INSTRUCTOR INFORMATION

- Professor:
- Email: southarda@nwfsc.edu
- Phone: 850-729-6040
- Office Hours: TBA
- Office Location (Campus/Building/Room): Niceville, 500 annex, 212

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 48 hours, Monday through Friday.

When emailing me at southarda@nwfsc.edu,
- **Always** include your course (ENC1101) and days of your class, i.e., MW or TR, 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 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.

COURSE INFORMATION

- Course Subject and Number: ENC1101
- Course Name and Number: Composition I
- Class Location (Campus/Building/Room): Niceville, 500, 215
- Class Modality: In person
- Class Days: MW
- Class Times: 9:30-10:50
- Online Classroom with Gradebook: Canvas class shell
- Final Exam: TBA

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.

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.

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, 7th edition

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 that is 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 are required to complete assignments involving that subject matter in class.

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. Feel free to speak with the professor to address any questions or concerns.

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

There are three categories of class assignments (see below). <u>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.</u>

Assignment Category	Percentage of Grade	Major Assignments and Due Dates (subject to change)	Policy on Late Work and Dropped/Averaged Grades
Reading responses and quizzes	15%	Each module	These cannot be made up or accepted late.
Writing process work, self-assessments	25%	Throughout the course as assigned	These cannot be made up or accepted late.
Papers and timed writings	60%	Timed Narrative TBA (100 points) Informative Paper, TBA (150 points) Persuasive Paper, TBA (200 points)	Papers/timed writings may be submitted up to a week late or on the last day of class, whichever comes first (note that for the last paper, the grace period is less than a week). 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/timed writings will be penalized 15%, but none are accepted for grading after the one-week grace period. Timed writings must be made up in the Niceville Testing Center. It is the student's responsibility to make an appointment within one week of the date of the timed writing. Regarding research papers, please note that it is your responsibility to be sure that your submissions are complete and that you have submitted the file you intended. I grade the assignment submitted; I do not regrade because students submitted the wrong version. You can open the file to check it before final submission, and 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.
Final Exam		TBA	
Total	100		

The professor reserves the right to change the schedule and/or assignments, due dates, number of tests, and test dates. Students will be informed of any changes in advance.

Grading Scheme

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

Extra credit is not generally offered.

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, above.

Please note that if you submit eligible assignments within the specified grace period for late work (see Assignments, above), 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 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/beyond the grace period and will earn the appropriate penalty. 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.

Please note that if you have an extreme, unforeseen, and extenuating circumstance that you hope will result in suspension of the stated policy on late work (see above), I must ask you to provide documentation of this circumstance to help me make a decision in your case. This request does not mean that I do not believe you; it simply ensures that the playing field in this class is equitable for all students and extra time on an assignment has verified, documented justification.

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.

CLASS POLICIES

How to succeed:

- For assistance with the course content and your writing, please rely only on college tutors or the professor; **do not use family, friends, or others.** Not only may they not be the best source of help, but I need to grade your work, not your mother's, for example.
- 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.
- 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 weekly and thoroughly review all assignments and resources in the modules.
- Always check the Canvas modules; work and deadlines provided there supersede the tentative schedule. At the beginning of each week, consult the Canvas modules for any assignments (given in each module's folder) or other announcements. You will be notified in advance via Canvas of any changes.
- 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.

Academic integrity:
- **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. Any use of artificial intelligence must align with the policies provided in the Canvas course shell. If I am confident that a student has violated academic integrity standards, please note that I am required to report this incident to the college administration.**
- This class uses software to indicate content that may be generated by **artificial intelligence (AI)**. Please note that by enrolling in this class, you accept that such software will be used to flag possible instances of AI-generated text that students present as their own original work—such presentation is a violation of academic integrity and will earn a zero, as will any instance of cheating. If a student whose work is flagged as substantially created by AI claims original authorship, the subsequent validation of the student's claim will include, but will not be limited to, a timed writing, proctored in the Niceville Testing Center, to establish writing voice and style; these are unique to each writer, so the timed writing will be compared to the work in question and will help to determine authorship.
- 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.

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/beyond the grace period and will earn the appropriate penalty.</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.**
- You must use Chrome as your browser to ensure full functionality of the Canvas course shell.

Other important information:

- **Phones and smart devices should be put away. 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. No employer is 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.**
- Students should remove headphones, earbuds, etc. during class. Students with documented need for such devices should speak to the professor.
- 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 class, during office hours over the phone, via Zoom, or in-person office hours. Furthermore, our college tutors will review papers with a 48-hour turnaround. You may submit papers to them at https://lrc.nwfsc.edu/tutoring.

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 with the corresponding link to the full policy for your review.

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. 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. 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. Students 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 the course is expected. All students should adhere to the College calendar. For dual enrolled students, high school holidays may not be College holidays.
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	All students should review the Student Rights and Responsibilities section of the Student Handbook to understand their role as a student.

OTHER IMPORTANT INFORMATION

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.

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, originality, and AI content.

Students are responsible for ensuring that papers are successfully submitted to Turnitin. You can check the file you submit before finalizing submission, and you will receive a confirmation email when 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 indicate content that may be generated by **artificial intelligence (AI)**. Please note that by enrolling in this class, you accept that such software will be used to flag possible instances of AI-generated text that students present as their own original work—such presentation is a violation of academic integrity and will earn a zero, as will any instance of cheating. If a student whose work is flagged as substantially created by AI claims original authorship, the subsequent validation of the student's claim will include, but will not be limited to, a timed writing, proctored in the Niceville Testing Center, to establish writing voice and style; these are unique to each writer, so the timed writing will be compared to the work in question and will help to determine authorship.

Please note that Grammarly and similar software use generative 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 to practice ethical uses of generative AI.

Writing/work that is not the student's own and lacks appropriate documentation of sources will earn a zero.

This course supervises exams through an online proctoring tool that will monitor you while completing course assessments. Northwest Florida State College authorizes the use of approved online proctoring solutions, such as Respondus, to promote academic integrity. These solutions have been approved by NWFSC Academic Affairs and NWFSC IT to be used in course assessments. The Respondus solution may monitor assessments by a variety of means, such as but not limited to, viewing and recording through your computer's webcam, monitoring for noise in the room through your computer's microphone and speaker system, monitoring for other internet usage while taking the assessment, and recording keystroke and visual images. The College has authorized these approved online proctoring providers to perform this service for the purpose of maintaining academic integrity. Information gathered through the proctoring solution is used by the College to ensure academic integrity in testing and may result in a

complaint against you under the Academic Integrity Policy or Student Code of Conduct, should the College have reason to believe either policy has been violated. By registering for this course and maintaining your enrollment and not dropping the course prior to the add/drop deadline, you freely and voluntarily consent to the online proctoring requirement in this course.

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