



Syllabus

Name of Course

ENC1101C / CRN 85193/ Fall 2026

4 CR/5 Contact Hours

Must qualify to enroll in ENC1101 or ENC1101C

Contact Information

Instructor

Name Barbara Austin
Title Professor
Email baustin@gulfcoast.edu
Phone Number Cell: 850-708-5959

Office Location RC 109
Office Hours M-R 8-4
Response Time Monday-Friday 24 hours; Saturday, Sunday 48 hours

Division Chair

Betty McKinnie
Division Chair
bmckinnie@gulfcoast.edu
(850) 769-1551 ext. 2887

Division Administrative Assistant

Brandon Bowling
Senior Administrative Assistant
bbowling@gulfcoast.edu
(850) 872-3870

Course Information

Catalog 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. In addition to containing the same course content as the lecture/discussion format of ENC 1101, this course incorporates one credit hour of lab instruction with enhanced learning support in grammar and

composition skills. This additional support includes but is not limited to student-teacher writing conferences, writers' workshops, peer review sessions, supplemental mini-lectures, and practice and review of the conventions of Edited American English. This is a course for which students will produce extensive college-level writing and which requires completion with a minimum grade of "C."

Student Learning Outcomes:

- A. Students will write at least 5 major writing assignments. Each major writing assignment will demonstrate the student's rhetorical knowledge and ability to work within specific essay genre conventions. 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.
 - a. Create clear and purpose-driven thesis statements
 - b. Adapt rhetorical approaches to specific audiences and purposes
 - c. Apply conventions of organization and structure to rhetorical situations
 - d. Demonstrate competence in using Standard American English
- B. Students will compose 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.
 - a. Use writing as a means of inquiring, thinking, learning, or communicating
 - b. Develop a writing assignment as a series of tasks
 - c. Generate, revise, and proofread drafts
- C. Students will write one multiple-source essay of at least 1000 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.
 - a. Organize a research project on a selected topic
 - b. Employ effective research strategies in a variety of media
 - c. Differentiate between scholarly and popular sources
 - d. Evaluate credibility of sources
 - e. Incorporate examples from a variety of credible sources
 - f. Integrate source material in the form of quotation, paraphrase, and summary
 - g. Incorporate in-text and post-text citations that adhere to MLA guidelines
- D. Students will write a final reflection and self-assessment essay at the end of the semester.
 - a. Reflect upon and evaluate skills in course competencies
 - b. Determine methods for improving competency areas

- E. Students may be required to complete **other in-class and homework assignments**, such as quizzes, group activities, worksheets, presentations, peer reviews, etc., in order to demonstrate objective reading and English language skills.
- Demonstrate active reading skills by annotating and responding to texts
 - Analyze texts by summarizing, paraphrasing, and interpreting
 - Use appropriate grammar
 - Use appropriate punctuation
 - Use appropriate mechanics
 - Use appropriate structure
 - Use appropriate diction and tone for a variety of audiences, subjects, and purposes
 - Apply MLA 9th edition formatting guidelines
- F. Students will write two timed, impromptu compositions, one of which is the Midterm Exam. The minimum word count for the essays will be 500 words, and will be completed during the class period. Essays will be evaluated for content and mechanics according to the Rubric for Composition.

Course Materials & Resources:

Open source textbook will be used and link provided in Canvas.

Delivery Method:

This course meets face to face. Course material, assignments, and announcements may be offered via Canvas as a supplemental approach to learning at the discretion of the instructor. Please make sure that you have access to a computer with a webcam and internet service in the event a change in course delivery is needed.

Remember: This course is not one in which students may work at their own pace. Each week there are learning modules, assignments, online lectures, online discussions, and/or online exams with due dates. Refer to the schedule within this syllabus and within Canvas for more information.

Student Expectations

In this course, communication and feedback will occur through various channels, including GCSC email, Canvas Inbox, Canvas Announcements, Canvas Discussions, Microsoft Teams or Zoom, assignment feedback, and instructor office hours. Review the statements below so that you understand the expectations for communication.

As a student at Gulf Coast State College, you are expected to:

- **Adhere to Course Guidelines:** Follow the guidelines detailed in the course syllabus, along with any additional instructions provided by the instructor. This includes

understanding and complying with the course objectives, grading criteria, and academic policies.

- **Maintain Regular Contact:** Keep in touch with your instructor and classmates via your GCSC email or other designated communication channels. Regular contact helps clarify doubts, share ideas, and foster a collaborative learning environment.
- **Active Participation:** Engage actively in class discussions and submit assignments on time. Your active participation is crucial for your academic success and contributes to a vibrant learning community.

As your instructor, my commitment to you is to:

- **Provide Timely Feedback:** I will review and provide feedback on your assignments and submissions promptly. My goal is to help you understand your strengths and areas for improvement, which is crucial for your academic growth.
- **Respond Via Canvas Inbox:** I will respond to your emails or messages within 24-48 hours (excluding weekends), unless otherwise noted. I understand the importance of clear and timely communication in addressing your questions and concerns.
- **Post Regular Announcements:** To keep you updated and help you manage your time effectively, I will send out weekly reminders via announcements. These reminders will include important dates, upcoming assignments, and any changes to the course schedule.
- **Maintain Weekly Office Hours:** I will maintain regular weekly office hours, but I can also be available by appointment. This is to ensure I'm available for any questions or concerns that may come up during the week.

Course Schedule

Dates	Module	Description
August 17-21	1	Unit 1 Literacy Narrative Course Overview Introduction to Literacy Narratives Assessments: Diagnostic Essay
August 24-28	2	Literacy Narratives Read and respond to sample narratives Brainstorm for topics; Textbook Part I Assessments: Essay 1 Literacy Narrative
August 31- September 4	3	Literacy Narratives MLA Format Narrative outline

		Assessments: Student Learning Opportunity; weekly writing assignment
September 7-11	4	Literacy Narrative Writing workshop Draft and peer review Revision strategies Assessments: Student Learning Opportunity; weekly writing assignment Labor Day: Monday, 9/7
September 14-18	5	Rhetorical Analysis Introduce rhetorical analysis Ethos logos pathos Assessment: Final draft of narrative essay Student Learning Opportunity Impromptu essay in class
September 21-25	6	Rhetorical Analysis Analyze speeches Practice analysis MLA format: works cited, quoting and paraphrasing Student Learning Opportunity; weekly writing assignment
September 28-October 2	7	Rhetorical Analysis Essay outline; thesis statement Student Learning Opportunity; weekly writing assignment Summary and Response
October 5-9	8	Rhetorical Analysis Draft and peer review Assessments: Midterm Exam
October 12-16	9	Multiple Source Essay Library tour Brainstorm and topic selection Withdrawal Deadline: 10/14
October 19-23	10	Multiple Source Essay Source selection Annotated bibliography Student Learning Opportunity; weekly writing assignment
October 26-30	11	Multiple Source Essay

		Works cited page and source citation Student Learning Opportunity; weekly writing assignment
November 2-6	12	Multiple Source Essay Outline and thesis statement Incorporating evidence Student Learning Opportunity; weekly writing assignment
November 9-13	13	Multiple Source Essay Draft and Peer review Revision workshop
November 16-20	14	Reflection Discuss reflection assignment Review sample reflections Student Learning Opportunity; weekly writing assignment
November 23-27	15	Reflection Peer review of reflection Thanksgiving: 11/25-11/29
November 30-December 4	16	Reflection Conferences; course wrap up
December 7-11	Final Exams	No exam-final draft of reflection essay

Grading

GCSC Grading Scale

All grades will be posted in the student grade book in Canvas and will be assigned according to the following scale:

- A 90%-100%
- B 80%-89%
- C 70%-79%
- D 60%-69%
- F 59% and below

Calculation of Grades

- A. 3 Formal essays: Narrative 10%, Rhetorical 10%, Multi-source argument 30%

- B. Final Reflection essay 15%
- C. Other quizzes, responses, assignments, impromptu essays and in-class work 20%
- D. Midterm Exam 10%
- E. Out of class assignments 5%

F. All essays must be submitted to and accepted by the course instructor in the order they were assigned or the student cannot pass the course. Instructors are not obligated to accept late assignments

Incomplete Grades

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”.

Course Policies

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. Please visit [GCSC's Student Accessibility Resource \(SAR\) webpage](#) to learn more. For information regarding the registration process, email sar@gulfcoast.edu or call 850-747-3243.

Attendance Policy

Regular class attendance and participation are significant factors that help to promote success in college. Students are expected to attend all class meetings of all courses for which they are registered.

You are expected to know the instructor's specific attendance policy, as stated in the syllabus for each course. In the event of absence, you should contact your instructor as soon as possible to indicate the reason and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.)

1. Students are expected to attend all classes.

2. Upon a student's 5th absence, a letter grade will be deducted from the student's final average. After 6 absences, the student will automatically fail the course.
3. There are no "excused" absences; however, students who experience extreme circumstances resulting in more than the allowed number of absences may seek mitigation by discussing their circumstances with me. Verifiable documentation of the circumstances is required. It is up to my discretion as to what constitutes extreme circumstances.
4. Being late to class is disruptive and should be avoided. In this course, two tardies will count as one absence. If you are late to class and we have already begun an in-class response/writing prompt or an in-class quiz, I may ask you to wait outside the classroom until the writing prompt/quiz has concluded. You will not be allowed to make up this assignment.
5. If student leaves class early without my prior consent, that student will receive an absence for the class.

If your absences in a class become excessive, as stated in the course syllabus, your professor may contact you, indicating that further absence may result in your withdrawal from the course. Your professor can withdraw you from a course for excessive absences without your permission.

Instructors will monitor attendance at the beginning of each semester. If you are not in attendance during this period, you may be withdrawn from the course. You will be financially responsible for the course and a "W or NS" will appear on your transcript. Withdrawal from a course may also have implications for financial aid.

Make-Up Work Policy

Additional Information

- Late Work Policy: Essays are due on the assigned dates. If they are not turned in on the due date, the grade will be lowered by 10 points. I will not accept any essay one week after it's due.
- **Please pay attention and read all posted information.** I know what I have taught you; and if I don't see you apply the material taught, I will grade more harshly. If you don't understand what I've explained or have related questions, please don't hesitate to ask. I will be happy to answer any questions. This also applies to text reading assignments.
- Any disagreement over grades must be accompanied by a one-page statement identifying the problem with the current grade and what grade should have been given, listing the strengths in the composition which were overlooked, and addressing the compositional concerns written by the instructor.
- All essays must be submitted as Microsoft Word Documents.

Withdrawal Policy

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 Withdrawal (W1)* - Students wishing to withdraw must complete the online Student Withdrawal Form 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.
- *Administrative Withdrawal (W2)* – 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.

Students cannot withdraw from developmental studies courses (college-preparatory classes) after the drop/add period without written permission from their instructor and/or their academic advisor.

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. GCSC professors report every instance of student academic misconduct to the college for inclusion on the student's records.

Most course syllabi include an academic honesty policy and the consequences for violating this policy. Familiarize yourself with course policies regarding authorized or unauthorized use of AI to avoid the pitfalls of academic dishonesty.

The following definitions will apply:

"Cheating"

includes but is not limited to use of any unauthorized assistance in taking quizzes, tests, or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; the acquisition without permission of tests or other academic materials belonging to a member of the College's faculty.

"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 as well as the purchase of papers or projects. It can also include overuse of an editing program like Grammarly or submitting work written by an Artificial Intelligence (AI) generator like ChatGPT. Make certain to consult your course syllabi for your instructor's guidelines of AI material.

"Self-plagiarism"

occurs when a student submits the same or considerably similar document to fulfill requirements in different classes. For example, if a student submits a term paper in Religion they originally wrote for an English class, this is self-plagiarism. Once a paper receives a grade in one class, it cannot be submitted again for another class.

"Generative Artificial Intelligence (AI)"

is technology that uses machine learning to create new content, such as text, images or code, based on user input. These systems are trained on vast amounts of data, including large language models and image or code generators. Common examples include ChatGPT, GitHub, Copilot, Google Gemini, Perplexity, and the Grammarly AI function.

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 0) for the test, assignment, or activity, to failure of the course, to suspension or dismissal from the college.

Classroom Recording

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 in the GCSC Student Handbook.

Generative Artificial Intelligence (AI) Policy

The use of generative AI tools in academic work requires clear guidelines to maintain academic integrity. Please review the policy selected for this course regarding the use of AI tools such as ChatGPT, Copilot, Grammarly's AI features, and similar platforms for assignments, research, and other coursework.

See the student handbook for further information. Students with questions about acceptable use should consult their instructor.

Limited Assistive Use Only

Students may use basic assistive technologies for spelling, grammar, and formatting (e.g., PaperRater or SpellCheckPLUS); however, the use of AI tools (e.g., ChatGPT, Copilot, Grammarly's AI function, etc.) for generating, rewriting, or enhancing content is not permitted. All work must reflect the student's original ideas and writing. Representing work created by AI as one's own is a violation of academic integrity and may result in penalties, including a zero on the assignment and additional disciplinary actions as outlined in the college's academic integrity policy.

Anti-Discrimination Policy

Gulf Coast State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination may be directed to Amanda Reed, Executive Director of Human Resources/Title II/504/Title IX Coordinator and Employment Equity Officer, Gulf Coast State College, 5230 W. US Highway 98, Panama City, FL 32401; 850-769-1551, ext. 3516. Rules, policies, fees, and courses described in this catalog are subject to change without notice.

Syllabus Policy

For any syllabus posted prior to the beginning of the term, the instructor reserves the right to make minor changes prior to or during the term. The instructor will notify students via e-mail or Canvas announcement when changes are made in the requirements and/or grading of the course.

Student Support Resources

Gulf Coast State College is committed to providing you with the resources you need for success as a student and beyond. View all the academic and student support resources provided at GCSC on the [Student Services web page](#).

The Writing and Reading Lab, located in RC108/110, proudly serves the needs of Gulf Coast State College students who will benefit from help with components of writing, reading, and Spanish. The staff is prepared to assist students who need clarification regarding assignments, suggestions regarding revision and the recognition of patterns of grammatical and mechanical errors, and remediation with specific content area skills including reading comprehension,

organization of ideas, transitions from one idea to another, grammar, vocabulary development, basic computer skills, MLA, APA, and Chicago style formatting, etc. We will be open physically in RC 108 & 110 Monday - Thursday from 8:00 AM – 5:00 PM and Friday from 8:00 AM-1:00 PM with our online Zoom tutoring being offered Tuesday-Sunday from 5-10 pm -

Link to our online Zoom tutoring:

<https://gulfcoast-edu.zoom.us/j/5216686584>

Meeting ID: 521 668 6584

Course Technology & Support

To successfully participate in this online course, students must have basic computer and digital information literacy skills and meet the following technology requirements:

- **Computer:** Up-to-date web browser that supports the Canvas learning management system; please refer to the system requirements for compatibility and information on using the Canvas app on mobile devices.
- **Internet Speed:** Minimum bandwidth of 8 Mbps upload/download speed to effectively engage in online activities and access multimedia.
- **Office 365 software:** Available for free download through GCSC Information Technology Services (ITS).

If you need technical support, contact the ITS Help Desk, available 24/7 at (850) 913-3303.