

**English Composition 1 – ENC 1101**  
**Semester: Spring 2023**  
**Session A**  
**SECTION # M1010 SYLLABUS**

**Meeting Time/ Place/Campus:** 9:30 to 10:45 a.m., Bldg. 4400, Rm. 4403, Milton Campus

**Instructor's Name:** Carol Hulse

**Instructor's email:** [chulse@pensacolastate.edu](mailto:chulse@pensacolastate.edu)

**Instructor's phone:** 850-484-4480

**Location of Office:** Bldg. 4200, Rm. 4218, Milton Campus

**Office Hours:** TBD

**Credit/contact hours:** 3 credit hours, 3 contact hours

**English and Communications Department:**  
Building 4, Rm. 442, Pensacola campus, 850-484-1400

**Department Head:** Tracy Peyton, Ed. D. [tpeyton@pensacolastate.edu](mailto:tpeyton@pensacolastate.edu)

**Assistant Department Head:** Christine O'Donnell [codonnell@pensacolastate.edu](mailto:codonnell@pensacolastate.edu)

**Final Exam Date/Time:** TBD

**Last date for drop/add (with refund):** Jan. 12, 2023

**Last date for student withdrawal (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 your work in Canvas, so become familiar with it.

**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 (5; 1 is timed) - 40%

Research Essay - 15%

Quizzes (4-6) - 10%

Participation (attendance, group work, peer reviews, in-class writing/tests) - 15%

Final Essay (timed) - 20%

## COURSE POLICIES

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

1. 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.
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 speaking will result in (1) a warning and (2) your dismissal from the classroom. Students are expected to be respectful of the instructor and of classmates.
4. If you are asked to leave the class for violating any of the above policies, you will be counted absent from class and will not be allowed to make up work or tests from that day. Before returning to class, you must meet with me during my office hours.
5. **Makeup or late work:**
  - Quizzes: You **MAY NOT** make up quizzes you miss due to absence or tardiness. However, I will drop one of your lowest quiz grades.

- In-class activities: You cannot make up any activities that you miss as a result of being absent (group work or impromptu writing assignments, for example).
  - Writing: Out-of-class writing assignments will be submitted to a drop box in our course companion site in Canvas (eLearning). I provide a copy of the directions for every writing assignment, so pay close attention to the due dates and times for these assignments. If a paper is late, points will be deducted. Any paper not submitted within one week of the due date will receive a zero. No work will be accepted after the last day of classes.
  - 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 there will be a ten (10) point late penalty. It must be made up at the Testing Center on campus. You are responsible for contacting the Testing Center and making an appointment:

### **Extra Help:**

1. Instructor is available for assistance (see page 1 of syllabus).
2. The Writing Lab offers free tutoring in a variety of formats (in-person, virtual, 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. 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.

**Turnitin:** For this course, when you submit a writing assignment to the drop box in Canvas, your paper will automatically be submitted to Turnitin. Some of you might be familiar with Turnitin. It is used as a plagiarism checker. Although Turnitin is often used to identify plagiarism after the fact, I prefer to use it as a teaching tool. If you submit drafts of your papers to the drop box 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.

**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:** Toward the end of the semester, 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.