Language and Literature Division

Spring 2024

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

Fall 2024

83692 Online

Contact Information

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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
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. This is a course for which students will produce extensive college-level writing and 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 apply rhetorical knowledge to communicate for a range of audiences and purposes.
- **B.** Students will employ critical thinking to analyze forms of communications.
- **C.** Students will engage in writing processes that involve drafting, revising, and reflecting.
- **D.** Students will use evidence to effectively support claims and thesis statements.
- **E.** Students will conduct credible research and incorporate information from sources using MLA style.
- **F.** Students will improve their proficiency in standard English through practice, feedback, and revision.

Student Expectations of the Instructor

Office hours will be held via Zoom as requested.

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, communicate easily with me and other students in the class, etc. **You must turn in all assignments on Canvas.**

Expectations of the Student

Academic Integrity

1. 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 is destructive to the spirit of an educational environment and therefore will not be tolerated.

The following definitions will apply:

a. "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.

b. "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. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. 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 instructors' guidelines on AI material.

c. The term "academic misconduct" includes any or all forms of cheating and plagiarism. In addition, academic misconduct may include the following:

- Destroying, damaging, or stealing another person's work or work materials including, but not limited to, lab experiments, computer programs/files, term papers, projects, or copy of an examination.
- Theft, damage, or misuse of library resources; removing uncharged material from the library; defacing or damaging library materials; intentionally displacing or hoarding library materials within the library for one's unauthorized private use, or any other abuse of reserved materials.
- Theft, damage, or misuse of computer resources including, but not limited to, computer accounts codes, passwords, or facilities; damaging computer equipment or interfering with the operation of any computer system in the college.

2. Individual instructors or programs may provide students with additional academic integrity policy statements at the start of a semester.

3. 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.

4. An instructor who believes that an incidence of academic misconduct has occurred will discuss it immediately with the student. If, in the judgment of the instructor, the student has committed an act of academic misconduct, or if the student admits that there has been misconduct, the instructor will assess the appropriate penalty.

5. Instances of admitted or proven academic misconduct should be reported in writing to the Dean of Student Life. The purpose of this reporting is to track individuals who have repeated incidences. The Vice President of Academic Affairs reserves the right to pursue disciplinary action against a student if deemed necessary.

6. Students who think they have been treated unfairly may invoke the Student Academic Grievance Procedure.

Division Policy on AI-Generated Content

Please note that the use of AI-generated content (such as that produced by ChatGPT) in any of your assignments is strictly prohibited in this class, unless stated otherwise by your instructor. Be aware that overusing virtual editing programs (such as Grammarly) is a form of AI text

generation.

The Division of Language and Literature takes academic integrity seriously, and we will be using Turnitin, a plagiarism detection program, to check for any instances of plagiarism or AI-generated content. Turnitin uses AI content detection to compare student work against a vast database of sources and identify any instances of copied or unoriginal content. If your instructor or Turnitin detects the use of AI-generated content in your work, you may receive a zero on that assignment without the option to revise or resubmit.

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

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 in my office. 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 a student leaves class early without my prior consent, that student will receive an absence for the class.

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".

FREE Tutorial Services: 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 and reading, 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, Canvas navigation and MLA, APA, and Chicago style formatting. Furthermore, we can help with other writing-intensive courses, such as speech, literature, religion, ethics, psychology and history. If you would like to visit the Writing & Reading Lab, tutors are available from 8 a.m. – 5:00 p.m. Monday – Thursday and from 8:00 a.m. – 1:00 p.m. on Fridays. Online Tutoring in writing, and reading is available Monday – Thursday from 5:00 p.m. – 8:00 and Sunday 5 pm - 8 pm.

TRIO

TRIO Student Support Services (SSS) provides participants academic and personal development opportunities to motivate them toward the successful completion of their post-secondary education. Participants must be Gulf Coast State College students, working on an Associate's Degree, who are U.S. citizens, permanent residents or an eligible non-citizen. They must also meet any of the following criteria:
· First generation (neither parent has a four-year bachelor degree)
· Low income (based on federal guidelines)
· Student with disabilities evidencing academic need All services are FREE to TRIO SSS program participants. Visit https://www.gulfcoast.edu/current-students/trio/ to apply online or call (850) 913-2937 for more information. TRIO SSS is located in Student Union West room 89.

Measure of Student Performance

Grade Determination

A. Final Examination

B. Multiple-source essay
C. Other essays, quizzes, responses, assignments and in-class work
D. 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