Welcome to ENC 1101, entitled “College Writing.” The course is the first in a three-course writing sequence which forms part of the University’s General Education Program. This syllabus explains the major conditions of and expectations for the course. Please read through it carefully, since your continued enrollment in this (or any) course constitutes your binding agreement to the terms of its syllabus.

INSTRUCTOR INFORMATION
Brenda Maxey-Billings (Writing Program Faculty, Department of English)
EMAIL: brenda.maxey-billings@unf.edu
WEBPAGE: http://www.unf.edu/~brenda.maxey-billings

OFFICE HOURS AND LOCATION
M & W 12:40-1:40 p.m. Building 8, Room 2606 (English Department Offices)

I check my email often during the term, and you may email me with any questions that require a brief response. To discuss coursework in more detail, schedule a conference with me.

COURSE DESCRIPTION
ENC 1101 emphasizes analysis of various kinds of texts, and develops skills for producing effective written and spoken arguments. Thus, you should expect intensive reading, writing, thinking, discussing, and presenting.

In other words, students in ENC 1101 work on improving their writing at the level of sentences, paragraphs, and entire essays, and they focus on achieving clarity, cohesion, coherence, and concision within the conventions of academic English. The class examines how to build a variety of rhetorical arguments using claims, evidence, and logic. In the process, students build research skills, practice using documentation, learn how to avoid plagiarism, and develop critical thinking through reading, writing, discussing, and presenting. Students also gain experience in analyzing the strengths and weaknesses of their own and their peers’ writing. In addition, the class explores how differing conventions, styles, purposes, and audiences affect writing practices.

First, therefore, we will work on analyzing and responding to the rhetorical situations presented by various texts (including issues of audience, organization, visual design, style, and material production). Second, we will focus on improving writing in the areas of grammar, mechanics, argumentation, style, incorporation of sources, and overall rhetorical considerations. And third, we will practice collaborative writing and effective oral presentation.

TEXTS AND MATERIALS
REQUIRED
- The Brief Penguin Handbook - 3rd Edition (Lester Faigley)
- Freakonomics (Steven D. Levitt and Stephen J. Dubner)
- Full-function word-processing software, such as that available in Microsoft Office or WordPerfect Office. (If you need such software, you may download a free but otherwise comparable office suite at OpenOffice.org.)
- Readings -- Instructor’s Online Selections
  (Not an additional purchase -- you will access these through our Blackboard site.)

TECHNOLOGY REQUIREMENT
You will need regular internet access for the mandatory Blackboard component of this course. If you do not have such access, you may use a computer in the library or computer lab. Once online, use your UNF n-number to access Blackboard from the UNF website. The first time you access Blackboard this term, go to “personal information” and update your email address to one that you check regularly.
ASSIGNMENTS

You will earn your overall course grade through the quality of your work on the following assignments:

1. Miscellaneous (Class Participation, Quizzes, In-Class Writing, Exercises) – 20% of final grade
2. Discussion Forums and Short Essays – 20% of final grade
3. Midterm Essay (3-4 pages) – 20% of final grade
4. Presentation – 10% of final grade
5. Final Essay (6-8 pages) – 30% of final grade

GRADING SCALE

Keep in mind that effort does not determine your grade in this class. Making consistent effort should help you improve, but only the strength of your work determines your grade. To earn the highest possible grade, your assignment submissions must demonstrate superior quality of thought as well as superior craftsmanship.

You earn your course grade through the percentage score of all graded work, weighted as described above. Final grades will adhere to the following scale. (Note that I do not add “extra” points or fractions of points to “bump up” your numerical score.)

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<tr>
<td>A</td>
<td>92.5% or better</td>
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<td>A-</td>
<td>89.5–92.4</td>
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GENERAL EDUCATION REQUIREMENTS

You must pass this course with a grade of C or better to earn Gordon Rule credit. To earn a C or better, you must turn in all writing assignments, in the minimum length or greater.

CLASSROOM GUIDELINES AND POLICIES

Attendance

Attend all classes! During summer term, we will meet only ELEVEN times, so each class covers more than a week’s worth (the equivalent of about four classes) of fall or spring term classes, and yet we must achieve all the same course objectives. Keep in mind that each member of a literature discussion class contributes a unique perspective that we lose if he/she fails to prepare or to attend. In addition, class provides opportunities to participate in on-going class discussions about assigned readings and writing projects; to consult with the instructor on writing; to work with peers in writing/revision workshops; and to practice key grammatical, mechanical, and stylistic skills. In many instances, too, class discussions cover material not available in our texts.

Even the best-intentioned student, however, may need to miss a class. Thus, you may take one (and only ONE) absence without penalty EXCEPT that you will lose credit for whatever in-class work you miss on the day of your absence. (Be careful! This loss could count against your grade significantly.) Please note these additional points:

- The reason for your absence does NOT determine whether it is “Excused” or “Unexcused”—Simply put, your first absence (for any reason) is Excused, while any subsequent absences (for any reasons) are Unexcused and will reduce the “Miscellaneous” component of your grade accordingly.
- For each absence over your first, you will lose twenty-five percentage points of the “Miscellaneous” portion of your course grade (an equivalent of approximately ½ a letter grade from your overall course grade).
- Since absence does not excuse you from assignment deadlines, you must submit all work by its deadline.
- You must attend class in order to receive full credit on quizzes, exercises, or in-class writing.
- Attendance requires not only your physical presence, but also your full engagement with and attention to this class. If you spend your class time preparing for other classes, text-messaging, listening to music, sleeping, etc., you are not truly “present” and accordingly, you will lose attendance points.
- If you miss more than three classes during the term, you will fail the entire course—regardless of your course average on completed work. (After all, you will have missed more than ¼ of the classes!)
Assigned Work Deadlines
Late work earns you an F on the assignment! You must submit assigned work on the specified due date even if you are absent and even if you are taking one of your allowed absences. (Late work will count toward your Gordon Rule word count, however, and, at the instructor’s discretion, you may receive half credit for late work.)

Special Dispensations
Students with disabilities who seek reasonable accommodations in the classroom or other aspects of performing their coursework must first register with the UNF Disability Resource Center (DRC) located in Building 10, Room 1201. DRC staff members work with students to obtain required documentation of disability and to identify appropriate accommodations as required by applicable disability laws including the Americans with Disabilities Act (ADA). After receiving all necessary documentation, the DRC staff determines whether a student qualifies for services with the DRC and if so, the accommodations the student will be provided. DRC staff then prepares a letter for the student to provide faculty advising them of approved accommodations. For further information, contact the DRC by phone (904) 620-2769, email (kwebb@unf.edu), or visit the DRC website (http://www.unf.edu/dept/disabled-services).

Arriving Late or Leaving Early
Of course, you should come to class on time. If, on a rare occasion, you must arrive late, please come in as quietly as possible and begin work quickly. (After class, YOU must make sure that I change my attendance record to reflect that you attended after all.)

If you are significantly late (10 minutes or more) for any class meeting, you will be counted absent. In such a case, however, you may enter the class and receive credit for any in-class work that you complete during the remaining class time. If you repeatedly come to class late—even if you arrive only a couple of minutes late each time—your habitual tardiness will count as one or more “extra” absences.

Similarly, if you leave class early (unless you have obtained my express permission IN ADVANCE) you will be counted absent for the day.

Controversial or “Offensive” Texts
You may not “substitute” another text for a required one that you find “offensive.” If you do not wish to read or discuss texts that may run counter to your beliefs, you should withdraw from this class immediately.

Students at the University of North Florida come from diverse cultural, economic, religious, and ethnic backgrounds, and they hold disparate opinions on critical issues. Controversial texts provide an important foundation for our class, since our academic coursework requires that we study how to use language to argue persuasively and logically.

Classroom Courtesy and Classroom Disruptions
In general, my expectations for classroom courtesy follow informal social and professional standards. Thus, as you would in any professional environment, please address others respectfully. Please turn off all cell phones, pagers, beepers, and other electronic devices (INCLUDING LAPTOPS) prior to the start of class. Additionally, since we will spend some of our classroom time on in-class writing or other work, your conduct should never interfere with your classmates' ability to work productively. Otherwise, you may leave your seat when appropriate, ask questions at any time, and, at specified times, converse quietly with others regarding coursework.

When we combine diversified student backgrounds with provocative texts and persuasive argument, we cannot expect consistent innocuousness. We are aiming always, however, toward CIVIL discourse. That is, the classroom should provide a venue in which students (and instructors) may discuss volatile issues openly, while demonstrating respect for ideas that differ from their own.

Although I have never yet imposed this penalty, I do reserve the right to penalize (by a grade reduction of ½ of a letter grade) repeated or flagrant tardiness, instances of “significant classroom disruption,” or other substantive classroom discourtesy. (Note that my judgment determines these offenses.)

UNIVERSITY POLICIES ON PLAGIARISM AND ACADEMIC MISCONDUCT
As a University of North Florida student, you commit to adhere to UNF’s standards of student conduct, including the Academic Integrity Code, available in its full form at http://www.unf.edu/registrar/forms/misconduct_policy.pdf. The Honor Code requires UNF students to neither give nor receive unauthorized aid in completing all assignments. Violations include cheating, fabrication and falsification, multiple submissions, plagiarism, abuse of academic materials, and complicity in academic dishonesty.
UNF considers any form of “academic dishonesty” a serious violation of University standards. You should know that violations might result in your expulsion from the University. FOR YOUR PROTECTION, review the UNF Academic Integrity Code, and make sure you understand University standards.

Remember, you are responsible for understanding the University’s definitions of plagiarism and academic dishonesty. Examples include the following:

- Submitting all or part of someone else’s work as if it is your own.
- “Borrowing,” without crediting the source, any of the following:
  - Any part of song lyrics, poetry, or movie scripts
  - Any part of another person’s essay, speech, or ideas
  - Any part of an article in a magazine, journal, newspaper
  - Any part of a book, encyclopedia, CD-ROM, online WWW page, etc.
  - Any IDEA from another person or writer, even if you express that idea in your own words.
- “Borrowing” verbatim text without enclosing in quotation marks and citing the source.
- Making “duplicate submissions” of assignments - that is, submitting work in one class that you also submit in another class.
- “Collaborating” or receiving substantive help in writing your assignment unless such collaboration is part of the given assignment. (However, you may receive general advice from tutors or writing lab instructors.)
- Failing to cite sources, or citing them improperly.

Important Tip: You should never copy and paste something from the Internet without providing the exact location from which it came.

Plagiarism is a serious violation of the student academic integrity code. You commit plagiarism when you present the IDEAS or words of someone else as your own. If a student “plagiarizes” all or any part of any assignment, he/she will earn a failing grade on the assignment. University policy also requires that instructors report imposed penalties to the Registrar’s Office, which will maintain a permanent record of the incident in the student’s file. Other forms of academic dishonesty (examples include cheating on a quiz or citing phony sources or quotations) will also result in a failing grade on the assignment as a minimum penalty.

Protect yourself! Make sure the assignments you submit for grading honestly reflect your own work and properly cite any sources from which you obtained ideas, quotations, or information.

SCHEDULE

The schedule for the course may change throughout the term to accommodate class needs. Thus, for homework, reading, and assignment schedules, you should always check the most current version of the course schedule, maintained on our course site on Blackboard. Remember, you are responsible for all assignments on the class schedule even if I fail to remind you of them in class!

USEFUL STUDENT RESOURCES

Many students experience stress while making the adjustment to college. Although I certainly sympathize if you are experiencing non-course-related problems, you will find better and more helpful resources elsewhere on campus. The services below are available free to students, so if you feel you need help, please don’t wait. Contact the appropriate office below—each of their staffs include trained, caring professionals who have experience helping students deal with specific academic, security, psychological, and emotional issues.

ACE (Academic Center for Excellence) – Academic Advising and Tutoring
Founder’s Hall, 2/2120, (904) 620-1012, www.unf.edu/es/ace

The UNF Counseling Center
Founder’s Hall, 2/2068, (904) 620-2602, www.unf.edu/dept/counseling_center

UNF Campus Police, http://www.unf.edu/dept/upd/index.htm
Building 41, on UNF Drive, across the street from the Information Booth Emergency Number: (904) 620-2801
Note: Police officers are available 24 hours a day to provide safety escorts to any member of the University Community. To request an escort you may contact the UPD at 620-2800.

The Women’s Center (and Victim Advocacy Program)
Student Life Center Building, 14/2623, (904) 620-2528, Email: womenctr@unf.edu
24-hour Crisis Helpline: (904) 620-1010