

ENC 1102
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Office Hours: 9:30-11 MW, 12:30-3 MW, 11-12 TR

Course Policies & Guidelines

TEXTS: If you have not done so already, please purchase the following book: *The Norton Introduction to Literature*, 11th edition by Kelly J. Mays (ISBN #: **978-0-393-91338-5**). Please note that students have free access to Norton's website for more help with writing, grammar, structure, etc.: www.wwnorton.com/write. Many other websites such as Purdue University's OWL <https://owl.english.purdue.edu/owl/> exist that will provide help regarding the writing process. I also strongly recommend that you purchase a good dictionary, e.g., *The American Heritage Dictionary*, 5th edition or at the least access www.dictionary.com regularly.

ATTENDANCE: Regular attendance is mandatory and crucial for success, and I will take roll at the beginning of class. **Students are expected to attend all of their scheduled classes, as attendance is one of the strongest predictors of success.** The last day to drop a course with a grade of "W" or change to "Audit" status is **OCTOBER 30, 2015**.

- Students who leave class before it is dismissed will be counted absent for the entire period.
- Every third tardy—arriving late to class—will count as **one** absence.
- Students who are off task will be counted absent for the entire period. Off-task behaviors include but are not limited to behaviors such as studying and doing work for other classes, listening to iPods, talking, text messaging, sleeping, etc.
- No class time will be used repeating information given in earlier class meetings. If you miss a class, it is **your** responsibility to get notes, information, handouts, printouts, and so forth. Ask a fellow student or see me during my office hours.
- **There are no excused absences.**
- Students with more than **seven** absences may have their final grade lowered **one letter grade**.

OBJECTIVES: 1) Students will learn to interpret and read critically fiction (short stories), poetry, and drama. 2) Students will learn to write about the genres of literature: fiction, drama, and poetry. 3) Students will write papers using primary and secondary sources to support assertions. 4) All students must earn a **C** or better to earn credit for this class as it is a Gordon Rule class.

SOURCES: Because the learning goals and objectives for this course require students to demonstrate competence in writing a documented essay and to show proficiency in research skills, documented essays that are submitted without the required, appropriate sources and/or the correct documentation will earn failing grades. You will also need an activated student id card to access library resources such as databases and e-books for the research portion of the course. To activate your card by phone, call **850-729-5318**.

LATE WORK: No written work can be submitted late. Late means you failed to submit it to the drop box in D2L **before** the deadline, i.e. before class begins. All tests, except for the final exam, can be made up after the scheduled date, but you must make up the test within a **week** of

the original scheduled date for the test. I don't accept late papers; you will earn a **zero** on the paper if you don't submit it before the deadline.

ELECTRONIC DEVICES: Cell phones, iPods, and other such electronic devices must be turned off during class. 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 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, students may be required to temporarily deposit cell phones or other communications devices with the instructor for the duration of the specific class or activity.

EMERGENCY PROCEDURES: 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 or assignments due during the closure period will be postponed. A revised schedule will be available at the first regular class 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.

REQUIREMENTS: All students will take three exams (**3 X 100=300 PTS.**). All students are required to write **three** essays of **700-900** words (**2 X 100=200 PTS.**). **Three** essays appear on the syllabus, but I will drop the **lowest** grade earned on these essays. All essays will be written out of class and must conform to the most current MLA format. All students must write the documented research paper of at least **1200** words (**200 PTS.**) due at the end of the semester. All students must complete **ten** Considerations for Critical Thinking and Writing. These answers must be typed, must be double spaced, must be at least one paragraph in length, so two questions will equal two paragraphs (A paragraph, by the way, must be at least 5-8 sentences or approximately 150 words.). Your responses must be submitted to D2L's drop box **before** class begins. You can complete **thirteen** assignments, but I will count only your best **ten**, and these will be handed in according to the syllabus (**10 X 20=200 PTS.**). Please also see the Considerations for Critical Thinking and Writing sheet. Quizzes over the assigned readings will count for ten percent of your grade. Students may take **thirteen** quizzes, and I will count your best **ten** (**100 PTS.**).

GRADES: Students **earn** points, **1000** possible points by the end of the semester, from the above-mentioned sources; each point has the same value. My grading scale reflects the English Department scale: 89.5-100%=A, 79.5-89.4%=B, 69.5-79.4%=C, 59.5-69.4%=D and 0-59.4%=F. If you have questions about your grade(s), please check D2L's grade book first and then come to see me during my office hours. I don't discuss student grades in class, on the phone, or through e-mail. Some opportunities to earn bonus points throughout the semester will be provided, but no student can earn more than **25** total bonus points for the semester. These opportunities will be announced in class, and students will submit them in writing at the next class meeting. Students who stop attending class or are not able to pass the course due to attendance expectations stated in the syllabus may receive a failing grade of "FA." An "FA" grade is a failing grade in GPA calculations and may impact the receipt of federal aid in subsequent courses.

CRITICAL THINKING QUESTIONS: Students must submit their paragraph-long answers to D2L's drop box **before** class begins. Responses that aren't double-spaced or do not include a word count will receive a **zero**. If you fail to submit your answers on time, you will earn no credit. You will answer critical thinking questions for each assigned literary work on the syllabus in **bold**.
NOTE: *Writing that you do for this class should be considered public.*

LONGER WORKS: Students invariably find reading *Hamlet* difficult, at best. I suggest you read the play in conjunction with the movie version directed by Kenneth Branagh, who also stars as Prince Hamlet. The sooner you begin reading longer works, such as *Hamlet* or *Death of a Salesman*, the easier it will be to understand them. You might also read *Hamlet (No Fear Shakespeare)*, ISBN # 586638440 (You are not required to purchase this book!).

SMARTHINKING: Students may submit drafts of papers to SMARTHINKING—up to **six** times per paper assignment—to receive a critique from a tutor. This service is provided **free** of charge to Northwest Florida State College students and can be accessed through Raidernet.

SUPPORT SERVICES: If you have a disability for which accommodations may be appropriate to assist you in this class, please contact the Office of Disability Support Services in the Student Services Center on the Niceville Campus. The counselor for Students with Disabilities may be reached by calling 729-6079 (TDD 1-800-955-8771 or Voice 1-800-955-8770).

TURNITIN: Northwest Florida State College subscribes to Turnitin, an online **plagiarism** detection and prevention service. By enrolling in this class, you are consenting to upload your papers to D2L's drop box, which then submits your papers to Turnitin, where they will be checked for plagiarism. Papers submitted to Turnitin are saved as source documents within the Turnitin database solely for the purpose of detecting **plagiarism** in other papers.

STUDENT RIGHTS, RESPONSIBILITIES, and ACADEMIC INTEGRITY: 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 *NWFSC Catalog and Student Handbook*. Students should be familiar with the rights and responsibilities detailed in the *NWFSC Catalog and Student Handbook*. Plagiarism, cheating or any other form of academic dishonesty is a serious breach of student responsibilities and may trigger consequences which range from a **zero** on the assignment, to an **F** in the class, to **formal disciplinary action**.

PLAGIARISM: Plagiarism means submitting previously published work, work written by another person or persons, rearranging material previously published, changing some words from previously published or written work (inadequate paraphrase), or "borrowing" someone else's work in any way and submitting it as your own. You must give credit where credit is due, and you must put quotation marks around words taken from sources, even though you may have provided a **parenthetical** or **in-text** citation. Papers that have been plagiarized will earn a **zero** on the assignment and may result in an **F** in the class; I will not give students who cheat an opportunity to rewrite a plagiarized paper. Please read pp. 2269-2329 in *The Norton Introduction to Literature* if you have further questions. Please note that there is no such thing as unintentional plagiarism.

Bring paper copies of rough drafts to me during my office hours so that I can answer any questions you might have **before** you submit the paper. You can and should also consult www.plagiarism.org for more information and further explanation of plagiarism.

ACADEMIC SUCCESS CENTER: Students who have problems with writing skills might wish to seek help in the **Academic Success Center**. You may also e-mail the ASC at asctutor@nwfsc.edu. The ASC is here for you so that you can improve your writing skills and strengthen weak areas in writing and grammar.

E-MAIL: Please use a serious tone when contacting me via e-mail and provide your **name** and **why** you are e-mailing. You may not e-mail assignments to me, but I will answer any questions you might have about the class or paper assignments. Do not forward items to my e-mail address.

CHILDREN IN CLASS: Children are generally adorable, wonderful creatures, but parents or guardians **cannot** bring them to class. 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, or classroom or other college facility where potential hazards exist. If a child-related emergency means you must miss class, contact the instructor as soon as possible to determine your options.

INCOMPLETE GRADES: Incompletes for this course are possible only in cases involving no more than **two** major assignments outstanding (including the final exam) and a favorable attendance record. An “I” grade will automatically convert to a grade of “F” if the student does not complete the remainder of the coursework by the established deadline.

FORMAT QUESTIONS: When writing about literary works, students must follow the most current MLA format: Put short story titles inside **quotation marks**, e.g., “To Build a Fire”; put play titles in *italics*, e.g., *Waiting for Lefty*; put titles of poem inside **quotation marks**, e.g., “To Autumn.”

OFFICE HOURS: My office number is **E020** in **E020**, and my telephone number is **729-5254**. I encourage you to contact me if you have trouble with the course, you have questions about your grade(s), or you have difficulties with any of the writing or reading assignments. I will return phone-mail and e-mail messages promptly. If you want help with writing assignments, I am happy to help, but you must come prepared to my office so that I can help you. My office hours are **9:30-11 MW, 12:30-3 MW, 11-12 TR**.