

POLK STATE COLLEGE

ENC 1101 COLLEGE COMPOSITION I

LAKELAND DEAN'S OFFICE: LLC 2255 PHONE: (863) 297-1024

WINTER HAVEN DEAN'S OFFICE: WSC 101 PHONE: (863) 297-1020

CREDIT HOURS, PREREQUISITES AND COURSE DESCRIPTION:

3 hours Lecture, 3 credits

Prerequisite: ENC 0010 or appropriate placement examination score

This course enables students to demonstrate critical reading skills with selected expository and argumentative literature; apply principles of development, unity, and coherence in college-level writing; select and use appropriately a variety of rhetorical modes in analytical thinking and writing; demonstrate a command of college-level sentence skills in writing that evidences sentence variety and complexity, precise vocabulary, and appropriate diction, as well as standard English grammar, spelling, usage, and mechanics; and apply basic research and documentation skills.

PSC MISSION AND CORE OBJECTIVES: Polk State College is a quality-driven educational institution, providing access to affordable associate and baccalaureate degrees, career certificates, and workforce development programs, delivered by diverse, qualified faculty and staff who are committed to student learning and achievement through the consistent practice of collaboration and focus on excellence. In line with this purpose, PSC's general education develops competence in the areas of 1) Communication, 2) Critical Thinking, 3) Scientific and Quantitative Reasoning, 4) Information Literacy, 5) Diversity, 6) Culture, 7) Ethics and 8) Social Responsibility. Please see the PSC catalog for complete descriptions of these outcomes. A primary focus of this course is competence related to the areas of:

1. **Communication**
Demonstrate the ability to read, write, speak, and listen effectively, utilizing standard English
2. **Critical Thinking**
Demonstrate the ability to reflect on, analyze, synthesize, and apply information through problem solving
4. **Information Literacy**
Demonstrate the ability to access, evaluate, incorporate, organize, and document information
7. **Ethics**
Identify and describe ethical principles and their application

COURSE OBJECTIVES: Students will demonstrate college level competence in the following areas:

1. Analytical reading, critical thinking, and recognition of the writing process (1, 2, 4)
2. Writing characterized by strong content and clear development (1, 2)
3. Awareness of the importance of purpose and audience in writing (1, 2)
4. Conscious use of specific writing techniques (1, 2)
5. Effective vocabulary and control of English grammar and punctuation (1)

6. Knowledge of basic research and documentation skills, including using computer technology (1, 2, 4, 7)

TEXTBOOK AND OTHER REQUIREMENTS: For textbook information, visit the campus bookstore, the bookstore website at www.efollett.com, or see the course syllabus.

COURSE CONTENT:

Sentence structure
Grammar
Rhetorical modes
Paragraph writing
Essay writing
Research and documentation
Reading for analysis and critical thinking skills
Additional topics as determined by the instructor

METHODS OF INSTRUCTION: These will vary according to course objectives, student learning needs, and instructional style.

THE GORDON RULE: The Gordon Rule, State Rule 6A-10.30, requires A.A. program students to complete six semester hours of English and six semester hours of additional courses in which the student must demonstrate college-level writing skills through multiple assignments. Because PSC uses a "Writing Across the Curriculum" approach to meeting the writing requirement, in addition to the required composition courses, any of the required social sciences and humanities courses will fulfill the writing requirement.

This is a writing intensive course. Expect frequent writing assignments throughout the course.

In addition, State Rule 6A-10.30 requires A.A. program students complete six credits of college level mathematics. Taking the appropriate general education mathematics courses satisfies the mathematics portion of the requirement.

A minimum grade of "C" is required in all courses with primary responsibility for fulfilling the communications and mathematics areas of the general education requirements. This includes any course taken to complete the general education mathematics requirement, and the courses taken to complete the communications requirement.

STUDENT HELP: The instructor is available for help during posted hours and by appointment during other non-class hours. Students are encouraged to seek assistance from the instructor. To further the educational process, the Teaching/Learning/Computing/Center (TLCC) provides qualified staff and up-to-date equipment and facilities to promote student academic success by providing tutoring services, computing resources, and other instructional support. TLCC hours of operation and tutor schedules are posted in the TLCCs and available on PSC's website at: www.polk.edu/it/tlcc.

WITHDRAWAL: Students may officially withdraw from course(s) during any given term provided the appropriate policy and procedure is followed. Following the conclusion of the Drop/Add period, the student may officially withdraw without penalty from any credit course provided the appropriate forms are submitted to Student Services no later than the deadline published in the term schedule booklet. (The published deadline reflects the 70% point in the course based upon the course's scheduled duration). It is the student's responsibility to submit these withdrawal forms. Failure to do so may result in an "F" in the course. By State rule students are not allowed to withdraw from the third course attempt. If students stop attending class after the deadline, or any time during the third attempt, a grade other than a "W" is assigned and posted. Students cannot use course withdrawal to avoid academic dishonesty penalties. Students who have been penalized for academic dishonesty in a course are not eligible to withdraw from the course.

REPEATING A COURSE: Under the Forgiveness Policy, a student is allowed three attempts in any one college credit course: one initial enrollment and two repeats. A course cannot be repeated unless the previously earned grade is a "D," "F," or "W" (see college catalog for details). Students are not allowed to withdraw from their third course attempt. If students stop attending class, a grade other than a "W" is assigned and posted.

ACADEMIC INTEGRITY: Students are responsible for their own work. It is assumed that each student is honest and will abide by that standard. However, in the event there is an indication or suspicion that there has been a case of cheating/plagiarism, the situation will be dealt with in accordance with published College policy. Copies of this policy are available in Student Services offices.

INFORMATION TECHNOLOGY ACCESS/USE POLICY: All individuals who employ information technology resources provided by Polk State College (this includes, but is not limited to telephones, computers, the PSC local area and wide area networks, and the Internet) must use these resources for academic purposes only. Use of these resources is a privilege, not a right. Inappropriate use can result in revocation or suspension of this privilege.

EQUAL OPPORTUNITY FOR STUDENTS WITH DISABILITIES: If you are a student with a disability and will need special accommodations or auxiliary aids under the Americans with Disabilities Act (ADA), please contact the Coordinator of Academic Advising in Student Services on the Lakeland Campus (863) 297-1000 Ext. 6107 or the Winter Haven Campus (863) 297-1000 Ext. 5227.

DEPARTMENTAL POLICIES: The final course grade will be determined from a combination of the following activities:

EVALUATIVE CRITERIA:

Class assignments by instructor:	50-60%
Final Research Paper:	20-30%
In-Class Essay:	10-20%
Grammar Exam:	10%

The course grade will be determined by the following scale:

A	=	90	-	100%
B	=	80	-	89%
C	=	70	-	79%
D	=	60	-	69%
F	=	0	-	59%