



**North Florida College
ENC 1101 Freshman English I
Course Syllabus**

Notice: Due to the ever-evolving climate of COVID-19, this syllabus is subject to change. Please log into D2L for the most up-to-date information.

Term: Fall 2022	CRN: 10094	Course Number: ENC 1101
Section: 14		Course Title: Freshman English
Meeting Location: LIVO		Meet Day(s): T 5:30pm – 7:00pm
Instructor: Paula McCullers		Office Location: Bldg 6 Room 214
Telephone: (850)973-1715		Email: mccullersp@nfc.edu
Department Chair: Kristin Summers		Department Chair Email: summersk@nfc.edu

Course Description: A college credit composition course that helps to develop skills for critical thinking, the writing process, and inquiry-based research. Freshman English I requires expository writing in various modes culminating in two documented research papers, one in MLA format and one in APA format.

Prerequisites: Successful completion of NFC developmental reading and writing course options or appropriate reading and writing placement scores on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.
Corequisites: N/A

Instructor response time for phone and email messages: READ CAREFULLY!! Please allow 48 hours for a returned phone call or email response on the weekdays. Emails sent late at night are most often read and responded to the following morning or afternoon during office hours (see below). Emails sent on the weekend MAY NOT be read/responded to until Monday during office hours.

Email is the BEST way to reach me and you should use your NFC GoMail when communicating via email.

Office Hours: These hours represent my availability to meet and communicate online and/or face to face.*

Monday: 9:00 – 1:00pm and 3:30 – 5:00pm ONLINE/NFC

Tuesday: 11:00am – 1:00pm 3:30 – 5:30pm ONLINE/LIVO

Wednesday: 9:00am – 2:00pm ONLINE/NFC

*IF given advance notice, and IF the time coincides with my schedule that week, I can be available for appointments outside of the office hours listed above.

Required text:

Cengage Mindtap English Handbook, with APA 7e Updates, First Edition*

ISBN: 9781305259720

*If more than one course is using Cengage, you may prefer to purchase Cengage Unlimited. See NFC Online Bookstore for details.

Additional OPTIONAL BUT RECOMMENDED resource materials and/or supplies:

Flash drive

Highlighter

Thesaurus

MLA Handbook 9th Edition

APA Handbook 7th Edition

Minimum technological requirements and skills:

D2L:

Students need a thorough understanding of the college's online learning management system (LMS), Desire to Learn (D2L). This includes being able to access the course homepage and navigating the tabs within the course. Students should also understand the Turnitin program and the Turnitin Similarity reports generated through electronic submission of writing assignments.*

Microsoft Word:

Students are required to use Microsoft Word to compose and submit writing assignments; therefore, students should have basic computer skills in order to navigate and complete this portion of the curriculum in a timely manner. The ability to correctly format essays in MLA and APA is a critical component to the course. ALL writing assignments are composed and submitted for grading electronically.*

Cengage:

All ENC 1101 courses will have a graded online component through Cengage MindTap. This component consists of both readings and activities via the Cengage Mindtap English Handbook E-text.*

*For these reasons, it is most advantageous if students have a personal computer with the Microsoft Word processing program (free download available via myNFC portal) and Internet access at home. If they do not, students should plan on spending additional hours each week on campus (or somewhere with computer/Internet availability) in order to stay on the course pace and complete course activities.

BEWARE: School-issued Google Chromebooks are incompatible with Microsoft Word and can impede proper formatting which can negatively impact students' grades.

Course grading/evaluations:

- 15% - Cengage
- 35% - Writing Process/Other Assignments
- 50% - Final Essay Submissions (MLA and APA Final Essays)

Grade Scale and Credit Requirements: In order to earn three credit hours for this course, students must earn an average grade of "C" or higher.

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

At minimum, students should check their course grades weekly.

Letter/Numerical Grade Philosophy for Writing Assignments:

It is rare to achieve a 100/A on writing assignments as a 100 equals perfection, and unlike math assignments where the answers are clearly objective, writing assignments have many components which make scoring more subjective. However, with the implementation of rubrics*, most writing scores have become less subjective. Still, sometimes there is variation of skill within certain criteria of the rubric which may cause variation in point value of that criteria. Rubrics help students to see more definitively the issues within their writing that need to be addressed and how their overall grade is determined.

The Writing Process and Revision:

This course is designed to give students a foundation in the writing process. At the college level, this process includes prewriting, research, note taking, drafting, revising, editing, and proofreading. For the research papers, this will include considerable time on revision. Revision is not merely looking for spelling and grammar errors; it is a process by which students adhere to feedback provided and examine their main ideas, evidence, and analysis. This may require students to add, delete, change and/or reorganize their writing. It requires critical thinking skills, time, and effort. This practice must take place in order for students to develop as writers, to become proficient at the college level, and ultimately to pass this course.

*Specific rubrics are used for the various stages of the writing process and will be made available when the assignment is given.

Response time for posting of grades on D2L:

Grades from the Cengage activities are immediately imported to the course. Class assignment grades will be posted weekly. Writing process assignments and essays will be graded and posted approximately 5-10 days after submission.

At minimum, students should check their course grades weekly.

Midterm and/or final exam information:

The final drafts of the MLA and APA papers essentially serve as the midterm and final in this course.

Final draft for the first research paper is due October 9th 11:59pm

Final draft for the second research paper is due December 6th 11:59pm

GENERAL EDUCATION PROGRAM LEARNING OUTCOMES

1. **Communication Skills:** Students will demonstrate competence and understanding in both oral and written expression.
2. **Critical Thinking:** Students will demonstrate mastery of discipline-specific problem-solving skills.
3. **Diversity:** Students will interpret and evaluate societal and ethical issues, problems and values specific to time and place.
4. **Technology:** Students will demonstrate competence in use of technology appropriate to course and/or circumstance.

COURSE LEVEL STUDENT LEARNING OUTCOMES

SLO 1: Students will demonstrate the writing process by generating ideas, composing various drafts and revising, editing, and proofreading drafts for final publication. (Process)

SLO 2: Students will compose clear thesis statements and reinforce such statements with relevant major and minor supporting details. (Main Ideas/Support)

SLO 3: Students will evaluate textual evidence, integrate appropriate evidence, and analyze its relevancy based on the writing purpose. (Find/incorporate/justify support)

SLO 4: Students will write according to the grammatical and mechanical conventions of Standard English including use of appropriate tone, organization, and formatting style. (Conventions)

<u>Course Level SLO #</u>	<u>Gen Ed/Program Outcome #</u>	<u>Summative Assessments</u>
• 1,2,3,4	1,2,3,4	APA Argumentative Literature Review
•	4	PowerPoint Presentation

COURSE CONTENT AND SCHEDULE

A full semester schedule for general assignments, including writing assignments, will be on a separate document located in "Content" in D2L. Please review and plan accordingly.

Early Alerts: Full Term

#1: September 6-7, 2022

#2: October 5-6, 2022

COURSE POLICY STATEMENTS:

Initial Attendance: If there is no verifiable participation (class attendance or online presence) within the first week of the term, students will be dropped from the class for non-attendance.

In order to gain complete comprehension of the subject matters taught and discussed, CLASS attendance is crucial for this course. In addition, students will have a clearer understanding of assignment instructions and expectations when they attend class and receive that information firsthand. Be on time. Do not leave early. To encourage attendance and punctuality and success in the class, there is an attendance grade.

Attendance Grade: At the beginning of the semester, students will receive a 100/A for attendance. This grade will be included in the writing process/other assignments category. Each absence will result in a deduction of 5 points, and each late arrival or early departure will result in a 2 point deduction.*

Absences/Quarantine:

In the ongoing global pandemic, chances are good there will be some absences due to the COVID-19 coronavirus. If you must be out for **any reason** be prepared to continue online.

***For any assignment due date extensions and to avoid deductions from their attendance grade, students must provide official documentation of illness (ie Doctor's note, Covid test result).**

If you are quarantined or you are absent for other reasons, please check D2L for assignment information.**

****Please do not send me an email asking what you missed in class WITHOUT checking D2L for assignments missed FIRST, and then email me ONLY if you have questions.**

Late Work

In General: There will be a deduction of 10 points for every day an assignment* is late for up to 3 days. If an assignment is later than 3 days, it WILL NOT BE ACCEPTED.

Discussion Posts: There are two components to most discussion posts- the post and the response. The discussion stays open for a certain amount of time. However, the post is due earlier than the response. If the post is not submitted by the required date, late points will be deducted. At the time the response is due, the discussion will close and no further posts or responses are allowed.

Writing Assignments: Rough Drafts: Paragraph and essay drafts must be submitted within the set timeframe in order to receive detailed peer and instructor feedback. Drafts submitted outside of the timeframe are subject to a deduction of 10 points for every day the draft is late for up to 3 days. If a draft is later than 3 days, it WILL NOT BE ACCEPTED.

Students submitting drafts late may have to meet with the instructor during office hours to receive detailed feedback.

Final Drafts: The MLA final is subject to a deduction of 10 points for every day the draft is late for up to 3 days; after 3 days, it WILL NOT BE ACCEPTED. The APA Final MUST BE SUBMITTED ON TIME. NO LATE SUBMISSION ACCEPTED.

Online and In-class Engagement:

Without the benefit of facial cues and inflection of voices, it can be hard to determine tone and intention when communicating online. In the texting world, we may use all caps or emojis to help clarify our intended emotions behind our words. However, this is not an option in an academic online setting. Please be mindful of this when communicating with classmates. Peer reviews and discussion posts are a time to positively engage with, encourage, and even edify one another. Please be respectful at all times, but especially if you disagree with someone. Unfortunately, civil discourse is sorely lacking in our society, but it is both fostered and encouraged in this course. Being independent thinkers who are willing and able to listen to opposing viewpoints without animosity is the key to maintaining diversity of thought. Preserving diversity of thought is essential to maintaining a free and democratic society.

Daily Classroom Expectations:

- No food or drinks per NFC COVID-19 safety protocol.
- Cell phones should be muted and preferably stored away, such as in a backpack or purse.
- Stay on task. Students who are repeatedly engaged in non-ENC 1101 related activities during class will be asked to leave class and may not return until they have met with the instructor during office hours.
- Computers are for college class assignments and business only. Misuse will result in you being asked to leave class and may result in possible action from the Office of Academic Affairs.
- Be respectful. Students should not carry on side conversations while the instructor is lecturing or when a classmate is speaking.
- Children, or any other non-NFC registered guests, may not accompany students to class.

NFC INFORMATION AND POLICY STATEMENTS:

Academic Honesty

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. This information is available in the Academic Regulations section of the college catalog at www.nfc.edu. All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Modified 8/2/22

Instructors use www.turnitin.com to review papers and projects for improper citation and/or plagiarism by comparing each student's report against billions of internet pages, a repository of works submitted to Turnitin in the past, and thousands of academic sources. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. **Refer to instructor's course policy statements for usage details.**

Attendance Policy

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be described as follows:

- For a three-credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three-credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

If there is no verifiable participation within the first week of the term, a student will be dropped from the class for non-attendance. This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

Textbook Purchases

All required course materials are listed in the Virtual Bookstore tab on NFC's homepage. Course materials purchased through Follett, NFC's only contracted vendor, can be charged against a student's financial aid account. Course materials may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student's financial aid account.

Used Book Purchases

Students should check the Follett book list found in the Virtual Bookstore tab on NFC's homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

Students/Visitors: Where to Park on Campus

If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked "STAFF". Students and visitors can park in any spaces that are lined in white. **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the center. These are for visitors only. Students are not allowed to park in these spaces. Vehicles cannot be parked by backing into the space. Any vehicle that is illegally parked will be towed at the owner's expense. Refer to the college catalog or student handbook for all other parking regulations.**

Enforcement: If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner's expense (\$85.00+). An illegally parked vehicle will be given a **WARNING on the FIRST OFFENSE. There will be no second warning.** Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE.** Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

Jimmie's Firestone
6025 South SR 53
Madison, FL 32340
(850) 973-8546

Campus Security

The administration of NFC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures at all times. Campus crime statistics are documented annually and are available in the college catalog. Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

Library Services

The Marshall Hamilton Library, located in Building 4 at NFC, is open during the following hours (hours are subject to change):

On Campus:

Monday – Thursday 8:00 a.m. – 7:00 p.m.

Friday 8:00 a.m. – 4:30 p.m.

Virtual appointments:

Monday-Thursday 8:00 a.m. – 4:30 p.m.

Resources and staff are available in the Library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Students may make an appointment to receive help or use computers during the posted hours. Librarians are on duty to help with questions and research strategies. To gain access to the Library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at library@nfc.edu or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the Library's website, <https://www.nfc.edu/learning-resources/>. Wireless Internet is also accessible in the Library and on the patio after hours. Specific policies and regulations applicable to the Library are available in the Library or by visiting the Library's website.

Academic Success Center

The Academic Success Center (ASC) exists to provide all NFC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and faculty-led tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources, and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFC.

By appointment tutoring sessions: Students may make an appointment to receive tutoring services during the posted hours.

By appointment:

Monday – Friday 8:00 a.m. – 4:30 p.m.

Virtual Hours:

Monday-Thursday 8:00 a.m. – 5:30 p.m.

Friday 8:00 a.m. – 4:30 p.m.

- **Workshops, organized group study sessions, and professional tutoring:** See the ASC calendars and schedules on NFC's website for specific dates, times, and delivery methods. For additional information visit <https://guides.nfc.edu/asc>.

Smarthinking Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Smarthinking. Each NFC student has access to a Smarthinking account and 240 minutes of free tutoring services. Located in D2L, Smarthinking offers a variety of tutoring services including drop-in live sessions, scheduled sessions, submit a question, and writing center submissions. Smarthinking covers a wide range of subjects like basic math, algebra, statistics, trigonometry, calculus,

chemistry, physics, accounting, reading and writing (all subjects). Sessions are archived and available for students to review at any time for studying or test preparation.

For more information about accessing the Smarthinking online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at gonzalese@nfc.edu or (850) 973-1719 and/or Jamen Brock at brockja@nfc.edu or (850) 973-9411.

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:

- Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / gonzalese@nfc.edu
- Jamen Brock, Tutor Lab Manager/Academic Specialist (850) 973-9411 / brockja@nfc.edu
- Academic Success Center (ASC) (850) 973-1624 / asc@nfc.edu

Americans with Disabilities Act

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodations and modifications will be made after the student registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

Technology Access

All NFC online learning tools are available on the MyNFC portal. To access the portal, students should click the MyNFC link at the top of the NFC website (<http://www.nfc.edu>) or type the following URL into the Internet address bar: <https://my.nfc.edu>. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFC portal. Students are expected to check their GoMail accounts regularly.

Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFC portal. Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

Student Ombudsman

The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance. The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of College organizational structure and in understanding of policies and procedures. David Paulk is the current Student Ombudsman. He can be reached at (850) 973-9418 or paulkd@nfc.edu.

Equal Opportunity Statement

North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures or practices on the basis of race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email equity@nfc.edu.

Student Rights

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education;
- Right to freedom of expression;

- Right to hold public forums;
- Right to peacefully assemble;
- Right to a fair and impartial hearing;
- Right to participate in Student Government;
- Right to be a member in authorized student organizations;
- Right to appeal College decisions through established grievance procedures;
- Right of personal respect and freedom from humiliation and control;
- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

Student Responsibilities

As members of the College community, students have certain responsibilities that include the following. Students are

- Expected to assume responsibility for knowing the rules, regulations and policies of the College;
- Expected to meet the course and graduation requirements of the students' program of study;
- Expected to keep college records current with up-to-date addresses and other information;
- Expected to meet with an academic advisor at least once each term;
- Expected to comply with College rules, regulations and policies; and
- Expected to behave in a manner which demonstrates respect for others and self.

Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to: U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.
5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

Vulnerable Persons Act

All faculty and staff of North Florida College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred. Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.