

# ENC 1102 Fall 2018 Syllabus

First Year Composition

University of South Florida

## Overview

### Welcome!

Welcome to ENC 1102! You are an important member of our writing community.

ENC 1102 will introduce you to rhetorical conventions and provide you with an opportunity to analyze, research, and compose arguments. You will think critically about written and multimodal communication and develop information literacy competencies through research. In ENC 1102, you will explore and mediate diverse perspectives in both global and local contexts.

This course focuses on multimodal (written, oral, visual, and electronic/digital) arguments as they hold the potential to mediate differences on a given issue, influence perspectives, and incite change concerning global and cultural issues. The major projects focus on the ways writers negotiate differences to determine a solution, convey visual arguments, and compel an audience to take action against a social issue or injustice concerning global and cultural systems and issues.

### Required Course E-text and Resource

*MyReviewers*, is a web-based suite of writing tools and course e-texts. Your course e-text, *Rhetoric Really Matters*, can be found in *MyReviewers*. You will be required to purchase *MyReviewers* access at <https://myreviewers.usf.edu> ([Links to an external site.](#))[Links to an external site.](#) during the first week of the semester. If disability accommodations require a print copy of the textbook, please see your instructor.

### Student Learning Outcomes

In this course, you will

- Learn and apply effective strategies that advance your critical reading, drafting, reviewing, collaborating, giving helpful peer feedback, revising, rewriting, rereading, and editing skills
- Summarize research sources through effective annotation, note-taking, quotation, citation, and paraphrase
- Compose several academic genres and adhere to their academic conventions, including structure, citation, and linguistic features

- Identify and develop organizational strategies that contribute to the effective delivery of information and argument
- Demonstrate responsiveness within an established disciplinary context to new information, experiences, and ideas through a process of re-evaluating the ideas and/or approaches
- Analyze rhetorical effectiveness of a variety of print and non-print sources
- Evaluate relevant sources according to their contexts, rhetorical situation, usefulness, and credibility for specific research tasks
- Synthesize disparate or conflicting thoughts when evaluating questions/problems to form cohesive and collaborative solutions

## General Education Fulfillment

This course is part of the USF's foundation of knowledge and learning ([FLK\) Core Curriculum \(Links to an external site.\)](#)[Links to an external site.](#). A minimum grade of C- is required to fulfill this FLK core requirement.

## Basis for Final Grades: Assignments

Assignment and Description	Percentage of Final Grade
<p>Attendance and Participation</p> <p>Attendance is recorded using the Canvas application Roll Call Attendance, which calculates the total percentage of the course that you have attended. This percentage constitutes your attendance score. <b>Your instructor may choose to assign a failing grade to those students whose attendance score falls below a 67%.</b> (See also attendance, participation, and tardiness policies as well as common attendance situations noted below)</p>	10%
Classwork and Homework	15%
<p>Project 1</p> <p><i>Rogarian Argument – Finding Common Ground.</i> Project 1 is an unbiased analysis of two arguments created by stakeholders with differing goals about a global or cultural issue. Project 1 extends this unbiased analysis to include the stakeholders' common ground and then proposes and defends a compromise that benefits both stakeholders.</p>	20%
Project 2	25%

<p><i>Analyzing Visual Rhetoric.</i> Project 2 is an analysis of the visual and rhetorical strategies a particular stakeholder uses to persuade its audience. The analysis, which involves two visual arguments created by the stakeholder about a global or cultural issue, will consider how these visual arguments reflect the stakeholder's goals and concerns.</p>	
<p>Project 3</p> <p><i>Composing a Multimodal Argument.</i> Project 3 is a multimodal argument that combines three modes of communication (1) writing text as argument (2) incorporating static images, and (3) connecting a dynamic visual or auditory component via a hyperlink. Presented as one unified multimodal argument, all three communication modes will (1) educate an audience of non-engaged stakeholders about the topic you have been exploring, (2) engage this audience by convincing them that they should care about this issue, and (3) empower the audience to advance your cause by agreeing with your call to action.</p>	30%

## **Class Format**

This course uses a variety of formats to include lectures, discussions, and activities.

## **Conferences**

You will participate in scheduled conferences with your instructor during the semester. Conferences aid invention and organization, assess your writing and progress in the course, and provide an opportunity to speak directly with your instructor.

During scheduled conference weeks, your regular ENC 1101 class is canceled. You and your instructor will agree on a scheduled conference date and time. Prepare for the conference as directed by your instructor. Your instructor may choose not to meet with you if you are tardy or if you miss your scheduled conference time.

## **Grading/Timelines**

The FYC program uses project specific rubrics to enhance accuracy and consistency in grading. You can access the project specific rubrics in *MyReviewers*. Writing projects will be graded on a letter grade scale. Homework and/or in-class assignments may be graded on a percentage scale, point scale, and/or a letter-grade scale. Attendance is graded on a percentage scale. The FYC grading system accords with the USF grading scale. See grading table below:

A+ (97-100) 4.00	A (94-96.9) 4.00	A- (90-93.9) 3.67
B+ (87-89.9) 3.33	B (84-86.9) 3.00	B- (80-83.9) 2.67
C+ (77-79.9) 2.33	C (74-76.9) 2.00	C- (70-73.9) 1.67
D+ (67-69.9) 1.33	D (64-66.9) 1.00	D- (60-63.9) 0.67
F (59.99 or below) 0.00		

Instructors will provide feedback and grades within seven to ten days of receiving your assignments.

### **Grade Access & Distribution**

You will be able to access your grades in Canvas and *MyReviewers* throughout the semester. Final grades for this course are posted in OASIS at the end of the semester. Check the USF Academic calendar, available from the USF Registrar's Office, for the posting date for final grades.

## **Course Policies: Grades**

### **Extra Credit**

Extra credit may be assigned at the discretion of your instructor. If your instructor chooses to offer extra credit opportunities, he or she will announce any extra credit assignments in advance of their completion date. Any extra credit opportunities offered will be offered to all students for the same advantage. Extra credit cannot be granted to individual students.

### **Incomplete, Blank, or Incorrect Assignment Uploads**

All uploads to Canvas and *MyReviewers* must be completed drafts of the correct assignment. If you upload an incomplete or blank draft or an incorrect assignment, you will receive a zero for that assignment, and your instructor may choose not to provide any feedback on the submitted work.

### **Significant Revision of Final Drafts**

A major component in the writing process is revising your work in response to feedback from your instructor and peers. With this process in mind, final drafts that don't present

significant revisions will be penalized a full letter grade and may not receive feedback from your instructor.

## **Late Work**

Late in-class, homework, early drafts, peer reviews, and revision plans will not be accepted after the assigned due date and time and cannot be made up, for any reason.

Only late intermediate and final drafts will be accepted by your instructor with significant penalties assigned. Intermediate and final drafts of major projects are considered late after the assigned due date. Drafts submitted via *MyReviewers* are timestamped when completed, and your instructor will apply late grade penalties based on these timestamps. Your late drafts will be penalized one letter grade per day, not to exceed 3 days. Any assignment submitted after 3 days will receive an automatic "0."

Keep in mind that submitting your intermediate drafts late also negatively impacts your peers' ability to read and respond to your work. If you do not upload your intermediate draft on time, you will forfeit participation in the peer review process and receive a "0" for that project's peer review assignment.

## **Course Withdrawals**

You may withdraw from this course without academic penalty up until the last day of the withdraw date stated on the USF Academic Calendar. Before you withdraw from this course, the FYC program encourages you to consult several sources:

1. Ask your instructor if passing the course is possible prior to the posted withdrawal date
2. Contact a [financial aid advisor \(Links to an external site.\)](#)[Links to an external site.](#) to ask how withdrawing might impact you financially. For example, it's possible that you may be required to maintain full matriculation as part of the terms of receiving financial assistance. In this case, you should ask whether withdrawing from the course risks financial penalties.
3. Ask your academic advisor if withdrawing will impact your progress to degree attainment.

## **Grades of "Incomplete" ("I")**

This course follows the university policy concerning incomplete grades. You may request an ["I" grade \(Links to an external site.\)](#)[Links to an external site.](#) only when a small portion of your coursework is incomplete and only when you are otherwise earning a passing grade. If your instructor and FYC administration grant an "I" grade, a time limit for removing the "I" grade will be set not to exceed two academic semesters or upon graduation, whichever comes first. "I" grades not removed by the end of the time limit will be changed to "IF" or "IU," whichever is appropriate.

# Course Policies: Technology and Media

ENC 1101 requires you to use the Internet, a word processor, a printer, and the digital tools, Canvas and *MyReviewers*. Not having access to a computer is not an excuse for incomplete assignments or lack of preparation for class. You should check your USF email account and this course's Canvas page for any course updates every 24 hours. You have access to some free printing and computer use in the library and campus computer labs. If you need help with technology, please can contact the IT Help Desk, available by e-mail at [help@usf.edu](mailto:help@usf.edu) or by phone at (866) 974-1222. Please note, your instructor is not responsible for student technical difficulties and will not excuse assignments that are late, incorrect, or incomplete as a result of these technical difficulties. On the rare occasion of a USF system failure that impacts Canvas and/or *MyReviewers*, your instructor will decide on how to proceed with due dates.

## Canvas

This course uses USF's learning management system, Canvas. If you need help learning how to use Canvas, you may access the Canvas Guide and/or contact USF's IT department at (813) 974-1222 or [help@usf.edu](mailto:help@usf.edu).

## MyReviewers

*MyReviewers* is a tool used by USF's First Year Composition program to upload essays for review, access rubric grading criteria, conduct peer reviews, access Community Comments, and review instructor feedback. Your instructor uses *MyReviewers* to grade intermediate and final versions of major projects, peer reviews, and revision plans. You will use *MyReviewers* to upload your early, intermediate, and final drafts of major projects, give feedback on your peers' intermediate drafts, and complete revision plans.

View the *MyReviewers* [Student Manual \(Links to an external site.\)](#)[Links to an external site.](#) for answers to common questions. For technical difficulties, submit a [Help Ticket \(Links to an external site.\)](#)[Links to an external site.](#) as soon as possible (your instructor cannot complete this help ticket for you).

## Email Exchanges

Emails to your instructor must be sent from a mail.usf.edu account and composed professionally. Your instructor will make every effort to respond to emails that conform to these guidelines within 72 hours except over designated university holidays, semester breaks, or after your instructor's contracted employment ends. Remember that emails between students and instructors are public and professional communication. You will want to include a relevant subject header, the instructor's preferred name/title, a closing, and a clear, polite message.

## **Cell Phones and Computers in Class or Conferences**

Electronics are used in class only in ways that aid learning and never in ways that interfere. Your instructor will let you know when/if laptops/tablets will be used in class to aid learning. Present your instructor with a memorandum from Student Disability Services (SDS) if a computer is a recommended class accommodation. If laptops/tablets are used in class as part of a scheduled class assignment, respect your classmates and instructor by not distracting them with videos, posts, emails on your screen or even just by being completely absorbed in your laptop/tablet. If you need to have your cell phone on due to a special situation, let your instructor know before class starts, sit by the door, and step out if you have to take a call or text.

## **Class Recordings**

Students are *not* permitted to record class lectures or discussions without the permission from the instructor. Additionally, students are *not* permitted to sell notes or tapes of class lectures.

## **Course Policies: Student Expectations**

### **Academic Integrity of Students**

Academic integrity is the foundation of the University of South Florida System's commitment to the academic honesty and personal integrity of its university community. Academic integrity is grounded in certain fundamental values, which include honesty, respect, and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. The final decision on an academic integrity violation and related academic sanction at any USF System institution will affect and be applied to the academic status of the student throughout the USF System, unless otherwise determined by the independently accredited institution. (See [Academic Integrity of Students – USF System Regulation 3.027 \(Links to an external site.\)](#)[Links to an external site.](#)).

### **Student Academic Grievance Procedures**

The purpose of these procedures is to provide all undergraduate and graduate students taking courses within the University of South Florida System an opportunity for objective review of facts and events pertinent to the cause of the academic grievance. An "academic grievance" is a claim that a specific academic decision or an action that impacts the grievant's academic record or status has violated published policies and procedures or has been applied to the grievant in a manner different from that used for other students.

For further review of the procedure, see the [USF's Academic Grievance Procedure \(Links to an external site.\)](#)[Links to an external site.](#). If you have a grievance, first meet with your instructor to discuss the grade grievance. Should you wish to proceed with a grade grievance after the instructor meeting, contact Dr. Alaina Tackitt, Associate Director of First Year Composition, by emailing [atackitt@usf.edu](mailto:atackitt@usf.edu) for a grade grievance conference. In this conference, you should be prepared to specify precisely why your instructor's specific academic decision or action has violated published policies and procedures or has been applied to you in a manner different from that used for other students in your class.

## **Disruption to Academic Processes**

Disruptive students in the academic setting hinder the educational process. Disruption of the academic process is defined as the act, words, or general conduct of a student in a classroom or other academic environment, which in the reasonable estimation of the instructor (a) directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations or (b) presents a danger to the health, safety, or well-being of self or other persons. (See [Disruption of Academic Process - USF System Regulation 3.025. \(Links to an external site.\)](#)[Links to an external site.](#))

## **Disability Access**

Students with disabilities are responsible for registering with Student Disabilities Services (SDS) in order to receive academic accommodations. SDS encourages students to notify instructors of accommodation needs at least 5 business days prior to needing the accommodation. A letter from SDS must accompany this request.

## **Sexual Misconduct/Sexual Harassment Reporting**

USF is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence ([USF System Policy 0-004 \(Links to an external site.\)](#)[Links to an external site.](#)). The USF Center for Victim Advocacy and Violence Prevention is a confidential resource where you can talk about incidents of sexual harassment and gender-based crimes, including sexual assault, stalking, and domestic/relationship violence. This confidential resource can help you without having to report your situation to either the Office of Student Rights and Responsibilities (OSSR) or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO), unless you request that they make such a report. Please be aware that in compliance with Title IX and under the USF System Policy, *educators must report incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. If you disclose any of these situations in class, in papers, or to your instructor personally, she/he is required to report it to OSSR or DIEO for investigation.* Contact the USF Center for Victim Advocacy and Violence Prevention: (813) 974-5757.

## Attendance Policy

First day attendance is mandatory (USF System Policy 10-006). The first day class roll is used by instructors to drop students from the course who do not attend the first class meeting.

Being present in class allows you more interaction with your instructor and peers, clarity related to upcoming assignments; practice of critical reading, thinking, and writing skills, understanding of project/activity introductions and modeling of concepts and processes that will help you make connections to your writing projects; and provide opportunities to ask questions, offer insight, and gain perspectives. Additionally, in-class assignments, projects, quizzes, etc. cannot be made up. Missing these assignments will affect your final grade. The best way to avoid losing points due to absences is to be in class each day and attend all conferences.

Attendance, required for all course meetings and conferences, is recorded using the Canvas application Roll Call Attendance, which calculates the total percentage of the course that you have attended. This percentage constitutes your attendance score. **Your instructor may choose to assign a failing grade to those students whose attendance score falls below a 67%.**

## Documented Absences

Please alert your instructor in advance regarding documented absences, which are [defined as follows \(Links to an external site.\)](#)[Links to an external site.:](#)

- Court Imposed Legal Obligations (Jury Duty, court subpoena, etc.)
- Military Duty
- Religious Holy Days (early notification is required at the beginning of the term – USF System Policy 10-045)
- USF Athletics Participation: If you intend to miss class or an announced examination because of participating in a scheduled USF athletics event, you must present a schedule of the event(s) to your instructor by the **third** week of the semester.
- Ongoing Medical Conditions: If you're facing extenuating medical circumstances, such as a debilitating illness or injury that prevents you from attending class or completing assignments, you must work with the appropriate on-campus organization (Center for Victim Advocacy & Violence Prevention, Students with Disabilities Services (SDS), and Students of Concern Assistance Team (SOCAT). The organization will serve as your liaison and help the instructor determine appropriate action.

## Common Attendance Situations

- If you face an emergency situation (e.g., a car accident, unexpected medical emergency, or serious injury/death of an immediate family member) that necessitates a class absence, your instructor may ask for documentation of the absence.

- Instructors may count any student absent who is not engaged with the class (e.g., sleeping, texting, doing work for another class, or otherwise not paying attention). Instructors may also mark you absent if you come to class or conferences unprepared.
- Missing a scheduled conference with your instructor counts as one absence.
- Leaving class before the instructor dismisses you will result in an absence, regardless of how much of the class session you have attended.

## Temporary Academic Accommodations

While temporary impairments, such as broken bones, surgery recovery, and short-term illnesses, are not covered by the Americans with Disabilities Act (ADA) as this law applies only to permanent disabilities, resources through the Student Disability Services (SDS) may be available to assist you in your classes and on campus at the University of South Florida. Students requesting temporary academic accommodations from SDS will submit an Application for Accommodations and Services and medical documentation of the temporary impairment. This documentation could be a letter from a physician or medical documents, showing the nature and extent of the injury. Alternately, the student's physician may complete the "[Verification Form for Students with Temporary Impairments.](#)" ([Links to an external site.](#))[Links to an external site.](#) All forms are available at <http://www.sds.usf.edu> ([Links to an external site.](#))[Links to an external site.](#), in the "Forms" section. Accommodations for *temporary* impairments may include the following:

- Services of note takers
- Use of a computer or recorder in class
- Accommodated class examinations
- Permission to move about in class
- Flexible attendance policy

## Tardiness

Please respect your classmates and your instructor by getting to class on time. Your instructor may choose not to accept any work missed due to tardiness. Tardiness counts as 50% of a presence. Because conferences and small group activities meet for shorter periods of time, tardiness is not acceptable and will result in an absence.

## Turnitin.com

You may be asked to turn in your work through Canvas, which uses Turnitin.com to generate a similarity report for your instructor. This similarity report shows if and how another author's work was used in the assignment. Instructors may use this similarity report and other materials provided by Turnitin.com to recognize and respond to cases relating to Academic Integrity.

## End of Semester Evaluations

At the end of the semester, your instructor will ask you to complete an evaluation of the course. Evaluations are anonymous and are not shared with your instructor until after grades have been submitted.

## Emergency Plans

If an emergency occurs while you are in the classroom, dial 911 to reach USF Police (or on their non-emergency number, 813-974-2628). Depending on the complexity and type of emergency, normal class schedules may be suspended.

If it is necessary for USF to suspend normal operations due to any emergency situation, USF may opt to continue delivery of instruction through methods that include but are not limited to Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. It is your responsibility to monitor the Canvas site for each class for course specific communication, and the main USF, college, and department websites, emails, and MoBull messages for important general information.

## Additional Resources

Plagiarism Policies: <http://hosted.usf.edu/FYC/resources/student-resources/>

[Students with Disabilities Services \(Links to an external site.\)](http://www.usf.edu/student-affairs/student-disabilities-services/)[Links to an external site.:](http://www.usf.edu/student-affairs/student-disabilities-services/)

<http://www.usf.edu/student-affairs/student-disabilities-services/>

[USF Counseling Center \(Links to an external site.\)](http://www.usf.edu/student-affairs/counseling-center/)[Links to an external site.:](http://www.usf.edu/student-affairs/counseling-center/)

<http://www.usf.edu/student-affairs/counseling-center/>

[USF Center for Victim Advocacy and Violence Prevention \(Links to an external site.\)](http://www.sa.usf.edu/advocacy/page.asp?id=72)[Links to an external site.:](http://www.sa.usf.edu/advocacy/page.asp?id=72) <http://www.sa.usf.edu/advocacy/page.asp?id=72>

[FYC Student Resources \(Links to an external site.\)](http://hosted.usf.edu/FYC/resources/student-resources/)[Links to an external site.:](http://hosted.usf.edu/FYC/resources/student-resources/)

<http://hosted.usf.edu/FYC/resources/student-resources/>

Writing Commons: <https://writingcommons.org/>

[USF Writing Studio \(Links to an external site.\)](http://www.lib.usf.edu/writing/)[Links to an external site.:](http://www.lib.usf.edu/writing/)

<http://www.lib.usf.edu/writing/>

[USF INTO Program \(Links to an external site.\)](http://www.usf.edu/intousf/)[Links to an external site.:](http://www.usf.edu/intousf/)

<http://www.usf.edu/intousf/>

[USF INTO Pathways Program \(Links to an external site.\)](http://www.usf.edu/intousf/programs/pathways.aspx)[Links to an external site.:](http://www.usf.edu/intousf/programs/pathways.aspx)

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