

Pensacola State College
English Composition 1 – ENC 1101
Spring 2023
Session A
Section # D9253 Syllabus

Instructor:	Mrs. Shea Riles
Instructor Email:	sriles@pensacolastate.edu
Office Hours:	By appointment
Location:	Online via Canvas
Credit Hours:	3 credit 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
Final Exam Date/Time:	Due by May 8, 2023 at 11:59 p.m.

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>

Last Date of Drop/Add (with refund)	January 13, 2023
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Last Date for Student Withdrawals (without refund)	April 5, 2023
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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.

Required Material: Computer access to Canvas. This class is taught online through Canvas. All registered students have access to Canvas at: <https://pensacolastate.instructure.com/>.

Required Materials: **Microsoft Office Suite:** Available for free through your MyPSC Apps. Go to <https://www.pensacolastate.edu> to log in. Then click on MS Word 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:

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 (6) and homework	10%
Participation (discussions, attendance)	15%
Final Timed Essay	20%

Course Policies:

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

1. Attendance:

Regular attendance is required. For an online class, students 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 70% point in the term (April 5, 2023). After that date, students must be assigned a grade (A, B, C, D, or F). A student who stops attending after the 70% point in the term may be assigned an F.

2. Assignments and due dates:

Because this is an online course, your assignments have very specific deadlines. All assignments are due by Sunday at 11:59 p.m. the week they are assigned. If an assignment is late, five points will be deducted for each day it is late. If a paper is not submitted within one week after the due date, you will receive a zero.

3. Standards for written work:

All papers must adhere to MLA formatting and documentation requirements (i.e. 12-point New Roman font, one inch margins throughout, in-text citations, and works cited page). Papers must be submitted in DOC, DOCX, or PDF format. No others will be accepted.

4. If unavoidable circumstances occur in your life that impede your performance in this course, please let me know!

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. The instructor is available via email 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. (850-484-2028)
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

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.

Important: *In order to take another writing intensive course in English or another department, students must first pass ENC 1101 with a grade of "C" or better.*

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.