

ENC 1101  
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### COURSE POLICIES & GUIDELINES

**TEXTS:** If you have not done so already, please purchase the following book: *The Norton Field Guide to Writing with Readings*, 3<sup>rd</sup> 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](http://www.dictionary.com). I encourage you to back up all computer-generated assignments created for this class: on a flash drive, in D2L's **Locker** feature, in your e-mail, or through a free site such as [www.dropbox.com](http://www.dropbox.com). Some of you probably already use Google Docs for cloud storage.

**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.**).

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

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.

**D2L's DROP BOX:** All essays and writing activity assignments should be submitted to the course's D2L drop box. I encourage you to save your work as **.rtf files (Rich Text**

**File)** so that I never have a problem opening and grading your work. Marked up and scored papers will be returned there as well. Use the drop box to hand in papers and to see your grades and my comments on them.

**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 your grade under **Grades**. I will not discuss student grades on the phone. I will address questions about grades through e-mail or in person. Students who stop attending class or who stop logging on to the class and 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 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.

**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.

**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. All students will be required to secure sources for their papers through **LINCC Web**, the library's databases. To that end, students will also need an updated student ID card to access library resources such as databases and e-books for the research demands of the course. Contact the library at **729-5318**.

**SUPPORT SERVICES:** If you have special needs for which accommodations may be appropriate to assist you in this class, please contact The Office for Students with Disabilities or Special Needs (OSDSN). Tanya Fernandes is located in the SSC. Her phone number is 729-6079, and her fax # is 729-5300.

**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 college handbook. Students should be familiar with the rights and responsibilities detailed in the *Northwest Florida State College 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.

### **POLICIES and PENALTIES for LATE WORK:**

- Due dates for major papers should be considered inflexible, meaning I won't change them for anyone. However, if you choose to submit an essay late, then I will deduct **ten** points for each day it is late.
- Writing Activities must be submitted by the assigned deadline. If you miss a deadline, that assignment will earn a **zero**. I will not grade late Writing Activities because I drop the **three lowest scores**.
- Make-up opportunities for late work will be considered only in cases of serious life circumstances such as hospitalization, death of a loved one, etc. Documentation must be provided. I will not discuss individual deadline extensions via e-mail. If a student seeks an extension, s/he must do so in person during my office hours.

**ATTENDANCE & ABSENTEEISM:** Class attendance is an integral part of the learning process for this course. Logging on regularly and checking News items, the Content page, and the Calendar will increase your chances for success. Students are required to log in to the class at least once a week to be considered in attendance. The last day to drop a course with a grade of "**W**" or change to "**Audit**" status will be found on the current academic calendar.

**TECHNICAL DIFFULTIES:** You are responsible for properly posting your assignments in D2L. If you need technical assistance with D2L, first try the HELP functions in D2L. For additional help, go to the college's e-campus home page at <http://ecampus.nwfsc.edu/>. From there you will find resources and contact numbers. You may also refer to the Content page of our D2L classroom. Look for appropriate links to resources under the Introduction to Course portion of the table of contents.

Students' difficulties with their own computers or Internet service providers do not constitute an emergency for the class, only for the students, and do not result in the extension of deadlines. Students experiencing these problems can use any computers at any NWFSC campus or center to access the college website and submit work.

**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 [asctutor@nwsc.edu](mailto:asctutor@nwsc.edu) or call **729-5389** or **678-5111, ext. 6663**. Getting help from tutors 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.

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

**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 receive a zero; I will not give students who cheat an opportunity to rewrite a plagiarized paper. Please read the appropriate pages in your textbook if you have further questions. Please note that there is no such thing as unintentional plagiarism; you will receive a **zero** on any assignment on which you have plagiarized. When in doubt, please ask me!

**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. The more specific questions and concerns you have about your drafts of papers, the better your feedback will be. This service does not proofread or edit papers, so the final product is still the student's responsibility. Perhaps you should consider this free service as yet another pair of eyes looking at your paper, helping you make improvements.

**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, 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. Students must submit all out-of-class work written for this class to the D2L drop box.

**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. I need your name so that I can know who will be reading my responses. E-mails without proper identification will not receive a reply. 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 on the Niceville campus 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 to make an appointment to meet me in my office any time you are having trouble with the course, your grade, or any of the writing and/or reading assignments. If you want help with writing assignments, I am happy to help, but you must come to my office prepared with a paper or hard copy of what you are working on so that I can help you. My office hours will be announced.