

Palm Beach State College
Course Syllabus – ELearning Online Class

General Class and Course Information

Course Number: ENC I	Course Title: College Comp I		
Term/Dates: 5/18-6/29	Reference Number: 205901	Credit Hours: 3	Clock Hours:
Course Description: Copy and paste in the Course Description found in the online course outline available at http://www.palmbeachstate.edu/academicservices/curriculum-and-programs/course-outlines.aspx			
<p><u>Distance Learning Class Information</u></p> <p>This course is taken completely on the Internet without attending a classroom on campus. Some courses may require students to take examination(s) in a proctored lab setting. Before you decide to take the course via online delivery, it is recommended that you:</p> <p style="text-align: center;">Visit – http://www.palmbeachstate.edu/elearning/online to obtain Detailed Facts & Information about</p> <p>Blackboard Access</p> <ul style="list-style-type: none"> ✓ Access to your Online Course is AVAILABLE each term on the FIRST DAY OF CLASSES ✓ Access to your Online Course will NOT BE AVAILABLE unless the course tuition is FULLY PAID <p>Blackboard Orientations</p> <ul style="list-style-type: none"> ✓ How to Register for the Free Online Orientation Course: ELO1000 ✓ Where/When to Attend On-Campus Orientation <p>Blackboard Tips & Tutorials</p> <ul style="list-style-type: none"> ✓ How to Ensure your Computer is Compatible ✓ Ensure you Understand Examination and Assignment Rules ✓ Learn the Functions of Blackboard <p style="text-align: center;">Then Proceed To – https://palmbeachstate.blackboard.com to Login to your Course (not available before the first day of class) using the same USERNAME and PASSWORD you used to register for classes.</p> <p style="text-align: center;">For Additional Information and Notices Visit – http://www.palmbeachstate.edu/elearning</p>			

Gordon Rule Class

This class has been designated as a Gordon Rule class for writing. This means that the course has significant writing requirements. Please see the web page at:
http://www.palmbeachstate.edu/learningoutcomes/Documents/Gordon_Rule_Statement_Student.pdf
(this section must be deleted if the course is not a Gordon Rule writing class).

Professor's Information

Name: Ms. M Carr	Office Location: N/A
Telephone: N/A	Email: carrm@palmbeachstate.edu
Faculty Web Page: http://www.palmbeachstate.edu/faculty/index.asp?	Office Hours: By Appointment



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Information on REQUIRED Textbooks:

Title	Edition	Author	Publisher	ISBN
<i>Patterns for College Writing</i>	12th	Laurie G Kirschner; Stephen R. Mandell	Bedford/ St Martin's	ISBN-10: 0-312-67684-0 ISBN-13: 978-0-312-67684-1
<i>The Bedford Handbook</i>	8th	Somers, Nancy	Bedford/St. Martin's	9780312681869

Other Information on Textbooks and Materials needed for class:

Computer and internet access as this is an online course
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Course Learning Outcomes: As a result of taking this course, the student will be able to:

Copy and paste in the Course Learning Outcomes section found in the online course outline available at <http://www.palmbeachstate.edu/academicservices/curriculum-and-programs/course-outlines.aspx>

Full Course Outline - Click on the following link: [Course Outlines](#) and enter the course number (no space between the prefix and the number).

Class Information

Here you may add any information you wish in any format.

Academic Dishonesty Policy and Penalty for Violation:

Click here and type your academic dishonesty policy (cheating, plagiarism, etc.), the penalty and use of SafeAssign plagiarism detection.

Assignments, Tests, Quizzes and Final Exam Schedule, with percentage/points of grade:

Discussions (30%)

4 Papers (60%)

Miscellaneous HW/Reading assignments/Attendance (10%)

Grading:

Letter Grade	Percentage (if applicable)
A	90-100%
B	80-90%
C	70-80%
D	60-70%
F	>60%



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Class Policies

Attendance: Professors are required to take attendance.

You must do work in Blackboard within the first week of the class to be considered “attending”. Please, recognize that regular logins are required. There are scattered due dates to which you must be adhere.

Electronic Device Use and Email Policy:

Obviously, you need access to WiFi/Internet and a functioning computer.

Email- use the Blackboard email for information/ questions. If you have an urgent matter, use carr.pbsc@gmail.com

Late Assignment Policy:
Late work will NOT be accepted! You will receive a 0% and no feedback. The assignment is not eligible for revision.

College Policies and Web Information

Academic Dishonesty

Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance:

(1) Cheating on an exam, (2) Collaborating with others on work to be presented, if contrary to the stated rules of the course, (3) Submitting, if contrary to the rules of the course, work previously submitted in another course, (4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed, (5) Plagiarism.

Please refer to the **Palm Beach State College Student Handbook** (www.palmbeachstate.edu/current for link to the student handbook).

Classroom Etiquette and Student Behavior Guidelines

Students will demonstrate respect for professors and fellow students. Behavior that is disruptive to a positive learning environment reported by the professor will result in a warning on the first instance; the second instance might result in expulsion from the course or campus.

Computer Competency Component

Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments.

Disability Support Services

Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of Disability Support Services (DSS). It is the student's responsibility to contact Disabled Student Services Advisors



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and to submit appropriate documentation prior to receiving services. Please see the website at www.palmbeachstate.edu/current for web address for Disability Support Services.

Eating, Drinking and Smoking

Eating and drinking are confined to areas designated on the campus. Smoking is not permitted in any College building and only in areas designated at each campus.

Final Course Grade Appeal

The evaluation of academic work is the responsibility of the faculty member/instructor. The method for assigning the final course grade is established by the faculty member/instructor. Per Board Rule 6Hx-18-3.191, faculty/instructors shall communicate the grading policy of the course to their students in writing. If this policy changes during the term, students should be notified of any changes in writing. The method to determine final course grades must be given to students in a course syllabus at the beginning of the class. Should a student have a question about a final course grade, please follow the procedures as outlined in the student handbook: www.palmbeachstate.edu/current.

Mid-Term Grade Reporting

Within one week after the close of the mid-term grading period, mid-term grades will be made available to all students for each class by either written notification or individual conference.

Student Responsibility Policy

When a student attends the College, s/he becomes subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College policies and procedures as published in the student handbook, the College catalog and other College publications. The student will be responsible for preparing for class, participating in class, and completing assignments on time.

Palm Beach State Websites of Interest

Please see this web page (www.palmbeachstate.edu/current) for a list of web addresses for students.

Withdrawal Policy for Individual Courses

The last day to withdraw from a College course with a "W" grade in this course is (Click here and type the withdrawal date for your course from the online class roster). It is the responsibility of the student to use the PantherWeb system or visit a campus Registrar's office to withdraw. An official withdrawal entitles the student to a grade of "W" in the class.

Distance Learning Requirements

Computer Systems

Your computer system resources must be compatible with the Learning Management System (LMS) used to deliver/manage course content. System Check (analysis) is provided on the course login page at <https://palmbeachstate.blackboard.com>. Your computer needs to be configured per recommended settings. Failure to do so generally results in test submission and other participative action errors. These types of errors are generally not accepted as an excuse for missed submissions.

SLC Computer Lab

If students do not have access to a computer at home, the SLC Computer Lab at a Palm Beach State campus can be used to complete course assignments. Visit the SLC Computer Lab webpage at <http://www.palmbeachstate.edu/slc> for location and hours.

Student Computer & Learning Management System Skills

Students need to possess basic web-browsing skills and need to learn the functions of the Learning Management System (LMS). Online video tutorials are provided for all major LMS functions and can be accessed from the online classroom or directly at <http://www.palmbeachstate.edu/elearning/resources>

Course Login

Courses become accessible on the first day of class and tuition must be fully paid to obtain access. If this is your first PBSC online course, review the Course Access Facts & Information at <http://www.palmbeachstate.edu/elearning/online> before attempting to login to your course -- information on how to change your password and solving other login related issues is provided on this page.

Login Page: <https://palmbeachstate.blackboard.com>

Username: Your PBSC Student ID

Password: Your PBSC Password (must be 6 characters)



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Online Textbook Purchase

The textbook(s) can be purchased at the PBSC Campus Bookstore or online at <http://www.efollett.com>.

Online Course Assistance

For assistance, contact your:

- o Professor -- with Course Instructional Content (assignment/test availability dates, course instructions, etc.) issues.
- o Student Helpdesk -- with Username/Password & General Access issues. Call 561-868-4000.
- o Blackboard Administrator -- for Course Availability issues. Email BbAdmin@palmbeachstate.edu.

Department Contact Information

Palm Beach Gardens

Name:	Nancy McDonald	Office Location:	AA 101
Telephone:	(561) 207-5033	Email:	mcdonaln@palmbeachstate.edu
Job Title:	English Department Chair		

Timeline Breakdown-

Week One May 18-22= Get used to BB; familiarize yourself with MLA formatting, the writing process, paragraph/ essay organization and thesis identification; read Narrative Writing; learn the elements of Narratives; write your introduction paragraph and thesis.

Week Two May 25-29= Paper One (rough draft, peer review, final draft); understand and KNOW what Narrative Writing is.

Week Three June 1-5 = Paper Two (rough draft, peer review, final draft); understand and KNOW what Descriptive Writing is.

Week Four June 8-12= Paper Three (rough draft, peer review, final draft); understand and KNOW what Process Writing is.

Week Five June 15-19= Paper Four (rough draft, peer review, final draft); understand and KNOW what Compare/ Contrast and Argument Writing is.

Week Six June 22-26 = Revision Submission (any ON-TIME papers that scored a 45/60 or below are eligible for revision)

Intro and Thesis are due Midnight Thursdays.

I will grade and give feedback Friday so that you can work on your drafts.

Rough Drafts are due Midnight Sundays.

I will grade and give feedback Monday, Tuesday, and Wednesday as you conduct a Peer Review on a classmate's paper and submit to the DB as well. Therefore, while you are waiting for help from me and a classmate, you are providing help to a classmate.

Peer Reviews are due Midnight Wednesdays.

Use the feedback from your peers!! It is INCREDIBLY helpful. Everyone has something to offer in terms of letting an author know if the draft is readable, entertaining, confusing, etc.

Final Drafts are due Midnight Fridays.



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I will grade and give feedback asap as you move forward with the next paper. As you can see there will be overlap. You will be finalizing your previous paper as you submit the intro and thesis for your next paper. This is the “6- wk composition class” beast... :)

Readings and DB

I will grade and give feedback asap as you move forward with the next paper. As you can see there will be overlap. You will be providing help to a classmate *while* reading and learning about the next genre of writing. **Again, this is the “6- wk composition class” beast... :p**



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Assignment	Due Midnight of the date given (NO EXCEPTIONS)
Lesson 1 & Lesson 2	5/21
Lesson 3- <ul style="list-style-type: none"> SafeAssign- Narrative Writing Peer Review Practice Narrative Writing- Readings and Discussions 	5/21
Narrative Writing Intro and Thesis on DB and Safeassign	5/21
Narrative Writing Draft on Discussion Board and Safeassign	5/24
Peer Review of Narrative Writing reply on DB	5/27
<ul style="list-style-type: none"> SafeAssign Descriptive Peer Review Practice Descriptive Writing Readings and Discussions Narrative and Descriptive Quiz 	5/27
Narrative Writing Final Draft SafeAssign Submission and Reply on DB	5/29
Descriptive Writing Intro and Thesis SafeAssign	5/28
Descriptive Writing Draft DB and SafeAssign	5/31
Peer Review of Descriptive Writing reply on DB	6/3
<ul style="list-style-type: none"> SafeAssign Process Peer Review Practice Process Writing Readings and Discussions 	6/3
Process Writing Intro and thesis SafeAssign and DB	6/4
Descriptive Writing Final Draft SafeAssign Submission	6/5
Process Writing Draft DB	6/7
Process Writing Peer Review Reply on DB	6/10
<ul style="list-style-type: none"> SafeAssign Compare and Contrast Peer Review Practice Compare and Contrast Writing Readings and Discussions 	6/10
Compare and Contrast Writing Intro and thesis SafeAssign and DB	6/11
<ul style="list-style-type: none"> SafeAssign Persuasive Peer Review Practice Persuasive Writing Readings and Discussions 	6/12
Process Writing Final Draft	6/12
Persuasive Writing Intro and thesis SafeAssign and DB	6/15

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Prompt 4 (either c/c or persuasive) Writing Final Draft	6/19
Revisions Submitted	6/24

ASSIGNMENTS CHECKLIST

ENC 1101 Online Class - Carr, Mellissa

Items will open when completed; presented in order
(I do this so you can't skip ahead; you must do EVERYTHING in order)

1. Introduction to Class- Syllabus and "Welcome to Class PPT
2. Lesson 1- MLA and Biblio Information

DEADLINE DATES
(Midnight of the date given)

- a. Bibliography PPT
- b. MLA Format Quiz

5/21

3. Lesson 2- Thesis Statement/ Essay Organization

- a. Thesis PPT
- b. Thesis Practice 1
- c. Thesis Practice 2
- d. Thesis Practice 3
- e. Thesis Quiz

5/21

4. Lesson 3- Narrative Writing

- a. Narrative PPT
- b. Discussion Forum- Response to Visual Narrative 1
- c. Discussion Forum- Response to Visual Narrative 2
- d. Discussion Forum- Response to Visual Narrative 3
- e. Discussion Forum- Response to Visual Narrative 4
- f. SafeAssign- Narrative Writing Peer Review Practice
- g. Discussion Forum- Response to Narrative Reading 1
- h. Discussion Forum- Response to Narrative Reading 2
- i. Discussion Forum- Response to Narrative Reading 3
- j. Discussion Forum- Response to Narrative Reading 4
- k. Discussion Forum- Response to Narrative Reading 5
- l. Discussion Forum- Response to Narrative Reading 6
- m. Discussion Forum- Response to Narrative Reading 7
- n. Discussion Forum- Response to Narrative Reading 8
- o. Discussion Forum- Response to Narrative Reading 9
- p. Discussion Forum- Response to Narrative Reading 10
- q. "Essay Structure" PPT
- r. "Writing Process" PPT
- s. SafeAssign / Upload to Discussion Board Paper One Intro
- t. Prompt One- Draft 1 Submission (SafeAssign and DB)

5/21

5/21

5/21

5/24



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- u. Prompt One- Peer Review Reply on DB 5/27
- v. Prompt One-Final Draft Submission (SafeAssign) 5/29

5. Lesson 4- Descriptive Writing

- a. Descriptive PPT
- b. Discussion Forum- Response to Visual Descriptive 1
- c. Discussion Forum- Response to Visual Descriptive 2
- d. Discussion Forum- Response to Visual Descriptive 3
- e. Discussion Forum- Response to Visual Descriptive 4 5/27
- f. SafeAssign Descriptive Peer Review Practice 5/27
- g. Discussion Forum- Response to Descriptive Reading 1
- h. Discussion Forum- Response to Descriptive Reading 2
- i. Discussion Forum- Response to Descriptive Reading 3
- j. Discussion Forum- Response to Descriptive Reading 4
- k. Discussion Forum- Response to Descriptive Reading 5 5/27
- l. Narrative and Descriptive Quiz 5/27
- m. SafeAssign and DB Paper Two Introduction 5/28
- n. Prompt Two- Draft 1 Submission(SafeAssign and DB) 5/31
- o. Prompt Two- Peer Review Reply on DB 6/3
- p. Prompt Two- Final Draft Submission 6/5

6. Lesson 5- Process Writing

- a. Process PPT
- b. Discussion Forum- Response to Visual Process 1
- c. Discussion Forum- Response to Visual Process 2
- d. Discussion Forum- Response to Visual Process 3 6/3
- e. SafeAssign Process Peer Review Practice 6/3
- f. Discussion Forum- Response to Process Reading 1
- g. Discussion Forum- Response to Process Reading 2
- h. Discussion Forum- Response to Process Reading 3 6/3
- i. Deconstructing Essays 2
- j. "Paper 3 Global Errors" PPT
- k. Prompt 3- Introduction(SafeAssign and DB) 6/4
- l. SafeAssign- Prompt 3 Draft(SafeAssign and DB) 6/7
- m. Prompt 3- Peer Review Reply on DB 6/10
- n. SafeAssign- Prompt 3 Final Draft 6/12

7. Lesson 6- Compare and Contrast Writing

- a. Compare and Contrast PPT
- b. SafeAssign Compare and Contrast Peer Review Practice 6/10
- c. Discussion Forum- Compare and Contrast 1



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- d. Discussion Forum- Compare and Contrast 2
 - e. Discussion Forum- Compare and Contrast 3
 - f. Discussion Forum- Compare and Contrast 4
 - g. Discussion Forum- Compare and Contrast 5
 - h. Discussion Forum- Compare and Contrast 6 6/10
 - i. "Paper 4 Option 1 Global Errors" PPT
 - j. Prompt 4 Option 1 Introduction and Outline (SafeAssign) 6/11
8. Lesson 7- Argument Writing
- a. Persuasive Writing PPT
 - b. SafeAssign Persuasive Peer Review Practice 6/12
 - c. Discussion Forum- Argument 1
 - d. Discussion Forum- Argument 2
 - e. Discussion Forum- Argument 3
 - f. "What is it?!?!" Essay Review
 - g. "Paper 4 Option 2 Global Errors" PPT
 - h. Prompt 4 Option 2 Introduction and Outline (SafeAssign) 6/15
 - i. SafeAssign- Prompt 4 Final Draft 6/19

PAPER 1- (Peer Review)

Review all of the discussions, reviews, and powerpoints for Lessons 2 and 3.

Think of a real experience you have had that would be hard to forget. Think about what makes it so hard to forget. Tell what happened.

This paper will follow a correct writing process in which it will be looked over by myself and another student. The suggested changes will be taken under advisement by the author and editing accomplished.

-Narrative

PAPER 2- (Peer Review)

Prompt- Using what you have learned about Descriptive Writing, describe your best friend... be sure to write **descriptively**.

-Description

Paper 3- (Peer Review)

Prompt- Using what you have learned about Process Writing, write about the writing process; how does one write a paper properly?

-Process

Paper 4- (Peer Review)

Prompt- Using what you have learned about Comparison/Contrast and Argument writing, choose a style, clearly state that style and either compare/ contrast ENC 1101 with another class OR argue that one class is better than another. **DO NOT USE TEACHER NAMES**



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- Comparison and Contrast
- Argumentation

Revision Options- *If you would like to revise your Papers 1-3 for a better grade, then you may if you do the following as well:*

- 1. Revise the essay according to the rubric suggestions*
- 2. Write a paragraph at the bottom of the Final Draft addressing how you have improved your paper (What have you done to make sure that you deserve a higher grade?)*
- 3. Submit Revision*

Student Name
Ms. Carr
Class Name
Date



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Narrative Outline

Think of a real experience you have had that would be hard to forget. Think about what makes it so hard to forget. Tell what happened.

(REMEMBER TO TELL YOUR STORY!)

- Chronological Order
- Teaches a Lesson
and/ or
- Proves a point
- Appeals to your emotions

I. Introduction:

a. Attention-Getter

b. Background Info

d. Thesis Statement:

II. Topic One- Event One (REMEMBER TO TELL YOUR STORY!)

a. Topic Sentence EVENT ONE



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- III. Topic Two- Event Two (REMEMBER TO TELL YOUR STORY!)
- a. Topic Sentence

- IV. Topic Three -Event Three (REMEMBER TO TELL YOUR STORY!)
- a. Topic Sentence

- V. Conclusion - Finalize Story
- a. Restate Thesis

- b. Apply to Outside World/ What was learned? Make your point clear....

VI. WORKS CITED PAGE

Textbook Help- 345-380

Prompt- Using what you have learned about Descriptive Writing, describe your best friend... be sure to write **descriptively.**

→ What will you be describing (Choose One)?



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- ◆ Person
- ◆ Place
- ◆ Object
- ◆ Event

→ Brainstorm different examples of figurative language

- ◆ Metaphor
- ◆ Simile
- ◆ Personification
- ◆ Alliteration
- ◆ Hyperbole

→ Brainstorm sensory descriptions

- ◆ Sight
- ◆ Sound
- ◆ Taste
- ◆ Smell
- ◆ Touch



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- Events are in chronological order
 - ◆ Event/Point/ Perspective One
 - ◆ Event/Point/ Perspective Two
 - ◆ Event/Point/ Perspective Three
 - ◆ Event/Point/ Perspective Four
- Conclusion is a strong, thought-provoking ending
- Specific details make narrative more vivid

Process Prompt- Using what you have learned about Process Writing, write about the writing process; how does one write a paper properly?

- *Brainstorm Different Steps to Writing an Essay*

- *Now, place numbers next to them (1,2,3, etc) to show chronological order.*
- *Place Steps in chronological order; add sub-steps*
 - *Step*
 - *Sub-Step*
 - *Sub-Step*



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- *Step*
 - *Sub-Step*
 - *Sub-Step*
- *Step*
 - *Sub-Step*
 - *Sub-Step*
- *Step*
 - *Sub-Step*
 - *Sub-Step*
- *Conclusion- state what goal will be achieved?*
- *Remember- Step DOES NOT EQUAL paragraph; you may combine or split steps according to what you feel is logical.*
- *Paper should be 2-3 pages long.*

Student Name

Ms. Carr



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Class Name

Date

Process Outline

(REMEMBER TO INCLUDE ALL THE STEPS)

Prompt- Using what you have learned about Process Writing, write about the writing process; how does one write a paper properly?

- Gives Directions on how to do something
- Reader should be able to do something new after reading the essay

I. Introduction:

a. Attention-Getter

b. Introduce- Process about which you are writing'; reason for completing the process; level of difficulty; overall approach to the process.

d. Thesis Statement- Clearly state goal of the process; what should the reader be able to do?:

II. Paragraph 1 -specify the materials your readers will need so that they can have them ready before beginning the process; specify size of the materials and quantities.

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[illegible]

[illegible]

[illegible]

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PARAGRAPH

i. Transition Sentence/ Phrase/ Word

PARAGRAPH

[illegible]

[illegible]



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i. Transition Sentence/ Phrase/ Word

V. Conclusion -

- *comment on the completed process.*
- *Perhaps comment on what can be done next.*
- *Comment on the satisfaction that the readers might have over completion of the process.*

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Bedford Handbook Help- Page 68-69

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Ms. Carr



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Class Name

Date

Compare/ Contrast Paper Outline

Prompt- Using what you have learned about Comparison/Contrast, compare/ contrast two classes that you are taking currently or that you have taken (NO TEACHER NAMES!)

I. Introduction:

a. Attention-Getter

b. Review the Problem or Situation

c. Background Info

d. Thesis Statement (What are you trying to prove?):

II. Topic One (Compare / Contrast)

III. Topic Two (Compare / Contrast)

IV. Topic Three (Compare / Contrast)

V. Conclusion

a. Restate Thesis

b. Apply to Outside World

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Student Name



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Ms. Carr
Class Name
Date

Argument Paper 4 Option 2 Paper Outline

I. Introduction:

a. Attention-Getter

b. Review the Problem or Situation

c. Background Info

d. Thesis Statement (What are you trying to prove?):

II. Topic One (Point One)

A- Assertion

P- Proof

E- Explain

Transition from Point One to Point Two

III. Topic Two (Point Two)

A- Assertion

P- Proof

E- Explain

Transition from Point One to Point Two

IV. Topic Three (Point Three)

A- Assertion

P- Proof

E- Explain

Transition from Point One to Point Two



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V. Conclusion

a. Restate Thesis

b. Apply to Outside World

VI. WORKS CITED PAGE