



- VP Occupational Programs
- VP Academic Programs

Syllabus Checklist

A course syllabus is required for each course offered by the College each term. Each supervisor keeps on file the course syllabi for each course offered in the division, and is responsible for the development of new courses proposed. Each course syllabus should be submitted to the appropriate supervisor or vice president prior to the first meeting of the class. These syllabi are kept on electronic file.

Course Syllabus: Faculty shall prepare a syllabus for each class taught. Included in the syllabus will be a brief description of all required assignments, approximate value of each assignment in the course grade, instructor's attendance policy, instructor's grading scale, the academic honesty statement, the reasonable accommodation's statement, and the library orientation statement for Gordon Writing Rule courses. A copy of the syllabus must be given to each student at the first class meeting. Syllabi should include:

- | VP | Review
Comm | Faculty | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Instructor's Name and Division |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Office Telephone Number and Location |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Office Hours |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E-mail address, if available |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Textbook(s), Lab Manuals, Workbooks, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Learning Activities (projects, papers, presentations, reading, oral participation, test, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Applicable Learning Resources (published materials, tapes, films, slides, charts, models, specimens, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Evaluation |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Attendance Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Schedule of class events (topics, tests, other learning activities) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Student Learning Outcomes |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Library Orientation Statement for Gordon writing Rule Courses |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Grading System |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Relevant support for learning (lab hours, Net Tutor information, Blackboard, other available support) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Every syllabus must contain the following statements: |

Disability Statement:

Florida Gateway College seeks to provide reasonable accommodations for all qualified individuals with disabilities. The College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to register with the Office of Disability Services (extension 4393) in Building 17, Room 21, and to contact the faculty member in a timely manner to arrange for appropriate accommodations.

Academic Integrity:

You may not purposefully deceive any official of the College by Cheating on any assignment, examination, or paper. Cheating is the use of anyone else’s work, whether he/she is a student or not, as your own. A student may be withdrawn from a course with the grade of “F” if found to have cheated on any course assignments or tests.

EA/EO:

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, religion, national origin, gender, age, disability, marital status, genetic information, or any other legally protected status in accordance with the law. The Equity Officer is Sharon Best, Executive Director of Human Resources, 149 SE College Place, Lake City, FL 32025, and may be reached at (386) 754-4313.

SACS Statement:

Florida Gateway College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution’s significant non-compliance with a requirement or standard.

Faculty Signature

Review Committee Chair Signature

VP Signature

ENC 1102: Freshman Composition II Syllabus (Fall 2014)

Instructor: [REDACTED]

Email: [REDACTED]

Office: Building 002, Room 019

Phone: [REDACTED]

Office Hours: Monday 1pm-2:30pm

Tuesday 1:30pm-3:30pm

Wednesday 1pm-3:30pm

Thursday 1:30pm-2:30pm

**Note: I am often in my office at other times throughout the week, and available by appointment as well.*

***Note: The most reliable way to contact me is in person or via email. I strive to reply to all emails within 48 business hours.*

Course Description: This course requires documentation of collegiate-level essay writing as it relates to interpretation and analysis of imaginative literature. Students will learn and demonstrate an ability to comprehend, analyze, and synthesize meaning from imaginative literature in its forms (poetry, short story, drama) and conventions. Essay assignments will document the writing, critical-thinking, and research fundamentals learned and demonstrated through a completion of ENC 1101.

Course Learning Objectives:

General Learning Outcomes

- A. Communications: Demonstrate the ability to understand and be understood through effective reading, writing, speaking, and listening skills.
 - a. Student will demonstrate the ability to understand and respond to college-level reading assignments through the application of effective reading skills.
 - b. Student will demonstrate the ability to understand and produce effective writing.
- B. Critical Thinking: Demonstrate the knowledge and ability to evaluate carefully and apply reasoning to differentiate between facts, inferences, assumptions, and conclusions.
 - a. Student will demonstrate the ability to question and evaluate information (data, ideas, or concepts) for accuracy, objectivity, and quality.
 - b. Student will demonstrate the ability to analyze information (data, ideas, or concepts) in context to draw appropriate and well-supported conclusions.
 - c. Student will demonstrate the ability to synthesize ideas from a variety of sources, producing an original product.
- C. Information Literacy: Demonstrate the ability to locate, comprehend, evaluate, and use information effectively and ethically.
 - a. Student will demonstrate the ability to locate relevant source materials in the library or through the community college system in either electronic or print form.
 - b. Student will demonstrate the ability to differentiate between reliable and unreliable websites and relevant subject databases provided through the library and utilize reliable electronic web resources to support the student's beliefs, position, or argument.

ADDITIONAL COURSE-SPECIFIC OBJECTIVES

- Students will be able to write essays substantially free of errors of standard written English.
- Students will be competent in structuring essays, using supporting details and sources.
- Students will be competent in formatting their essays according to MLA conventions.
- Students will understand, analyze and evaluate literary works: poetry, fiction, and drama.
- Students will effectively organize, present and support an idea in a literary analysis essay.
- Students will participate in class discussion of the literature.
- Students will learn that the process of writing requires working with drafts in order to achieve an effective final product.

Required Materials:

- *The Seagull Reader, 2nd Edition* (3 volumes: *Poems, Plays, Stories*; available at the college bookstore)
- A 7.5"x9.75" notebook, to serve as your Writing Journal
- A computer with Internet access
- Access to Adobe Acrobat Reader and Microsoft Office Word (or the ability to read and create .pdf files; all submitted work must be in .pdf format)
- Access to Blackboard and the FGC Library Databases
- A working wolves.fgc.edu email account, to be checked frequently (i.e., multiple times per week); please note that all instructor-initiated communication will go to your student email account
- Recommended: a flash drive or other portable digital storage device; bring to class in case we are able to work on drafts during class time

Attendance Policy: Because active participation is necessary for both student learning and accurate instructor assessment, attendance is required for ENC 1102. For *each absence* after four (4), a student's final grade will be lowered by 5 points (i.e., ½ of a letter grade; thus, for five (5) total absences, a 94 A would become an 89 B+, or an 81 B would become a 76 C; for six (6) total absences, an 85 B would become a 75 C). With enough absences, a student's grade may be lowered to F, resulting in a failing grade. *Be sure to save your allowed absences for genuine emergencies.* Punctuality is also required, and three (3) tardies will count as one (1) absence. Each day a sign-up sheet will be passed around – *it is your responsibility to make sure you sign it*, as it will serve as the official record of attendance.

With proper documentation, certain extenuating circumstances may be considered "excused" absences, which will not count toward the four allowed absences. Such absences may include participation in school-sponsored events (e.g., conference trips, forensic or quiz bowl teams) or medical emergencies. Permission for such absences must be made either before the day to be missed or, in the cases of emergencies, as soon as feasibly possible afterwards (depending on the circumstances).

For typical absences, missed work cannot be made up – unless you email me prior to the start of class to inform me that you will not be able to make it that day (this is like "calling in sick" to work). E.g., if we have a quiz on a day that you are absent, you may make up the quiz if you email me before the start of class; if you did not email me, you may not make up the quiz. Please note that you do not have to explain the reason for your absence (you have four days you can miss, for any reason). Also, please note that this policy is not valid on the days we have a Peer Review. Peer Reviews may not be made up, under any circumstances.

Finally, in the event that you are absent, I do not send out copies of class notes on topics covered that day. I recommend making friends or study partners in each of your classes, so you can obtain class notes from them.

Class Cancellation Policy: In the unlikely event of class cancellation due to an emergency, I will alert you via email as soon as possible that there will be no class; I will also request that a note be placed on the door. I will then let you know via email what to expect at the next regularly scheduled class meeting. (Remember that these emails will be sent to your student email account only.)

Classroom Etiquette: Please do not use technology (e.g., cell phones, laptops, iPads, etc.) in the classroom, except for authorized class activities. Limit your use of the classroom computers to authorized class activities (i.e., do not sign into Facebook or use class time to surf the Internet). Likewise, only use personal laptops for authorized class activities; do not use them to take class notes (studies show that students learn and retain more when they handwrite notes than when they type them). Please remove any head-/earphones upon entering the classroom.

This course requires active participation, so read all assignments and be prepared to discuss them civilly. Respect for your fellow classmates (and instructor) is required, but agreement with everything they say is not. Just be sure to voice your opinion without insulting someone else's. Note that on the Reading Schedule, you should come to class having already read the material listed on that day's date (e.g., you should read the PDF "Introduction" and the poems by Shakespeare and Spenser in the *Poems* anthology, *before* coming to class on Wednesday 8/20).

Grading Policies: Papers and other major assignments must be submitted in two ways. First, upload a copy to the appropriate folder on Blackboard *before* the start of class on the day they are due (all electronic submissions *must* be in .pdf format; submissions in alternate formats will suffer a 5% penalty, and must be resubmitted in the proper format). Second, bring a print-out (i.e., "hard copy") of your paper or project to class and turn it in when I ask for it.

You must submit your work on time; on the occasions that I accept late work, it will be penalized 10 points per calendar day. In many cases, however, you will be able to submit work *early*. Such diligence is always welcomed and appreciated.

Due to the number of classes/students I teach, please give me two weeks to grade your papers and return them to you.

Your grade in this course will be calculated in the following way:

- Quizzes/Exams 15% (periodic)
- Participation 20% (daily)
 - o Includes: writing journal, class discussions, class activities, homework, etc.
- Paper #1 10% Due Wednesday, 10/1 (**rough draft due 9/24**)
- Annotated Bibliography 5% Due Wednesday, 10/15
- Paper #2 10% Due Monday, 11/3 (**rough draft due 10/22**)
- Paper #3 30% Due Monday, 11/19 (**rough draft due 11/12**)
- Final exam 10% T.B.A.

Academic Honesty: Cheating, plagiarism, bribery, misrepresentation, and fabrication are not permitted and will be dealt with severely. Students should make themselves aware of the student code of conduct

found in the Student Handbook. You may not purposefully deceive any official of the College by cheating on any assignment, examination, or paper. Cheating is the use of anyone else's work, whether he/she is a student or not, as your own. A student may be withdrawn from this course with the grade of F if found to have cheated on any course assignments or tests.

Plagiarism is the use of another person's work without giving credit to that person. If plagiarism occurs with the intent to cite (i.e., some sources are cited and there is a works cited page), then the paper will be penalized 10+ points (based on the severity). If plagiarism occurs throughout an essay that is mostly written by the student, without the intent to cite or without the full understanding of citations, a student will receive an F or a Zero on the assignment (based on the severity of the incident). If a student attempts to pass off an entire essay (or the large majority of an essay) written by another author as his/her own work, s/he will receive an F *for the course* (not just the assignment). **This includes plagiarism detected in rough drafts.** Copies of all plagiarized essays are kept on file in the Dean's office.

My Expectations:

You have decided to attend college. Congratulations! It may be the best decision you will ever make. Truly, college can be a "gateway" to a better life. As FGC's slogan says: "Start here. Go *anywhere*."

But the decision to go to college is not a one-time decision – it is a daily decision. You must choose to attend every class you possibly can. You must choose to be attentive in your classes, and to participate actively in class discussions and activities. You must also choose to do the work on a daily basis, and to submit high-quality work on time. College is not simply another "hurdle" to leap over on your way to bigger and better things. In fact, if you do not make the most of your college classes, you will not learn the skills, knowledge, and discipline you will need to attain those bigger and better things.

So, consider these questions:

- Why *are* you going to college?
- What do you want to do in life?
- Where do you want to be in 10 years? 25 years?

And perhaps most importantly:

- What are you doing *today* that will help you achieve these goals?

This last question is vital, because the departmental pass rate for ENC 1101 is 66%. That means that one out of every three students who enroll in 1101 receives a D/F at the end of the semester. Here are some of the most common reasons so many students do not pass:

- They do not come to class.
- They do not turn in their work.
- They do not submit sufficient work (e.g., an assignment calls for a 4-page paper, and they submit 2.5 pages).

In general, many students fail because they do not put in the daily effort required to pass. They are often the ones who see college as a checklist, rather than as a learning experience. Such students have

the mentality of “I just want to pass.” Their goal is the degree, which they expect will grant them access to better jobs. But, without the knowledge or skills typically denoted by a degree, they will quickly find that a degree itself is practically worthless – the *real* value of college is the *education* one receives (the skills, knowledge, and discipline mentioned above).

Therefore, I do not hand out passing grades for minimal effort; that does not mean, however, that it is overly difficult to pass my class. I truly want each of you to do well, and I am here to help you (and don’t hesitate to ask!). In genuine emergency situations I will work with you as much as I can. But, as one of your college professors, part of my job is to help prepare you for the “real world.” One way that I do this is to foster your own personal responsibility – by holding you to high standards of attendance, punctuality, and work quality. Come to class, turn in your work, and follow the instructions provided, and you will be well on your way to succeeding – in my class; in college; in life.

What I expect of you:

- Attend class regularly
- Come to class prepared (i.e., having completed the assignments for that day)
- Participate actively in class discussions and assignments
- Be polite and courteous to each other, the instructor, and any guests
- Pay attention to due dates, and submit assignments on time
- Contact me in a timely manner if you are confused about an assignment (i.e., the night before an assignment is due is not “in a timely manner”)
- Read and follow the instructions for all assignments; e.g., do not submit 2.5 pages if 4 were required, and do not submit a file in .odt, .rtf, or another format when .pdf is specified
- Try your best, and produce high-quality work

What I expect of myself:

- Give timely feedback (see above, “Grading Policies,” regarding papers)
- Maintain high – but reasonable and attainable – expectations of students and myself
- Grade assignments fairly
- Take into account true emergency situations
- Listen to, and consider, properly aired student concerns without imposing negative ramifications for the concerned student
- Consider carefully suggestions for improvement in: the course, my teaching style, assignments, and other course elements

Withdrawal (Fall 2014 deadline is Tuesday, October 21): It is the student's responsibility to initiate a withdrawal from a course. A student may initiate withdrawal up to the date published in the college calendar for the last day to withdraw. The instructor cannot withdraw students from a course. To withdraw, the student must fill out a Course Schedule Change form, available in the Registrar's Office or in Advising Services. The form must be complete and be signed by the student and an advisor. The student who does not clear his or her record by filing the withdrawal form with the Registrar’s office, prior to the published date for withdrawal, may be assigned an "F" grade.

There are potential and multiple repercussions when withdrawing from a course, including loss of future financial aid and scholarship awards and possible mandatory repayments. Withdrawals are limited to two for any one course, and subsequent higher fees for all courses may apply under the excess hour state legislation which may impact financial access (Florida Statutes, Title XLVIII, Section 1009.286). Students should seek advisement from the Financial Aid office before withdrawing from a course.

Dual Enrollment students must contact their high school Dual Enrollment Guidance Counselor and request withdrawal from the course. The guidance counselor will fill out a withdrawal form and will submit it to the college's Dual Enrollment Coordinator no later than the date published in the college calendar for the last day to withdraw. Otherwise, the student will receive a letter grade for the course.

Students who register for classes are responsible for all fees associated with those classes. Non-attending students will not automatically be withdrawn.

Students who decide not to attend or wish to be removed from a class are responsible for “dropping” a course—before the end of the drop/add period published in the Critical Dates calendar. See your advisor or Dual Enrollment Guidance Counselor before the end of the first week of classes if you wish to be dropped from the course. “Dropping” a course does not result in a “W” on a student’s transcript. Any student not dropping or withdrawing by the published date will remain officially registered, liable for all fees, and assigned an earned grade at the end of the semester.

Gordon Rule Statement: This course is a Gordon Rule course. In accordance with the State of Florida’s Rule 6A-10.030, popularly known as the “Gordon Rule,” all courses designated as Gordon Rule (“GR”) in the college catalog will include the requirement that students demonstrate the ability to produce college-level, discipline-based writings. Such courses include, but are not limited to, those in the Communications, Humanities, and Social Sciences categories. This requirement will be met in each class through the student’s successful completion of multiple and substantive college-level writing assignments as designed and assessed by the instructor in such a way as to measure both course-specific learning and development of writing skills over the progress of a given term. In addition to demonstrating a satisfactory understanding of the written English language, all such assignments submitted by a student should exhibit critical thinking skills and be directly related to the discipline’s specific General Learning Outcome(s).

Equity and Diversity at Florida Gateway College: Florida Gateway 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, genetic information, marital status or any other bias that is or may be prohibited by laws. The college does not discriminate in employment practices or in the admission and treatment of students. FGC is committed to equitable treatment for all students and employees and to a learning and working environment free of discrimination and harassment. The college complies with the Americans with Disabilities Act and provides equal educational opportunity for qualified individuals.

FGC's Equity Officer ensures compliance with federal and state laws prohibiting discrimination and sexual harassment.

Employees and students who believe they have been a victim of discrimination or sexual harassment should contact the FGC Equity Officer: Sharon Best, Director of Human Resources, 149 SE College Place, Lake City, FL 32025, Telephone: 386-754-4313.

Disability Statement: FGC will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. Students may obtain further assistance and information by calling Janice Irwin, coordinator of disability services, at 386-754-4215. The Disability Services Office is located in Building 017, Room 021, 149 SE College Place, Lake City, Florida 32025.

FERPA Statement: The Federal Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records. This information can be found in the College Catalog, at the Registrar's Office in Building 015, or on the FGC web site.

SACS Statement: Florida Gateway College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Florida Gateway College. *The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.*

Further Assistance: Florida Gateway College provides free peer tutors in the Campus Wide Learning Lab covering all levels of Math and English. Tutors for additional subject areas vary with the semesters. FGC also provides professional tutors—for most subjects including help in writing/formatting essays—through Net Tutor, an Internet resource. A link to Net Tutor is found within each Blackboard shell corresponding to each course offered per term. Go to Tools, then select the Net Tutor link. If you have any questions please call the Lab at 386-754-4437, 386-754-4305 or 386-754-4307.

The librarians at FGC can help you in many ways as well, particularly when you need to research a specific topic. You can call the library, during operating hours, at 386-754-4401. I encourage you to become familiar with the Library Databases; contact me or a librarian if you need help learning more about the databases.

BayCare Behavioral Health provides free, confidential assistance to FGC students through the **Student Assistance Program (SAP)**. If you are dealing with issues such as low self-esteem, unhealthy relationships, anxiety, academic stress, personal stress, depression, thoughts of suicide, substance abuse, peer pressure, family conflict, or some other problem, please contact BayCare at 1-800-878-5470 or email them at BayCareSAP@BayCare.org. You may also find a link on the MyFGC system (under the Student tab; click on the BayCare Student Assistance Program link), or via BlackBoard under the FGC College Info tab.

Institutional Mission Statement: The mission of Florida Gateway College is to provide superior instruction, nurture individual development, and enrich the community through quality higher education programs and lifelong learning opportunities.

**Elements of this syllabus and the Reading Schedule are subject to change, as necessary. I will send out an announcement regarding any changes, and post a new syllabus/schedule if needed.*