Pensacola State College
English Composition 1 (ENC 1101) – Section D9119
Summer 2023 – Session B

Instructor:	Bethany Sreedharan
Email:	Use the messaging system in Canvas
Office hours:	Scheduled as needed
Office Location:	Virtual
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
Required Text:	*Read, Reason, Write*; Seyler, Dorothy; 9781265743130; 12th; McGraw-Hill Education; 2019

Last Date for Drop/Add (with refund)	May 16, 2023
Last Date for Student Withdrawals (without refund)	June 13, 2023

Final Exam Date: The final exam is a two-hour exam. It will be available via Canvas from June 23 – June 26. 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 Office Suite:** Available for free through your PirateMail 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.

Technology Requirements:
This class will be taught online through Canvas, the learning management system used by Pensacola State College. Using Canvas, students will view course content, participate in online discussions, submit assignments, take exams, view grades, and e-mail. Before taking this course, you should feel comfortable using computers; learning basic computer skills while taking an online course is not advisable. For writing assignments, a working knowledge of Microsoft Word is required. A version of Microsoft Word is available through your PSC PirateMail account. For more specific technology information, please refer to the "Computer System Requirements" and "Supported Browsers" pages in the "eLearning and Resources" module.

Grades will be calculated as follows:

Grading Scale:		Final Grade Calculation:	
90-100	A	Discussions	15%
88-89	B+	Quizzes	15%
80-87	B	Essays (four; one is timed)	35%
78-79	C+	Documented Paper	15%
70-77	C	Final exam	20%
68-69	D+	Total	100%
60-67	D		
Below 60	F		

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. 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 up to the 70% point in the semester (June 13, 2023). Students who remain enrolled after that date must be assigned a grade (A, B, C, D, or F). A student who stops attending/participating after the 70% point in the semester may be assigned an F.

3. **Makeup or late work**:
   Because this is an online course, your assignments have very specific deadlines. Any discussion forum postings are a requirement, so you must post a minimum of two different days during the week (once for your initial posting, then once more for your response to a classmate). If you are consistently late with postings or you consistently complete only half of the weekly post, your grade will be negatively affected.

   Quizzes, discussions, and exams will not be accessible after the deadline has passed. Papers must be submitted on time. If a paper is late, points will be deducted for each day it is late. If a paper is not submitted within one week of the due date, you will receive a zero.

Standards for written work: All papers must adhere to MLA formatting requirements. All papers must be in MLA format (12 point standard font; one inch margins throughout) and be submitted in DOC, DOCX, or PDF format. No others will be accepted.

4. **EXTRA CREDIT** is not available. Please keep up with the assignments and due dates.

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

6. **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 in an online environment, 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. Tutoring is offered in a variety of formats: in-person, virtual, and online. Click here for hours and locations: 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 HelpDesk for tech support: 850-471-4534
7. Canvas (eLearning) Support Hotline: 855-534-1843

Turnitin: When you submit your writing assignments to the Canvas drop box, they will automatically be submitted to 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.