



# NORTHWEST FLORIDA STATE COLLEGE

ENC1101-020, English Composition I, 3 Credit hours  
Fall 2017

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- Professor: Caroline S. Brooks
- Office Hours: before or after class by appointment
- Phone: 337.967.8750
- Email: [csb1105@gmail.com](mailto:csb1105@gmail.com)
- Final Exam:
- Web Page: <http://www.carolinebrooks.org/enc1101.html>
- Reference Number: 10738
- Campus/Room: South Walton Campus
- Class Days: Wednesday
- Class Times: 4:00pm - 6:00pm
- Electronic Resources: <http://www.carolinebrooks.org/electronicresources.html>

## Course Description

Instruction and intensive practice in expository and argumentative writing including a documented paper. 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

A passing score on the standardized placement test measuring communications / verbal / reading achievement, successful completion of any required developmental English and Reading coursework with a grade of "C" or better, or exemption from placement testing.

## Course Materials

- **The Norton Field Guide to Writing With Readings**

## Student Learning Outcomes

- Students will learn to compose formal assignments applying the conventions of Standard American English in written and / or oral communication, understand and apply the concepts of purpose, audience and rhetorical situation in written and / or oral communication, apply basic principles of logic and critical thinking as evidenced through written and / or oral communication and 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

**10% Conversations**

Engaging with texts and conversing with peers in Discussions and in class. Each conversation is worth ten points, and the two lowest grades in this category will be dropped at the end of the semester.

**10% Praxis**

Quizzes and written tasks to demonstrate mastery of research, documentation, grammar, and mechanics. Each praxis assignment is worth ten points, and the two lowest grades in this category will be dropped at the end of the semester.

**60% Essay Writing**

Three research-based essays (15%, 15%, 30%) 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 in Discussions), revising, publishing, reflecting.

**10% Midterm Exam with Timed Essay**

An exam comprised of 50 objective questions assessing mastery of the assigned readings and course content covered in the first half of the semester, as well as a short essay which students will plan, write, and revise in class.

**10% Final Exam with Timed Critique**

An exam comprised of 100 objective questions assessing mastery of the assigned readings and course content covered in the second half of the semester, as well as a sample academic essay, which students will read and respond to with revision suggestions.

**Grades** will be tabulated as a percentage of 100 points and the grading scale will be the following: A: 90-100, B: 80-89, C: 70-79, D: 60-69, F: below 60.

### 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

Students must be present to pick up and turn in their take-home tests. Emergency situations will be handled on a case by case basis but you must contact this instructor within 24 hours of missing a test or take-home test or you will receive an automatic zero.

### Classroom Conduct

Mutual respect is essential, disruptive students will be asked to leave.

## 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 of “FA.” An “FA” grade is a failing grade in GPA calculations and 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.

Students are expected to attend all of their schedule classes, as attendance is one of the strongest predictor of success. Therefore, 8 hours of missed class may result in a drop of a full letter grade.

## Email

Email is the official communication medium of the College. Please check your email regularly for any class and College notifications. You can expect a response within 48 business hours from this instructor.

**Desire 2 Learn** Like all NWF State College classes, this class uses Desire 2 Learn (D2L), a platform for online learning. You can access this class’s D2L site at [Desire 2 Learn](#), or through RaiderNet. You will find the class syllabus and other resources.

## 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 you must

miss class, contact the instructor as soon as possible to determine your 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 in the Activities Center (Building 410) on the Niceville Campus. The ASC provides free learning support services such as tutoring, 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 our website at [Math Lab](#).

**Smarthinking** is an online, real-time tutoring offered free to students, who may access this service via [Desire 2 Learn](#).

### **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](#)

### **Assistance for Military and Veterans**

Northwest Florida State College supports our military and veterans students. You may contact NWF State College Hurlburt Center Educational Services Building at 850-200-4190 or visit our website at [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.

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Student Signature

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Date Signed

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