

ENC 1101
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Office Hours: TBA

Course Policies & Guidelines

TEXTS: If you have not done so already, please purchase the following book: *The Norton Field Guide to Writing with Readings*, 3rd ed. by Richard Bullock and Maureen Daly Goggin (ISBN # **978-0-393-91957-8**). I strongly recommend that you have access to a good dictionary, e.g., *The American Heritage Dictionary*, 5th edition or an online dictionary, e.g., www.dictionary.com. I encourage you to back up all computer-generated assignments created for this class: on a flash drive, using D2L's Locker feature, in your e-mail, or in the cloud with **Dropbox** or **Google Docs**.

COURSE DESCRIPTION: ENC 1101 includes instruction and intensive practice in expository and argumentative writing, including documented papers. This is a Gordon Rule writing course and is part of the college's Writing-across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of C is required.

REQUIREMENTS: All students are required to write essays of varying lengths. These papers must be typed according to the most recent MLA style guide; rough drafts can be sent to SMARTHINKING, and final drafts must be submitted to D2L's drop box. Assignments will focus on various genres: memoir, literacy narratives, evaluations, cause-and-effect, and argumentation. Students will earn points from the following areas: three essays—I will drop the lowest grade on these **four** essays, but all students **must prepare** to write all of the papers—(**3 X 100=300 PTS.**); rough drafts (**4 X 25=100 PTS.**); posts to the discussion board (**200 PTS.**); eight writing responses to assigned readings—I will drop the lowest **three** scores (**5 X 40=200 PTS.**); one documented research paper (**200 PTS.**).

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| 4 Essays— one dropped | 300 points |
| Four Rough Drafts (4 X 25 pts.) | 100 points |
| 5 Essay Discussion Posts | 100 points |
| Informal Discussion Posts | at least 100 points |
| 8 Writing Responses— three dropped | 200 points |
| Rough Draft of Research Paper | 100 points (Required for All Students!) |
| <u>Final Draft of Research Paper</u> | 100 points (Required for All Students!) |

at least 1000 points possible

RESEARCH PAPER: This **1000+** word documented paper is worth **200** points and will be graded using the English department rubric, which I will provide a copy for you to read. All students must write this paper fail this class; it's as simple as that! This paper will require students to properly integrate at least **three** secondary sources found in LINCC Web's databases.

GRADING SCALE: Students earn grades from the above-mentioned sources; the letter grade breakdown reflects the Communications Department's grading scale: 90-100=A, 80-89=B, 70-79=C, 60-69=D and 0-59=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 will not 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.

COURSE OBJECTIVES: Students will learn to write cogent, well-developed documented essays. Students will demonstrate proficiency in Standard English grammar, usage, and punctuation. Students will use original ideas and develop a personal style. Students will use appropriate technology to access information and to perform tasks effectively and productively.

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).

ATTENDANCE: Regular attendance is mandatory and crucial for success, and I will call roll at the beginning of class. Regular attendance is mandatory and crucial for success, and I will call 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 will scheduled each semester.

- 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.**

ACADEMIC SUCCESS CENTER: Students who have problems with writing skills will be directed to work in the Academic Success Center. You may also e-mail the ASC at ascutor@nwfsc.edu. Attending the ASC should not be seen as a punishment; the ASC is here for you so that you can improve your writing skills and strengthen weak areas in writing and grammar. Please attend when directed by me to do so.

LATE WORK: No writing activities can be handed in late, but I will drop your **three** lowest grades on the forty point writing activities. Late means you failed to submit it to me before time's called or the deadline passes. Late papers will be penalized for each day late—ten points per day. I will drop the lowest grade of the first **four** papers. Students who miss class will not be able to make up work done in 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 a current student id card to access library resources such as databases and e-books for the research portion of the course. Call the library directly at 850-729-5318 if you have further questions or problems.

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 cell phone 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 for the duration of the specific class or activity.

EMERGENCY PROCEDURES: In the event of unusual or extraordinary circumstances, e.g., a hurricane warning, 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 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.

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. 475-483 in *The Norton Field Guide to Writing with Readings*, 3rd ed. if you have further questions. Please note that there is no such thing as unintentional plagiarism. Bring rough drafts of papers 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.

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.

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.

E-MAIL: Please use a serious, formal 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 via e-mail, but I will attempt to answer any questions you might have about the class, the syllabus, or paper assignments in a timely manner.

OFFICE HOURS: My office is located in **NV 115**, and my office telephone number is **729-5254**. I will respond to phone mail and e-mail messages as quickly as possible. I encourage you either to come to my office or to see me before or after class any time you are having trouble with the course, your grade, or any of the writing and/or reading assignments.