

ENC 0020
College Prep English A
Course Syllabus
Northwest Florida State College
Summer 2010



Instructor: **Mrs. Deborah Fontaine**
E-mail: fontaind@nwfsc.edu Phone Number: **729-6451**
Webpage: <http://faculty.nwfsc.edu/comm/fontained/>
Office: **E-150 (located on the 2nd floor inside the ASC)**
Course Reference Number: **69719** Meeting Days: **TR** Times: **8:00-9:40 a.m.**

Course Objectives

Students will:

1. Identify the parts of speech and the parts of a sentence.
2. Write complete, coherent, properly structured sentences.
3. Edit their own writing to correct sentence, spelling, usage, and punctuation errors.
4. Write coherent paragraphs with clear topic sentences, appropriate supporting details, and effective conclusions.
5. Compose effective paragraphs using the conventions of Standard American English in timed writings.

Required Materials

Text: *Sentence Skills, Form A, 8th edition*

John Langan

College-ruled notebook paper

Thumb drive (recommended)

Note Cards

3 ring binder with dividers

Highlighter

Pens

Pencils

Grades

A= 93-100%

B=85-92%

C=75-84%

D=65-74%

F=0-64%

Participation/Attendance =10%

Homework/Classwork = 10%

Writing = 30%

Quizzes/Tests = 25%

Final Exam = 25%

Total =100%

Student/ Instructor Contract

The student will:

- Attend class regularly (see attendance policy).
- Learn the material presented and assigned.
- Make up any work missed according to instructor policy.
- Complete all assignments with promptness and accuracy.
- Obtain a passing score on quizzes, tests, and major exams.
- Participate in classroom activities.
- Complete all writing assignments.
- Treat classmates and instructor with respect.

The instructor will:

- Clearly explain all material to be covered.
- Create assignments.
- Administers, score, and correct assignments and exams and return to students within a reasonable amount of time.
- Maintain a pleasant and respectful environment.

Attendance

Class attendance is an integral part of the learning process for this course. Students are expected to attend class regularly, as well as to arrive and depart on time. Students with excessive absences (including tardies) may be withdrawn from the class. Note that although college policy provides for a certain number of class absences, that number covers **all types** of absences, including absences such as those due to documented illness or other emergency. Absences for illness or emergencies are not accommodated in addition to those allowable under the attendance policy. (See pages 28 and 48 of the 2009-10 *College Catalog and Student Handbook*.)

Please note that the college policy does not distinguish between excused or unexcused absences; it is neutral with respect to reasons. The policy is designed to provide students with enough flexibility to accommodate minor illness and scheduling problems. The policy is not intended to provide students with “free absences” in addition to other absences for which they may provide doctor’s excuses, etc. (If illness requires extensive absence, the student has the option of either withdrawing or requesting a refund.)

Classroom Conduct

Each student is expected to participate seriously and purposefully in this class. Students will be expected to respect the opinions of others and the right to express them. Students must exercise common sense and good taste in the classroom. I will not tolerate any rudeness. Students whose behavior is interfering with the conduct of the class will be asked to leave. Please see pages 27-31 in the college catalog for further details.

Assignments

Note: Section 69719 of ENC0020 is a blended class. This means you will have reduced face-to-face contact with me. This does NOT translate into LESS WORK. In fact, you have accepted more personal responsibility for learning the material required for this course. You MUST keep up with the work assigned so you can clarify any questions you may have as they occur.

All homework must be completed. Selected homework will be collected, *usually unannounced*, for a grade. One homework grade will be dropped at the end of the semester.

Make-up Work:

- Homework may not be made-up. If you know you will be absent, you may send the homework in with another student or get it to my mailbox located in the Communications office *prior* to class. One homework grade and one quiz grade will be dropped at the end of the semester.
- Tests or exams may not be made up without documented, extenuating circumstances. Students must notify me if such a circumstance arises. Students must make up the assessment by the date determined by the instructor or students will be assigned a grade of “0.”

Writing assignments are due on the date determined by the instructor. If you are absent, you must send the assignment in with another student or get it to my mailbox located in the Communications office prior to class. Late writing assignments will be accepted, but they will be penalized **at least** one letter grade.

All writing assignments to be turned in must use proper MLA format:

Your Name

Instructor Name

Class

Date

*This information should always be doubled spaced
The text of the paragraph should be doubled spaced as well*

Title

Please, keep all assignments, writing samples, quizzes, and tests to study from and to track and verify changes. This is to the student’s benefit if there is a question about a grade. If a student feels there is an error and has no graded papers to support his or her claim, the gradebook assessment stands.

Support Services

If you have special needs for which accommodations may be appropriate to assist students in this class, please contact the Office of Students Services with Special Needs in Building C-1 on the Niceville Campus, or call 729-6079 (TDD 1-800-955-8771 or Voice 1-800-955-8770). Also, for additional, free tutoring in English as well as other subjects, call the Academic Success Center (ASC) at 729-5389.

Miscellaneous Information

No food or drink may be brought into the classroom.

Cell phones, pagers and other such electronic devices must be turned off during class and lab time. Communication by electronic devices, including but not limited to instant messaging, text messaging, and telephone, during class is strictly prohibited unless expressly designated as part of the learning activities. Use of electronic communication devices during examinations or other graded activities may constitute grounds for disciplinary action. Where emergency or employment situations *require* access to electronic communication services, arrangements may be made *in advance* with the instructor. In certain circumstances, (e.g. exams, presentations, etc.), students may be required to temporarily deposit cell phones or other communications devices with the instructor or lab supervisor for the duration of the specific class or activity.

Students are responsible for adherence to all college policies and procedures, including those related to academic freedom, cheating, classroom conduct, computer/network/e-mail use, and other items included in the 2009-10 *Catalog and Student Handbook*. Students should be familiar with the rights and responsibilities detailed on pages 27-31 of the 2009-10 *Catalog and Student Handbook*. Plagiarism, cheating, or any other form of academic dishonesty is serious breach of student responsibilities and may trigger consequences which range from a failing grade to formal disciplinary action.

As a courtesy to other students and the learning process, students may not bring children with them to class sessions. Health and safety concerns prohibit children from accompanying adult students in any lab, shop, office, classroom, or other college facility where potential hazards exist. If a child-related emergency means students must miss class, contact me as soon as possible to determine your options.

Changes to Policies

In the event of unusual or extraordinary circumstances, the schedule, requirements, and procedures in this course are subject to change. If the college closes for inclement weather or other emergency, the date for any exams, presentations, or assignments due during the closure period will be postponed. A revised schedule will be available at the first regular meeting held once the college re-opens. If changes to graded activities are required, students will not be penalized as a result of the adjustments, but will be responsible for meeting revised deadlines and course requirements.

Incomplete Grades

An incomplete grade (“I”) may be assigned when students are unable to finish the required work because of unforeseen, extenuating circumstances such as illness or TDY assignment. To receive an “I” grade, students must have successfully completed a significant portion of the required coursework and be able to finish the remaining work without attending class or needing extensive academic or instructional support to master the course content. An “I” grade will automatically convert to an “F” if students do not complete the remainder of the coursework by the established deadline.