

# ENC 1101, #20158

## 3 Credit Hours; Traditional, Spring 2026

### INSTRUCTOR INFORMATION

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- Professor: Dr. Holmes
- Email: holmesb@nwfsc.edu
- Phone: 850-729-6032
- Office Hours: Office Hours. Mon. 10:30-11:00, 2:00-3:30; Tues. 8:30-9:30; 2:00-4:00; Wed. 10:00-11:00, 2:00-4:00; Thurs. 8:30-9:30, 2:00-3:00
- Office Location (Campus/Building/Room): Niceville, Bldg. 500 Annex (The annex is across from the library), room 215

### INSTRUCTOR COMMUNICATION

Your NWFSC email is the official communication medium of the College. Please check your College email regularly for any class and College notifications. The instructor will respond within 36 hours, Monday through Friday.

Check points on Canvas to always be apprised of your progress. Do not send me messages via Canvas. Send messages to my college email: holmesb@nwfsc.edu. Submit essays to turnitin.com. Homework will be submitted during class; if you cannot attend, be sure to email me the homework BEFORE the end of class.

### COURSE INFORMATION

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- Course Name and Number: ENC 1101/20158
- Class Location (Campus/Building/Room): Niceville, 500 (library) /215
- Class Modality: In-person
- Class Days: MW
- Class Times: 11:00-12:20
- Online Classroom with Gradebook: [Canvas class shell](#)

### 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. LEARNING OUTCOMES: • STUDENTS WILL APPLY RHETORICAL KNOWLEDGE TO COMMUNICATE FOR A RANGE OF AUDIENCES AND PURPOSES. • STUDENTS WILL EMPLOY CRITICAL THINKING TO ANALYZE FORMS OF COMMUNICATION. • STUDENTS WILL ENGAGE IN WRITING PROCESSES THAT INVOLVE DRAFTING, REVISING, AND REFLECTING.



## **COURSE-LEVEL STUDENT LEARNING OUTCOMES**

Goals: Students will develop competency in expository and argumentative writing.  
Student Expectations of the Course: The instructor will be available outside of class to answer questions. Students should expect to be challenged in their work to successfully complete assignments.

## **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**

*The Norton Field Guide to Writing with Readings and Handbook*, 7<sup>th</sup> edition. Edited by Richard Bullock, Deborah Bertsch, Maureen Daly Goggin. Norton, 2026.

## **STUDENT EXPECTATIONS AND RESOURCES**

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### [Classroom Conduct](#)

Electronic devices must not distract from learning. No student should initiate conversations, including texts, during class activities. Use of electronic communication devices during examinations or other graded activities may constitute grounds for disciplinary action; such devices must be completely out of sight during exams or other assessments. Where emergency or employment situations require access to electronic communication services, arrangements may be made in advance with the instructor.

**Except for classroom-generated activities or if one is using the e-book version of the text, cell phones should be stowed in backpacks or purses. They should not be visible or on laps. Laptops should be used for e-book use only. It is extremely distracting to the instructor and to other students for students to be using electronic devices for games, shopping, or other non-class activities. (This includes looking at other NWFSC sites.) Students may be asked to leave the class if they engage in such activity. **NOTE: Research shows that cell phone use interferes with learning.****

*NOTE: Social media are shattering attention spans; they are designed to interrupt you. If you lose your ability to focus, that's bad since the ability to focus is an essential skill for life and work. Do you think any employer's going to hire someone who can't stay on task and is constantly tempted to stray to an interrupting screen? You need to restore your brain before it's too late. Just stop.*

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
<a href="#">Academic Integrity</a>	<p>Students are expected to behave responsibly as members of the College community and be honest and forthright in their academic endeavors. This includes the use of generative AI tools. Using genAI in any form to substantially complete an assessment is prohibited, except where explicitly allowed by the instructor.</p> <p>Any time the instructor suspects there is a violation of Academic Integrity or there is a reported Academic Integrity Incident, the instructor is required to investigate it as outlined in the Academic Integrity section of the handbook (linked to the left). The instructor will provide information to the student about the procedure, the complaint, the findings, and any consequence imposed.</p> <p>Students are also expected to behave professionally and refrain from disrupting other students' learning environments.</p>
<a href="#">Accommodations</a>	<p>The <a href="#">Accommodation Resource Center</a> 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.</p>
<a href="#">Attendance</a>	<p>Regular attendance and participation in the course is expected. All students should adhere to the College calendar. For dual enrolled students, high school holidays may not be College holidays.</p>
<a href="#">Tutoring Services</a>	<p>Tutoring services are available in person and online.</p>
<a href="#">Counseling Services</a>	<p>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.</p>
<a href="#">Student Code of Conduct</a>	<p>Students are expected to adhere to the rules, regulations, and policies outlined in the Student Code of Conduct. See <a href="#">Student Handbook - Northwest Florida State College - Modern Campus Catalog™</a></p>
<a href="#">Student Complaints</a>	<p>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.</p>

<a href="#">Student Rights and Responsibilities</a>	All students should review the Student Rights and Responsibilities section of the Student Handbook to understand their role as a student.
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### MAKE-UP WORK

**\*\*Essays and the Midterm and Final Exam may be made up, but not homework. If a student cannot make it to class, they can submit the homework via email by the end of class time the day it is due.**

**\*\*Turnitin submission required; Late Papers:** One late paper is allowed without penalty. After that, your essay grade is reduced one letter grade for each class day late. **Please note: all assignments submitted in this course are analyzed for plagiarism and originality.** All submitted work should be your own. Please don't claim AI projects and essays as yours. AI silences your voice! AI is boring! In addition, writing submissions should be new to the class, not recycled from a previous one. Penalties may range from a zero on the assignment to a zero in the course.

## ASSIGNMENTS, GRADING SCHEME AND PROCEDURES

### Assignments

Assignment Category	Points/Percentage of Grade	Due Date
Essay #1: Personal Narrative	100	5 <sup>th</sup> class
Essay #2: Literacy Narrative	150	12 <sup>th</sup> class
<i>Midterm (In-class writing)</i>	100	Midterm
Essay #3 Proposal (Includes research)	150	21 <sup>st</sup> Class
Essay #4: Argument (includes research)	200	29 <sup>th</sup> class
Also: Smaller Graded Assignments (Homework)	150	Throughout the semester
<i>Final Exam</i>	150	See Exam schedule

*Total Points for the Semester: 1,000.*

### Points for this class:

900-1000	A	700-799	C	Below 600	F
800-899	B	600-699	D		

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

### HOW TO SUBMIT ESSAYS

1. Using Chrome as your browser, log into turnitin.com.
2. If a new user, create an account.
3. You will need two pieces of information, the class ID and the enrollment key:
4. You will also need to create your own password.
5. After establishing your account, click on the class and the essay assignment. Upload your essay as "single submission," not "cut and paste."
6. You should receive a response confirming that your essay has been submitted successfully.

### FILE TYPES ACCEPTED BY TURNITIN:

**HTML**

**Microsoft Word® (.doc/.docx)**

**Hangul Word Processor file (.hwp)**

**OpenOffice Text (.odt)**

**Rich text format (.rtf)**

**WordPerfect® (.wpd)**

**Plain text (.txt)**

**PostScript (.ps)**

**Google Docs via Google Drive™**

If submitting with Google Drive™, third-party cookies must be allowed in your browser; otherwise, any attempts to sign into Google to upload from Google Drive will fail. Note that Google Drive functionality is not supported in IE8 or below. Do not upload Google

Doc (.gdoc) files directly to file does not store the document, but contains a reference to it online, in Google Docs.

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**Turnitin submission required; Late Papers:** One late paper is allowed without penalty. After that, your essay grade is reduced one letter grade for each class day late.

## OTHER IMPORTANT INFORMATION

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### **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.

### **Dual Enrollment Students**

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

### **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!