

Pensacola State College
English Composition I—ENC1101
Spring 2023
Session C
Section #D9055 Syllabus

- Instructor:** Jessica Millis, Adjunct Instructor
- Instructor email:** Please use the messaging system in Canvas first, but you can also reach me at jmillis@pensacolastate.edu if necessary.
- Instructor phone:** (850) 484-1451
- Office hours:** By appointment
- Location:** Building 4, Room 448, Pensacola campus
- Credit/Contact hours:** 3 credit hours, 3 contact hours
- Department:** English and Communications Department
Pensacola Campus, Building 4, Room 442, 850-484-1400
- Department Head:** Tracy Peyton, Ed.D. tpeyton@pensacolastate.edu
- Asst. Department Head:** Christine O'Donnell codonnell@pensacolastate.edu
- Last Date of Drop/Add (with refund)** February 3, 2023
Last Date for Student Withdrawals (without refund) April 12, 2023
- Required Text:** *Read, Reason, Write* by Dorothy U. Seyler and Allen Brizee.
McGraw Hill, 12th Edition. Copyright 2019. ISBN: 9781265743130
- Please note: A reference copy of the textbook is available at any Pensacola State College library.
- Final Exam Date/Time:** The exam will be available on the following dates and times: .
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>
- Required Materials:** Microsoft Word – available for free through your Pirate Mail account. Go to <https://www.pensacolastate.edu/piratemail/> to log in.

Then click on the app launcher button in the upper left corner to access the cloud-based program.

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

Grades will be calculated as follows: Your final grade in this course will consist of 2,000 possible points, with your assignments weighted according to the chart below. To calculate your final grade, I'll be taking the **number of points you earn** and **dividing** it by the **total possible points available** in the class. The percentage that remains will be assigned a letter grade according to the grading scale shown below.

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

Completion of Objective Diagnostic Test	40 points
Revision Activity	40 points
Discussion Posts (4 posts with comments X 25 points each)	100 points
Quizzes (point values vary depending on length of weekly reading)	100 points
Completion of Skills Review Post-Tests	70 points
Rough Drafts (5 drafts X 50 points each)	250 points
Paper 1	100 points
Paper 2	150 points
Paper 3	200 points
Paper 4	250 points
Paper 5	300 points
Final Exam (taken online)	400 points

COURSE POLICIES

1. This class will be conducted under the regulations defined in the Code of Student Conduct in the Pensacola State College Catalog.
2. **Attendance:** Regular attendance is required. 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. Students may withdraw themselves before the withdrawal date (April 12, 2023). After that date, students must be assigned a grade (A, B, C, D, or F). If a student stops attending/participating after the withdrawal date, the instructor may assign an F.
3. **Makeup or Late Work:** Particularly because this is an accelerated course, it's very important to pay close attention to deadlines so that you don't get behind in your coursework. Late work will only be accepted up to **one week after the original due date**** and will be **penalized one FULL letter grade**, so please pay close attention to deadlines.

Important exceptions: The Objective Diagnostic test, the weekly quizzes*, completion of Skills Review post-tests, and all discussion assignments are all time-sensitive and therefore **cannot be turned in late**. Otherwise, a good rule of thumb is that if you can still see an assignment, you can still turn it in. **Assignments will be hidden from your view once I am no longer accepting them.**

***Quizzes:** The quizzes in this class are designed to make sure that you're reading and understanding the lessons in each weekly module. To maintain their timeliness, they cannot be turned in late. Also, since you may use your textbook as well as any of the video or PowerPoint lessons from our class to complete them, students will not be given multiple attempts on the quizzes.

****Rough Drafts:** Keep in mind that though I will accept late rough drafts, **I won't allow you to turn in a paper twice (both rough and final drafts) within the same day**. If you're not revising substantially between these two assignments, you're not getting as much out of the class as you should. Late rough drafts must be turned in at least 24 hours before the final draft is due to receive (partial) credit.

4. **Online conduct (Netiquette)**
 - Communications in this class should be academic and professional, like any other writing or communicating you do in college.
 - In an educational setting, people in the same class may have different belief systems. Please be respectful of each other's beliefs.
 - Always use appropriate language because your comments, especially humorous ones, may not come across to others as you intended.
 - Show enthusiasm! You add to the energy when you share your ideas, ask questions, and offer feedback.

Extra Help:

1. Instructor during office hours or by appointment.
2. The Writing Lab offers free tutoring in 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. (850-484-2032)
4. The Student Resource Center for ADA Services office is located on the Pensacola Campus. Building 6, Room 603. It assists student who have any type of special situation that impacts their learning. (850-484-2637)
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

Turnitin: Your writing assignments will be submitted via Turnitin. Some of you might be familiar with this program. Turnitin is used as a plagiarism checker. Although it is often used to identify plagiarism after the fact, I prefer to use Turnitin as a teaching tool. If you submit drafts of your papers BEFORE they are due, you will have the opportunity to revise areas of your paper where you might be unintentionally plagiarizing sources and/or not citing them correctly.

Cheating and Plagiarism Policy: Plagiarism is the use of anyone else's ideas or words without giving proper credit. Cheating includes, among other things, 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 work in question and possible failure of the course or discipline by the college. Please refer to the College Catalog for the college policy regarding cheating and plagiarism.

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 he or she finishes 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 assignments.