

ENC 1101: Written Communication I  
Dept. of Language and Literature

Fall 2009

Professor: Jeff Grieneisen  
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**Written Communication I: (3) (A.A.).** Three hours per week. Prerequisite: ENC 0020 or appropriate score on English placement test. This course meets Area I requirement for the AA, AS, and AAS. General Education requirements, and the 6000 word Gordon Rule requirement This course encompasses grammar and diction review, composition, expository writing, work with both primary and multiple source themes, instruction in the use of the library and writing the research paper, and practice in oral communication.

**Text and Materials:**

\* *The Little, Brown Compact Handbook, 7<sup>th</sup> ed.* Ed. Jane E. Aaron. New York: Pearson, 2010.

\* *Present Tense: Contemporary Themes for Writers.* Ed. Bauknight, Lee and Brooke Rollins. Boston: Wadsworth, 2010.

\* Pen, pencil, notebook for class every day

→ **Note that coming to class unprepared may be considered an absence, as one cannot participate without the proper materials.**

**Course Performance Standards:**

1. Assign Multi-paragraph, thesis driven essays
2. Incorporate instruction in drafting, revising, editing and proofreading
3. Design assignments that encourage higher levels of critical thinking.
4. Include a library tour
5. Assign projects where the evaluation and application of database, web-based, and print sources are required.
6. Create an assignment utilizing an oral component
7. Provide experience in group work
8. Utilize the college student email system

**Attendance and on-time Policy:** In order to provide for emergency situations, I allot three hours of absence without a specific penalty for the absence, itself (you will, however, be penalized for work missed work during that class period—Note that in-class work including tests and quizzes cannot be made up). Also note that I do not distinguish between “excused” and “unexcused” absences. All absences are simply absences, so please do not present doctor’s excuses, notes from your parents, or other attempts to “excuse” the absence. **Violation of Attendance:** Specifically, for each class you miss after three hours of absence, you will lose one full letter grade from your semester average.

**On-time Policy:** Two late arrivals or “early-leaves” constitute one absence.

**Gordon Rule:** *This course meets the Florida State Board of Education Rule Number 6A-10.30. In accordance with this rule, students will complete six semester hours of English and six semester hours of additional coursework in which the student must demonstrate college-level writing skills. The SCF Division of Arts and Letters & Social and Behavioral Sciences requires a minimum of 6,000 words in each of these Gordon Rule courses. A grade of C or better is required for credit in Gordon Rule classes.*

**Course Assignments:** Please refer to daily schedule for assignments and due dates. Assignments must be typed, stapled, and ready to hand in at the beginning of the class. Late assignments will not be accepted for credit, but you must submit the assignment—conforming to the assignment specifications (including and especially word/page count)—since students must complete ALL assignments in order to pass the course. Do not leave papers in my mailbox, but turn in all papers during class time.

<p><b>Grading:</b></p> <p>2 formal essays @ 50 pts. each = 100 pts.  5 Responses = 100 pts.  Research paper=100 pts.  Research portfolio materials=50 pts.  In-class work=100 pts. (approximately)  Quizzes/exams=100 pts.  Presentation/Group Project=50 pts.</p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">Total=600 pts.</p>	<p><b>A=90-100%</b></p> <p><b>B=80-89%</b></p> <p><b>C=70-79%</b></p> <p><b>D=65-69%</b></p> <p><b>F=64% and below</b></p>
<p>* Please keep in mind that this is a <i>tentative</i> list of assignments; our actual assignments and point values may vary slightly due to class progress.</p>	<p>* Students must earn a “C” or higher to successfully complete ENC 1101 and to be eligible to enroll in ENC 1102.</p>

**Withdrawal Policy:** In accordance with the State College of Florida, Manatee-Sarasota policy as stated in the college catalog, students may withdraw from any course or all courses without academic penalty of a WF by the withdrawal deadline as listed in the State College of Florida academic calendar. This semester the date is **Friday, October 30**. The student must take responsibility for initiating the withdrawal procedure. Students are strongly encouraged to talk with their instructors before taking any withdrawal action.

**Policy Regarding Plagiarism:** Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer—professional or student—without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism. For our class, **Plagiarism will result in automatic failure of the course!**

**Standards of Conduct:** Students are expected to abide by all *Student Handbook* guidelines. Please not “My Expectations” below.

**Additional Information:** Diligence, time management, promptness, and courtesy will go very far in this course. Please be aware, however, that as much as I appreciate hard work and effort, as a communications course I must also grade the product of the course, your writing. For written assignments, I expect you to use great care in **PROOFREADING** your work. I will not be your editor; I mark **SOME** of your errors, but you are responsible for proper grammar, language usage, word choice, and logical and complete thought development. Even if all sections of the handbook and reader are not assigned, I encourage you to read through sections that deal with grammar and sentence structure. If you do not understand something, please bring it to my attention. Feel free to ask questions during class, as often, many students may be having the same difficulty.

**My Expectations:** As you enter this classroom, I expect that you have a basic understanding of grammar rules. If you do not, please use the *Little, Brown Compact Handbook* to familiarize yourself with these rules. I also assume that you have a basic working knowledge of the 5-paragraph essay; if you do not, please see me as soon as possible so that we may discuss your position in the course.

I also expect that you will behave in a mature, respectful manner. Examples of behavior I do not tolerate includes, but is not limited to: balancing a checkbook, applying makeup, or doing other homework during class; putting your head down on the desk; using unnecessary profanity for shock value; making slurs against individuals or groups; creating generally disruptive outbursts; making strange noises; and throwing things. I will deal with these on an as-needed basis. In the past, violations of these simple rules of courtesy have resulted in the student’s removal from the classroom, the student’s being reported to the Academic Affairs Officer, and in more modest cases, have caused students to lose grade points in the classroom. Basically, just be polite and respectful.

There are to be **NO** cell phones ringing, buzzing, or vibrating during class and absolutely no cell phone conversations. If you must monitor an emergency situation, please notify me so we can discuss options. Use of cell phones during a quiz or an exam constitutes cheating and you will earn a zero on the exam/quiz. All of this extends to text messaging. If you send or receive a text/tweet/instant message/etc. during class, I will ask you to leave.