



Language and Literature Division

Semester Information

ENC 1101: Composition I, 3 hrs., 3 crs.

Summer 2023

51150 Online

Contact Information

Professor

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Approved Course Materials and Resources

Textbooks, other required materials and required proficiency

- Monique Babin, et al., *The Word on College Reading and Writing*:
<https://open.umn.edu/opentextbooks/textbooks/the-word-on-college-reading-and-writing>
- Supplemental material will be posted on Canvas
- Students are expected to have adequate proficiency in the use of Microsoft Word and have access to the college's LMS system outside of class

Curriculum

Course Description

ENC1101, English Composition I, 3 hrs., 3 crs. \$5.00 lab fee

Minimum competency in word processing needed. Impromptu and process-based writing, inclusive of a multiple-source essay. This course is a Gordon Rule writing course in which students will produce extensive college-level writing and which requires completion with a minimum grade of “C.”

Goals

The purpose of the course is to foster in students the writing and critical thinking skills necessary for many college-level classes (and for life beyond the classroom). What distinguishes it from ENC 1102 is that ENC 1101 is an introductory course. Its focus is personal response, analysis, and synthesis.

Student Learning Outcomes

- A. Students will complete at least six major writing assignments. All work submitted to the instructor must be **original to this semester and section of this class**. Work previously submitted for any other class does not fulfill the requirements of this class.
- B. Students will write two or more timed, impromptu essays, one of which is the Final Exam. The minimum word count for the final will be 500 words, and the time limit will be two hours. Essays will be evaluated for content and mechanics according to the Rubric for Composition.
- C. Students will write two or more major writing assignments of at least 500 words each produced through the process of multiple drafts and revisions that will be written both in and out of class. The composition process may include multiple assignments and deadlines, and the essays will be evaluated for content and mechanics according to the Rubric for Composition.
- D. Students will write one multiple-source essay of at least 750 words produced through the process of multiple drafts and revisions that will be written both in and out of class. The composition process may include multiple assignments and deadlines, and the essays will be evaluated for content and mechanics according to the Rubric for Composition.
- E. Students will be responsible for other written responses, quizzes, and peer review assignments.
- F. Students will write a final exam essay at the time published in the college’s official exam schedule. Alternative exam arrangements must be approved by the division chairperson. No student may take the Final Examination without first having submitted all other writing assignments in a **sequential manner** to the course instructor.
- G. Students will demonstrate competency in the use of standard English and MLA style by the end of the course.

Student Expectations of the Instructor

This is an online course. Students are required to use Canvas for all course information and assignment submissions. Students should monitor Canvas daily for course announcements and emails.

The most efficient way to contact me is through Canvas or via email. I will respond to messages within 24 hours Monday through Friday and 48 hours Saturday and Sunday. I will send a message through Canvas if it will be longer to respond.

Expectations of the Student

Academic Integrity

Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the college's mission. Academic misconduct, including cheating or plagiarism, is destructive to the spirit of an educational environment and therefore will not be tolerated. "Cheating" includes but is not limited to use of any unauthorized assistance in completing course work. "Plagiarism" includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. Sanctions for incidences of academic misconduct, depending on the severity of the incidence and/or its repetition, may range from receiving an F grade (or zero) for the test, assignment, or activity, to failure of the course, to suspension or dismissal from the program or the college.

Accessibility Statement

Gulf Coast State College supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with Student Accessibility Resources. Appropriate academic accommodations will be determined based on the documented needs of the student. For information regarding the registration process, email sar@gulfcoast.edu or call 850-747-3243.

Recording of Lectures

In accordance with federal and state privacy laws, students may record class lectures for their own personal educational use, in connection with a complaint to the college, or as evidence in internal or external legal proceedings. Students may not publish or upload the recordings or any components thereof without the knowledge and written permission of the faculty member. Failure to obtain permission to publish could lead to the students' having to pay damages, attorney fees, and court costs. For more information about what can be recorded, please see the guidelines on pages 36-39 in the GCSC Student Handbook <https://www.gulfcoast.edu/current-students/student-handbooks/2021-2022-student-handbook.pdf>.

Attendance

Students must complete the introduction discussion posting and any other assignments assigned during the first two weeks of the semester or they will be reported as a "no show" and dropped from the course.

Regular class participation is a significant factor that helps to promote success in college. Students are expected to attend/participate in class of all courses for which they are registered. **I**

will not withdraw you for non-attendance/participation. Failure to attend/participate in class results in failure to complete missed assignments, which ultimately will result in your failing this course. You signed up to take this class online and you are obligated to fulfill that commitment. **Failure to complete your academic obligations will result in a failing grade for this course.**

There are no “excused” absences. Students should inform me via email when they are not able to complete an assignment by the assigned due date due to extreme circumstances and with my permission, you may make arrangements to make up an assignment. It is at my discretion as to what constitutes extreme circumstances.

Withdrawals

Two withdrawals are permitted per credit course. After that, a grade will be assigned. Please be concerned about withdrawals. When admitting students into certain programs, universities may calculate withdrawals as grades. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance (financial aid, scholarships, grants, etc.). There are two kinds of withdrawals---student and administrative:

Student Withdrawals: Students wishing to withdraw from a course must complete a withdrawal form and submit the form to the Office of Enrollment Services before the scheduled withdrawal date as published on the college calendar. Student withdrawals initiated prior to the scheduled withdrawal deadline will be recorded as a grade of “W”.

Administrative Withdrawals: A faculty member may withdraw a student up to the published withdrawal deadline for violation of the class attendance policy in which case the student will receive a grade of “W”. The withdrawal deadline for an off-term or condensed term is one week after midterm. Please see the **Withdrawals** policy in the GCSC Catalog for more information.

BE ADVISED: I will not process administrative withdrawals

Incompletes

An “Incomplete” (“I”) will be considered by the instructor if a student has completed seventy-five percent of the class. This will be determined based on attendance, participation, and/or assignment completion. The instructor may require that the student submit a schedule for completion of the missing work. The “Incomplete” provides 30 days from the ending date of the course to make up any missing work. If work is not submitted during this time period, the grade will automatically change to an “F”.

<h2>Measure of Student Performance</h2>

Grade Determination

- A. Final Examination
- B. Multiple-source essay
- C. Other essays, quizzes, responses, assignments and in-class work
- D. All essays must be submitted to and accepted by the course instructor or the student cannot pass the course.

All assignments **must** be turned in or completed on the assigned due date unless arrangements

for an extension have been made with me **BEFORE** the due date. Extensions will be given on a case-by-case basis, and I reserve the right to deny an extension. If a student is not able to complete an assignment by the day it is due, he/she must contact me BEFORE or ON the day an assignment is due, through Canvas or e-mail, in order to get an extension. I will respond to your e-mail to let you know when to turn in the assignment. Assignments not turned in on the day they are due without prior approval from me **WILL NOT BE ACCEPTED** and the student will receive a zero for that assignment.

Weekly writing assignments, discussion postings, and/or quizzes may be given. Students who do not complete these assignments on the day they are due without prior notification and approval from me will receive a zero and will not be able to make up that assignment. These assignments WILL count as part of a student's final grade.

GCSC Grade Scale:

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