



NORTHWEST FLORIDA STATE COLLEGE

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INSTRUCTOR INFORMATION

- Professor: Dr. Jenna Sheffield
- Email: jsheffield@nwfsc.edu
- Phone: 850.729.6485
- Office Hours: By appointment (email me, and we'll find a time to meet)
- Office Location: Building 400, Room 216

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. I will respond to your emails regularly, within 24 hours, Monday through Friday. On Saturdays and Sundays, please anticipate up to a 48-hour turnaround time.

COURSE INFORMATION

- Course Name and Number: English Composition I, CRN 30020
- Class Location (Campus/Building/Room): Online
- Class Modality: Online
- Class Days: Online
- Class Times: 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.

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. You should contact me 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

Assignment Category	Percentage of Grade	Due Date
Discussion #1: Introduction	5%*	May 20
Discussion #2: Analyzing an Advertisement	5%*	May 27
Short Writing Assignment #1: Two Descriptions	7.50%	June 3
Discussion #3: Logical Fallacies	5%*	June 10

Discussion #4: Personal Anecdote	5%*	June 17
Major Writing Assignment #1: Summary and Rhetorical Analysis	15%	June 24
Mid-Term Timed Writing Assignment	5%	July 1
Discussion #5: Amy Tan's "Mother Tongue"	5%*	July 8
Discussion #6: Bragg's "All Over But the Shoutin'"	5%*	July 15
Short Writing Assignment #2: "About Men"	7.50%	July 15
Discussion #7: Carr's "Is Google Making Us Stupid?"	5%*	July 22
Short Writing Assignment #3: Personal Narrative	7.50%	July 22
Major Writing Assignment #2: Literary Analysis	15%	July 29
Final Timed Writing Assignment	5%	August 5
Short Writing Assignment #4: Course Reflection	7.50%	August 5
Total	100%	
*Lowest discussion grade will be dropped		

TENTATIVE COURSE SCHEDULE

While the schedule may change based on student progression, questions, etc., below is a tentative outline of our schedule for your planning purposes.

Week	Dates	Theme/Focus	Assignment Due (by 11:59 PM)
1	May 13 – May 20	Course Introduction	Discussion #1: Introduction (May 20)
2	May 21 – May 27	Rhetorical Situations	Discussion #2: Analyzing an Advertisement (May 27)
3	May 28 – June 3	Descriptive Writing	Short Writing Assignment #1: Two Descriptions (June 3)
4	June 4 – June 10	Logic & Rhetoric	Discussion #3: Logical Fallacies (June 10)
5	June 11 – June 17	Personal Narrative Foundations	Discussion #4: Personal Anecdote (June 17)
6	June 18 – June 24	Pulling It All Together	Major Writing #1: Summary & Rhetorical Analysis (June 24)
7	June 25 – July 1	Mid-Term Assessment	Mid-Term Timed Writing Assignment (July 1)
8	July 2 – July 8	Cultural Perspectives	Discussion #5: Amy Tan's "Mother Tongue" (July 8)
9	July 9 – July 15	Gender & Society	Discussion #6: Bragg & Short Writing #2: "About Men" (July 15)
10	July 16 – July 22	Technology & Focus	Discussion #7: Carr & Short Writing #3: Narrative (July 22)
11	July 23 – July 29	Literary Synthesis	Major Writing #2: Literary Analysis (July 29)
12	July 30 – Aug 5	Reflections & Finals	Final Timed Writing & Course Reflection (August 5)

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.

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!