

Section Syllabus FALL 2023
ENC1101: English Composition I
Section D9169 ONLINE

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Office Hours (subject to change : MW 8-9:30 & 12:30-1:30; TR 9:30-11 &12:30-1:30)

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Withdrawal dates for this class: Aug. 25 (refund); Nov. 7 (no refund)
Final exam date: due by Dec. 14

Also refer to the DISTRICT SYLLABUS for all sections of ENC1101 available in our Canvas "Important Class Documents" module OR here: https://iq1.smartcatalogiq.com/?sc_itemid=%7b8AF5833A-6C0B-4627-8638-B4279DA05DF7%7d&custom_render=true

Course Learning Outcomes

1. Write essays with all parts – title, introduction, thesis, discussion, and conclusion – working together to communicate a single purpose to readers.
2. Develop papers using a recognizable, effective, and consistent organizational plan (e.g., the rhetorical modes of development by example, process analysis, comparison/contrast, causal analysis and argumentation). Paragraphs should have easily recognizable topics developed through specific details, explanation, and/or illustration that support the purpose. Appropriate transitions guide readers through the paper.
3. Develop college-level topics, with original content, and provide a depth of development beyond mere listing of paragraph sub-topics.
4. Use sentence structure and diction that reflect the patterns of Standard American English rather than the patterns of oral language.
5. Avoid errors that obscure meaning and cause readers to question the writer's credibility.
6. Demonstrate in papers the ability to critically analyze writing for effectiveness.

Student Expectations: Students enrolled in this course can expect the following:

1. clearly identified course objectives;
2. productive class meetings;
3. a positive learning environment;
4. opportunities for appropriate student participation;
5. effective instruction;
6. positive and appropriate interactions;
7. assistance with meeting course objectives during and beyond class hours;
8. evaluation of student performance and appropriate and timely feedback; and
9. clear and well-organized instruction.

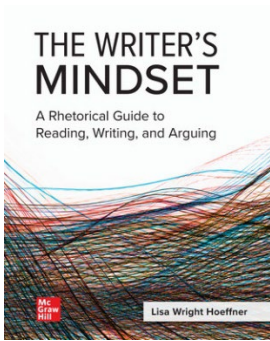
Welcome!

I am excited to work with you this semester! In this class, we will practice and develop a number of skills that I hope will serve you well in your other college courses and beyond your academic career. These include critical thinking strategies, analyzing and responding to rhetorical situations, composing essays and other documents using various genre conventions, researching a topic and formulating an informed perspective, and engaging in productive and respectful discussions with your classmates. I will be your guide through this journey, but YOU must take an active role in the classroom and in your own development as a writer and thinker.

A Note about Critical Thinking

This is primarily a writing class, but you will notice that a big part of this course also centers on critical thinking. What exactly is that, anyway? According to [the Foundation for Critical Thinking](#), "[c]ritical thinking is self-guided, self-disciplined thinking which attempts to reason at the highest level of quality in a fair-minded way. People who think critically consistently attempt to live rationally, reasonably, and empathically. They are keenly aware of the inherently flawed nature of human thinking when left unchecked." As we go through this course, I will be introducing you to tools and resources that you can use to analyze and evaluate other texts, as well as to write your own informed, rational arguments. Strong thinking is absolutely essential to good writing—it doesn't matter if you can express something well if you have nothing to say in the first place! [This site is an excellent introduction to principles of critical thinking that you can begin using immediately.](#) We will refer to this site often during the semester.

Required Textbook: *The Writer's Mindset*; Hoeffner, Lisa; 9781260526349; 1st; McGraw-Hill Education; 2022.



- In addition to the textbook, I will require other readings that I will post on eLearning or hand out in class.
- **Required Technology:** You must have consistent access to a device that allows you to utilize Canvas. Please note that while Canvas offers a handy phone app, not all features may work consistently on your phone, so plan to have a backup device if needed. Google Chrome is the recommended web browser for Canvas. Acceptable file formats for submitting assignments are pdf and docx. Please convert any files to one of these formats before submitting.

Assignments and Weight of Each:

- Essay 1: 10%
- Essay 2 (timed): 5%
- Essay 3: 10%
- Essay 4 (timed): 5%
- Essay 5: 10%
- Discussion Posts (12): 10%

- Quizzes (5): 10%
- Research Essay: 20%
- Final Exam Essay: 20%

Grading Scale

A	90 – 100	B+	88 – 89	B	80 – 87	C+	78 – 79
C	70 – 77	D+	68 – 69	D	60 – 67	F	0 – 59

General Essay Grade Descriptions:

- **A Assignments:** Assignments of A quality follow the directions explicitly and display a polished style. They are well-organized with a clear purpose and strong claims supported by relevant evidence. These assignments include evidence of complex thinking and academic creativity. A assignments generally go beyond what is required while staying within the dictates of the assignment. The grammar and mechanics are nearly perfect.
- **B Assignments:** Assignments of B quality follow the directions explicitly. They are generally well-organized with a clear purpose and strong claims supported by adequate evidence. They are thoughtful, and there is evidence of attention given to style, but they are not as creative as A assignments. B assignments demonstrate a strong competency in grammatical skills but may have a few minor errors.
- **C Assignments:** Assignments of C quality follow the directions and fulfill the basic expectations of the assignment guidelines. However, these assignments may make leaps in logic, confuse concepts, or contain too much “filler” at the expense of substance. These assignments may have significant grammar issues, including mechanical errors or problems with sentence structure. C assignments show little extended thought or attention to style.
- **D Assignments:** Assignments of D quality do not follow the directions. Assignments that do not meet the basic page requirements will automatically receive a D+. Additionally, these assignments are hastily executed and poorly thought out. These assignments may lack the professionalism required for academic writing.
- **F Assignments:** Assignments of F quality display a significant misunderstanding of the writing or concepts under consideration. Extreme lack of professionalism may be an issue.

CLASS POLICIES

General Guidelines and Tips:

1. Print the syllabus, the reading and assignment schedule and keep them in a handy notebook. Remember, it is up to YOU to keep up with due dates. Because each assignment builds on skills practiced and feedback given on graded assignments, not every module will be posted immediately. Although there will be some flexibility to complete work early if desired, do not expect to work too far ahead in the class. It is very important that you read and view ALL content in the weekly modules--DO NOT try to go through this course by just clicking on whatever is due that pops up on your to-do list. You will miss important instructions and sometimes video lectures from me. DO NOT assume that you can just get by in this class without careful attention to my instructions, interaction with your classmates, and an open mind that is ready to engage with the material rather than just check off boxes.

2. Students must discuss and interact with each other as an important component of this course. The discussion topics and posts require that you communicate with others.

3. All work is due on the day and by the time it is due. I cannot accept an essay more than ONE day (24 hours) after its due date unless you provide documentation of a serious emergency that interfered with your ability to complete coursework. Late days include weekends and holidays. Discussion posts and quizzes will NOT be accepted late without a documented medical excuse, but I will drop your lowest score for each of these items (including zero) at the end of the semester.
4. Not participating online for over five consecutive calendar days is similar to missing classes for a week and is unacceptable. You will not be permitted to make up late work.
5. Sign in at least three different days each week to check for messages and new material. One good way to keep up with your work is to treat this class as you would a face-to-face class: "attend" class at the same times on the same days each week by logging on consistently during those times. Your log-on time might be from 9-10 P.M. on Tuesdays, noon to 1:00 on Fridays and 3-4 P.M. on Sundays. As long as you set the times and stick with them, you are far more likely to successfully complete this course.
6. DO NOT copy, use, or quote from other sources, whether written or electronic, in your individual work without properly documenting the source according to MLA guidelines. Do your own thinking and writing. A student's first instance of plagiarism will result in a failing grade for the assignment and perhaps the course. Should a second instance occur, the student will be assigned an "F3" for academic dishonesty and removed from the course. This is not a joke. I use Turnitin.com and other resources to check all essays, and every semester, I usually fail several students for plagiarism.
7. Finally, please feel free to contact me ANY time you are confused, need help, or have circumstances that interfere with your progress and goals. The best way to reach me is via the course email, so I will have access to all your records while answering your message. Next best is to email me (with your school email, please) to ssmith@pensacolastate.edu email.

Note: I reserve the right to amend or revise aspects of the class schedule and assignments either as the result of unforeseen circumstances (hurricanes, floods, tornadoes, etc.), or if I feel these changes are in the best interest of the class. Any changes made to the syllabus will be announced and explained.

Course Participation

Class participation is an important part of the learning process and is therefore expected of each student. Logging in and then immediately logging out is not "coming to class" and *will not be counted as attendance*. You must log in and participate; read any announcements, carefully read/view all materials in the weekly modules, pay attention to any announcements, take quizzes, respond to the discussion posts, check your course messages and respond as necessary. The tracking tool within the course management system will be used to make sure students are accomplishing these tasks. **Students who do not log in and work for two weeks at a time are subject to being withdrawn by the instructor or receiving an F2 (failure due to absences).**

Technology Issues

If, while participating in this course, you experience a problem with your computer, Internet connection, etc., it is YOUR responsibility to find an alternate computer from which you can work, participate and submit coursework. Technology problems at your end are not valid excuses for missing assignment due dates. Please have a back-up plan ready in case you suffer a technology-related problem at any point during the semester. Problems associated with PSC-based technology will be cause for extensions when appropriate. If a technology problem prevents you from submitting an assignment on Canvas, the alternate means of submission is to my email address, ssmith@pensacolastate.edu, followed by submission to the appropriate Canvas dropbox when it is working again.

Canvas Help

You may access [Canvas guides](#) as well as a help hotline via the "Help" tab located in the upper right of your screen. Please make sure your [computer](#) and your [web browser](#) meet the minimum requirements for Canvas. PLEASE NOTE: while Canvas offers a mobile app that many students use successfully, some functions on Canvas may not work as well if you are accessing them via your phone.

Canvas and Online Essay Submission:

PSC uses the eLearning system Canvas: <https://www.pensacolastate.edu/elearning/> or pensacolastate.instructure.com. It is essential that you have regular access to Canvas. All assignments and quizzes must be submitted to the designated online dropboxes on our eLearning site. I will provide feedback and a graded rubric directly on the eLearning site so that you will have online access to your graded papers and feedback for future reference. I try to have papers and quizzes graded and commented upon within one week of submission, but the turnaround time may be later depending on my workload that week. When you submit an assignment to eLearning, it is your responsibility to ensure that the essay file is uploaded properly and appears in the dropbox. In the event that the eLearning system is down and you cannot submit your assignment, the backup mode for submission is sending the essay as an attachment to ssmith@pensacolastate.edu, followed by submitting to eLearning when your access is restored. Almost all assignments will be run through Turnitin.com for a plagiarism check. As you can see, it will be important for you to have consistent computer/internet access to succeed in this course. While Canvas has a handy app for your smartphone, please be aware that some functions are not as reliable via phone versus a computer. If you do not have computer/internet access at home, remember that there are several places on campus where computers are available for student use, including the writing lab in room 448, the library (building 20), and the computing lab in building 21.

PSC Academic Dishonesty Statement:

Pensacola State College is committed to upholding the highest standards of academic conduct. All forms of academic dishonesty, to include plagiarism and cheating, are prohibited. Penalties for academic dishonesty include but are not limited to one or more of the following: the awarding of no credit on the assignment, a reduction in the course grade, or the assignment of a final course grade of F and removal from the course. See the College Catalog for more details: <https://pensacolastate.smartcatalogiq.com/en/2023-2024/Catalog/Student-Handbook/Student-Responsibilities/Plagiarism-and-Academic-Cheating>

Your instructor's policies on plagiarism

I carefully investigate any paper in which I notice evidence of plagiarism. Obviously, any paper that is bought or copied off the Internet is plagiarized, as are papers that are copied from other students/friends or "ghost-written" by another person. These papers will receive zeroes. What I see most often are essays that have been pieced together using plagiarized portions of Internet content. Plagiarized passages are usually very easy to locate. Any paper that includes one or more plagiarized portions will receive a zero with no opportunity to reclaim points. A plagiarized portion may consist of but is not limited to the following:

- Phrases, sentences, or paragraphs copied directly from another source without quotation marks and/or without in-text citations
- Phrases, sentences, or paragraphs improperly paraphrased (too close to the original) from another source with or without in-text citations
- Ideas or information that you gathered from a source but failed to cite

- Incorporating AI (artificial intelligence)-generated ideas, information, or wording in part or all of your assignment

A note about AI: I have a zero-tolerance approach to AI-assisted writing, since it is just another blatant form of cheating. Additionally, note that open-AI sites like ChatGPT tend to produce writing that is generic, bland, and devoid of personality and perspective. At their worst, these sites plagiarize online content and/or “hallucinate” facts, quotations, and citations that don’t actually exist. If any of this appears in your writing, it will earn you a zero, just as it would if a human fabricated this false information! The bottom line is that while artificial intelligence can be a helpful aid in certain tedious tasks, it cannot substitute for the real, actual work of learning (through writing and discussion) that college is designed to cultivate. If an AI site wrote a paper for you, you did not write the paper and cannot receive credit for doing so--it's that simple. Using artificial intelligence to assist in writing is strictly forbidden and counts as plagiarism. You must write all essays and discussion posts in your own words, citing and quoting any outside sources consulted. Evidence of AI-assisted writing may result in an F for the assignment or an F for the course (possibly an F3 to designate academic dishonesty). Students whose writing shows evidence of AI or plagiarism may also be required to provide proof of a document history and/or rewrite the assignment in a proctored setting to confirm their knowledge of the material being analyzed in the essay.

Also, please note that while Grammarly.com is a wonderful tool, functions that significantly edit or revise whole passages of text (rather than just punctuation or small changes to sentences/wording) may be flagged as AI-generated and will also constitute plagiarism. Writing your own assignments will always yield better results than cheating; if you are having trouble in the class, just ask for help!

If a student plagiarizes more than one assignment, that student will receive a failing grade for the course, will be reported to PSC’s Academic Misconduct database, and may be referred to the dean for further disciplinary action.

Turnitin.com: Each major assignment you complete for this class will automatically be run through Turnitin.com to check for material that too closely matches internet content or papers submitted by other students. After you submit your paper, you will have access to an "originality report" which calculates a percentage of your words that are copied from other sources and highlights passages and phrases that closely match other documents. You may pre-check your assignments for any inadequately quoted/paraphrased material using this form (available in the "Help"/question mark tab on the far left sidebar) If you submit your assignment using this form ahead of time, you will have a chance to correct any portions that are not quoted or paraphrased correctly and then submit the corrected document to the actual course dropbox, so feel free to use this function strategically for your own benefit. I view the originality reports of any assignment that is submitted, but I also carefully check each paper myself to verify the accuracy of the report.

BOTTOM LINE: Any ideas, facts, information, or words gathered from another author and used in your paper must be attributed to their proper source both on a works cited (bibliography) page AND in the text (parenthetical citations) and quoted or paraphrased properly. The MLA provides detailed instructions for handling these tasks. The Writing Lab and the PSC library are also excellent resources for citation technique. Of course, I am always happy to help you quote, paraphrase, and cite properly if you need my help. It’s my job to help you! However, I can neither help nor tolerate students who attempt to pass off others’ work as their own, assuming that I either will not notice or do not care. I care very much.

The Writing Lab:

The Writing Lab (Building 4, room 448; 484-1451) provides free tutoring and assistance with essays online, via Zoom, and in person. I strongly recommend that you use the lab’s services to get help with your assignments for this class. A portion of your grade on the first major essay will be a requirement that you receive help (and

provide proof) from the lab with drafting or revision. The tutors will not correct or edit your paper for you, but they will give you advice and suggestions to improve your writing. No appointment is necessary. The lab offers two types of online tutoring: you may send your paper to the lab to receive written feedback and suggestions, or you may consult a tutor via Zoom for a live conversation about your assignment (recommended).

Additional Student Resources at PSC:

- ADA Office: (850) 484-1637
- TRIO Student Support Services: (850) 484-2028
- Pirates Care Team: https://cm.maxient.com/reportingform.php?PensacolaState&layout_id=11

A Final Note: You will get out of this class what you invest into it. The best way to learn while in this class (and others) is to be focused on the course material during class time, engage in conversations with your instructor and classmates, put effort into completing your assignments, and ask for help when you don't understand something. While this is primarily a writing class, its broader aim is to provide you with an academic, cultural, and social experience that will serve you during the rest of your college career and beyond. While your instructor is your guide through this process, you are ultimately responsible for your education, so make the most of your time while you are here!