



NORTHWEST FLORIDA STATE COLLEGE

ENC1102: English Composition 1102 (3 cr.) - 20687 Spring 2017

Dr. Deidre Price, Professor of English

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Office Location: FWB Campus, Bldg. 4, Rm. 414

Office Hours: Posted in D2L's Content

www.nwfsc.edu/faculty/profiles/price-deidre/

F2F Classroom: FWB Campus, Bldg. 3, Rm. 329

F2F Sessions: M 6:30-9:00

Online Classroom: <http://D2L.nwfsc.edu>

Course Description

Interpretative and critical reading of fiction, drama, and poetry. The student will write analytic discourse and research papers as part of the essay process. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet Gordon Rule requirements for general education.

Course Prerequisite

Completion of ENC 1101 or an equivalent course with a grade of "C" or better.

Course Materials

- Students will need *The Norton Introduction to Literature* (12th ed.), which contains all the readings and documentation information for the course.
- Reliable technology is required to access course materials, complete assignments, and submit work online. Note: Microsoft Word is the preferred word processing software, as .doc, .docx, and .rtf are the only acceptable file formats in this course. Students who do not have Microsoft Word on their computers may find it helpful to download and use Open Office. More details are provided in D2L's Content.

- Annotation is an essential part of the writing process in this course. If you are unable to write in your textbook, you will need an alternate plan to complete annotation tasks. PostIt notes or a plan to scan or copy pages to mark up copies of the articles must be used in these cases. If you plan to take pictures of annotation assignments with a smartphone or webcam, be sure that the photograph is taken in good, even lighting and that any handwriting is legible and large enough to read in the image.
- At least two methods of saving your work are required. The Locker tool in D2L will be introduced, and students should have at least one additional means to save and access writing files. Back up everything.

Student Learning Outcomes

1. The student will compose formal assignments using the conventions of Standard American English in written and/or oral communication.
2. The student will understand and apply the concepts of purpose, audience, and rhetorical situation in written and/or oral communication.
3. The student will demonstrate basic principles of logic and critical thinking as evidenced through written and/or oral communication.
4. The student will effectively integrate and appropriately document selected ideas, themes, and concepts from a variety of print and/or electronic sources.

Grading Procedures

Assignment Categories and Weights

20% **Small Tasks**

Engaging with texts and conversing with peers in Discussions and in person. Quizzes and written tasks to demonstrate mastery of literary elements, academic writing conventions, research, and documentation. The two lowest grades in this category will be dropped at the end of the semester to allow for emergencies. Peer review is additionally part of this small-task grade. Peer reviews are in-class writing workshops that will require students to be prepared with commentary on multiple students' drafts in advance of class meetings. Students who are unprepared with drafts on time will forfeit credit and assignment to a peer review group.

60% **Essay Writing**

Four essays (15%, 10%, 15%, 20%) that will require students to participate fully in an academic writing process by engaging in the following tasks: active reading, prewriting, planning, drafting, sharing (peer review), revising, publishing, reflecting.

10% **Midterm Exam**

An exam comprised of objective questions assessing mastery of the assigned readings and course content covered in the first half of the semester.

10% **Final Exam**

An exam comprised of objective questions assessing mastery of the assigned readings and course content covered in the second half of the semester.

Evaluation Criteria and Grading Scale

This course requires students to engage in academic discussion, collaborate with their peers to fully understand writing for an audience, compose and edit in digital environments, and practice writing as a process with much investment in research and

documentation. Tasks will be evaluated for timeliness, completeness, and correctness. Written work, including conversations, formal essays, and timed essays, are evaluated in five areas: content, focus, organization, style, and grammar and mechanics. Essays that fall below the minimum requirements for word count, research, or documentation cannot earn passing credit. Read and follow all instructions carefully. Details matter.

90-100=A • 80-89=B • 70-79=C • 60-69=D • 0-59=F

Incomplete Grades

At the discretion of the instructor, an incomplete grade (“I”) may be awarded when the student is unable to finish the required work because of unforeseen 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 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.

FA Grades

Both the F and FA are failing grades, are calculated as such in the student’s GPA, and show up on the student’s transcript. A student’s GPA and his or her time-to-degree are both factors in qualifying for future aid as outlined in the College’s Standards of Satisfactory Academic Progress:

([http://catalog.nwfsc.edu/content.php?catoid=9&navoid=1489#Return of Title IV Financial Aid Funds](http://catalog.nwfsc.edu/content.php?catoid=9&navoid=1489#Return_of_Title_IV_Financial_Aid_Funds)).

Make-up Work and Late Work

I do not accept late work or provide make-up assignments for small tasks—in-class or homework. These categories are comprised of small assignments which occur often throughout the semester. To account for emergencies which may result in your missing or doing poorly on a small task, I drop the lowest two scores in the category.

Students who miss the deadline to submit a draft for peer review forfeit earning full credit on these tasks toward their essay grades.

Essays must be submitted on time in order to earn full credit and to receive timely written feedback (typical turnaround for major essays is one week). Essays 1, 2, and 3 may be submitted late but will be dropped a letter grade (10 points) per day past the deadline, and feedback will be briefer and may be delayed, as I work in late papers between essay sets that arriving on time. Essay 4, the research paper at the end of the course, *must* arrive on time to be read and scored. I do not open late research papers.

English tutoring is available and encouraged throughout the writing process. No extra credit is provided, so extend your efforts accordingly, and if you have questions, ask.

If a student earns a failing grade on Essay 1, Essay 2, or Essay 3, the student may request to revise the essay *within one week* of my posting the grade by emailing me to set up a

conference (web or in person only). The student will have *up to one week* from the date of the conference to submit the revision. The revision submitted will earn a maximum grade of 70/C, and each student may revise only one essay in the course. Essay 4 does not have a revision option.

Classroom Conduct

Students are responsible for keeping up with the logon information for their D2L accounts and for checking their college email. Students having technical issues are expected to remedy these outside of our class time.

Classroom Policy: Do not bring food into the classroom. **Silence and put away cell phones during class unless otherwise instructed for a particular task.** Students who are texting or otherwise off task and unengaged during class may be dismissed and may forfeit points for the day's work. Because of the structure and format of this course, I do not allow laptops to be open during lecture, discussion, or small group tasks. Plan to bring materials to take notes without your computer. If you have emergency or exceptional circumstances, please discuss them with me so that I may consider accommodations.

Students are expected to participate in the online classroom with the same level of respect for their peers and professors as is required in a face-to-face classroom setting. All students must communicate according to professional conventions and must be aware that the online classroom environment, discussion board included, is an academic space set up for the purpose of working productively alongside one another. All communication in the course, including emails, should be carefully thought out, drafted, and edited as though it is being published for an audience. The expectations in an academic environment are that students will write aim to write clearly, concisely, and professionally, editing for tone, grammar, and spelling prior to posting their work.

Class Attendance

Students are expected to attend all of their scheduled classes, as attendance is one of the strongest predictors of success. I record attendance throughout the term. **Students with more than two absences cannot earn a passing grade in the course**, regardless of the reason for the absences, because in-class discussions and group tasks are essential to the course content. Because I expect students to arrive to class on time and to stay until dismissed, tardies and early departures count toward absences. Specifically, every tardy and/or early departure after the second will count as a ½ absence. Students who miss more than ten minutes of a class period (at the start or end) will be marked absent for the day.

Students who stop attending class or are not able to pass the course due to attendance expectations stated in the syllabus may receive a failing grade of "FA." An "FA" grade is a failing grade in GPA calculations and may impact the receipt of federal aid in subsequent courses. Students traveling for college approved activities will not be penalized academically but will be responsible for missed work.

How to Contact Me

Email is the best way for students to reach me: priced@nwfsc.edu. Emails must include your name, your specific course, and a clear subject line with your email and should be written professionally as in a business setting. Here is a checklist to ensure that you've met the expectations for e-communication regarding this course:

- ✓ Did you read the syllabus and course materials completely to be sure your question hasn't already been answered within Content?
- ✓ Is the email addressed to priced@nwfsc.edu?
- ✓ Did you include a specific subject line that leads with **ENC1102 Hybrid** and indicates the specific subject of your email?
- ✓ Did you begin with a greeting? "Dear Dr. Price," or "Hi, Dr. Price:" are acceptable; whereas, "Hey" or a generic greeting without mentioning the addressee's name is not.
- ✓ Did you use the correct title for the person? Dr. or Professor is acceptable for my title, but do not use both together. Within this context, it is best to use professors' last names unless you've been specifically directed to do otherwise.
- ✓ Did you kindly offer a greeting before a request?
- ✓ Did you use standard capitalization and punctuation? Do not excuse yourself from such formalities because you are writing from your smartphone or tablet device. Every email is seen the same from your recipient, so all caps and all lowercase will be noted as inappropriate.
- ✓ Did you check your spelling and look up any words you're uncertain about?
- ✓ Did you sign-off with a salutation before including your name as it would appear on the roster, as well as what you prefer to go by?
- ✓ Did you include an additional reference to which class you're enrolled in? Many professors teach multiple sections of the same course, so it's important to distinguish for us which one you're enrolled in. Even a note to say 'ENC1102 Hybrid' is helpful.

Students should allow time for an email turnaround time of one business day, barring emergencies. If you have not heard back from an email within two business days, please send a follow-up message with the first email correspondence attached.

For a reply before the weekend, please ensure that your email has been sent by noon on Friday. Students sending emails over the weekend can expect a reply by the end of business on Monday.

My office is on the Fort Walton Beach campus in Bldg. 4, Rm. 414. My office hours will be available in D2L's Content.

If you prefer to leave a voicemail, you may leave a message at 863-6521, and when I am on campus, I will return your call. If you leave a message, please follow-up with an email with your question in writing. I do not accept any assignment submissions by email.

Page and File Format Requirements

All essays must be formatted according to MLA guidelines. A sample MLA page setup

document is located in D2L's Content and should be followed precisely. Note these essential details as a starting point:

- 1" margins on all sides
- 2.0 line spacing (double spacing) for all text
- 0 paragraph spacing
- 12 pt Times New Roman font—normal, no bold
- Header with last name and the page number *inserted*, not typed in, on the right side
- Heading on left side: Your first and last name, Dr. Price, ENC1101, DD Month YYYY (date submitted)
- Title centered (normal font, no bold) using standard title capitalization—Capitalize the first and last word of the title, as well as all other “important words.” “Unimportant words” include articles, prepositions, and conjunctions.
- Indent each first line of a paragraph 1/2"

All work must be saved as a .doc (Word 97-2003), .docx (Word 2007 or 2010), or .rtf (Rich Text Format). If a student submits an incorrectly formatted document, it is his or her responsibility to resubmit the correct file. Late penalties apply. Please check your file format each time you submit work to the dropbox.

Technical Difficulties

Students are responsible for properly posting assignments to D2L. If you need technical assistance with D2L, please see me in conference or use the HELP functions in D2L.

Students' difficulties with their own computers or Internet service providers do not constitute an emergency for the class, only for the students, and do not result in extension of deadlines. Students experiencing these problems can use any computers at any NWFSC campus or center to access the college website and turn in work.

The college has multiple campuses and centers with computer labs and libraries for students to have frequent access to the internet for research and writing purposes. If you have technical issues, it is your responsibility to pursue an alternative way to complete the work and meet deadlines. Work that does not arrive on time because of a technical issue will incur late penalties (see Make-up Work and Late Work policies for details). Always have a backup plan, and save your work in two places accessible online.

Plagiarism

Plagiarism means submitting previously published work or work written by another person or persons, rearranging material previously published, changing some words from previously published or written work (inadequate paraphrase), or "borrowing" someone else's work in any way and submitting it as your own.

- **Students who plagiarize or are academically dishonest otherwise will receive an automatic zero for the assignment. Submitting a plagiarized essay for one**

of the five essays of the course is grounds for automatic failure of the course. Students are not permitted to rewrite essays that have been plagiarized.

- All student work must be original and created solely for this attempt at this course. Essays that have been submitted to another instructor previously will not receive credit.
- All outside sources, quoted or paraphrased, must be documented according to MLA guidelines through parenthetical documentation and on the works cited. Essays including outside research that do not contain a works cited page cannot earn a grade higher than a 60.
- Documentation and plagiarism prevention are part of the ENC1101 curriculum. The Academic Success Center offers MLA workshops to reinforce lessons for the research work required in this course. Call the ASC at 729- 5389 for an appointment or to reserve a seat in an MLA workshop.
- Students taking this course are required to read the plagiarism handout, which is provided in D2L's Content.

Minimum Technical Skills and Specialized Technology Used

This course occurs entirely online. In addition to baseline word processing skills and sending/receiving email with attachments, students will be expected to search the internet and upload/download files. In addition, students may need one or more of the following plugins:

- Adobe Acrobat Reader: <https://acrobat.adobe.com/us/en/products/pdf-reader.html>
- PowerPoint Viewer: <http://www.microsoft.com/en-us/download/details.aspx?id=13>
- Windows Media Player: <http://windows.microsoft.com/en-us/windows/download-windows-media-player>
- QuickTime Player: <http://www.apple.com/quicktime/download/>
- Adobe Flash Player: <https://get.adobe.com/flashplayer/>

Turnitin

Northwest Florida State College subscribes to *Turnitin*, an online plagiarism detection and prevention service. By enrolling in this class, you are consenting to upload your papers to Turnitin, where they will be checked for plagiarism. Papers submitted to *Turnitin* are saved as source documents within the *Turnitin* database solely for the purpose of detecting plagiarism in other papers.

Videos

This course employs lecture capture software to provide you with videos of your instructor's lectures/PowerPoints/notes/demonstrations, etc., and you are required to watch these. These videos can be viewed with a standard Internet connection. If your home Internet connection is not adequate, please remember that any NWFSC open lab is available to you. You need only take your own headphones with you.

Children in Classes

As a courtesy to other students and the learning process, students may not bring children with them to class sessions. Health and safety concerns prohibit children from accompanying adult students in any lab, shop, office, or classroom or other college facility where potential hazards exist. If a child-related emergency means you must miss class, contact the instructor as soon as possible to determine your options. (The full “Children on Campus” policy statement appears in the College Catalog.)

Emergency College Closure

In the event of unusual or extraordinary circumstances, the schedule, requirements, and procedures in this course are subject to change. If the college closes for inclement weather or other 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 re-opens. If changes to graded activities are required, students will not be penalized as a result of the adjustments, but will be responsible for meeting revised deadlines and course requirements.

Protecting Your Login Information

Enrollment in this web-enhanced course grants you a unique logon to access a private online classroom. You may not share your login information with *any other individual*. This jeopardizes the security of your assessments, the privacy of your grades, and the expectation of privacy of other students in the online learning environment. Students are responsible for the activity that occurs within their accounts and are responsible for securing their personal login information so that others do not enter the online classroom on their behalf. The best practice for securing your login information is not allowing any browsers to save your login information and not sharing your login information with another person. Students who allow others to log in to their D2L account may face point penalties or even loss of credit for the course.

Student Rights, Responsibilities, and Academic Integrity

Students are responsible for adherence to all college policies and procedures, including those related to academic freedom, cheating, classroom conduct, computer/network/e-mail use and other items included in the *Northwest Florida State College Catalog and Student Handbook*. Students should be familiar with the rights and responsibilities detailed in the current *Northwest Florida State College Catalog and Student Handbook*. Plagiarism, cheating, 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.

RESOURCES

The Academic Success Center (ASC) is located in the Activities Center (Building 410) on the Niceville Campus. The ASC provides free learning support services such as tutoring, ESOL, and writing assistance for all NWFSC students. Individual and group tutoring is available in a wide range of subjects on a walk-in-basis and by appointment. For more

information, call the Academic Success Center at (850) 729-5389 or visit our website at [Free Tutoring](#).

Reading to Learn (R2L) is a project of Northwest Florida State College designed to support students' learning through direct instruction of reading strategies. Students may access R2L at our website: [Reading to Learn](#).

Math Labs are located in the Math Building L, Room L-131, on the Niceville Campus and in Building 7, Room 702 on the Fort Walton Beach Campus and Room 131 at the Crestview Center. The math labs are open to all students and provide free walk-in tutoring for all mathematics courses. For lab hours, students may call the Math Department at (850) 729-5377 or visit our website at [Math Lab](#).

Smarthinking is an online, real-time tutoring offered free to students, who may access this service via RaiderNet.

Open Computer Labs

There are numerous open computer labs throughout the Northwest Florida State College campuses. Students may access our website for lab locations and hours: [Computer lab location and hours](#)

Testing Center

Testing Centers administer college admissions tests, placement tests, proctored exams, ACT/SAT, GED, CLEP, and DSST (formerly known as DAN TES). General information concerning tests, hours

Testing Center hours may be accessed on the Testing Center website at [Testing Center](#). Makeup exams may be taken in the Testing Center, depending upon instructor policies on late work.

Library, Online Reference Materials, and Resources

The library is a comprehensive, learning resource center providing information in print, digital, and multimedia formats to support the educational objectives of the College. In addition to in-house materials, online services and resources can be accessed through the LRC website. Library hours are posted each semester at the building entrance and on the LRC website at [Learning Resource Center](#)

Assistance for Military and Veterans

Northwest Florida State College supports our military and veterans students. You may contact NWFSC Eglin AFB Education Services Building at 850-200-4180 or NWFSC Hurlburt Center Educational Services Building at 850-200-4190 or visit our website: [Support Our Military](#)

Students with Disabilities

Northwest Florida State College supports an inclusive learning environment for all students. If you have disabilities for which accommodations may be appropriate to assist

you in this class, please contact the Office of Disability Support Services, located in the Activities Center (Building 410) on the Niceville Campus, or call 850-729-6079 (TDD 1-800-955-8771 or Voice 1-800-955-8770). You may also visit our website: [Disability Support Services](#).