

**English Composition I**

ENC1101-D9049  
Online via Canvas

Instructor: Shannon Dullard  
Email: Use Canvas Messaging  
Phone: (850)484-1988 Office: Rm# 425  
Office Hours & Locations:  
TBD

3 credit hours—3 contact hours

Department:  
English and Communications Department  
Pensacola Campus, Building 4, Room 442,  
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Department Head:  
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**Course Description & Student Learning Outcomes**

Please refer to district syllabus for this course.

**Required Texts**

*Read, Reason, Write* 12<sup>th</sup> Ed., Dorothy Seyler, Dorothy McGraw-Hill Education, 2021. [ISBN 9781265743130]

**Other Required Materials**

- Microsoft Office Suite: Available for free through your Pirate Mail account. To log in, go to: <https://www.pensacolastate.edu/piratemail/>. Then click on the app launcher button in the upper left-hand corner to access the cloud-based program.

**Papers/Projects, Word/Page Counts, Grade Distribution**

Paper/Project	Word/Page Count	Grade Distribution
Diagnostic Essay	400 words	5%
Rhetorical Analysis Essay	600 words	10%
Critical Analysis Essay	750 words	15%
Compare and Contrast Essay	850 words	15%
Argumentative Synthesis Essay	1000 words	20%
Final Exam	N/A	20%
Weekly Grade (Quizzes, Reading Responses, Drafts, etc.)*	N/A	15%

Last Date of Drop/Add (with refund): January 13, 2023

Last Date for Student Withdrawals (without refund): April 5, 2023

**Final Exam Date**

The final exam date is forthcoming. Final exams will be administered online through Canvas and proctored through Proctorio, a remote test proctoring software that is added to the Chrome browser. You will need to use a Chrome browser, and you will also need a webcam, a microphone, and a computer (not a mobile device) to take the exam. More information can be found at the Proctorio Web Site: <https://proctorio.com/support>.

**Attendance Policy**

Regular attendance is required, per the Pensacola State College Catalog. In an online class, you are expected to “show up” by logging on at least twice a week to access course material, interact with

classmates, and submit assignments. If you don't, you will be considered absent. Excessive absences may result in a grade of 'F.'

#### Making up Missed Work:

Students may make up missed major-grade work (such as papers, tests, etc.) if you were unable to participate in our online class due to legitimate circumstances beyond your control (i.e., things that do not involve a choice, like documented illness or medical emergency, family funeral, activities at which you officially represent Pensacola State College, or PSC-sanctioned athletic travel). You should either make arrangements with your instructor regarding this make-up work in advance (when possible) or immediately after you can resume participation in our online class. Major-grade work missed due to absences for other reasons (i.e., things that involve choice, like voluntary travel, club activities, poor planning, just not feeling well, etc.) cannot be made up.

#### Withdrawal from the Course

After the Attendance Verification period has ended, if a student is not able to complete a course or will receive an undesired grade for the course, it is the responsibility of the student to withdraw from the course prior to the established withdrawal deadline (see withdrawal deadline above). After withdrawing from a course, a 'W' will appear on your record. Students who have stopped attending a course without withdrawing will receive an early 'F' after the withdrawal deadline.\*

\*An instructor may assign a grade of 'F' at any point during the term for a student who has stopped attending a course that is being attempted for the third time.

#### Grading Policy

Work (quizzes, essays, exams, etc.) that is not done or not turned in is recorded as a zero (0). Papers are graded A through F with pluses and minuses as necessary.

Paper grades can be converted to percentages like this:

A+=98, A=95, A-=92, B+=88, B=85, B-=82, C+=78, C=75, C-=72, D+=68, D=65, D-=62, F=50.

Final numeric grades will be converted to letter grades like this:

100-90=A; 89-88=B+; 87-80=B; 79-78=C+; 77-70=C; 69-68=D+; 67-60=D; 59 and below=F

#### Weekly Grades Policy

Weekly Grade work is composed of class work that will be completed for class each week. Such work may be composed of quizzes, drafts, surveys, peer reviews, discussions, etc. Points for each piece of Weekly Grade work may vary but, with the exception of Week 1, will always total 100 (A) for each week. Failure to participate, complete, or submit materials results in deductions to that grade.

For example, if Weekly Grade work for the week was composed of a draft (50pts), peer reviews (30pts), and a peer review response (20pts), failure to submit a draft would result in 50pts being subtracted from the 100, so the Weekly Grade for that class week is a 50 (F).

#### Policy on Late Papers

The standard penalty for late papers is a 5-point deduction for each day a paper is late. However, you are allowed to submit 1 late paper 1 week late with no penalty if it is accompanied by a Writing Lab Review.

For this Writing Lab Review paper you must take your draft/paper to the Writing Lab either in person or online (see "Writing Lab" below) during your extra week. For this visit, please have copies of 1) your draft/paper; 2) the assignment directions (Canvas). Request a form for confirmation of your visit from the Writing Lab tutor and send a copy via Canvas message to your instructor within the extra week given to

confirm completion of requirement. The paper must then be submitted to the assignment inbox by 11:59PM one week from the initial due date. If you choose to use this late paper option, you must inform me via Canvas message prior to the assignment due date and time.

The late paper must be submitted within 1 week to receive no penalty. Each additional day beyond the allocated time will result in a 5-point reduction.

If requirements are not met for the late paper without penalty option, the paper will receive the standard penalty for a late paper. To clarify, without completion of the Writing Lab visit, the paper will be treated as a standard late paper that will be docked 35 points, 5 points for each of the 7 days the paper was late.

#### Use of laptops, other technology in the classroom

Cellphones should be either off or set on silent. Laptop and tablet use in the classroom is acceptable if used for classroom activities. Please refrain from having material on-screen that is not pertinent to classroom activities and potentially a distraction for yourself and others.

#### Writing Lab

The Writing Lab is a wonderful resource for students, and they can assist with the structure, organization, and development of your paper. You can visit the Writing Lab in person or receive assistance online via Zoom meeting or email. Be sure to have a copy of the writing assignment directions and your draft when you meet with a Writing Lab tutor. For more information and to set up a meeting go to:

<https://pensacolastate.instructure.com/courses/1325752>.

#### Other Accommodations and Assistance

What follows is a brief list of other forms of accommodation and assistance that is provided:

- If you will be absent from class for religious observance, you should notify me in writing or via Canvas message during the first two weeks of the semester. I will work to provide a reasonable opportunity to complete academic responsibilities as long as that does not interfere with the academic integrity of the course.
- Title IX also protects against discrimination related to pregnancy or parental status. If you are pregnant, have gone through childbirth, had a termination of pregnancy, or are recovering from any of those conditions and will need accommodations for this class, please make an appointment with me to discuss course accommodations. For some quick information on Title IX go to: <https://www.pensacolastate.edu/documents/title-ix-facts-sheet/>.
- The Student Support Services Lab is located on the Pensacola Campus, Building 6, Room 620 (850-484-2028). It provides free tutoring to students who apply to the program and meet eligibility requirements.
- The Student Resource Center for ADA Services is located on the Pensacola Campus in Building 6, Room 6 or at (850) 484-1637. It assists students who have physical, visual, hearing, speech, learning, and psychological disabilities. If you are uncertain if you qualify for assistance, please contact SRC/ADA.
- Canvas (eLearning) Support Hotline: (855) 534-1843
- Student HelpDesk for tech support: (850) 471-4534.
- For additional student resources, including job services, tutoring services, student clubs, etc. see the Student Resource Guide: <https://www.pensacolastate.edu/documents/student-resource-guide/>.

### Policy on Plagiarism & Academic Misconduct

All students in attendance at Pensacola State College are expected to observe standards of conduct appropriate to a community of scholars. Please refer to PSC's Student Code of Conduct located in the Academic Catalog and online (<http://pensacolastate.smartcatalogiq.com/en/2021-2022/Catalog/Student-Handbook/Student-Responsibilities/Code-of-Student-Conduct>).

Plagiarism is presenting someone else's work, ideas, and words as your own. Likewise, cheating is copying someone else's work or submitting someone else's work. All papers and assignments submitted in this class should be your original writing and written specifically for this class. You cannot reuse papers or assignments from a previous class. You cannot submit a paper or assignment you have submitted to another class this semester. The consequences of either plagiarism or cheating are an automatic zero (0) on the work in question and the incident will be reported to PSC as academic misconduct. Depending on the severity of plagiarism or cheating, you may face possible failure of the course or discipline by the college. Regardless of the severity, after two instances of plagiarism or cheating you will be assigned an early 'F' for the course.

### Turnitin

Students agree that their enrollment in this course allows the instructor the right to use electronic devices to help prevent plagiarism. All course materials are subject to submission to TurnItIn.com for the purpose of detecting textual similarities. Assignments submitted to TurnItIn.com will be included as source documents in TurnItIn.com's restricted access database solely for the purpose of detecting plagiarism in such documents. TurnItIn.com will be used as a source document to help students avoid plagiarism in written documents.

### 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

During the term, you will receive a notification in PirateMail with a link to EvaluationKit, the online evaluation system used by Pensacola State College. Please take advantage of this opportunity to provide anonymous feedback to your instructors about their courses. Your opinions are valuable, and your evaluations enable instructors to assess their teaching style and help them decide what changes to consider in curriculum, textbooks, or assignment.

