Review for the Final  

*Due to Assignments in Blackboard: Revision of Project Three with a four item “Works Cited” list attached*

Wednesday 05 01/13  No Class

Week Eighteen  Final Exam

Monday 05/06/13  Final Exam 8:00 am – 9:50 am