

ENC 1102: Composition 2

Spring 2020

Instructor: Justiss Burry	Course day/time: T/H, 9:30 and 11:00am
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Office: CPR 317	Office Hours: T/H 1pm-2:30pm

Overview

Welcome to First Year Composition (FYC)! We are excited to have you as a new or returning member of our community.

ENC 1102 is a required prerequisite for courses across USF and provides the foundation for the development of skills associated with academic writing and critical thinking that will be necessary in your academic work, as well as your personal and professional communication and reasoning.

The syllabus will provide an overview of the course content and construction and serve as your reference for program policies. Your Instructor will serve as your main point of contact. Additional classroom policies may be provided by your Instructor within the Course Overview module.

Catalog Description: [ENC 1102 Composition 2](#) (3 Credit Hours). This course emphasizes argument, research, and style. As students engage in creative and critical thinking, they learn to support assertions based on audience and purpose; students apply library research, strategies for revision, and peer response.

Course Prerequisites: The [prerequisite](#) is ENC 1101 (or the equivalent, i.e. passing the CLEP exam).

Course Objectives: The First Year Composition Program aligns [USF's institutional mission and vision](#) and the [mission of the College of Arts and Sciences](#) with the [mission](#), [vision](#), and [values](#) of the Department of English. Our approach, which is inspired by the [Framework for Success in Postsecondary Writing](#), is designed to provide specific and meaningful student learning outcomes.

Student Learning Outcomes: By the end of this course, students will be able to:

1. Apply academic conventions of writing across various assignments and audiences;

2. Locate information relevant to specific tasks from a range of sources;
3. Read and analyze texts closely for critical comprehension and to isolate and integrate information;
4. Construct and deconstruct arguments and demonstrate clear and critical thinking through argumentative writing;
5. Identify disciplinary practices and begin to situate themselves as scholars; and
6. Demonstrate confidence in collaborative writing and in a personal approach to planning, creation, review, and revision.

Required Course Material and Resources: The course content for ENC 1102 is embedded within the [Canvas](#) course management system and makes use of external software such as [Google Suite](#), [Perusall](#), and [Flipgrid](#) to create a digital ecology that allows students to communicate and collaborate. No additional texts need to be purchased. Students will be required to access and navigate digital spaces, which requires students to have access to software and hardware, to take responsibility for seeking support from University partners as needed, and to communicate with Instructors and peers.

Students will be required to purchase access to [USF Writes](#), which is a digital, instructional tool that enhances writing pedagogy by providing a robust feedback platform that works in tandem with other tools and technologies. *USF Writes* facilitates student learning by promoting formative feedback, and enhancing the revision process, supporting Instructor responsiveness.

General Education Fulfillment: ENC 1102 is part of the USF's [Enhanced General Education Curriculum](#). A minimum grade of C- is required to fulfill this State core requirement.

Class Format: All sections of ENC 1102 share a distributed syllabus that has been designed as a face-to-face course. While all sections share student learning outcomes, modules, formative assessment, and grading processes, Instructors are encouraged to individualize classroom practices and approaches to fit the needs of students within individual sections.

The design of ENC 1102 is intended to provide students with all the required and supplemental material before class so that students can work independently to absorb content and so that class interactions can serve to deepen student understanding of the content through guided collaboration and practice.

Students are required to have regular access to [Canvas](#), [USF Writes](#), and related platforms and to work independently and collaboratively in digital and F2F spaces. Students are required to prepare for class, attend class, arrive on time, and participate

in class activities and discussions. Participation is a graded component of the class, and students who are distracted or disruptive in class risk losing participation points.

ENC 1102 is structured around two major projects that are broken into assignments. Without completing and submitting all required work on time and attending class regularly, earning the required C- in ENC 1102 will not be possible. Students are encouraged to make use of all associated resources and support structures, including your Instructor. Office hours are available for one-on-one questions and support as needed.

ENC 1102 requires communication and collaboration with peers. [Canvas](#), [USF Gmail](#), *USF Writes*, and Google Docs will serve as the main location for communication and collaboration. Many students also share contact information to expand communication options and platforms. All official communication must occur in and on an official USF channel and will be public in accordance Florida's broad [Public Records Law](#). Students are expected to demonstrate the interpersonal skills required to work effectively with peers, which requires critical listening and respectful responding.

Participation, Project Descriptions, and Schedule: The table below provides an overview of the details of ENC 1102. Note that the course requires participation and the successful completion of two major projects. Activities and tasks related to each project are posted in Canvas, and assignments will be uploaded to Canvas or *USF Writes* as designated in the directions for each task.

Participation, Project Description, Schedule	%
Participation: Attendance/participation is recorded in Canvas, where the total percentage is displayed. Any absence or classroom disruption, including tardiness, will result in the loss of participation points.	10%
Project 1 (Weeks 1-9) Argument and Analysis	50%
Project 2 (Weeks 10-16) Analysis and Research	40%

Feedback: The FYC program uses [formative assessment](#) to provide actionable feedback to students. Formative assessment takes place in both Canvas and *USF Writes*. The FYC program uses task-specific rubrics to enhance accuracy and

consistency in grading. Rubrics are embedded within the tasks in Canvas and *USF Writes*. Feedback is provided in *USF Writes*. All grading takes place in Canvas.

Self Review, Peer Review, and Instructor Review take place in *USF Writes*, but no grades are assigned because the purpose of *USF Writes* is to provide feedback. Grades are assigned through tasks in Canvas that stem from the interactions in *USF Writes*.

Grading: Writing projects, homework, in-class assignments, and attendance may be graded on a percentage scale, point scale, and/or a letter-grade scale, but all translate to points. 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

Grades will be determined through application on a 1000-point scale:

A+ 1000-970 points	A 969-940 points	A- 939-900 points
B+ 899-870 points	B 869-840 points	B- 839-800 points
C+ 799-770 points	C 769-740 points	C- 739-700 points
D+ 699-670 points	D 669-640 points	D- 641-600 points

		F 599 points or fewer
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Grade Access & Distribution: Grades can be accessed in Canvas 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

Policies: Grades

Incomplete, Blank, or Incorrect Assignment Uploads: All uploads to Canvas and *USF Writes* must be completed drafts of the correct assignment. If an incomplete or blank draft or an incorrect assignment is uploaded, the submission will be counted as no submission and a score of zero will be assigned. If attempts to submit work to any platform are unsuccessful, the work must be submitted to your Instructor immediately by email with an explanation of the failed attempt and a copy of the submitted help ticket.

Late Work: Late work will not be accepted after the assigned due date and time and cannot be made up. Early work will be accepted, so preparing for any expected or documented absence should include working with your Instructor to make sure work is submitted before or on the due date. Because work is uploaded to Canvas and *USF Writes*, it can be submitted from any location. As stated above (in Incomplete, Blank, or Incorrect Assignment Uploads), work that cannot be submitted to the expected platform or software will be accepted only if emailed to the Instructor before it is due with proof that a help ticket was submitted. Work submitted to or through the wrong source will not be accepted. In other words, if an assignment should be submitted to Canvas but is emailed to the Instructor instead, it will not be considered submitted unless it is submitted correctly before it is due.

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, the FYC program encourages you to consult several sources:

- Consult with your Instructor concerning any course-related concerns.
- Contact a [Financial Aid Advisor](#) to ask how withdrawing might impact you financially.
- Ask your Academic Advisor if withdrawing will impact your progress toward the degree.

Grades of Incomplete: FYC follows the university policy concerning incomplete grades. Students may request an “[I grade](#)” only when a small portion of the student’s work is incomplete and only when the student is otherwise earning a passing grade.” Requests for an I grade should be made in writing to the Instructor during the final two weeks of class and will only be considered if the student is in good standing with a grade above C, has completed over 75% of the work, has a participation/attendance score above 75%, and provides documentation or verification consistent with university policy defining excused absences. As part of the request, the student will also submit a completion plan that suggests submission of the remaining work on a detailed schedule over the following 4-6 weeks. If the I grade is approved, it is the responsibility of the student to submit all work in accordance with the submitted plan. Late or incomplete work will result in scores of zero. “I” grades not removed by the end of the completion schedule will be changed to “IF” or “IU,” whichever is appropriate.

Extra Credit: Extra credit opportunities may be included in ENC 1102 in the form of FYC-sponsored workshops worth up to ten points each. In addition to workshop attendance, to earn extra credit students will need to present proof of completed work from the workshop to their Instructor, who will then determine the amount of credit the work deserves. No other opportunities for extra credit are available, and missed workshops cannot be replaced or made up.

Requests for Inequitable Consideration: After receiving feedback on a major assignment or at the end of the term, students may become acutely aware of their course grade and attempt to bargain with or pressure Instructors to increase their grade. Requests for individual policy exceptions or unequal treatment is a violation of FYC policy. Instructors are required to forward such requests, written or verbal, to FYC Administrators who will contact the student directly.

Policies: Technology and Media

Access: ENC 1102 requires students to have access to the Internet, a word processor or digitally-connected device, a printer, Canvas, and any digital platforms (such as *USF Writes*) necessary to complete the course. Lack of access to a computer is not an excuse for incomplete or unsubmitted assignments or lack of preparation for class. Printers and computer use are available through the library and campus computer labs. For assistance with technology, please can contact the [IT Help Desk](#), available by email at 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 or *USF Writes*, your Instructor will determine how to proceed. Students are expected to check their USF email account and Canvas for course updates every 24 hours.

Canvas: ENC 1102 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 [USF IT](#) or help@usf.edu.

USF Writes: Purchase and use of *USF Writes* is required. Assignments not submitted to *USF Writes* will earn a score of zero. Purchase of *USF Writes* requires a credit, debit, or gift card. *USF Writes* can be purchased starting the first week of the term, and purchase must be executed before the first assignment is due to *USF Writes*. Financial aid is generally disbursed by the third week of the term, and purchase can be made using a debit card after funds are available. The associated cost is \$47. Any interruptions in deployment that result in an inability to upload must be reported to [USF Writes](#) in the form of a help ticket.

Google Docs: Some course content is located in [Google Docs](#) and can be accessed through Canvas. Google Docs can also be accessed directly through Google suite, but students must be signed in through their [USF Gmail](#) account to access the files. The course content will not be accessible through personal Gmail accounts, so students should not email their Instructor to request access: students should use their USF Gmail account. All texts in Google Docs can be downloaded or accessed through the pdf link to guarantee that access to the content will not be dependent on an internet connection or access to Google suite.

Class Recordings: Students are not permitted to record class activities or discussions without permission from the Instructor. Because no content that students will be tested on will be delivered through course lectures, no use of related software is allowed. Classroom activities in FYC often include discussion, so recording without consent from all members of the class is a violation of student rights in addition to FYC Policy.

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 clear message, and a closing.

Cell Phones and Computers in Class: Electronics are to be used in class only in ways that are initiated and directed by the Instructor, aid learning, and engage course content directly. Your Instructor will let you know when and 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, students who engage unrelated content will lose participation points for the day. Phones may be

accessed during Instructor-initiated breaks and before or after class. If students are on any device during class that is not being used at the direction of the Instructor, the student can lose participation points, and if the behavior becomes a distraction, the Instructor will report the student to the Associate Director of FYC for a potential Disruption of Academic Process violation.

Policies: Student Expectations

Instructor Communication: Students often communicate with Instructors on topics that extend from but move beyond course content. FYC Instructors are dedicated to student learning and success and are trained to refer students to a wide range of resources on campus. Per USF's Title IX Policy ([0-0004](#)), all faculty (including adjunct instructors and graduate teaching assistants) are considered "responsible employees" and are required to promptly report allegations or instances of sexual harassment (including sexual violence) by or against any USF System employee(s), student(s), or group(s) to the University's Title IX Coordinator. Employees who work in offices designated Confidential are not mandated reporters (see Student Resources in Course Overview).

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 ([Disruption of Academic Process, USF System Regulation 3.025. 19](#)). Disruptive behavior can result in removal from the course.

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.

Attendance and participation are required and connected. There are no free or allowed absences. All unexcused absences will result in lost participation points because if you are not in class, you are not participating. Attendance is recorded using the Canvas application Roll Call Attendance, which calculates and displays the total percentage of the course attended. Attendance is required to earn participation points, but attendance alone does not guarantee full credit for participation. Students who are physically present but openly distracted or disruptive will not earn points for attendance/participation. When behavior in class impacts a student's participation

score, the Instructor will contact the student directly. If distracting or distracted behaviors continue, the Instructor will involve external stakeholders.

Roll Call Attendance in Canvas has three options: Present, Absent, Neither. To be marked as present, students must be physically present for the entire course. Students with excused absences as determined by the categories listed below will be marked Neither so that the absence does not count against them. Students who are physically present will be initially marked as present. Students who do not participate or who cause disruption or distraction in class, will be shifted from Present to Neither in Roll Call, which does not allow the student to earn points for participation but does not count against the student.

Students are required to keep up with and submit work even when absent. Work submitted before the due date will be accepted whether in class or not. Course content is available on Canvas, so students do not need to ask Instructors what material was missed. Questions about missed activities should be asked to the Instructor in person during office hours.

Students are expected to maintain above an 80% in attendance for successful completion of the course. Even in the case of excused and documented absences, students who miss more than 20% of the course should meet with the Instructor to discuss progress in the course. Instructors may apply stated policies in relation to the impact of absences on the final grade.

Students with multiple absences will be referred to university services in order to provide resources and support.

Documented Absences: Please alert your Instructor in advance regarding documented absences. According to the USF Undergraduate Catalog:

- Acceptable reasons for scheduled absences include observation of religious holy days [early notification is required at the beginning of the term, as clarified in [USF System Policy 10-045](#)], court imposed legal obligations (e.g., jury duty and subpoenas), special requirements of other courses and University-sponsored events (e.g., performances, athletic events, judging trips), and requirements of military service. Employment schedules, athletic training and practice schedules, and personal appointments are not valid reasons for scheduled absences ([Academic Policies and Procedures 13](#)).

In the case of unscheduled absences, such as “illness, injury, hospitalization, deaths in the immediate family, consequences of severe weather, and other crises,” all FYC students are required to provide “documentation or verification to excuse unscheduled

absences” to their Instructor for consideration ([Academic Policies and Procedures 13](#)). Documentation must be presented in person and will not be kept by the Instructor.

In the case of ongoing medical conditions, the Undergraduate Catalog states:

- Extended illnesses may interfere with the successful completion of courses, and in such cases a student should contact his or her College by the deadline to drop a course. After the drop deadline, students may submit an Academic Regulations Committee (ARC) [petition to drop or withdraw for medical reasons](#). Students may find additional information through their College ARC representative ([Academic Policies and Procedures 14](#)).

[SDS Accommodations](#) may include an allowance for excused absences when the absence is the result of an illness related to the diagnosis connected to the accommodation. All accommodation-related absences must be reported to the SDS Advisor by the student in order to keep the Advisor informed. Students who present their Instructor with a memo of accommodation that includes an accommodation related to absences will be allowed two absences designated as Neither so that they do not result in the loss of participation point. If accommodation-related absences reach three, the Instructor will contact the SDS Advisor directly to discuss whether or not the student is too sick to complete the course.

Tardiness: Students who are late to class will be marked absent, but they can still participate in class as long as they join the class without disruption. Students who come to class late and interrupt student activities in ways that disrupt learning will be marked absent and can be asked to leave.

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 fundamental values such as 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](#)).

Like USF, FYC is dedicated to promoting a culture that values academic integrity and honesty and enforces policies around academic dishonesty. The most common and concrete occurrence of academic dishonesty comes in the form of plagiarism. Any suspected instance of plagiarism, intentional or unintentional, will be reported to Program and Department Administrators, who will investigate the suspicion and alert

appropriate USF administrators. If there appears to be a disparity between work product and class participation, Instructors can ask to meet with students to discuss the causes. If you are ever unsure about how much help is too much help in collaborative projects, meet with your Instructor to ask.

Turnitin.com: You may be required to turn in your work through Canvas, which uses [Turnitin.com](https://turnitin.com) to generate a similarity report that will identify if and how another author's work was used in the assignment. Instructors may use the report and other materials provided by Turnitin.com to recognize and respond to cases relating to Academic Integrity.

Student Academic Grievance Procedures: The purpose of these procedures is to provide students within the University of South Florida System an opportunity for objective review of facts and events pertinent to the cause of the academic grievance. According to the [College of Arts and Sciences](#),

- An “academic grievance” is a claim that a specific academic decision or action that affects that student'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; the grade assigned was based on something other than performance in the course, or that the assignment of the grade was not consistent with the criteria for awarding of grades as described in the course syllabus or other materials distributed to the student.

If you have a grievance, immediately meet with your Instructor to discuss the situation. If the situation cannot be resolved with the Instructor, contact Dr. Alaina Tackitt, Associate Director of First Year Composition, within three weeks of the occurrence or assigned grade you wish to grieve to request a grade grievance conference (atackitt@usf.edu). In your request email, state the policy you believe the Instructor has violated, how the Instructor's decision or action has been applied to you in a manner different from that used for other students in your class, and how the action has directly impacted your score on an assignment. Also provide an overview of your meeting with the Instructor and why you believe the situation was not resolved by the meeting. After the conference and further investigation, generally including communication with the Instructor, Dr. Tackitt will decide if the grievance will be escalated to the FYC Director and the FYC Grievance Committee to continue through the process. The Associate Director of FYC can also be contacted to discuss concerns not directly related to a grade grievance.

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 five business days prior to needing the accommodation. A letter from SDS must accompany

this request. If you want or need support related to taking notes, ask your Instructor to upload a Collaborative Notes document in Canvas. Accommodations cannot be applied retroactively.

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), which 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 with 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](#)." All forms are available at <http://www.sds.usf.edu> in the "Forms" section.

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](#)). The [USF Center for Victim Advocacy](#) 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, 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/they is/are required to report it to OSSR or DIEO for investigation.

FERPA: FERPA, the Family Educational Rights and Privacy Act ([20 U.S.C. § 1232g; 34 CFR Part 99](#)), is the Federal law that protects the privacy of students' educational records. Protection under FERPA applies to all registered students at USF. FYC Instructors are not at liberty to share student information with anyone, including family or friends of the student, without direct written consent from the student to the Instructor in an email from a university account that includes what information to share with whom and a copy of a signed waiver. See the USF Registrar's page for more information. Signing a waiver and allowing your Instructor to share information with a third party does not mean the Instructor is required to do so.

Additional Information

Student Referral: As part of the university's efforts to support student safety, learning, and success, Instructors are encouraged to alert Academic Advocacy of changes in behavior or attendance patterns or any concerns related to student learning and success. One way to connect students to university resources is through use of the Refer Student button in Canvas. Instructors are encouraged to refer students as needed and to practice transparent referral when possible.

Food and Housing Insecurity: We recognize that students may encounter financial difficulties related to food or housing insecurity and that these financial issues can affect academic performance. Students with related needs are urged to contact [Feed-A-Bull](mailto:Feed-A-Bull@usf.edu) (feedabull@usf.edu) or [Student Outreach and Support](mailto:socat@usf.edu) (socat@usf.edu).

End of Semester Evaluations: At the end of the semester, you will be asked to complete an evaluation of the course. Evaluations are anonymous and are not shared with your Instructor until after grades have been submitted. FYC and USF administrators value your input on course content and instruction.

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.

University Policy Statement: Policies about disability access, religious observances, academic grievances, academic misconduct, and several other topics are governed by a central set of policies, which apply to all classes at USF.