



NORTHWEST FLORIDA STATE COLLEGE

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INSTRUCTOR INFORMATION

- Professor: Dr. Heather Hartness
- Email: hartnessh@nwfsc.edu
- Phone: 850.729.6480
- Office Hours: To Be Determined
- Office Location (Campus/Building/Room): Building 500 (Annex), Room 216

INSTRUCTOR COMMUNICATION

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

I value clear and timely communication, and I am committed to responding to your emails as promptly as possible. During weekdays (Monday through Friday), I will respond to emails within 24 hours. If you send an email over the weekend (Saturday or Sunday), please allow up to 48 hours for a response. If you do not receive a reply within these timeframes, feel free to send a polite follow-up email. Please note that emails sent after 5:00 PM on Fridays may not receive a response until the following Monday. I encourage you to reach out with any questions or concerns, and I will do my best to assist you in a timely manner.

COURSE INFORMATION

- Course Name and Number: English Composition I, CRN 10499
- Class Location (Campus/Building/Room): Online
- Class Modality: Online
- Class Days: N/A Online
- Class Times: N/A Online
- Online Classroom with Gradebook: [Canvas class shell](#)
- Final Exam: N/A

COURSE DESCRIPTION

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.

The content in college classes is designed to offer all students a challenging, growing experience in each class. Each class experience may include content that is more mature, wide-ranging, or different from

that which is offered in a high school classroom. Curriculum is not modified for dual enrollment students, and dual enrollment students share classes with students of many ages, backgrounds, and beliefs. Dual enrollment students are expected to participate fully in college courses. A dual-enrolled student may be introduced to theories, topics, materials, discussions, or ideas that are different from those they have encountered before or that they do not agree with. Every College student is expected to talk independently with their instructor to address any questions or concerns or, as needed, follow the College complaint process as stated in the College Student Handbook, or withdraw from a class.

COURSE-LEVEL STUDENT LEARNING OUTCOMES

Florida Department of Education 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.

- What this means to you: You will improve your use of standard American English, which will help you succeed in other college courses and in your professional life after college.

- How this will be achieved:

- o Discussion Boards, Reflective Writing assignments, Projects

2. Student understands and applies the concepts of purpose, audience, and rhetorical situation in written and/or oral communication.

- What this means to you: You will consider who your audience is and what the writing situation calls for in order to communicate clearly and persuasively with your reader/audience. This is another skill essential to success in other college courses and in your professional life after college.

- How this will be achieved:

- o Discussion Boards, Reflective Writing assignments, Projects 1-4

3. Student applies basic principles of logic and critical thinking as evidenced through written and/or oral communication.

- What this means to you: Writing shows your thinking, so if your thinking is muddy and confused, your writing will be too. By learning to write clearly, you are pushing yourself

to think more clearly, logically, and critically. These are skills that employers are demanding of their employees.

· How this will be achieved:

o Discussion Boards, Reflective Writing assignments, Projects

4. Student effectively integrates and appropriately documents selected ideas, themes, and concepts from a variety of print and/or electronic sources.

· What this means to you: You will learn how to give credit to other people whose words and ideas you incorporate into your writing. This means you won't steal, and not stealing is essential to both ethical living and professional success.

· How this will be achieved:

o Discussion Boards, Projects

Course-Level Goals and Objectives

1. Students will engage with assigned readings to improve critical thinking and writing skills.
2. Students will respectfully collaborate with instructor and peers to communicate and construct knowledge, opinions, and writing skills.
3. Students will practice metacognitive techniques to reflect on and develop thought and writing processes.
4. Students will practice and reflect on rhetorical writing strategies to understand and apply appropriate communication techniques.
5. Students will develop various research skills, learning how to evaluate sources and integrate appropriate source material with proper documentation and MLA format.

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

Bullock, Richard, Maureen Daly Goggin, and Francine Weinberg. *The Norton Field Guide to Writing with Readings & Handbook*. Edition 7E.

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
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<u>Academic Integrity</u>	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.
<u>Accommodations</u>	The <u>Accommodation Resource Center</u> 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.
<u>Attendance</u>	Regular attendance and participation in the course is expected.
<u>Tutoring Services</u>	Tutoring services are available in person and online.
<u>Counseling Services</u>	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.
<u>Student Code of Conduct</u>	Students are expected to adhere to the rules, regulations, and policies outlined in the Student Code of Conduct.
<u>Student Complaints</u>	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.
<u>Student Rights and Responsibilities</u>	Understanding your role as a student.

MAKE-UP WORK

All course due dates are firm. Make-up work will only be accepted on a case-by-case basis based on extenuating circumstances. Student will need to contact instructor by regular school email within two calendar days of the assignment due date for any questions regarding making up assignments. Discussions will not be accepted late regardless of the circumstances.

ASSIGNMENTS, GRADING SCHEME AND PROCEDURES

Assignments

To Be Determined

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

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.

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

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