



NORTHWEST FLORIDA STATE COLLEGE

ENC 1102-11060 English Composition II, 3 Credit Hours

(Fall) (2018)

- Professor: Caroline S. Brooks
- Office Hours: By Appointment Only
- Phone: 337.967.8750
- Email: brooksc10@nwfsc.edu
- Final Exam: Wednesday, December 12 from 10:00am to 11:50am
- Web Page: BlackBoard and <http://www.carolinebrooks.org/fall2018/enc1102.html>
- Course Reference Number (CRN): 1102-11060
- Campus/Room: to be announced
- Class Days: **Monday and Wednesday**
- Class Times: **9:30am to 10:45am**
- Electronic Resources: [Blackboard class shell](#)

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 ENC1101 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.

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.

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.

Make-up Work

At the discretion of the instructor, make-up work may be allowed when the student is unable to finish the required work because of unforeseen extenuating circumstances such as illness or TDY assignment.

Classroom Conduct

You are expected to conduct yourself in a professional and respectful manner with your fellow classmates and instructors while engaging in all classroom activities and discussions. All students shall be allowed to freely participate in classroom discourse and shall be allowed to express their viewpoints and ideas as long as those viewpoints and ideas are reasonably related to the topic or assignment being discussed. As a participant in an open and free learning environment, students are free and are

encouraged to disagree and challenge others' viewpoints and ideas; however, students shall behave in a professional and respectful manner in class by :a) being recognized by the instructor prior to speaking; b) not interrupting other students or instructors when they are speaking; c) listening to students and instructors while they are speaking; and d) speaking in a normal, calm voice when addressing students and instructors.

[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.

[Email](#)

Email is the official communication medium of the College. Please check College email regularly for any class and College notifications. I will respond to emails within 24 to 48 business hours.

[Blackboard](#)

Like all NWF State College classes, this class uses Blackboard Learn (Ultra course view), a platform for online learning. Students can access this class's Blackboard site at [Blackboard](#), or through RaiderNet. Students will find the class syllabus and other resources.

[Minimum Technical Skills and Specialized Technology Utilized](#)

This course is fully in person. All instructional content and interaction takes place in person or when necessary, over the Internet. 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 plug-ins:

- [Adobe Acrobat Reader](#)
- [PowerPoint Viewer](#)
- [Windows Media Player](#)
- [QuickTime Player](#)
- [Adobe Flash Player](#)
- [Zoom](#)

Turnitin and SafeAssign

Northwest Florida State College subscribes to *Turnitin* and *SafeAssign*, online plagiarism detection and prevention services. By enrolling in this class, students are consenting to upload their papers to *Turnitin* and/or *SafeAssign*, where they will be checked for plagiarism. Papers submitted to *Turnitin* are saved as source documents within these databases solely for the purpose of detecting plagiarism in other papers.

Please note: all assignments submitted in this course are analyzed for plagiarism and originality.

Cell Phone/Electronic Devices

Cell phones, pagers, and other such 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 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.

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.

Children in the Classroom

As a courtesy to other students and the learning process, students may not bring children with them to class sessions. Health and safety concerns prohibit children from accompanying adult students in any lab, shop, office, or classroom or other college facility where potential hazards exist. If a child-related emergency means class must be missed, contact the instructor as soon as possible to determine possible options. (The full “Children on Campus” policy statement appears in the College Catalog.)

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.

RESOURCES

The [Academic Success Center \(ASC\)](#) is located on the Niceville Campus. The ASC provides free learning support services such as tutoring, English for Speakers of Other Languages (ESOL), and writing assistance for all NWF State College 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](#).

[Math Labs](#) are located in the Math Building (300), Room 131, on the Niceville Campus and in Building FW-47, Room 702 on the Fort Walton Beach Campus and Room 131 at the Robert L. F. Sikes Education Center at the Crestview Center. The math labs are open to all students and provide free walk-in tutoring for all mathematics courses. For lab hours, students may call the Math Department at (850) 729-5377 or visit the [Math Lab website](#).

[Smarthinking](#) is an online, real-time tutoring offered free to students, who may access this service via the “Welcome to NWF!” folder in their Blackboard classrooms.

[Open Computer Labs](#)

There are numerous open computer labs throughout the NWF 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). Make-up exams may be taken in the Testing Center, depending upon instructor policies on late work. General test information concerning tests, testing center locations, and hours may be accessed on the Testing Center website at [Testing Center](#).

[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 Learning Resource Center website. Library hours are posted each semester at the building entrance and on the LRC website at [Learning Resource Center](#)

[Military and Veterans Services](#)

Northwest Florida State College provides a full range of benefits and services to [service members, veterans, and their dependents](#). Students with questions about

financial benefits for veterans may call 850-729-4971. Questions about Military Tuition Assistance benefits may be directed to 850-729-6701 or viewed on the College's website. Veterans Vocational Rehabilitation provides a counselor full-time on the Niceville campus and may be reached at 850-729-6752.

Accommodation Resources

To promote a supportive and inclusive learning environment, NWF State College can provide appropriate and necessary classroom and testing accommodation resources for students with physical, mental, or intellectual disabilities. Please visit Accommodation Resources, Niceville Campus, Building 410 or call 850-729-6079 (TDD 1-800-955-8771 or Voice 1-800-955-8770) or email accomodations@nwfsc.edu.

Instructor Syllabus Template June 2015; Rev. 06/23/2016; Rev. 07/16//2018