



Language and Literature Division

Semester Information

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

Fall 2023

#83366/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 four 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 assignments.
- 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 and submit a Final Reflection due on the final exam date published in the college's official exam schedule. No student may submit the Final Reflection 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

Office hours will be held for thirty minutes each week: Tuesdays 1-1:30 p.m.

I will do my best to respond to voicemails and emails within 24 hours of receipt, excluding weekends.

We will make extensive use of Canvas, a course management program that allows you to turn in your work and take quizzes online, keep track of your grades, and communicate easily with me and other students in the class. **You must turn in all assignments on Canvas using a Word or pdf document.**

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 are expected to log in at least twice weekly to check assignments and instruction.

Withdrawals

Students wishing to withdraw must complete a withdrawal form and submit the form to the Office of Enrollment Services before the scheduled withdrawal deadline as published in the college catalog. Student withdrawals initiated prior to the scheduled withdrawal deadline will be recorded as a grade of “W”. The withdrawal deadline for an off-term or condensed term is one week after midterm.

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.).

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”.

Measure of Student Performance

Grade Determination--Focus on comprehension, basic grammar skills, engagement

- A. Weekly Assignments
 - B. Reflection Essay (Process)
 - C. Summary and Response Essay (Process)
 - D. Midterm Essay (Personal Response; timed)
 - E. Argument Researched Essay (Multiple Source)
 - F. Revision Essay (Process)
 - F. Final Exam (Response; timed)
 - G. All essays must be submitted to and accepted by the course instructor or the student cannot pass the course. Instructors are not obligated to accept late assignments.
- A. Other assignments including quizzes, responses, and discussion board posts
 - B. All essays must be submitted to and accepted by the course instructor or the student cannot pass the course. Instructors are not obligated to accept late assignments.

GCSC Grade Scale:

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

“ATTENDANCE” or Adherence to Deadlines

Examinations are to be taken within the testing window given on the first page of the syllabus. All students must make testing arrangements at least two weeks before the examination. Although e-Learning permits flexibility for you to read the materials, flexibility in examination dates and other writing assignment deadlines is not permitted. **Examinations administered after the last day of the testing window will receive automatic point deductions.**

For many e-Learning students, the greatest difficulty is procrastination. Expect to spend about twelve hours per week on this class. The reading averages 100 pages per week, and you will have writing and quizzes that will take additional time. Keep up with the schedule of lessons and the due dates for tests and other assignments as indicated on the Study Schedule because essays will be penalized a letter grade per day if submitted late (no exceptions will be made regardless of the reason), and late discussion board posts will be penalized.

If you do not fulfill the activities by the stated dates for the first two units, you will be withdrawn from the course. After the first two units, I will not process withdrawals without good reason. If you do not intend to finish the course, you must withdraw yourself. If you stop submitting work but do not withdraw, the grade posted for you will be an F.