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| Vito K. Calvo, Jr.Instructorvito.calvo@guamcc.edu | Office HoursTuesday: 10am-12pmThursday: 10am-12pmFriday: 1pm-2pm[Schedule an Appointment](https://calendar.google.com/calendar/selfsched?sstoken=UUtqOXdqdERXLV9pfGRlZmF1bHR8Mjc0YTU1ODQ3MDMyODgyYjYwMDEzMGY3MGYzZDI1MDE) |

### Fall 2020

### EN110 Freshman Composition (Section 14, CRN 82698)

### Fridays, 9:01 AM - 12:00 PM

### August 14, 2020 - November 20, 2020

### Rooms: ONLINE

### REMOTE Instruction with FULLY Online Interaction

 Course Syllabus

1. Course Catalog Description

Emphasizing critical reading, writing, and thinking, this course focuses on communicating clearly and effectively using standard written English in an academic setting, as well as in other communities. Students will practice exploring ideas, conveying information, and developing their writing process. They will demonstrate logical reasoning, clarity, organization, and appropriate language choices in their writing. Prerequisite: Placement into EN 110 or equivalent. Course Offering: As needed.

1. Student Learning Outcomes (SLOs): Upon successful completion of this course, students will be able to:
	1. Employ the writing process (prewriting, organizing, drafting, revising, editing) and writing strategies.
	2. Examine the connection between reading and writing.
	3. Compose effective and strategic essays.
2. Required Text

Eschholz P. and Rosa, A (2019). *Subject and Strategy: A Writer’s Reader Fifthteenth Ed*. Boston, MA: Bedford/St. Martin’s.

1. COVID-19:

Pursuant to the DPHSS Memo 2020-27 regarding COVID-19 requirements for educational institutions, Guam Community College is committed to the following measures to ensure the safety of our College community regarding COVID-19:

1. If you are feeling ill or are experiencing any flu-like symptoms or symptoms of COVID-19 do not come to class and inform your instructor via myGCC email.
2. All students and employees must wear masks, which is to cover both the nose and the mouth at all times.
3. Hands must be washed or sanitized prior to entering the campus and classroom. It is encouraged that students carry their own personal hand sanitizer to use at any time for your discretion.
4. Proper social distancing measures must be adhered to. All classrooms have been set up according to the 4 feet requirement for educational institutions regarding social distancing.
5. Prior to exiting the class please ensure your area is cleaned and secured appropriately. Students should not leave any personal belongings or trash in the classrooms.
6. Congregating in large groups in hallways or common areas is discouraged.

For further guidance regarding COVID-19 measures please refer to <https://guamcc.edu/COVID19> *or the 2020-21 GCC Student Handbook.*

1. Expectations and Grading Description

If you will be attending this course **face-to-face**, you will need to adhere to safety protocols listed above. I highly suggest you bring a personal device such as a mobile phone, tablet, laptop, etc. with internet capability. Please note that you have the option to switch to online at any time during the semester.

If you will be attending **remotely**, find a comfortable space to work that has reliable internet access and go there. Please note that you may not switch to face-to-face attendance during the semester due to seating limitations.

Next, be aware that this course will be **synchronous** - occurring at the assigned class time stated on page 1 of this syllabus. Recordings of class lectures will not be provided, so it is imperative to attend online meetings regularly. In the event the governor announces the need to shutdown services, to include Guam Community College, this course will continue on as scheduled using fully online interaction. Official governor orders will be posted [here](https://www.ghs.guam.gov/).

All our assignments, discussion questions, and pertinent resources will be managed in **Google Classroom**. If you are not yet familiar with this online learning platform, click this [link](https://www.youtube.com/watch?v=fvluFOjbraQ) for a video tutorial.

We will be using **Google Meet** for virtual meetings throughout the semester. See [link](https://youtu.be/44sGIczM_po) for Google Meet tutorial. Meetings will be scheduled during the designated meeting days/times. You are expected to attend all scheduled meetings. Note, however, that we will not hold a class meeting every scheduled meet day of the semester. Some will be individual work time and other times may be group meetings. Details will be posted in a daily agenda.

A letter grade will be assigned to you at the end of the semester which will be based on the criteria described below.

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| **Criteria** | **Weight** | **Grade Scale** |
| Narrative Essay | 25%  | A = 90%-100%B = 80%-89%C = 70%-79%D = 60%-69%F = 0%-59% |
| Illustrative Essay | 25% |
| Opinion/Editorial Essay | 25% |
| Drafts | 10% |
| Participation | 10% |
| Reflections |  5% |
| **TOTAL** | **100%** |
| Extra Credit: Sustainability Activity (5% will be applied to your lowest final draft score. See details below.) |

Most of your final grade will be weighted on your composition of 3 essays this semester:: **Narrative, Illustrative, and Opinion/Editorial** (Argumentative). While each essay has its own set of readings and criteria, all of them will be assessed with the [EN110 Writing Rubric](https://drive.google.com/file/d/0ByaNfX_xz-zJQVhXQXdfN3JZQzVpaE5RTnlWVjNMcVMzbEJv/view?usp=sharing) and should go through the writing process, especially writing workshops. Details for each writing assignment will be posted in Classroom.

There will be approximately **2 drafts** per paper for credit. Possible points vary depending on draft number, however, the points earned will be determined by your ability to follow assignment instructions and draft expectations. To ensure you are on track with the writing task, I will offer feedback on the first draft. As you progress, a second draft will be reviewed by a peer. If you want more feedback from me, you will have to include a message in your second draft submission with a specific concern you want me to address.

There will be numerous **reflections** throughout the semester. Instructions and guidelines will be posted on each reflection. Your ability to meet those guidelines will determine the points earned. Be advised that at any time, the instructor may assign a reflection on any of the readings and/or class activities.

Your efforts to **participate** in daily activities will be assessed throughout the semester. Activities will include - but not limited to - class/group discussions, worksheets, games, polls, and video recordings.

For extra credit, you can engage and report on an instructor-approved **sustainability** activity. Once you decide on a specific topic you wish to explore, email me. Here are guidelines as you plan: 1. Conduct brief research about the topic, 2. Compose a brief summary (approx. 200 words) of your research. Be sure to acknowledge source(s), 3. Participate in an activity related to your topic and describe the experience, 4. Discuss your perspective before, during (even as you conduct the research), and after the activity, 5. Explain what you learned as a result of this experience. Submit a write-up, a short video, or series of images via Classroom that addresses numbers 2-5.

1. Essay format

All assignments to include reflections and essays must be submitted in Classroom using Google Doc. Paragraphs should be double-spaced, using 12 pt. Times New Roman font with one-inch margins. The following information should be in the top left corner of the first page, single-spaced: name, class-section date, instructor name, date, and assignment name. Insert page numbers with your last name preceding the number. A template will be shared on your first assignment.

1. Email Etiquette

You are required to use your GCC email address at all times. If there is a problem with your account, you must clear it up with Admissions and Registration as soon as possible.

When composing an email, do the following: 1. Create a 1-4 word subject, 2. Greet the recipient, 3. State your purpose or pose your question(s), and 4. Sign off with your name. I may ignore your email if you do not adhere to these specifications.

Here are some online etiquette [techniques](https://www.pearsoned.com/helping-students-develop-proper-internet-etiquette/) that you should consider when communicating online.

1. Workshops

This class aims to build a community of writers, so full-class and small group workshops will take place multiple times for each essay. Your attendance and participation on workshop days (see schedule) are extremely important to the writing process. Credit will be given for collaborating with your respective group via Google Suite such as Form and Doc. Your feedback and contribution will be recorded and reviewed.

1. Late Work

Late work will be accepted with a valid explanation, however, points will be deducted depending on the assignment. Late submission for full credit will be considered on a case by case basis.

1. Emergency & Evacuation Procedures

In case of any emergency, please contact the Student Support Services Office at 735-5555/6/8 or call 688-1758 or 788-2223. For life threatening emergencies, please call 911, and then call the Student Support Services Office. During the phone call, please identify yourself, identify your location (room and building number), and describe the emergency. Student Support Services Office personnel will be at the emergency site immediately. The emergency contact numbers are located at the entrance/exit of each classroom.

If an emergency arises which requires evacuation, it is extremely important that you follow your instructor’s directions for evacuating the building, including where to congregate. Although an evacuation plan is posted near the door of each classroom, circumstances could change the posted routes. A fire alarm or bell will be utilized to initiate an evacuation. If there is no electricity, a gong will sound three (3) times. Once the reason for evacuation is resolved, the school bell will ring eight (8) times to signal everyone to return to their assigned buildings. For more information, you may find the GCC Evacuation Procedure on the GCC website at [www.guamcc.edu](http://www.guamcc.edu).

For any power or water outage on campus, students will be informed via the media (radio stations) and the Pacific Daily News (PDN) Mobile Alert. Make-up classes will be arranged by the instructor when classes resume.

In an effort to keep all GCC constituents current on campus happenings, students are encouraged to sign up for the PDN Mobile Alert System. Instructions to register are posted on MyGCC Campus Announcements or you may log on to [www.guampdn.com/SMS](http://www.guampdn.com/SMS), fill out the necessary information, scroll to the Guam Community College section and select emergency alerts and updates.

1. Accommodative Services

The Office of Accommodative Services provides assistance to individuals with disabilities seeking educational opportunities with Guam Community College. GCC in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), encourages students with a documented disability, and who wish to receive instructional accommodations, to meet with the Office of Accommodative Services to secure accommodations. Check this [link](https://guamcc.edu/student-life/accommodative-services) for more info.

1. FERPA Statement

Under the Family Educational Rights and Privacy Act (FERPA), your educational records are confidential and protected. Under most circumstances, your records will not be released without your written consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy at the GCC online college catalog in Appendix I, by visiting the [U.S. Department of Education](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html), or accessing the FERPA Group on MyGCC which is open to all users. If you still have concerns, please email the Registrar’s Office at gcc.registrar@guamcc.edu.

1. Academic Integrity

Academic integrity is fundamental to learning and is consistent with the Institutional Learning Outcomes (ILOs) espoused at Guam Community College. The concept of academic integrity lies at the very heart of any college, and learning and scholarship cannot thrive without this fundamental value. Therefore, academic dishonesty cannot be tolerated. Students who commit such acts expose themselves to sanctions as severe and expulsion from the College.

Academic dishonesty can take different forms, including, but not limited to cheating, plagiarism, and technology misuse and abuse. In any situation in which students are unsure of what constitutes academic dishonesty, it is the student’s responsibility to raise the question with the instructor. It is also the student’s responsibility to be familiar with the student guidelines on academic integrity. Additional information and definitions may be found on pages 13 and 14 of the [Student Handbook](https://guamcc.edu/sites/default/files/ps_student_handbook_ay19-20_1.pdf).

1. Computer Use Disclaimer

The Guam Community College provides students with access to various technological tools to help them successfully achieve their educational goals. Although the college takes steps to ensure these tools are accessible and operational, it is the student’s responsibility to safeguard and back-up working files at all times.

1. Title IX Statement

The Guam Community College strictly follows and enforces all federal laws and guidelines guaranteed under Title IX and enforced by the U.S. Department of Education’s Office of Civil Rights in ensuring that all students are free of sexual discrimination in any form. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. For more information on Title IX contact the Title IX Coordinator, John Payne, in Room 2139, 1st Floor, Student Services & Administration Bldg. Contact information: Tel: 735-5597 Email: john.payne2@guamcc.edu Mailing Address: P.O. Box 23069 GMF, Barrigada, Guam 96921.

1. **Available Computer Labs**

**Student Computer Lab**
Monday–Thursday:  8:15 A.M. - 9:30 P.M.
Friday, Saturday:  8:15 A.M. - 4:00 P.M.
The Student Computer Lab is available to students with a current GCC ID.  It is located on the second floor of Building 5000 above the Student Health Center. It has Windows and Macintosh computers. Printing is available for a fee.
**Library Computer Lab**
Monday–Thursday:  8:00 A.M. - 8:00 P.M.
Friday:  8:00 A.M. - 4:00 P.M.
Saturday:  8:00 A.M. - 12:00 P.M.
The Library Computer Lab is available to students with a current GCC ID.  It is located on the first floor of the Library (Building 4000). It has Windows and Macintosh computers. Printing is available for a fee.
**Student Success Center**
Monday–Thursday:  7:00 A.M. - 10:00 P.M.
Friday:  7:00 A.M. - 6:00 P.M.
Saturday: 8:00 A.M. - 12:00 P.M.
The Student Success Center is available to students with a current GCC ID.  It is located in the Student Support Services Office in Building B.  The Center is equipped with five Windows computer stations and a printer to accommodate students' needs. It is available on a first come, first served basis.

[Course Schedule](https://docs.google.com/document/d/1-VY-WMo44rZFRNOEDk0it7zbfDo_n8IyLWCLdMtoB4Y/edit?usp=sharing)

Click the above link for the course schedule.