INSTRUCTOR INFORMATION

- Professor: Marshall
- Email: marsha86@nwfsc.edu
- Phone: (850) 200-4201
- Office Hours:

Monday
- 9:15-9:30 A.M. (Building B, Classroom 101) ← Drop-ins
- 11:00 A.M.-1:00 P.M. (Virtual) ← Meeting Reservations & Drop-ins

Tuesday
- 9:15-11:00 A.M. (Building B, Office 112) ← Meeting Reservations & Drop-ins
- 12:15-2:00 P.M. (Building B, Office 112) ← Meeting Reservations & Drop-ins
- 3:15-3:45 P.M. (Building B, Office 112) ← Meeting Reservations & Drop-ins

Wednesday
- 9:15-9:30 A.M. (Building B, Classroom 101) Drop-ins

Thursday
- 9:15-11:00 A.M. (Building B, Office 112) ← Meeting Reservations & Drop-ins
- 12:15-2:00 P.M. (Building B, Office 112) ← Meeting Reservations & Drop-ins

Zoom Link: https://nwfsc.zoom.us/j/8456592355

- Office Location: Building B, Room 112

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 Thursday.

If your message does **not** contain attachments, please send it to the instructor through a Canvas message. If your message **does** contain attachments, please send it to the instructor through your official NWFSC student email. Please check your Canvas inbox, email, and Canvas announcements daily on business days.

COURSE INFORMATION

- Course Name and Number: ENC 1101/20129
- Class Location: Building B: Classroom 101
- Class Modality: Traditional (Face-to-Face/In-person)
- Class Days: Tuesday/Thursday
- Class Times: 8:00-9:15 A.M.

- Online Classroom with Gradebook: [Canvas class shell](#)
- Final Exam: TBA

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.

COURSE GOALS

- Students will write an argumentative essay
- Students will write an expository essay
- Students will familiarize themselves with writing processes
- Students will analyze multimedia
- Students will convey their analyses through different means of communication

COURSE-LEVEL STUDENT 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 PREREQUISITES

Prerequisite(s): 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. For more information about placement scores, click here.

REQUIRED COURSE MATERIALS

- **Textbook:**

- Bullock, Richard, Maureen Daly Goggin, and Francine Weinberg. *The Norton Field Guide to Writing with Readings & Handbook*. Edition 7E.
- The physical version contains a code that gives you access to a virtual version
- You will need this textbook by the end of Week 2

- **Notebook & Writing Utensils**:

  - Lined
  - Normal size (not a mini notebook)
  - 80+ blank pages
  - Either 2+ mechanical pencils & lead refills or 2+ traditional pencils & a sharpener
  - 2+ erasers attached to the pencils or 1 block eraser

- **Technology**:

    - Access to a computer you can use to work on homework
    - Access to Wi-Fi you can use to submit homework
    - AT LEAST ONE of the two options below. You do NOT need both a laptop and a thumb drive. However, you may bring both if you'd like to have a backup option.

1) Option One: A laptop with…

- The ability to connect to the internet and printers

- Working speakers

- A built-in and/or an accompanying camera and microphone that can clearly record audio and visuals

- A battery capacity of at least 1 hour and 15 minutes

Note: While an equivalent device (such as a Tablet PC) could be acceptable, it will need to be able to fulfill the same functions a laptop can (such as saving different document formats). iPhones, Android phones, iPods, and similar devices will not be considered adequate substitutes and should be put away and silenced during class.

OR

2)Option Two: A thumb drive capable of holding up to 64 GB of storage.

ASSIGNMENTS, GRADING SCHEME AND PROCEDURES

Assignments

Assignment Category	Points/Percentage of Grade	Due Date
Attendance	15%	Daily
Discussion Contributions	5%	Daily
Professionalism	5%	Daily
Quizzes Note: Select assignments may use the quiz tool for formatting purposes but be listed under a different category on the grading scale. For example, the reflection-based midterm would be considered a Creation Process Assignment rather than a general Quiz.	5%	Up to twice a week
Creation Process Assignments	20%	Homework: - <u>End of Module 1</u>: Argumentative Essay Outline

		- <u>Module 2</u>: Argumentative Essay Draft - <u>Last Day of Class</u>: Free Writes - <u>Last Day of Class</u>: Notes Classwork: - Up to twice a week
Final Projects	25%	- <u>Module 3</u>: Presentation - <u>Module 4</u>: Creative Project - <u>Finals Week</u>: Final
Final Papers	25%	- <u>Start of Module 3</u>: Argumentative Essay Revision <u>End of Module 3</u>: Expository Essay
Total	100%	

Grading Scheme

Grade	Range
A	90 – 100 %
B	80 – 89 %
C	70 – 79 %
D	60 – 69 %
F	0 – 59%

Rounded Grades

- - Grades with #.5 & above will be rounded up.
- - Grades with #.4 & below will be rounded down.
- Examples:
- - 89.5, 89.6, 89.7, 89.8, & 89.9 = 90 (A)
- - 89.4, 89.3, 89.2, & 89.1 = 89 (B)

Attendance Policy

- You may have up to 4 no-questions-asked absences
  - 5 Absences: Attendance drops to 89%
  - 6 Absences: Attendance drops to 70%
  - 7 Absences: Attendance drops to 60%
  - 8 Absences: Attendance drops to 0% and overall grade is capped at 75%

- o 9 Absences: Overall grade is capped at 70%
- o 10+ Absences: Overall grade is capped at 69%
- o If you have a doctor's note for your 5th, 6th, and/or 7th absence(s), you may submit an *Attendance Grade (Excusal Request)* through Canvas in order to potentially have that grade penalty dismissed
- If you're more than 15 minutes late, you'll be marked absent
  - o If you leave when there's more than 15 minutes of class left, you'll be marked absent
  - o For every three times you arrive late and/or leave early, you'll gain an absence mark
  - o If you arrive late, let the instructor know before you leave the classroom (do this at the end of class—not during class)
  - o If you step out for a long period of time during class and this becomes a recurring issue, you'll be marked absent
- If you begin to converse with another student when the instructor is lecturing, a peer is contributing to a class discussion, and/or an independent work session is transpiring, you'll be marked absent and asked to leave
  - o If your phone isn't put away and silenced during class, you'll be marked absent and possibly asked to leave
  - o If you're doing something on your laptop/desktop/tablet/etc. that isn't related to what we're going over in the lecture, you'll be marked absent and possibly asked to leave
- If you notice you received an absence mark on a day you were present, you should let the instructor know before you leave the classroom. If you notice this after you've already left the classroom, you should notify the instructor before you leave the campus (preferably in-person during office hours). If you reach out to the instructor and claim you were marked absent when you were present and it's been more than 48+ hours since that class session was held, you may be asked to provide notes that you took on that day's lecture.

Make-up Work Policy
- Unless stated otherwise, assignments will be due 1 minute before class
- Some assignments may allow you to submit late work for partial credit
  - o Late by 1 Day (Or Less): 89% cap
  - o 2 Days Late: 80% cap
  - o 3 Days Late: 70% cap
  - o 4+ Days Late: Will no longer be accepted
- Only homework can be submitted late (classwork cannot be submitted late)
- Additional extensions will not be permitted unless…

- You have a doctor's note, encounter an emergency, have an official & relevant accommodation registered through NWFSC, and/or need to be excused for an event that aligns with one of the events that NWFSC recognizes as being excusable
- You request that extension 2+ business days in advance (48+ hours)
AND

- You request that extension through a Canvas message if it contains no attachments (or through an email if it does contain attachments)

  o Please note that you may be asked to submit proof alongside your extension request

Technical Difficulties

- It is the student's responsibility to ensure they are prepared to handle any technical issues that may arise so that they can resolve those issues before the due date and submit their work on time
- Students are responsible for reaching out to NWFSC's IT Service Desk as soon as a technical issue arises
  o Students are encouraged to call NWFSC's IT Service Desk if they're open when the technical issue occurs (850-729-5396)
  o If NWFSC's IT Service Desk isn't open when the student's technical issue occurs and/or they do not answer the phone, students should use their website's *Report an Incident* option as an alternative
  o After a student has submitted a ticket, the student should try researching the technical issue they're encountering to see if they can find a legitimate FAQ on how to fix it
  o After the student has completed the steps above, they should reach out to the instructor through an email and include photos and/or a video of the technical issue they're encountering. They should also disclose what they've already done to try to fix it. Additionally, they should disclose what their findings were when it comes to the research they conducted in an attempt to find resolutions for this issue.
  o If a student...
- Encounters a technical issue the day of or the day before an assignment is due
- That student has followed the steps above
<u>AND</u>
- That student wasn't able to get ahold of I.T.
... then that student should call I.T. to check in as soon as I.T. is available during working hours
- If a student doesn't have time to follow the steps above due to submitting work at the last minute, then they will not be excused from failing to submit the assignment on time in the case that a technical issue does arise

A.I. Policy

- When working on an assignment for this class, A.I. should <u>not</u> be used to generate, restyle, or offer non-grammatical suggestions for any part of your assignment
  o You <u>can</u> use the spell-check that comes with Word and Google Docs
  o You should <u>not</u> use prompt-based programs (such as Chat GPT) or restyle your text by implementing suggestions from programs like Grammarly
  o Any amount of A.I. misuse and plagiarism will lead to an automatic 0% and an official report potentially being filed (it's the student's responsibility to ensure they understand what does and doesn't constitute as A.I. misuse and plagiarism)

- o If it appears as though you may have potentially misused A.I. in an assignment, you will be asked to attend an in-person office hours meeting that's intended to let the instructor determine whether your work received a false flag
- o Failing to attend an office hours meeting that pertains to an A.I. concern may lead to you receiving a temporary 0% for the assignment in question (this 0% may become permanent if the meeting continues to be avoided)

Course Schedule
- Canvas contains a detailed *Course Schedule* that you should keep up with throughout the semester
- o This *Course Schedule* states what you should do before, during, and after each class
- o This *Course Schedule*, the Canvas calendar, and the actual Canvas assignment pages that you submit your homework to shows you what's due and when for this class

Submissions
- Only digital submissions will be accepted (physical copies of homework will <u>not</u> be accepted)
- Only homework submitted to its designated Canvas assignment will be accepted (emailed submissions and submissions included in the comment section of an assignment will <u>not</u> be accepted)
- Students should check their work after they submit it to ensure that it displays correctly and that the correct document was uploaded (students will not be given an extension if they submitted the wrong assignment, version, and/or a corrupt file)

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.

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!