Section Syllabus and Class Policies

ENC1101_D9119 Summer 2024 Session B

[Click here for district syllabus.](#)

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Withdrawal dates for this class: May 14 (refund); June 11 (no refund)

Final Exam deadline: June 25

S*pecial Note: This course is designed for the self-disciplined, motivated student who requires scheduling flexibility. If you consistently turn in assignments late, need constant prompting to do your work (like a teacher or parent standing over you with a ruler in hand), this is **not** the course for you. All students who enroll in online courses should be comfortable using computers and the Internet, and you MUST have regular and consistent access to an Internet-connected computer.*

Welcome!

I am excited to work with you this semester! In this class, we will practice and develop a number of skills that I hope will serve you well in your other college courses and beyond your academic career. These include critical thinking strategies, analyzing and responding to rhetorical situations, composing essays and other documents using various genre conventions, researching a topic and formulating an informed perspective, and engaging in productive and respectful discussions with your classmates. I will be your guide through this journey, but YOU must take an active role in the classroom and in your own development as a writer and thinker.

A Note about Critical Thinking

This is primarily a writing class, but you will notice that a big part of this course also centers on critical thinking. What exactly is that, anyway? According to [the Foundation](#)

for Critical Thinking , "[c]ritical thinking is self-guided, self-disciplined thinking which attempts to reason at the highest level of quality in a fair-minded way. People who think critically consistently attempt to live rationally, reasonably, and empathically. They are keenly aware of the inherently flawed nature of human thinking when left unchecked." As we go through this course, I will be introducing you to tools and resources that you can use to analyze and evaluate other texts, as well as to write your own informed, rational arguments. Strong thinking is absolutely essential to good writing--it doesn't matter if you can express something well if you have nothing to say in the first place! This site is an excellent introduction to principles of critical thinking that you can begin using immediately. We will refer to this site often during the semester.

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

Assignments and weight of each:

- Essays (3): 30%
- Discussion Posts (10): 10%
- Quizzes (5): 10%
- Research Essay: 20%
- Final Exam Essay: 20%

Grading Scale

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

General Grades:

A Assignments:

Assignments of A quality follow the directions explicitly and display a polished style. They are well organized, purposeful, and present strong, original claims backed with detailed evidence or examples. These assignments include evidence of complex thinking and academic creativity. A assignments generally go beyond what is required while staying within the dictates of the assignment. The grammar and mechanics are nearly perfect, if not flawless.

B Assignments:

Assignments of B quality follow the directions explicitly. They are organized, purposeful, and present fairly strong claims backed with adequate evidence or examples They are thoughtful, and there is evidence of attention given to style, but they are not as creative as A assignments. B assignments demonstrate a strong competency in grammatical skills but may have a few minor errors.

C Assignments:

Assignments of C quality follow the directions. However, these assignments may make leaps in logic or confuse concepts. These assignments may have significant grammar issues. C assignments show little extended thought or attention to style. The vocabulary of these assignments may be incorrect or not at the level of first-year college.

D Assignments:

Assignments of D quality do not follow the directions. Assignments that do not meet the basic page requirements will automatically receive a D+. Additionally, these assignments are hastily executed and poorly thought out. These assignments may lack the professionalism required for academic writing.

F Assignments:

Assignments of F quality display a significant misunderstanding of the writing or concepts under consideration. Extreme lack of professionalism may be an issue.

General Guidelines:

1. Print the syllabus, the reading and assignment schedule and keep them in a handy notebook. Remember, it is up to YOU to keep up with due dates.
2. The best way to work through this course is by accessing the weekly modules via the "Modules" tab. Each module will contain an overview for the week, and sometimes assignment instructions or links to reading material. We will complete a brief quiz and a discussion post almost every week.
3. I will post some modules in advance, but don't expect to be able to work too far ahead in this course, especially since I need to provide feedback on previous assignments before you move on to future assignments.
4. Students must discuss and interact with each other as an important component of this course. The discussion topics and posts require that you communicate with others. In addition, I encourage you to recruit other students to be readers for your essays, as well as helping them with their essays. We may be online as a class, but that doesn't mean we have to be isolated :)
5. All work is due on the day and by the time it is due. Late essays and other major writing assignments receive 10 points off a day until submitted. **Due to the fast-paced nature of this course, I cannot accept an essay more than TWO days after its due date.** Late days include weekends and holidays. Discussion posts, quizzes, and worksheets will **NOT** be accepted late without a documented medical excuse, but I will drop your lowest score for each of these categories (including zero) at the end of the semester.
6. Not participating online for over five consecutive calendar days is similar to missing classes for a week and is unacceptable. You will not be permitted to make up late work.
7. Sign in at least three different days each week to check for messages and new material. One good way to keep up with your work is to treat this class as you

would a face-to-face class: "attend" class at the same times on the same days each week by logging on consistently during those times. Your log-on time might be from 9-10 P.M. on Tuesdays, noon to 1:00 on Fridays and 3-4 P.M. on Sundays. As long as you set the times and stick with them, you are far more likely to successfully complete this course.

8. **DO NOT copy, use, or quote from other sources, whether written of electronic, in your individual work without properly documenting the source according to MLA guidelines. Do your own thinking and writing. A student's first instance of plagiarism will result in a failing grade for the assignment and perhaps the course. Should a second instance occur, the student will be assigned an "F3" for academic dishonesty and removed from the course.** This is not a joke. I check suspicious essays and usually every semester, I fail several students for plagiarism.

9. Finally, please feel free to contact me ANY time you are confused, need help, or have circumstances that interfere with your progress and goals. The best way to reach me is via the course email/Canvas messaging. Next best is to email me (with your school email, please) to ssmith@pensacolastate.edu email. I also have office hours on the Pensacola campus, so feel free to come by--I love to meet my online students in person.

Note: This syllabus is complete and accurate to the best of my knowledge. However, I reserve the right to amend or revise aspects of the class schedule and assignments either as the result of unforeseen circumstances (hurricanes, floods, tornadoes, etc.), or if I feel these changes are in the best interest of the class. Any changes made to the syllabus will be announced and explained.

Course Participation

The following attendance policy has been implemented in the best interests of the student and is in accordance with the PSC Attendance Policy detailed in the Student Handbook.

"Attendance" is mandatory, even in an online class. You are required to log into the course at least three times a week, and more often is recommended. Class participation is an important part of the learning process and is therefore expected of each student. Logging in and then immediately logging out is not "coming to class" and *will not be counted as attendance*. You must log in and participate; read and respond to the discussions posted, check your course email and respond as necessary. The tracking tool within the course management system will be used to make sure students are accomplishing these tasks. More than two consecutive weeks of failure to log in before the withdrawal deadline may result in your being withdrawn from the class; more than two weeks of absences after this deadline may result in an early 'F' grade for non-participation. Any students who can no longer attend the class should withdraw themselves via the registrar's office no later than April 8th.

Technology Issues

If, while participating in this course, you experience a problem with your computer, Internet connection, etc., it is YOUR responsibility to find an alternate computer from which you can work, participate and submit coursework. Technology problems at your end are not valid excuses for missing assignment due dates. Please have a back-up plan ready in case you suffer a technology-related problem at any point during the semester. Problems associated with PSC-based technology will be cause for extensions when appropriate. If a technology problem prevents you from submitting an assignment on Canvas, the alternate means of submission is to my email address, ssmith@pensacolastate.edu , followed by submission to the appropriate Canvas dropbox when it is working again. Please note that while Canvas has a handy mobile app, sometimes certain functions do NOT work on a student's phone, so make arrangements to use another device if necessary. Google Chrome is the recommended web browser for Canvas. Acceptable file formats for submitting assignments are pdf and docx. Please convert any files to one of these formats before submitting.

Canvas Help

You may access Canvas guides as well as a help hotline via the "Help" tab located in the upper right of your screen. Please make sure your computer and your web browser meet the minimum requirements for Canvas.

A note on controversy and etiquette: Please remember that when I assign a text for you to read (or a video to watch, etc.), I am **NOT** asking you to agree with it or to adopt a particular belief system—I merely ask that you consider the material thoughtfully and carefully. Also, while I strongly encourage serious discussion and debate on the discussion forums, please do not be rude to others whose opinions may not match your own. Note that a bad attitude <u>will</u> affect your grade.

Please observe the following **Rules of Polite Conduct** when posting to the discussion boards. These guidelines have been created to establish a comfortable area where ideas and opinions can be shared.

1. Please write in grammatically correct sentences, using spellcheck if necessary. This IS an English class!
2. Please do not write either all in capital letters or all in lower case. (The reader feels he/she is being shouted at.) Follow standard English.
3. In a public institution, many people with many belief systems go to class. While you are encouraged to engage with controversial issues while in this class, please remain respectful of others' beliefs and feelings. Rude behavior and personal attacks will NOT be tolerated.
4. *Late initial posts will not count toward your grade*

PSC 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.

Your instructor's policies on plagiarism

I carefully investigate any paper in which I notice evidence of plagiarism. Obviously, any paper that is bought or copied off the Internet is plagiarized, as are papers that are copied from other students/friends or "ghost-written" by another person. These papers will receive zeroes. What I see most often are essays that have been pieced together using plagiarized portions of Internet content. Plagiarized passages are usually very easy to locate. **Any paper that includes one or more plagiarized portions will receive a zero with no opportunity to reclaim points**. A plagiarized portion may consist of but is not limited to the following:

- Phrases, sentences, or paragraphs copied directly from another source without quotation marks and/or without in-text citations
- Phrases, sentences, or paragraphs improperly paraphrased (too close to the original) from another source with or without in-text citations
- Ideas or information that you gathered from a source but failed to cite
- Incorporating AI (artificial intelligence)-generated ideas, information, or wording in part or all of your assignment

A note about AI: I have a zero-tolerance approach to AI-assisted writing since it is just another blatant form of cheating. Additionally, note that open-AI sites like ChatGPT tend to produce writing that is generic, bland, and devoid of personality and perspective. At their worst, these sites plagiarize online content and/or "hallucinate" facts, quotations, and citations that don't actually exist! If any of this stuff appears in your writing, it will earn you a zero, just as it would if a human fabricated this false information. **The bottom line is that while artificial intelligence can be a helpful aid in certain tedious tasks, it cannot substitute for the real, actual work of learning (through writing and discussion) that college is designed to cultivate. If an AI site wrote a paper for you, you did not write the paper and cannot receive credit for doing so--**it's that simple. Using artificial intelligence to assist in writing is strictly forbidden and counts as plagiarism. You must write all essays and discussion posts in your own words, citing and quoting any outside sources consulted. **Evidence of AI-assisted writing may result in an F for the assignment or an F for the course (possibly an F3 to designate academic dishonesty). Students whose writing shows evidence of AI or plagiarism may also be required to provide proof of a document history and/or rewrite the assignment in a proctored setting.**

Also, please note that while Grammarly.com is a wonderful tool, functions that significantly edit or revise whole passages of text (rather than just punctuation or small changes to sentences/wording) may be flagged as AI-generated and will also constitute plagiarism. Writing your own assignments will always yield better results than cheating; if you are having trouble in the class, just ask for help!

If a student plagiarizes more than one assignment, that student will receive a failing grade for the course, will be reported to PSC's Academic Misconduct database, and may be subject to further disciplinary action by the college.

TURNITIN.COM: Each major assignment you complete for this class will automatically be run through Turnitin.com to check for material that too closely matches internet content or papers submitted by other students. After you submit your paper, you will have access to an "originality report" which calculates a percentage of your words that are copied from other sources and highlights passages and phrases that closely match other documents. You may pre-check your assignments for any inadequately quoted/paraphrased material using this form (available in the "Help"/question mark tab on the far left sidebar) . If you submit your assignment using this form ahead of time, you will have a chance to correct any portions that are not quoted or paraphrased correctly and then submit the corrected document to the actual course dropbox, so feel free to use this function strategically for your own benefit. I view the originality reports of any assignment that is submitted, but I also carefully check each paper myself to verify the accuracy of the report.

BOTTOM LINE: Any ideas, facts, information, or words gathered from another author and used in your paper must be attributed to their proper source both on a works cited (bibliography) page AND in the text (parenthetical citations) and quoted or paraphrased properly. The MLA provides detailed instructions for handling these tasks. The Writing Lab and the PSC library are also excellent resources for citation technique. Of course, I am always happy to help you quote, paraphrase, and cite properly if you need my help. It's my job to help you! However, I can neither help nor tolerate students who attempt to pass off others' work as their own, assuming that I either will not notice or do not care. I care very much.

PROCTORIO: Proctorio will be used for the final exam 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.

The Writing Lab

The PSC Writing Lab provides free tutoring and assistance with writing assignments both face-to-face and online. I strongly recommend that you visit either the physical lab (available on the Pensacola, Warrington, Milton, and South Santa Rosa campuses) or virtual (online) lab for help with your major writing assignments in this class and any others. I believe so strongly in the value of working with tutors that a portion of your grade on Essay 2 will be based on whether or not you participated in a tutoring session. The tutors will not correct or edit your paper for you, but they will give you advice and suggestions to improve your writing. They can also assist you via remote tutoring, in which you can speak live with a tutor. No appointment is necessary. Details about the physical and online writing labs are available through its eLearning site, listed under the "Courses" tab at the top of your screen. Click here for a list of lab hours and locations, as well as instructions for Zoom tutoring or submitting a paper to be reviewed online.

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/