INSTRUCTOR INFORMATION

- Professor: Dr. Anne Southard
- Email: southarda@nwfsc.edu
- Phone: 850-729-6040
- Office Hours: To be determined or by appointment
  For Zoom office hour: https://nwfsc.zoom.us/j/7305135555
- Office Location: Niceville, bldg. 500, office 212

INSTRUCTOR COMMUNICATION

When emailing me at southarda@nwfs.edu,

- **Always** include your course (ENC1101) and your CRN in your subject line.
- Please begin with "Hi Dr. Southard" or something similar, not "Hey" or "I don't like this grade." I'll extend the same courtesy to you.
- Sign your full name.

I respond to emails within 24 business hours. In addition, I make every effort to grade and return work within a week, approximately. If grading will take longer than that, I'll let you know.

If you have strong feelings about a grade, generally it's a good idea to wait 24 hours before discussing it with your professor.

Your NWFSC email is the official communication medium of the College. Please check your College email regularly for any class and College notifications.

CLASS POLICIES
How to succeed:
- Please note that you will not be able to complete all assignments on your mobile device; furthermore, you must use Chrome as your browser in order to see all elements of this course.
- At the beginning of each week, consult the Canvas content page modules for any assignments (given in each module's folder) or other announcements. These supersede the schedule provided at the beginning of the semester, which is a tentative plan.
- Students should not rely only on the Canvas calendar or the "Coming Up" list of due dates on the Canvas dashboard for deadlines but should log on to the course content and thoroughly review all assignments and resources in the modules.
- Please note that I grade the file you submit. If you submit the wrong version of an assignment, please don't expect that that I will grade that file also. Unfortunately, time does not allow this. Furthermore, the college is committed to preparing its graduates to

succeed in their employment, and checking one's work before submitting it to a supervisor is essential, so this policy helps reinforce university/business/industry expectations. If you realize your mistake before I grade your work, you can submit the correct version; I'm happy to grade the most recent file you submit before I grade.

- This course prepares you for professional communication, so all of our communication should follow professional standards.

Attendance
- Participation is an integral part of the learning process for this course; without your participation, class discussions and activities will not be as rich. Furthermore, much learning occurs as we discuss concepts together. Therefore, you are expected to engage with the material <u>and</u> your peers.

Academic integrity:
- All work in this course is individual and must be your own except for any assigned team project(s). While you are encouraged to study together, you must complete all assignments yourself unless otherwise instructed.
- Any use of artificial intelligence must align with the policies provided in the Canvas course shell.

Technical issues:
- If Canvas servers go down, deadlines will be extended. However, problems with student computers or Internet service providers will not result in extended deadlines; <u>please submit work early</u> to avoid losing points because of technology issues.
- ***If you experience technology issues preventing timely submission of assignments, email the assignments to the professor before the deadline, with screenshots of any error messages. I will help you successfully submit your work using the appropriate software. <u>Without these measures, work cannot be accepted late.</u> Please note that I cannot accept assignments for grading unless they are submitted via appropriate software, as emailed assignments are too easy to lose track of.***

Other important information:
- Your assignments, name removed, may be used in class this semester or future semesters for illustrative purposes.
- I will provide feedback on paper outlines via a class assignment, but please note that I cannot provide email feedback on papers before you submit them for grading; this medium is ineffective and inefficient. I am happy to provide feedback on drafts during office hours over the phone, via Zoom, or in person. Furthermore, our college tutors will review papers with a 48-hour turnaround. You may submit papers to them at https://lrc.nwfsc.edu/tutoring.
- Some of our reading selections may contain concepts you may find challenging; please note that exposure to new concepts is part of a college education but does not mean you are expected to agree with them. These selections merit our attention because of rhetorical strategies you will be using in your own essays. Please do not conclude that the College or this professor endorses these ideas.

- <u>Discussion with your peers</u> in this class should follow the principles of courtesy, tolerance of diverse opinions, and thoughtful grounding in the course materials.

COURSE INFORMATION

- Course Name and Number: ENC1101 Composition I
- Class Location (Campus/Building/Room): TBD
- Class Modality: In person
- Class Days and Times: MW 9:30 – 10:50 and TR 9:30 – 10:50
- Online Classroom with Gradebook: [Canvas class shell](#)
- Final Exam: TBD

COURSE DESCRIPTION
English Composition I, ENC1101, 3 credit hours.

This course introduces students to rhetorical concepts and audience-centered approaches to writing including composing processes, language conventions and style, and critical analysis and engagement with written texts and other forms of communication.

FLORIDA DEPARTMENT OF EDUCATION COURSE-LEVEL STUDENT LEARNING OUTCOMES
1. Students will apply rhetorical knowledge to communicate for a range of audiences and purposes.
2. Students will employ critical thinking to analyze forms of communication.
3. Students will engage in writing processes that involve drafting, revising, and reflecting.

NWFSC COURSE-LEVEL STUDENT LEARNING OUTCOMES
1. Student composes formal assignments applying the conventions of Standard American English in written and/or oral communication.
2. Student understands and applies the concepts of purpose, audience, and rhetorical situation in written and/or oral communication.
3. Student applies basic principles of logic and critical thinking as evidenced through written and/or oral communication.
4. Student effectively integrates and appropriately documents selected ideas, themes, and concepts from a variety of print and/or electronic sources.

COURSE PREREQUISITES
A passing score on the standardized placement test measuring communications/verbal/reading achievement, successful completion of any required developmental English and Reading coursework with a grade of C or better, or exemption from placement testing.

COURSE MATERIALS
Norton Field Guide to Writing with Readings and Handbook, 6th edition

See Assignments, Grading Scheme, and Procedures.

STUDENT EXPECTATIONS AND RESOURCES

NWFSC aims for excellence in education and scholarly pursuits. Campus policies and procedures support this goal by protecting the health, safety, welfare, and property of the College and its students. To view all campus policies, please see the college catalog. Several essential policies are provided below.

NWFSC POLICY	DESCRIPTION
Academic Integrity	Students are expected to behave responsibly as members of the College community and be honest and forthright in their academic endeavors. They are also expected to behave professionally and refrain from disrupting other students' learning environments.
Accommodations	The Accommodation Resource Center at Northwest Florida State College is committed to providing equal access and opportunities for educational success to all students with disabilities as guided by the American Disabilities Act and other disability-related laws.
Attendance	Regular attendance and participation in courses are expected.
Tutoring Services	Tutoring services are available in person and online.
Counseling Services	All actively enrolled students can receive an initial assessment and up to five therapeutic sessions with a Behavioral Health provider at no cost to the student.
Student Code of Conduct	Students are expected to adhere to the rules, regulations, and policies outlined in the Student Code of Conduct.
Student Complaints	NWFSC desires to resolve student grievances, complaints, and concerns expeditiously, fairly, and in an amicable manner. A student who desires to resolve a grievance may initiate the resolution process using the information in the link provided to the left.
Student Rights and Responsibilities	Understanding your role as a student.

MAKE-UP WORK

For details on what types of assignments and how many may be submitted late, along with the allowed grace period, see Assignments, Grading Scheme, and Procedures, below.

Please note that if you submit eligible assignments within the specified grace period for late work (see Assignments, Grading Scheme, and Procedures below), they will be graded after work submitted on time in any of my classes, so your late work may take more than a week to grade. I appreciate your understanding.

If you experience technology issues preventing timely submission of assignments, email the assignments to the professor <u>before</u> the deadline, <u>with screenshots of any error messages</u>. Thank you for understanding that <u>without both these measures, work cannot be accepted late.</u>

At the discretion of the instructor, an incomplete final course grade ("I") may be awarded when the student is unable to finish the required work because of unforeseen, serious, and extenuating circumstances such as illness or TDY assignment. To receive an "I" grade, the student must have successfully completed a significant portion of the required coursework and be able to finish the remaining work independently, without attending class. 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.

ASSIGNMENTS, GRADING SCHEME AND PROCEDURES

Assignments

The content in College classes is designed to offer you a challenging, growing experience in each class. The class experience may include content more mature, wide-ranging, or different from that which is offered in a high school classroom. You may be introduced to theories, topics, materials, discussions, or ideas that are different from those you have encountered before or that you do not agree with; you will not at any time be forced to espouse, believe, or agree with any subject matter even if you interact with or be required to complete assignments involving that subject matter in class. Feel free to speak with the professor to address any questions or concerns.

Plagiarism, cheating, presenting text generated by artificial intelligence as one's own, or any other form of academic dishonesty is a serious breach of student responsibilities and may trigger consequences which range from a failing grade to formal disciplinary action. All work in this course is individual and must be your own except for possible assigned team projects. While you are encouraged to study together, you must complete all assignments yourself unless otherwise instructed.

For team assignments, if these are assigned, it is essential that you work with your teammates, including helping them with their contributions to the final product. Failure to do so will lower the grade you earn and may result in a zero. If you no longer participate with a team because

you have not met participation requirements, you may not use that team's work in your own submission.

Please be advised that I grade the file you submit; if you submit the wrong file, please don't expect that that I will grade that file also. Unfortunately, time does not allow this. Furthermore, the college is committed to preparing its graduates to succeed in their employment, and checking one's work before submitting it to a supervisor is essential, so this policy helps reinforce university/business/industry expectations.

Extra credit is not generally offered; if it is offered, please expect it to be applied at the end of the semester.

There are three categories of class assignments (see below). All assignments are due at 11:59 p.m. on Sundays unless otherwise noted; large or team projects may have other, internal deadlines in addition to the final submission.

Always check the Canvas modules; work and deadlines provided there supersede this tentative schedule. You will be notified in advance via Canvas of any changes. The professor reserves the right to change the schedule, including assignments, due dates, number of tests, and test dates. Student will be informed of any changes in advance. Please note that you will not be able to complete all assignments on your mobile device.

Assignment Category	Percentage of Grade	Major Assignments	Policy on Late Work and Dropped/Averaged Grades
Reading responses and quizzes	15%		These cannot be made up or accepted late.
Writing process work, self-assessments	25%		These cannot be made up or accepted late.
Papers	60%	Rhetorical Analysis Paper Informative Paper Persuasive Paper	Papers may be submitted up to a week late or on the last day of class, whichever comes first. You may turn in one paper up to a week late (or the last day of class, if this comes first) with no penalty. Other late papers will be penalized 15%, but no papers are accepted for grading after the one-week grace period. Research papers and any accompanying self-assessments must be submitted simultaneously; once a paper is graded, a self-assessment submitted after that date will not earn points.

			Please note that it is your responsibility to be sure that your submissions are successful. I grade the assignment submitted; I do not regrade because students submitted the wrong version. You will get a digital receipt when you successfully submit a paper. If you have trouble, email the assignments to the professor before the deadline, with screenshots of any error messages. I will help you successfully submit your work using the appropriate software. Without these measures, work cannot be accepted late. Please note that I cannot grade assignments unless they are submitted via appropriate software/website. I will average research paper grades to your advantage as follows: If you earn a 75 on the first paper and a 95 on the second, I will replace the 75 with the average: 85. The second paper will keep its 95. I will do this only for the first and second and then the second and third papers. I will not average your first and third paper, for example, nor will I average grades when the second grade is lower than the first; the point of this process is to reward improvement. **Note that in order for this averaging process to be applied, you may be <u>required</u> to meet with me or one of our tutors for help on a specific writing skill.**
Total	100		

Grading Scheme

Grade	Range
A	90 – 100 %
B	80 – 89 %
C	70 – 79 %
D	60 – 69 %
F	59 and less %

OTHER IMPORTANT INFORMATION

TECHNICAL SKILLS AND SPECIALIZED TECHNOLOGY

This course is entirely online. Students must provide their device(s) to access and complete this class online. In addition to baseline word processing skills and sending/receiving emails with attachments, students will be expected to search the Internet and upload/download files. If you encounter technology challenges using course resources in the Learning Management System, email the Center for Innovative Teaching and Learning at online@nwfsc.edu or call 850-729-6464.

EMERGENCY COLLEGE CLOSURE

This course's schedule, requirements, and procedures are subject to change in the event of unusual or extraordinary circumstances. If the College closes for inclement weather or another emergency, any exams, presentations, or assignments previously scheduled during the closure period will automatically be rescheduled for the first regular class meeting held once the college reopens. If changes to graded activities are required, students will not be penalized due to the adjustments but will be responsible for meeting revised deadlines and course requirements.

ACADEMIC INTEGRITY TOOLS

Northwest Florida State College subscribes to Turnitin, an online plagiarism detection and prevention service. By enrolling in this class, students consent to upload their papers to Turnitin, where they will be checked for plagiarism. Papers submitted to Turnitin may be saved as source documents within these databases to detect plagiarism in other papers. Please note: All assignments submitted in this course are analyzed for plagiarism and originality.

Students are responsible for ensuring that papers are successfully submitted to Turnitin. You will receive a confirmation email if the submission process has been completed. If you do not receive this email from Turnitin, please immediately resubmit the assignment. Please note that failure to do so will not automatically result in a due date extension.

In addition, this class uses software to detect content generated by artificial intelligence (AI). Please note that by enrolling in this class, you accept that such software will be used to flag instances of AI-generated text that students present as their own original work—such presentation is a violation of academic integrity.

Please note that **Grammarly** and similar software use AI to improve writing style and voice. Using Grammarly or a comparable tool to check your grammar and punctuation is acceptable; using it to generate text or refine your style and voice is not. One of the goals of a writing class is to improve *your* writing style, not to see if you can push a button and let software do that work. *If you use Grammarly or similar software to improve your style and voice, you are using AI in a prohibited manner. You are responsible for turning off the AI component in this software;* in most cases, this can be accomplished in Account Settings.

In this class, you will have the opportunity to learn about and practice ethical uses of generative AI.

ACADEMIC CONTINUITY PLAN

NWFSC is dedicated to protecting the health and well-being of its students, staff, and faculty. The College is dedicated to working with faculty and students to ensure timely course and program completion during emergencies. In the event of a College closure, the format of this course may be modified to enable completion of the course through other means, including but not limited to online course delivery through online classrooms. Check your RaiderNet College email and LMS classroom online for any updates.

WELCOME TO CLASS

Dear Students,

Welcome to class! Please know that I am looking forward to hearing your ideas and reading your writing. I am so glad you're here.

Good writing comes from clear thinking, and achieving the latter can be a rigorous process, but I am convinced of your ability to reason clearly, logically, and impartially and thus of your ability to be good writers. I look forward to accompanying you on your writing journey.

Strong writing will prove a significant asset in your career or business, so whatever your major, your work in this class can have a direct, positive impact on your future. Like most endeavors, you'll get benefits from this class commensurate with the effort you put in. So let's start writing!

If you've read this far, good for you. Send me an email explaining one of your core values, along with an example of how you'll behave in accordance with this value in this class, and I will add 25% to your syllabus quiz grade. If you're unsure about what core values are, see this site.

Thank you for choosing NWFSC for your education—and welcome to class!

Best,

Dr. Southard