English Composition I (ENC1101)

Section D9122, A Session

Summer 2023

Instructor: Britni Schoolcraft

Email: bschoolcraft@pensacolastate.edu

Class time: Online

Class location: Canvas

* Use Pensacola State College email, not your personal email, or use Canvas messages (preferred).

Office: Building 4, Room 406 (PEN)

Office phone: (850)475-4903

Office Hours: Office hours are posted in Canvas.

Department Head: Tracy Peyton

Assistant Department Head: Christine O'Donnell

Email: tpeyton@pensacolastate.edu

Email: codonnell@pensacolastate.edu

Department Name and Location: English and Communications Department

Building 4, Room 442, Pensacola campus

Department phone: 484-1400

Contact hours: 3 instructional hours

Withdrawal with refund date: May 16, 2023

Withdrawal without refund date: July 14, 2023

Final exam date and time: The final exam will be available in Canvas from Aug. 5-8.

Note: This syllabus may be adapted during the term if need be. I will notify you during class of any changes made. After you've been notified of changes, you are responsible for those changes. If you are absent on the day the changes are announced, you are responsible for contacting me regarding those changes.

Disclaimer: In this class, we may address, work with, and discuss mature and sensitive content and themes. If you feel you will be unable to engage in the course content in a professional and scholarly manner, please consider enrolling in another course. In addition, if you feel this content will be too troublesome to engage in, please consider enrolling in another course.

You will do the following in this course:

We are going to read different forms of essays, discuss them, and write and edit original essays. Your course grade will be determined primarily by your performance on those essays. We are also going to be asking how what we read and write relates to your life, your community, and your beliefs. Here are the types of assessment you will see in this class:

- Essays (30% of grade)
- Documented Essay (10% of grade)
- Quizzes (15% of grade)
- Midterm Exam (5% of grade)
- Discussions (20% of grade)
- Final Exam Essay (20% of grade)

Grading:

Your final grade will be calculated using your weighted averages in each assignment category. Be sure to keep up with the work because the little assignments add up quickly and can damage your grade if you don't complete them.

If you would like to discuss a grade you've earned, I ask that you wait 24 hours to "cool down" if you're unhappy with the grade you've earned. I will gladly discuss any grade you do not understand so long as the conversation remains professional and respectful.

You will receive a final grade at the end of the semester in Workday. I round up at .5 when submitting final grades. For example, if your final grade in the class is a 79.5, you will have earned a B in the class.

You will find the grading scale for this class below:

- A (90-100%)
- B+ (88-89%)
- B (80-87%)
- C+ (78-79%)
- C (70-77%)
- D+ (68-69%)
- D (60-67%)
- F (0-59%)

Required texts:

- Seyler, Dorothy U., and Allen Brizee. *Read, Reason, Write: An Argument Text and Reader*. 12th ed., McGraw Hill Education, 2019.

Required Materials:

- Microsoft Word - Access free via your student PirateMail account

- Online storage device, such as a Google Drive or One Drive
- Canvas and Pirate Mail email accounts (see p. 19 of the PSC catalog for your responsibilities in regard to Pirate Mail)
- Regular Internet access

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 (note: PirateMail's MS Office 365 is available for PSC Students). **You are also required to have a camera and microphone for Proctorio.** For more specific technology information, please refer to the "Computer System Requirements" and "Supported Browsers" pages in the "eLearning and Resources" module.

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

Course Policies:

1. Regular attendance is required. In an online class, students are expected to "show up" by logging on at least twice a week to access course material, interacting with classmates, and submitting assignments. Students may withdraw themselves until the withdrawal date, which is the 70% point in the semester (July 14, 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.

2. Before the withdraw date, students who do not log on to the course or maintain active status for two weeks may receive an "F" for excessive absences. These "weeks" do not have to be consecutive.

3. Class participation is an important part of the learning process and is, therefore, expected of each student. Throughout the semester, there will be course-related discussion topics. Participation in these discussion topics is mandatory and counts toward attendance.

4. **All assignments must be completed and submitted on time in the proper format. Late work and work submitted incorrectly may not be accepted and may result in a grade of zero.**

5. If you are required to be away from a computer on the day an assignment is due, you must turn it in early.

6. Extra credit may not be available. Please keep up with the assignments and due dates.

7. If unavoidable circumstances occur in your life that impede your performance in this course, please let me know sooner than later. I cannot help if too much time has passed, but I'll do what I can when I can to help as best I can.

Classroom behavior:

You should strive to learn from others by listening to their input in a courteous manner even if their views differ from yours. Your responses should always be conscientious and respectful.

As with your dress and appearance, your behavior in class should be such that we can accomplish our learning goals. Distracting or disruptive behavior may result in a warning or your dismissal from the classroom. If you are dismissed from the classroom as a result of poor behavior, you may receive an absence for the day and a zero on any in-class assignments. Consistently distracting or disruptive behavior may result in referral to the Director of Student Conduct.

You are to use correct Standard English grammar and punctuation in your written assignments. In addition, you are to use formal language (unless directed otherwise), and you are to follow MLA style. MLA format guidelines can be accessed online at
https://owl.english.purdue.edu/owl/resource/747/01/

All assignments must be typed and submitted to Turnitin via Canvas. Emailed papers and papers submitted without going through Turnitin may not be accepted unless specifically requested by me. Your papers must be written in MLA format: double-spaced, Times New Roman font, size 12 type, and one-inch margins on all sides. Colored paper and colored ink (colors other than black) are not acceptable. Your papers will be evaluated in part on your ability to follow these requirements.

The final exam must be taken at the scheduled time. If you do not appear for the final exam, you may be given a zero unless you've made prior arrangements with me that have been approved by the English and Communications department head. In no event will exams be given early.

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 they finish the class. The third attempt to take a college course will cost three (3) times the cost of the first two (2) attempts.

Plagiarism:

Some of the writing assignments for this course require you to use the words and ideas of other people. Plagiarism occurs when you use another person's ideas or expression in your writing without acknowledging the source. We will discuss what constitutes plagiarism at a later date. For now, know that any act of plagiarism may result in a failing grade on the assignment in question and may result failure of the course. See also the Student Handbook regarding the consequence of plagiarism. You will be required to submit work through Turnitin, via Canvas, this semester to help abate this problem in the classroom. **You will also complete a quiz on academic integrity and plagiarism at the beginning of the semester that you are required to earn a 100% on. This quiz will serve as your contract with me that you are responsible for any act of plagiarism, intentional or accidental, and that you understand the ramifications of committing plagiarism.**

Academic cheating:

If you are caught cheating on an assignment or test, you may receive a zero on that assignment or test. Academic cheating may involve "crib notes," using electronic aids, "helping" fellow students, or any other means to receive "undeserved credit" (PSC catalog).

Please also be aware that lying, as defined in the PSC catalog, whether to members of authority, fellow students, or faculty is an infraction of the Honor Pledge.

Email & Canvas communication:

Please become comfortable using your Pirate Mail and Canvas accounts. I will communicate with you via email, Canvas, and Canvas announcements during the semester. Learning your Pirate Mail and Canvas login information and checking your email is your responsibility. If you have problems logging in, ITS can help you. Students can reach ITS by phone at (850) 471-4534 or by email at helpdesk@students.pensacolastate.edu. I cannot legally respond to any emails sent from personal accounts, so you must contact me from your PSC account or Canvas.

I will typically respond to an email sent during the week during regular working hours within 24 hours and an email sent during the weekend at the start of the next week. If it has been longer than the times listed above and you have not heard from me, please do not hesitate to send a follow-up email, as your original email may have been caught in the spam filter. I recommend using the Canvas messaging system instead of email because that system does not have a spam filter that could prevent my receiving your emails in a timely manner.

Class evaluation:

Class evaluations are done in Canvas. We will discuss the online evaluations when they become available for you to complete. In the meantime, please know that your feedback is very important to me and will help me to improve the classroom experience in the future. Thank you in advance for your participation in this process, and if you have questions or concerns, please contact me sooner than later. There's no need to wait for evaluations to have your concerns addressed.