



CHIPOLA COLLEGE

COURSE SYLLABUS

Chipola's website: www.chipola.edu

COURSE TITLE:

Advanced Expository Writing

COURSE NUMBER:

ENC 3311

COURSE DESCRIPTION (with prerequisites):

A course teaching the techniques for writing prose, excluding fiction, in which student essays are extensively criticized, edited, and discussed with the instructor.

NAME(S) OF INSTRUCTORS:

Dr. Pam Rentz

Office Hours: Available during office hours for individual assistance.

526-2716, xt. 3287

rentzp@chipola.edu

EFFECTIVE ACADEMIC YEAR:

2015-2016

REQUIRED TEXTBOOKS AND INSTRUCTIONAL SUPPLIES:

100 Ways to Improve Your Writing by Gary Provost, published by Signet, ISBN-10; 0451627210 (ISBN-13: 978-0451627216)

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 college's learning management system is **Canvas**. Classes become available on Canvas on the first day of the semester. It is the student's responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of eLearning. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues in accessing or utilizing Canvas. 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.

FREE TUTORING RESOURCES:

The Academic Center for Excellence (**ACE**) Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. ACE lab hours are posted each semester at the room entrance and on the website. Additionally, Chipola College has contracted **Smarthinking**, a Pearson Company, for online tutoring services, accessible especially from 5 p.m. to 8 a.m. and weekends. Smarthinking can be accessed through Canvas.

ELECTRONIC DEVICE USAGE STATEMENT:

Classrooms should be free of all unnecessary distractions from the task of learning. Therefore, as a general rule, students should silence and avoid use of all electronic devices (laptops, phones, tablets, etc.) not being used for coursework. Consult first-day handouts for any specific policies related to the use of electronic devices in the classroom, as they may vary depending upon the nature of the course or the guidelines of the instructor. Faculty reserve the right to regulate the use of electronic devices and their accessories in class.

DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:

- E – 1 Demonstrate understanding of instructional design and lesson planning by applying concepts from human development and learning theories.
- E – 2 Demonstrate ability to maintain a student-centered learning environment that is safe, organized, equitable, flexible, inclusive and collaborative.
- E – 3 Demonstrate effective instructional delivery and facilitation by utilizing deep and comprehensive knowledge of core content.
- E – 4 Demonstrate understanding of assessment by analyzing and applying data from multiple assessments to diagnose learning needs and inform instruction.
- E – 5 Demonstrate continuous improvement by designing purposeful goals to strengthen instructional effectiveness and impact student learning.
- E – 6 Demonstrates professional responsibility and ethical conduct and fulfills expected obligations to students, the public, and the education profession.

LINKING COURSE-LEVEL STUDENT LEARNING OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES, ASSESSMENT METHODS, AND ARTIFACTS			
STUDENT LEARNING OUTCOMES FOR ENC 3311	NCTE Standards English	Florida Competencies and Skills: English 6-12	ASSESSMENT METHODS USED BY FACULTY**
The student will: Assess and meet the reader's need for a clear, concise, complete, and creative message	5	1.2, 1.3, 1.4, 7.3, 7.4, 7.5	SP, W, E, RP, DE, Proj., H,

Choose an appropriate tone, style, and format to meet the reader's need	4, 5	1.4, 2.2, 2.3, 7.5	SP, W, E, RP, DE, Proj., H,
Critique media and other sources for credibility based on historical context, political bias, and other criteria	6, 7, 8	1.2, 1.4, 5.3, 5.4, 5.5,	W, E, DE, RP
Research, draft, and complete essays that use logic, precision, and relevant documentation to persuade, inform, or explain the writer's point of view	4, 5, 7, 8	2.3, 7.2, 7.3, 7.4, 7.5	DE, RP, SD
Analyze selected readings for stylistic sophistication, use of rhetorical mode, and context of evidence	1,3, 4, 6	1.4, 2.3, 4.1, 5.4, 7.1,	Proj, W,
Analyze and integrate the study of writing with the study of language, grammar, mechanics, and usage	4, 6	1.1., 1.2, 1.3, 2.3, 3.2, 7.3, 7.5	E, W, DE, RP,

****Assessment Codes**

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

Teacher facilitated: The teacher will be leading class discussions on the material contained in the text during class periods.

Student-centered: The students will take notes, practice writing, and make several presentations during class periods.

ASSIGNMENT AND/OR COURSE OUTLINE

Course Requirements:

Students will be required to complete the following:

1. **Readings/Journal:** Students will complete all assigned readings, analyzing for style, rhetorical mode, and content. A reading journal will be submitted once per week to guide class discussion. The journal submission should be one typed, double-spaced page which analyzes and reflects on the selection and poses questions for discussion.
2. **Annotated Bibliography:** Using MLA or APA style, create an annotated bibliography on some specific aspect of expository writing: creating conciseness, word choice, using punctuation for effect, gender bias in writing; the possibilities are limitless. Topics should be approved by the instructor prior to assembling the bibliography. A minimum of ten scholarly sources should be used through a variety of formats: print, on-line, visual, interview, etc. The sources must be reviewed for credibility and sound evidence.
3. **Documented argument:** Using information gained through research, write a three to five page paper explaining the significance of the topic of the annotated bibliography. Use MLA or APA in-text citations.
4. **Description essay:** Compose an essay of an observation, place, or travel experience, using sophisticated methods of descriptive writing.
5. **Audience /Voice essay:** Rewrite the descriptive essay from a different point of view and for a different audience.
6. **Documented Argumentation:** Taking an issue arising from the text selections, frame an argument. Using academic research, compose an 8-10 page essay to defend a position, incorporating logos, pathos, ethos, and refutation. Use MLA or APA format for in-text citations.

Assignments are due at the beginning of class and are considered “LATE” after the moment the instructor takes them up. Any task received late will result in a 10 point deduction PER DAY. THIS WILL ONLY BE VALID FOR A 48 HOUR PERIOD. AFTER THOSE 48 HOURS, THE GRADE WILL GO TO A ZERO.

PARTICIPATION AND ATTENDANCE – 10%

*Participation grade is earned by achieving a satisfactory participation grade on in-class assignments. Consider that you are not able to participate if you are not in class. You will see later in the syllabus that being on your cell phone will cause points to be deducted from your participation grade.

You will receive two grades in this category: one for attendance, the other for participation.

GRADE ONE: ATTENDANCE - The following scale will be used to calculate the attendance grade based on unexcused absences per 50-minute class period. The first 3 absences can be missed for any reason and no deduction will be made. After the third absence, the following will take effect:

0 to 3 absences.....	100
4th absence.....	90
5th absence.....	70
6th absence.....	60
Over 6 absences.....	0

Being tardy will result in a 5-point deduction per tardy, beginning after the third tardy.

GRADE TWO: PARTICIPATION – Participating in class discussion and activities is an important component of the learning process. You are expected to participate in these discussions and activities and not be distracted by nonrelated items or activities. Having your laptops open or text messaging during class, working on assignments not related to this class, or, being on websites not related to the course content (such as Myspace and Facebook) will result in point deductions for each offense.

Your participation grade will be decreased **each** time you engage in non-class related activities, including all the aforementioned.

1st offense.....	90
2nd offense.....	70
3rd offense.....	50
Over 3 offenses.....	0

Grading Criteria:

Reading/Journal	15%
Annotated Bibliography	15%
Documented Argument	15%
Descriptive Essay	15%
Audience/Voice Essay	15%
Documented Argument	15%
Participation	10%

Make-up Policy:

Permission to submit make-up work will be granted following a conference with the instructor. The conference will assist in determining the legitimacy of the absence and, if necessary, the most appropriate means of submission. Learning the content of the course is highly dependent upon class participation and discussion; therefore, class attendance is paramount to your education and grade.

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