

# English Composition I

ENC 1101

Section P1155

Room 465

Tuesdays and Thursdays

12:30 pm to 1:45 pm

**Final: TBD**

**Instructor:** Professor Todd Neuman

**Email:** [tneuman@pensacolastate.edu](mailto:tneuman@pensacolastate.edu)

**Phone:** (850) 484-1431 (please communicate by email through Pirate Mail or Canvas)

**Office hours:** As posted or by appointment

**Location:** 467A

**Class meeting time & location:** Tuesdays & Thursdays 12:30 pm to 1:45 pm

**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](mailto:tpeyton@pensacolastate.edu)

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

**Final Exam Date/Time:** TBD

**Required Text:** I am not using a textbook this semester. Rather, everything we do will come to you via Canvas, so have your computer up and running immediately.

**Required Materials:**

**A PSC compatible version of Microsoft Word** - Download free from your Pirate Mail account.

**A PSC Compatible Computer.** If you don't have one, there are hundreds on campus that you may use. A cellphone is NOT a computer. Chromebook and Macs may have compatibility issues; if so, please work those issues out. Please remember that your instructors are not responsible for any computer issues you may have. You may find help at our help desk at (850) 471-4534.

**Canvas:** You will submit the majority of your work in Canvas, and between class meetings, we will communicate using the Canvas discussion forum and our Canvas messaging system. If you have difficulties with Canvas, you can access help by clicking on the help button to the left of your Canvas screen or by calling Canvas support services at 855-534-1843.

**Course Description and Learning Outcomes:** Please refer to the district syllabus for this course. Essentially, if you succeed in this class, you will be able to communicate strong thinking in relatively error-free prose at a strong professional/academic level. The degree of that ability will be reflected in your grade.

**Grades will be calculated as follows:**

<b>Essays (5)</b>	40 %
<b>Quizzes (Including Participation Quizzes) (5-10)</b>	10%
<b>Discussion Posts (5-10)</b>	10%
<b>Summaries (1-3)</b>	10%
<b>Response Paragraphs (1-3)</b>	10%
<b>Final</b>	20%

**Grade Scale**

<b>90-100</b>	<b>A</b>
<b>88-89</b>	<b>B+</b>
<b>80-87</b>	<b>B</b>
<b>70-77</b>	<b>C</b>
<b>68-69</b>	<b>D+</b>

60-67  
Below 60

D  
F

1. This class will be conducted under the regulations defined in the Pensacola State College Code of Student Conduct in the College Catalog.
2. **Attendance: Regular, punctual attendance is required, per the Pensacola State College Catalog. Tardies (and/or leaving class early or often) will be converted to absences. If a student misses four or more days during the semester, that student will receive an early F at the 70% point of the semester. Students have until the 70% point in the semester to withdraw themselves.**
3. Unless use in class has been approved by the instructor, cell phones and other electronic devices must be turned off and kept out of sight in the classroom. Violation of this policy will result in your being asked to leave the class. You may NOT use your personal computer for constructing work in the classroom. There are a great many reasons for this.
4. Your computer system must be compatible with PSC's system, so if you are using Apple products or Chromebook or your cellphone to write your papers, it is very likely that your system will not work with Canvas, and you will run into problems. Fix those problems immediately. Those problems are yours, so you must fix them. PSC has a help desk, and there is a help button in Canvas.
5. **Student HelpDesk for tech support: 850-471-4534.**
6. **Canvas (eLearning) Support Hotline: 855-534-1843.**
7. I will take no late work that is due to a technical issue on your part. Again, make sure your technology works. This is not optional.
8. Class disruptions, including but not limited to persistent talking while the instructor or another student is speaking, could result in your being asked to leave the class. Rude behavior in discussion forums will similarly be considered a class disruption for which you may be removed from the section or even suspended from the school. The instructor will determine what constitutes rude behavior in discussion forums. Suffice it to say discussion forums are not social media posts. Your professional and academic communications must be clear, accurate, precise, deep, broad, relevant, and fair. These are [the universal intellectual standards](#), and we will study them and abide by them all semester.
9. College policy disallows visitors in the labs or classrooms.
10. If you are asked to leave class for violating class policies, you will be counted absent from class and may not be allowed to make up work from that day. Before returning to class, you must meet with the instructor.
11. I will not accept any late work. All work must be turned in when it is due without any excuses.

## Important Dates

Classes Begin	January 9 <sup>th</sup>
Schedule Adjustment Ends	January 13 <sup>th</sup>
Last Day to Withdraw	April 5 <sup>th</sup>
Last Day of Term	May 9 <sup>th</sup>
MLK Day	January 16 <sup>th</sup>
President's Day	February 20 <sup>th</sup>
Spring Break	March 20 <sup>th</sup> to March 26 <sup>th</sup>

## 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 on a walk-in basis.  
Pensacola Campus: Bldg. 4, Rm. 448 Milton Campus: Rm. 4401  
Warrington Campus: Rm. 3142B South Santa Rosa Center: Rm. 5130A  
Virtual Writing Lab:  
<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. (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. (484-1637)
5. Library home page: <http://library.pensacolastate.edu/>
6. Student HelpDesk for tech support: 850-471-4534
7. Canvas (eLearning) Support Hotline: 855-534-1843

**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.