English Composition I - Section Syllabus
ENC1101D9523
Spring 2024, Session A

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Final Exam Date and Time: TBD
Last Date of Drop/Add: January 18, 2024
Last Date for Student to Withdraw: April 8, 2024

Course Description: Teaches the fundamentals of effective expression with emphasis on expository writing and logical thinking.

Class Meeting Time: Asynchronous online

Class Location: Canvas

Credits: 3 cc

Prerequisites: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.
Offered: FA, SP, SU.
Distribution: Meets AA General Education Core, Communications requirement. A writing emphasis course.

Required Textbooks and Instructional Materials: *The Writer's Mindset*; Hoeffner, Lisa; 9781260526349; 1st; McGraw-Hill Education; 2022.

Supplemental Textbooks and Instructional Materials: None.

Special Requirements:

- Writing that includes at least five multi-paragraph writing assignments, at least one of which may be written in class.
- At least one paper integrates meaningful outside sources and correct citation into its content.
- Other writing, which may include single-paragraph themes, journal assignments, and summaries of readings.
- Quizzes and tests to be given at the instructor's discretion.
- A final exam on grammar and rhetorical principles or an equivalent measure of ability.
- A final essay exam written in class and counting 20% of the final grade.

Writing Emphasis Requirement: Instructors provide detailed feedback regarding the content, organization, and use of standard written English for each evaluated writing assignment before the submission of the next evaluated writing assignment.

Writing Emphasis Requirement: Grading rubrics will be used for each evaluated writing assignment. These rubrics will be shared with each student.

Writing Emphasis Requirement: The grades earned on the writing assignments must reflect student performance in college-level writing and significantly impact the grade.

Methods of Evaluation:
At minimum, the instructor will cover content which aligns with statewide and institutional learning outcomes for the course. The instructor will measure student performance using the following:

Grading Scale:	
90% - 100%	A
87% - 89%	B+
80% - 86%	B
77% - 79%	C+
70% - 76%	C
67% - 69%	D+
60% - 66%	D
0% - 59%	F

Grading Calculation	
Participation, Peer Workshops, and Journals (6-10)	15%
Discussions and Quizzes (6-10)	10%
Essay 1	10%
Essay 2 (in class timed)	10%
Essay 3	10%
Essay 4 (in class timed)	10%
Documented research paper	15%
Final essay exam	20%
Total	100%

Evaluation of student progress towards achieving the stated learning outcomes and performance objectives is the responsibility of the instructor, within the policies of the College and the department. Detailed explanations are included in the expanded syllabus developed by the instructor for each section being taught.

Student Expectations: Students enrolled in this course can expect the following:
1. clearly identified course objectives;
2. productive class meetings;
3. a positive learning environment;
4. opportunities for appropriate student participation;
5. effective instruction;
6. positive and appropriate interactions;
7. assistance with meeting course objectives during and beyond class hours;

8. evaluation of student performance and appropriate and timely feedback; and
9. clear and well-organized instruction.

General Education Student Learning Outcomes:
- Critical Thinking: The student analyzes, evaluates, and, if necessary, challenges the validity of ideas, principles, or data in order to develop informed opinions, probable predictions, or defensible conclusions.
- Communication: The student effectively communicates knowledge and ideas.
- Information Literacy: The student effectively locates, evaluates, and applies information from a variety of sources.

Course Learning Outcomes:
1. Write essays with all parts – title, introduction, thesis, discussion, and conclusion – working together to communicate a single purpose to readers.
2. Develop papers using a recognizable, effective, and consistent organizational plan (e.g., the rhetorical modes of development by example, process analysis, comparison/contrast, causal analysis and argumentation). Paragraphs should have easily recognizable topics developed through specific details, explanation, and/or illustration that support the purpose. Appropriate transitions guide readers through the paper.
3. Develop college-level topics, with original content, and provide a depth of development beyond mere listing of paragraph sub-topics.
4. Use sentence structure and diction that reflect the patterns of Standard American English rather than the patterns of oral language.
5. Avoid errors that obscure meaning and cause readers to question the writer's credibility.
6. Demonstrate in papers the ability to critically analyze writing for effectiveness.

Academic Dishonesty Statement:
Pensacola State College is committed to upholding the highest standards of academic conduct. All forms of academic dishonesty, to include plagiarism and cheating, are prohibited. Penalties for academic dishonesty include but are not limited to one or more of the following: the awarding of no credit on the assignment, a reduction in the course grade, or the assignment of a final course grade of F and removal from the course. See the College Catalog for more details: https://pensacolastate.smartcatalogiq.com/en/2023-2024/Catalog/Student-Handbook/Student-Responsibilities/Plagiarism-and-Academic-Cheating

Student Email Accounts:
Pensacola State College provides an institutional email account to all students enrolled in courses for credit. PirateMail is the official method of communication, and students must use PirateMail when communicating with the College. In cases where companion software is used for a particular class, email may be exchanged between instructor and student using the companion software.

Flexibility:
It is the intention of the instructor to accomplish the objectives specified in the course syllabus. However, circumstances may arise which prohibit the fulfilling of this endeavor. Therefore, this syllabus is subject to change. When possible, students will be notified of any change in advance of its occurrence.

ADA Statement:

Students with a disability that falls under the Americans with Disability Act or Section 504 of the Rehabilitation Act, it is the responsibility of the student to notify Student Resource Center for ADA Services to discuss any special needs or equipment necessary to accomplish the requirements for this course. Upon completion of registration with the Student Resource Center for ADA Services office, specific arrangements can be discussed with the instructor.

Equity Statement:
Pensacola State College does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, ethnicity, religion, marital status, pregnancy, sexual orientation, gender identity or genetic information in its programs, activities, and employment. For inquiries regarding the College's nondiscrimination policies, contact the Executive Director of Institutional Equity and Student Conduct, 1000 College Blvd., Building 5, Pensacola, Florida 32504, (850) 484-1759.

Security Statement:
Pensacola State College is committed to encouraging all members of the College community to be proactive in personal safety measures. In case of emergency, students should ensure that they are aware of the building exit closest to each of their classrooms, as well as all alternative building exits in case circumstances require using a different route.

Emergency Statement:
In the case of severe weather or other emergency, the College administration maintains communication with appropriate state and local agencies and makes a determination regarding the cancellation of classes. Notices of cancellation will be made through the College's PSC Alert system and on the College's website.

Course: ENC1101
Semester: Spring 2024
Session: Session A
Section: Section D9253

COURSE POLICIES AND RESOURCES – ASYNCHRONOUS ONLINE

Instructor's Name: Bridget Knight

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. In an online class, you are expected to "show up" by logging on at least twice a week to access course material, interact with classmates, and submit assignments. Your grade will be negatively affected if you do not remain engaged in the course throughout the entire semester. You may withdraw from the course before the withdrawal date (see page 1 of the section syllabus). After that date, the instructor must assign you a grade (A, B, C, D, or F). If you stop attending class after the withdrawal date, you 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, and 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 posts, 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. If a paper is not submitted within one week of the due date, you will receive a zero. No work will be accepted once final exams begin.

4. **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.

5. Extra credit is not available. Please keep up with the assignments and due dates.

6. **Proctorio:** Proctorio will be used for this course. It is a simple yet powerful remote test proctoring software that helps uphold academic integrity. Most common proctoring settings include sharing your webcam, microphone, and your desktop. By sharing your desktop, should something go wrong during an exam session such as an image not showing or a power interruption, Proctorio provides documentation of the issue that your instructor can access, which is helpful to you when you report the issue to your instructor.

Proctorio works as an extension added to the Google Chrome browser or the Microsoft Edge browser, so you will need to use either the Chrome or Edge browser with the extension installed.

- You will also need a webcam and to use a computer (not a mobile device) to take your exams.
- You will need your PSC or other government issued ID to confirm your identity.
- Additionally, you should be in a quiet location where you will not be interrupted while taking an exam.

7. **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.

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

Resources
1. I am 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. Student Help Desk for tech support: 850-471-4534
6. Canvas (eLearning) Support Hotline: 855-534-1843
7. Student Resource Guide: https://www.pensacolastate.edu/documents/student-resource-guide/

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.