COURSE TITLE: Communication Skills I
COURSE NUMBER: ENC 1101

COURSE DESCRIPTION (with prerequisites):
This course in English composition is designed to prepare a student to write successfully throughout a four-year college career. Theme assignments deal with narrative, descriptive, expository, and argumentative writing. Brief oral presentations are required. A documented essay is required. ENC 1101 fulfills 8,000 words of the Gordon Rule writing requirement. Prerequisite: Acceptable placement scores in writing (or a grade of “C” or higher in ENC 0025) and reading (or a grade of “C” or higher in REA 0017). A grade of “C” or higher must be earned to enroll in ENC 1102 or to use this course as part of the general education requirement in English.
4 semester hours credit.

NAME(S) OF INSTRUCTORS:
Lindsay Boone
Sarah Clemmons, Ph.D.
Sue Colombo
Geraldine DeFelix
Richard Hinson
Luwana Locke
Amie Myers
Pam Rentz
Milinda Stephenson, Ph.D.
Rachel West
David Williams

EFFECTIVE ACADEMIC YEAR:
2011-12

REQUIRED TEXTBOOKS AND INSTRUCTIONAL SUPPLIES:


4. One (1) flash drive
**GRADING POLICY:**
The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

A – 90 – 100
B – 80 – 89
C – 70 – 79
D – 60 – 69
F – 59 or less

The Chipola Catalog provides policies and procedures regarding the grading system. A student’s Grade Point Average is derived from the grading system/quality point scale.

**ATTENDANCE AND WITHDRAWAL POLICIES:**
Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

**MAKE-UP POLICY:**
Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

**ACADEMIC HONOR CODE POLICY:**
Students are expected to uphold the Academic Honor Code. Chipola College’s Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

**STUDENTS WITH DISABILITIES POLICY:**
Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola’s goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.
LIBRARY AND ON-LINE REFERENCE MATERIALS:
The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books and electronic databases can be accessed by using the LINCCWeb icon on the Chipola Library website at www.chipola.edu/library. If you have questions about database usage consult the “How to Use the Chipola Databases” on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

TECHNOLOGY RESOURCES:
The Information Technology Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website. The ACE Lab, located in Building L, is available for tutoring and is equipped with computer workstations. Lab hours are posted each semester at the room entrance. The college’s learning management system is Desire 2 Learn (d2l). Classes become available on d2l on the first day of the semester. It is the student’s responsibility to log onto the d2l system the first day of class to establish the first day of attendance and to check announcements. For further information, contact your instructor or the Director of Online Learning.

ELECTRONIC DEVICE USAGE:
All electronic devices such as cell phones, beepers, pagers, and related devices are to be silenced prior to entering classrooms and/or laboratories to avoid disruption. Should it become necessary for a student to leave his/her “device” on to send or receive an emergency call and/or text message, the student must inform the instructor prior to class. If the student finds it necessary to send and/or receive an emergency call and/or text message during class/lab time, he/she is instructed to take all books and belongings and step outside the classroom to deal with the situation. To minimize classroom disruption and the distraction to classmates, the student will not be permitted to reenter the classroom during that class period. Any time a test is being administered, all such devices must be turned off and put away. If a device is seen or heard during an exam, a score of zero will be given for that exam. Initial and repeated infractions may result in disciplinary action.

DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:
ENC 1101 is a General Education core course in Area 4—Communication

The purpose of the communications area in the core curriculum is to enable the student to read critically and communicate effectively in clear and correct English.

C-1 Demonstrate the writing process through various formats using the conventions of Standard American English.

C-2 Use rhetorical modes effectively in written and oral communication.
C-3 Illustrate critical thinking in writing or oral communication.
C-4 Construct a documented essay using research and technology skills.
C-5 Analyze universal human experiences in essays and literature.

<table>
<thead>
<tr>
<th>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR ENC 1101</th>
<th>DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES</th>
<th>ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES</th>
<th>LEARNING ARTIFACTS FOR AA PROGRAM ASSESSMENT</th>
</tr>
</thead>
</table>
| • Select an appropriate topic for the length of the assignment.  
  • Formulate a thesis that focuses the essay.  
  • Demonstrate the ability to write essays employing various rhetorical models.  
  • Develop the thesis by providing clear organization and detailed support.  
  • Demonstrate the ability to write using correct sentence structure, grammar, word usage, and diction.  
  • Revise, edit, and proof units of discourse to ensure clarity, consistency, and conformity to the conventions of Standard American English.  
  • Demonstrate the conventions of Modern Language Association documentation.  
  • Present and respond to text orally to peers and instructor.  
  • Demonstrate the ability to analyze a reading selection.  
  • Demonstrate the ability to use library and electronic resources. | C-1  
  C-1  
  C-1, C-2  
  C-1  
  C-1  
  C-1  
  C-4  
  C-3, C-5  
  C-3, C-5  
  C-4 | W, E, DE,  
  W, E, DE, EX  
  W, E, DE, EX  
  W, E, DE, EX  
  W, E, H, EX  
  W, E, H, EX  
  DE, RP  
  RPT, Proj  
  Q, RPT, W, H, DB  
  DE, RP, | A compilation of student essays and writing assignments |
**Assessment Codes**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>Tests</td>
</tr>
<tr>
<td>Pre/Post</td>
<td>Pre- and Post-Tests</td>
</tr>
<tr>
<td>OT</td>
<td>Objective Tests</td>
</tr>
<tr>
<td>UT</td>
<td>Unit Tests</td>
</tr>
<tr>
<td>Q</td>
<td>Quizzes</td>
</tr>
<tr>
<td>F</td>
<td>Final Examination</td>
</tr>
<tr>
<td>CF</td>
<td>Cumulative Final</td>
</tr>
<tr>
<td>EX</td>
<td>Departmental Exam</td>
</tr>
<tr>
<td>SE</td>
<td>Nat'l or State Standardized Exam</td>
</tr>
<tr>
<td>RPT</td>
<td>Report/Presentation</td>
</tr>
<tr>
<td>SP</td>
<td>Skills Performance</td>
</tr>
<tr>
<td>SD</td>
<td>Skills Demonstration</td>
</tr>
<tr>
<td>W</td>
<td>Writing Assignments</td>
</tr>
<tr>
<td>E</td>
<td>Essays</td>
</tr>
<tr>
<td>DE</td>
<td>Documented Essays</td>
</tr>
<tr>
<td>RP</td>
<td>Research papers</td>
</tr>
<tr>
<td>J</td>
<td>Jury</td>
</tr>
<tr>
<td>R</td>
<td>Recital</td>
</tr>
<tr>
<td>Proj.</td>
<td>Projects</td>
</tr>
<tr>
<td>Exp.</td>
<td>Experiments</td>
</tr>
<tr>
<td>Cap. Proj.</td>
<td>Capstone Project</td>
</tr>
<tr>
<td>Cap. Course</td>
<td>Capstone Course</td>
</tr>
<tr>
<td>Prac.</td>
<td>Practicum</td>
</tr>
<tr>
<td>Intern.</td>
<td>Internship</td>
</tr>
<tr>
<td>H</td>
<td>Homework</td>
</tr>
<tr>
<td>PS</td>
<td>Problem Solving</td>
</tr>
<tr>
<td>DB</td>
<td>Discussion Board</td>
</tr>
<tr>
<td>BO</td>
<td>Behavioral Observation</td>
</tr>
<tr>
<td>Clin.</td>
<td>Clinicals</td>
</tr>
<tr>
<td>CS</td>
<td>Case Study</td>
</tr>
<tr>
<td>CP</td>
<td>Case Plan</td>
</tr>
<tr>
<td>Port.</td>
<td>Portfolio</td>
</tr>
<tr>
<td>Obs.</td>
<td>Teacher Observation</td>
</tr>
<tr>
<td>Sk. Check</td>
<td>Skills Check-off</td>
</tr>
<tr>
<td>Curriculum Frameworks</td>
<td></td>
</tr>
<tr>
<td>JP</td>
<td>Judged</td>
</tr>
<tr>
<td>Port.</td>
<td>Performance/Exhibition</td>
</tr>
</tbody>
</table>

MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:

1. Each student will be expected to read all material assigned in the syllabus.

2. Each student will be responsible for working on his/her areas of weakness. The instructor may assign remediation work and make an appointment with the student in the writing center during scheduled hours.

3. Pop quizzes, and/or weekly quizzes, may be used by the instructor to assess student progress and assign grades as indicated under Grading Policies.

4. Impromptu class essays, assigned class essays, and/or out-of-class essays will be required and graded on a regular basis.
   
   Approximately 8,000 words will be required in order for any student to receive a satisfactory grade of at least a “C.” Multiple essays, including a documented essay (research paper), must be written by each student. Short writing exercises may be used to teach specific objectives. Final drafts will be prepared on a computer, under the supervision of the instructor. Each essay is expected to be neat, edited for careless errors, and turned in on time. Each instructor may specify other requirements. Make-up work is the responsibility of the student, as covered elsewhere under Attendance and Withdrawal Policies.

5. PLAGIARISM is academic dishonesty and may be defined as submitting another’s work as your own. It includes failure to use quotation marks or other conventional marking around material quoted from any printed or electronic source. Plagiarism shall also include paraphrasing a specific source without indicating accurately what the source is. Plagiarism shall further include downloading essays or letting another person compose or rewrite a student’s written assignment. **Plagiarism will result in a zero (0) for the assignment.**

Each instructor is responsible for conducting class in an orderly, efficient, professional manner and following this syllabus. All of each class period will be composed of a recognizable part of the subject matter of the course and syllabus, relating to one or more of the above objectives. The instructor is expected to be the expert, the authority, on the content of the course and is further expected to assist the student in mastering this content. In order to do
this the instructor will discuss the assigned reading and will carefully evaluate all written or oral work used in determining grades as specified in the syllabus.

Each instructor will be scheduled in the ACE three hours each week for help sessions. Help session hours, as well as scheduled office hours, are posted on the instructor’s office door, when he/she is available to assist students. Students are encouraged to take advantage of these times and opportunities for conferences.

ASSIGNMENT AND/OR COURSE OUTLINE

First Week: INTRODUCTION to the course and Writing Center

Reading: Back to the Lake (BL)
Chapter 1, “Good Writers Are Good Readers,” pp.2-11

LB Brief (LBB)
“The Writing Situation,” pp. 2-9
“Invention,” pp. 9-14

Writing: Diagnostic Essay

Grammar: MyCompLab Exercises on invention

Second and Third Weeks: THE WRITING PROCESS


LBB, “The Writing Process”
3. “Revising and Editing,” pp. 28-41

Writing: Revise Diagnostic Essay and review basic sentence structure. Formal thesis statement and outline required. Grading emphasis on outlining and structure.

Grammar: MyCompLab exercises on thesis and organization

Fourth and Fifth Weeks: EXEMPLIFICATION

Reading: BL, Chapter 5, “Example,” pp. 166-208
(At least four essays from this chapter will be selected by your instructor for analysis.)

Writing: Exemplification Essays, rough and revised drafts. Grading emphasis on structure, grammar, substantial content, and specificity.

Grammar: MyCompLab assignment: _______________________________________

Sixth and Seventh Weeks: COMPARISON AND CONTRAST
Reading: BL, Chapter 7, “Comparison and Contrast,” pp. 257-305
(At least four essays from this chapter will be selected by your instructor for analysis.)
LBB, “Clarify and Style,” pages as assigned
“Sentence Parts and Patterns,” pages as assigned

Writing: Comparison/Contrast Essays, rough and revised drafts. Grading emphasis on structure, grammar, substantial content, specificity, conciseness, and diction.

Grammar: MyCompLab assignment: ________________________________

Eighth and Ninth Weeks: CAUSE AND EFFECT

Reading: BL, Chapter 10, “Cause and Effect,” pp. 429-486
(At least four essays from this chapter will be selected by your instructor for analysis.)
LBB, “Clarify and Style,” pages as assigned
“Sentence Parts and Patterns,” pages as assigned

Writing: Cause/Effect Essays, rough and revised drafts. Grading emphases on structure, grammar, substantial content, specificity, conciseness, diction, punctuation, and capitalization.

Grammar: MyCompLab assignment: ________________________________

Tenth through Twelfth Weeks: ARGUMENTATION

Reading: BL, Chapter 11, “Argumentation,” pp. 487-583
(At least four essays from this chapter will be selected by your instructor for analysis.)

Writing: Argumentation draft and Documented Argumentation Grading emphasis on structure, grammar, substantial content, specificity, conciseness, diction, punctuation, capitalization, and documentation.

Documentation: LBB, “Writing Arguments,” pp. 103-120
“Research and Documentation,” pp. 374-490
BL, Appendix: Using Sources in Your Writing,” pp. 638-668

Thirteenth and Fourteenth Weeks: CLASSIFICATION AND DIVISION

Reading: BL, Chapter 8, “Classification,” pp. 306-361
(At least four essays from this chapter will be selected by your instructor for analysis.)

Writing: Division/Classification Essays, rough and revised drafts. Grading emphasis on structure, grammar, substantial content, specificity, conciseness, diction, punctuation and capitalization.

Fifteenth Week: Review and write practice essays for department final examination essay.


**GRADING**
(Staple this sheet inside each student's portfolio.)

The Chipola College grading scale, which **must** be used, is as follows:
Extra points will not be added to assignments or averages to achieve these grades.

- A......................90-100
- B......................80- 89
- C..........................70- 79
- D.............................60- 69
- F..............................Under 60

**Bonus assignments and points will not be given.**

Below is the chart which teachers will use to record student grades in the course. Divide the possible score into student score to get the grade.

**PORTFOLIO ORGANIZATION**
**MEANS OF ASSESSMENT FOR LEARNING OUTCOMES**

<table>
<thead>
<tr>
<th>No. of words</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td></td>
</tr>
</tbody>
</table>

1. Diagnostic Essay
2. Example essay rough draft
3. Example essay revised draft
4. Comparison/Contrast essay rough draft
5. Comparison/Contrast essay revised draft
6. Cause/Effect essay rough draft
7. Cause/Effect essay revised draft
8. Argumentative essay rough draft
9. Argumentative essay documented
10. Division/Classification essay rough draft
11. Division/Classification essay revised draft
12. Departmental Final examination
13. Misc. average (quizzes, oral presentation, short writing assignments)
14. MyCompLab (50% completion, 50% final Diagnostic Exam Score)

**TOTAL WORDS:** Approximately 8,000+

Drafts and revisions are at the discretion of the instructor.
All assignments must be kept in student portfolios and submitted to the Department Office at the end of each semester.

See your Instructor First Day Handout for individual instructor assignment schedule.