

**English Composition 1 – ENC 1101
Spring Semester 2023 Session A
SECTION #P2015 SYLLABUS**

Meeting Time/ Place: Thursday 6:00 p.m. – 8:40 p.m.
Building 4, Room 465 (Pensacola campus)

Instructor's Name: Ms. McKenzie Campbell

Location of Office: Building 4, Room 412A (Pensacola campus)

Office Hours: Thursday – 1:00 to 4:00 p.m.

Office Phone: 850-484-1400

e-mail: mcampbell@pensacolastate.edu
(You may also use the email in Canvas)

English and Communications Department:

Building 4, Rm. 442, Pensacola campus, 850-484-1400

Department Head:

Dr. Tracy Peyton tpeyton@pensacolastate.edu

Assistant Department Head:

Ms. Christine O'Donnell codonnell@pensacolastate.edu

Final Exam Date/Time:

Last date for Student Withdrawals: With Refund: January 13, 2023
Without Refund: April 5, 2023

Required Text: Dorothy Seyler, *Read, Reason, Write*, 12th ed., McGraw-Hill Education, 2019, ISBN: 9781265743130

Please note: A reference copy of the textbook is available at any Pensacola State College library.

Other Requirements: Your writing assignments must be typed in Microsoft Word. A version of Word is available through your PirateMail account.

Course Companion Site: The course companion website is in Canvas (eLearning). You will be submitting a majority of your assignments on Canvas.

Course Description and Learning Outcomes: Please refer to the district syllabus for this course.

COURSE REQUIREMENTS

Grades will be calculated as follows:

Grading Scale:

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

Final Grade Calculation:

Essays (4 essays; 1 is timed)	40%
Research Essay	15%
Quizzes (3 to 6), Homework	10%
Participation, Attendance	15%
Final Essay in Class	20%

Course Policies (This class will be conducted under the regulations defined in the Pensacola State College Student Code of Conduct):

1. **Regular, punctual attendance:**

- Regular attendance is required. Students may withdraw themselves before the withdrawal date (April 5, 2023), which is the 70% point of the semester. After that date, students must be assigned a grade (A, B, C, D, or F). A student who stops attending after the withdrawal date (April 5, 2023) may be assigned an F.
- Excessive absences (more than 3) will result in losing points from your Engagement grade. You will lose 2 points for each absence after your 3rd absence.

2. You are not permitted to use your personal laptop in class instead of the lab computer to complete activities; should you have special circumstances that require a waiver of this class policy, please see me.

3. Persistent talking while the instructor or another student is talking is disrespectful to both me and your classmates. You will be given a warning and then asked to leave if the disruption persists.

4. **Makeup or late work:**

- Quizzes: You **MAY NOT** make up quizzes. However, I will drop one of your lowest quiz grades.
- Writing assignments submitted on Canvas should be turned in on time. Late assignments will get half-credit when turned in late unless you email me to use one of your late passes.

- You have two late passes for assignments and essays (not quizzes). You will have to contact me within 24 hours after the due date of the assignment/essay to use this pass.
- The in-class timed essay will be announced ahead of time. If you miss the timed essay, you will have one week to make it up, but you will lose ten (10) points. You cannot use your late passes on this essay. This essay must be made up at the Testing Center on campus. You are responsible for contacting the Testing Center and making an appointment by going to [Pensacola State College Exam Selection | Registerblast](#).

5. Extra Credit Opportunities:

- 5 points: Take one of your essays to the Writing Lab.
- Other opportunities could possibly be created throughout the semester and will be announced in class and uploaded onto Canvas.

Extra Help:

1. Instructor is available for office hours by appointment or during office hours listed on this syllabus.
2. The Writing Lab offers free tutoring in a variety of formats (in-person, virtual (via Zoom), and online) for writing and grammar to all Pensacola State College students:
<https://pensacolastate.instructure.com/courses/1325752>
3. The Student Support Services Lab is located on the Pensacola Campus, Building 6, Room 620. It provides free tutoring to students who apply to the program and meet eligibility requirements. (850-484-2028)
4. The Student Resource Center for ADA Services office is located on the Pensacola Campus, Building 6, Room 603. It assists students who have any type of special situation that impacts their learning. (850-484-1637)
5. Library home page: <http://library.pensacolastate.edu/>
6. Student Help Desk for tech support: 850-471-4534
7. Canvas (eLearning) Support Hotline: 855-534-1843
8. Student Resource Guide: <https://www.pensacolastate.edu/documents/student-resource-guide/>

Cheating and Plagiarism Policy: Plagiarism is the use of anyone else's ideas or words without giving proper credit or documentation. Cheating includes but is not limited to copying someone else's work, turning in work done by someone else, or turning in work that has been submitted in another class by you or anyone else. The consequences of either plagiarism or cheating are an automatic zero (0) on the assignment that was plagiarized and possible failure of the course or discipline by the college.

Turnitin: For this course, when you submit a writing assignment to the drop box in Canvas, your paper will automatically be submitted to Turnitin. Turnitin will determine how much of your assignment is your own words and how much is quoted or plagiarized.

Maximum Attempts: Any student still on the official class roll after the drop period will be counted as having attempted the course whether or not they finish the class. The third attempt to take a college course will cost three (3) times the cost of the first two (2) attempts.

Student Perception Surveys – EvaluationKit: At the end of the semester, you will receive a notification in your PirateMail to complete an EvaluationKit for your courses. I highly recommend completing this anonymous evaluation because your opinions are valuable and can help your instructors decide what works and what doesn't work in their courses.