



ENC 1102 English Composition, 3 Credit Hours Fall 2017

- Professor: Caroline S. Brooks
- Office Hours: before or after class by appointment
- Phone: 337.967.8750
- Email: csb1105@gmail.com
- Final Exam: December 14th, 9:00am to 10:50am
- Web Page: <http://www.carolinebrooks.org/enc1102.html>
- Reference Number: 11641
- Campus/Room: Building 350, Room 202
- Class Days: Monday and Wednesday
- Class Times: 9:30am - 10:45am
- Electronic Resources: <http://www.carolinebrooks.org/electronicresources.html>

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

If you have not done so already, please purchase the following book: *The Norton Introduction to Literature*, 12th ed. by Kelly J. Mays. I strongly recommend that you have access to a good dictionary, e.g., *The American Heritage Dictionary*, 5th edition or an online dictionary, e.g., www.dictionary.com. I encourage you to backup all computer-generated assignments created for this class: on a flash drive, in D2L's **Locker** feature, in your e-mail, or through a free site such as www.dropbox.com. Some of you probably already use Google Docs for cloud storage.

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.
- 10% Peer Reviews
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 and will be required to complete an alternate assignment that will be worth half credit toward the peer review task.
- 50% Essay Writing
Four essays (10%, 10%, 10%, 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).

D2L’s Drop Box

All essays and writing activity assignments must be submitted to the course’s D2L drop box. I encourage you to save your work as **.rtf files (Rich Text File)** so that I never have a problem opening and grading your work. Marked up and scored papers will be returned there as well. Use the drop box to hand in papers and to see your grades and my comments on them.

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.

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.

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.

POLICIES and PENALTIES for LATE WORK:

- Due dates for major papers should be considered inflexible, meaning I won't change them for anyone. However, if you choose to submit an essay late, then I will deduct **ten** points for each day it is late.
- Writing Activities must be submitted by the assigned deadline. If you miss a deadline, that assignment will earn a **zero**.
- Make-up opportunities for late work will be considered only in cases of serious life circumstances such as hospitalization, death of a loved one, etc. Documentation must be provided.

RESOURCES

[The Academic Success Center \(ASC\)](#) is located in the Activities Center 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](#).

[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, etc. 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 on the Niceville Campus, or call 850-729-6079 (TDD 1-800-955-8771 or Voice 1-800-955-8770).

I have read and agree with the policies and procedures set forth in the Fall 2017 Syllabus by Professor Caroline Brooks.

Student Signature

Date Signed

* turn this signed page in for five points towards your next paper grade