

ENC 1101, English
Composition I, CRN
10171, Section 001, 3
Credit Hours
Traditional/Classroom
Fall 2024

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- Professor: Mrs. Angela Sanders
- Email: sandersa@nwfsc.edu
- Phone: 850-537-9099
- Office Hours: As an adjunct, I do not have regular office hours. However, upon your request, I will be happy to schedule a time when I can meet with you.
- Class Location: Robert L.F. Sikes Center, Crestview, Room 142
- Class Days: Monday and Wednesday
- Class Times: 2:00-3:20 p.m.
- Online Classroom with Gradebook: [Canvas class shell](#)
- Final Exam: TBA

Course Curriculum

ENC 1101, English Composition I, 3 credit hours: Instruction and intensive practice in expository and argumentative writing, including a documented paper. 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. This course meets the Technology-Across-the-Curriculum requirement. ENC 1101 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/Goals

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.

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Course Objectives

Goal 1. Students will apply rhetorical knowledge to communicate for a range of audiences and purposes.

Objective to meet goal: Students will write both informal and formal essays. At least one of the formal essays will require research.

Goal 2. Students will employ critical thinking to analyze forms of communication.

Objective to meet goal: Students will analyze several literary/historical speeches. The analysis will include class discussion and an essay.

Goal 3. Students will engage in writing processes that involve drafting, revising, and reflecting.

Objective to meet goal: For at least one of the required essays, students must complete an essay draft, submit a revised essay, and compose a short summary of what has been learned from the revision process.

Student Expectations of the Course

1. ENC 1101 requires a great deal of writing, as well as some reading.
2. Writing at least one essay that includes properly documented research is required.
3. Attendance is expected.
4. Students are welcome to ask questions during class, before or after class, or at a scheduled time agreeable to both teacher and student.

How Student Performance Will Be Measured

Students will be graded on series of essays, a research paper, and some short classwork/homework/quiz assignments.

Course Prerequisite

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.

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Course Materials

Bullock, Richard, et. al. *The Norton Field Guide to Writing with Readings & Handbook*. 6th ed. Norton: New York, 2022. ISBN 9780393543773

Class Attendance

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, which 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.

Attendance Confirmation

Active participation and academic engagement are expectations of enrollment in this course. Faculty confirm each student's attendance in class after the schedule adjustment period ends. Students who have not attended class or otherwise engaged academically in the course through the submission of an academic assignment or through participation in a curricular activity may be withdrawn from the course for nonattendance.

Students who are withdrawn for nonattendance or nonparticipation early in the course may request to be reinstated in the course by contacting their instructor by email. Reinstatement in the course is at the instructor's discretion during the first three weeks of class and is not guaranteed. Reinstatement requests occurring after this three-week period may be submitted to the instructor for consideration; however, additional administrative approval will be required to grant the reinstatement. If you are withdrawn from a course due to nonattendance and are not granted reinstatement in the course, please contact a Student Success Navigator for assistance.

Classroom Conduct

- You are, of course, expected to meet all the behavior requirements detailed in the current NWFSC catalog
- Electronic devices must not distract from learning. Courtesy to the professor and other students requires that phones be on vibrate or silent mode during class. No student

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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.

- You are enrolling in a college-level, postsecondary class. Northwest Florida State College complies with federal, state, and accreditation requirements. The content in college classes is designed to offer a challenging, growing experience. The class experience may include content more mature, wide-ranging, or different from that which is offered in a high school classroom. You will share classes with students of many ages, backgrounds, and beliefs. 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 may interact with or be required to complete assignments involving that subject matter in class. Every college student is expected to talk independently with the 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.
- **I do my best to treat my students with respect, and I assume that they will show respect to me and to their fellow classmates.**
- One additional reminder: your language, both spoken and written, should be clear, courteous, and clean.

Grading Scheme and Procedures

Departmental Grading Scale:

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

Methods of Evaluation:

- Essays (non-research) - 40%

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- You will be assigned four essays of about 750 words.
- These essays will be graded upon their content and organization, their use of correct grammar and mechanics, and their use of MLA requirements.
- You will be **required** to revise the first essay that is assigned.
- Before you submit each of the other essays for a grade, you will be given an opportunity to submit a preliminary draft in order to receive my review and feedback. **I strongly recommend that you take advantage of this opportunity, as there will be no opportunity to revise in order to obtain a higher grade after the final draft has been submitted.**
- Research Paper - 40% -
 - This course requires you to write a research paper of 1200-1500 words.
 - The specific assignment will be given later in the course.
 - **Please understand that this research paper requires the use of good organization and content, correct grammar and mechanics, and the required number of academic sources correctly documented in MLA format, both in the body of the paper and on the works cited page. If your paper does not meet these requirements, do not expect a passing grade.**
 - Before you submit your research paper for a grade, you will be given an opportunity to submit a preliminary draft in order to receive my review and feedback. **I strongly recommend** that you take advantage of this opportunity, **as there will be no opportunity to revise in order to obtain a higher grade after the final draft has been submitted.**
 - Late research papers will be penalized ten points.
- Classwork/Homework/Quizzes– 20%
 - The number of classwork, homework, and quiz assignments will vary.

Please note – **I do not ever assign extra credit.** Most students who take full advantage of the preliminary draft submissions/revision opportunities provided do not need extra credit in order to successfully complete the class.

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Make-up Work

If you are absent, it is your responsibility to find out what assignments you missed and to complete those assignments promptly, under classroom conditions if applicable.

Course Requirements

- Complete all assignments.
- Attend class regularly.
- Receive a grade of “C” or better in the class.
- Write a research paper of 1200-1500 words (specific assignment will be given in class), containing research documented in MLA format, and including at least three acceptable scholarly sources, at least one of which must come from an NWFSC database.
- I **strongly recommend** that you submit a preliminary draft of your research paper that is as complete and polished as possible.
- Your research paper must be turned in on the assigned date. Ten points will be deducted from your paper grade if it is late.
- **Please understand that a research paper requires good organization, correct grammar and mechanics, and acceptable sources correctly documented both in the body of the paper and on the works cited page. If your paper does not meet these requirements, do not expect a passing grade.**
- **All assignments must be uploaded, in .doc, .docx, or .rtf format, to Canvas. Do not upload or send links to files in Google Docs, .odt files, .PDF, etc., as I often cannot open/edit these files.**
- All work with the exception of the final exam must be completed by the last day of regularly-scheduled classes. If you have an emergency and need to receive a grade of “I,” please submit that request to me in writing. Missing assignments will receive a grade of “0.”
- **Should I need to contact you, I will use either your Canvas inbox or your NWFSC email address. Know how to access both and check them regularly.**
- Should you experience technical difficulties in submitting an assignment to Canvas, email me immediately and attach your paper or other assignment to the email. **Do not**

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wait until the assignment deadline has passed. Remember that you must still upload your assignment to Canvas as soon as possible.

- **When I return a corrected essay to you, you will need to download the file on a computer using Word, open it, and make sure that you are viewing all my corrections and comments.** (This can usually be accomplished by clicking “enable editing” (if necessary), and then the “review” tab. Next, choose “all mark-up” from the dropdown menu).
- **I expect everyone in our class to be treated with respect and to treat others with respect.**

Instructor Communication

Your NWFSC email is the official communication medium of the College. Please check College email regularly for any class and College notifications. I will do my best to answer emails promptly, but please allow me 24 business hours to respond. You may also leave a message in my Canvas inbox. Again, please allow me 24 business hours to respond.

Assignment Schedule

Please note that the following includes only the five major assignments for this class. There will be other assignments that you will be expected to complete. Failure to do so will adversely affect your course grade. Note also that the dates for the major assignments are tentative.

- **Essay #1 – about 750 words** **First Draft Due Wednesday, August 28, by 6 p.m.**
 - I will make comments/corrections on the draft you turn in on August 30. You will then be **required** to revise your essay and **re-submit it by Wednesday, September 11, at 6 p.m.** I will then grade the second submission as the final draft. You will also be required to write a short reflection on the revision process.
- **Essay #2 – about 750 words** **Due Wednesday, October 2, by 6 p.m.**
 - Optional preliminary draft is due by Wednesday, September 25, by 6 p.m.
- **Essay #3 – about 750 words** **Due Wednesday, October 30, by 6 p.m.**
 - Optional preliminary draft is due on Wednesday, October 23, by 6 p.m.

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- **Research paper – about 1200-1500 words. Due Wednesday, November 13, by 6 p.m.**
- I also **strongly recommend** that you submit a completed draft of your research paper for my review. **The due date for the completed draft is Wednesday, November 6, by 6 p.m.**
- **Essay #4 – about 750 words Due the day/time of the final exam.**
 - Optional preliminary draft is due a week before the final exam date.

Technical Skills and Specialized Technology

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 resources:

- [Zoom](#)
- [Padlet](#)
- [Webcam](#)

Lecture Recordings

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a College course intended to present information or teach about a particular subject. Recording class activities other than class lectures is not permitted. Except as detailed in the Catalog, recordings may not be published or shared without the written consent of the faculty member. To read and fully understand your rights and responsibilities when recording, visit the 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.

Academic Continuity Plan

Northwest Florida State College is dedicated to protecting the health and wellbeing 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.

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/email 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. NWFSC prohibits the use of AI tools, such as ChatGPT, to generate text that students represent as their own independent creation.

Academic Integrity Tools

Northwest Florida State College subscribes to **Turnitin**, an online plagiarism detection and prevention service. By enrolling in this class, students are consenting 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 solely for the purpose of detecting plagiarism in other papers.

Student Dispute Resolution

NWFSC aims to deliver high-quality instructional experiences. In the event of a concern regarding a class, students should first attempt to resolve the matter with the instructor. If a resolution cannot be reached following a reasonable effort to resolve the dispute informally, students may seek out additional counsel in Academic Leadership through a formal process by submitting a Formal Grievance/Appeal form. Students seeking to file a Final Grade Grievance must do so within 30 days of the final grade being posted.

Campus Resources

The College is committed to offering quality resources to aid in your success as a student. Review your LMS online classroom for information on these resources such as the library, tutoring, testing, military and veteran services, etc.

Accommodation Resources

To obtain disability-related academic accommodations, students with disabilities must contact the Accommodation Resource Center at arc@nwfsc.edu or call 850-729-6014. Upon request of accommodations, students will be asked to provide medical documentation that supports their disability request. If students are concerned that they may have an undiagnosed, disability-related condition that impacts their academic progress, it is recommended that they see a licensed medical professional for a diagnosis. Please contact the Accommodation Resource Center with any questions or concerns relating to permanent or temporary student disabilities.

Students who have been approved for accommodations through the ARC are encouraged to work with their professor on facilitation. All inquiries and discussions will remain confidential.

Student Counseling Services

Northwest Florida State College has partnered with Bridgeway Center, Inc. to provide mental health resources and counseling services to all actively enrolled students. All actively enrolled students are eligible to receive an initial assessment and up to five therapeutic sessions with a Behavioral Health provider at no cost to the student. A menu of services and resources is available at www.nwfsc.edu/studentcounselingservices. Bridgeway Center Confidential Helpline: (850) 833-7500, Select Option 1 - Open 24 hours/day

Children in the Classroom

Minor children are not permitted in labs, shops, construction/repair sites, classrooms, offices, labs, or other areas where potential hazards exist, unless enrolled in classes or activities scheduled at the site. In an emergency or other compelling situation, students or staff may bring children to class or the workplace on an incidental, individual basis, provided the instructor receives advance approval from the department chair or program director. In such cases, the children must be directly supervised at all times by the parent/adult and must not disrupt or distract the flow of college work, services or instruction. The full [Children on Campus](#) policy statement appears in the College Catalog.

Student Handbook

The complete NWFSC Student Handbook can be found at <https://catalog.nwfsc.edu/>

Welcome to Class

Thank you for choosing NWFSC for your education. Let's have a good semester!