

# English Composition I

ENC 1101

Section P1149

Room 466

Mondays and Wednesdays

11:00 am to 12:15 pm

**Final: TBD**

**Instructor:** Professor Todd Neuman

**Email:** [tneuman@pensacolastate.edu](mailto:tneuman@pensacolastate.edu)

**Phone:** (850) 484-1431 (please communicate by email through Pirate Mail or Canvas)

**Office hours:** As posted or by appointment

**Location:** 467A

**Class meeting time:** Mondays and Wednesdays, 11:00 to 12:15

**Credit/Contact hours:** 3 credit hours, 3 contact hours

**Department:** English and Communications Department  
Pensacola Campus, Building 4, Room 442, 850-484-1400

**Department Head:** Tracy Peyton, Ed.D.  
[tpeyton@pensacolastate.edu](mailto:tpeyton@pensacolastate.edu)

**Asst. Department Head:** Christine O'Donnell  
[codonnell@pensacolastate.edu](mailto:codonnell@pensacolastate.edu)

**Final Exam Date/Time:** TBD

**Required Text:** Your textbook will be provided via Canvas, so have your computer up and running immediately.

**Required Materials:**

**A PSC compatible version of Microsoft Word** - Download free through you're My

Apps account.

**A PSC Compatible Computer.** If you don't have one, there are hundreds on campus that you may use. **A cellphone is NOT a computer. Chromebook and Macs may have compatibility issues; if so, please work those issues out. Please remember that your instructors are not responsible for any computer issues you may have. Resolving your technology issues your responsibility.** That said, PSC does have some resources to help with your technology issues. You may find help at our help desk at (850) 471-4534.

**Canvas:** You will submit the majority of your work in Canvas, and between class meetings, we will communicate using the Canvas discussion forum and our Canvas messaging system. We will spend a significant portion of the first week or so ensuring you can get online. If you have difficulties with Canvas, you can access help by clicking on the help button to the left of your Canvas screen or by calling Canvas support services at 855-534-1843.

**Course Description and Learning Outcomes:** Please refer to the district syllabus for this course. **Essentially, if you succeed in this class, you will be able to communicate strong thinking in relatively error-free prose at a professional/academic level.** The degree of that ability will be reflected in your grade. One note to always keep in mind is that Comp I is not for Comp I. The skills you learn in here must be used beyond this class.

**Grades will be calculated as follows:**

<b>Essays (5)</b>	40 %
<b>Quizzes (Including Participation Quizzes and Midterm) (3-5)</b>	10%
<b>Discussion Posts (5-10)</b>	10%
<b>Summaries (1-3)</b>	10%
<b>Response Paragraphs (1-3)</b>	10%
<b>Final</b>	20%

## Grade Scale

90-100	A
88-89	B+
80-87	B
78-79	C+
70-77	C
68-69	D+
60-67	D
Below 60	F

1. This class will be conducted under the regulations defined in the Pensacola State College Code of Student Conduct in the College Catalog.
2. **Attendance: Regular, punctual attendance is required, per the Pensacola State College Catalog. Tardies (and/or leaving class early or often) will be converted to absences. At the beginning of each session, attendance will be taken. If you are not present during that time, you will be counted absent, so don't ask to sign the roll if you're late. If a student misses four or more days during the semester, that student will receive an early F at the 70% point of the semester. Students have until the 70% point in the semester to withdraw themselves.**
3. Unless use in class has been approved by the instructor or you are recording the instructor's lecture, cell phones and other electronic devices must be turned off and kept out of sight. If your cellphone usage disrupts your instructor, you will be asked to put the cell phone away. If inappropriate cellphone activity persists, you will be asked to leave the class. You may NOT use your personal computer for constructing work in the classroom. There are a great many reasons for this.
4. Your computer system must be compatible with PSC's system, so if you are using Apple products or Chromebook or your cellphone to write your papers, it is very likely that your system will not work with Canvas, and you will run into problems. Fix those problems immediately. Those problems are yours, so you must fix them. PSC has a help desk, and there is a help button in Canvas.
5. **Student HelpDesk for tech support: 850-471-4534.**
6. **Canvas (eLearning) Support Hotline: 855-534-1843.**
7. I will take no late work and that includes late work that is due to a technical issue on your part. Again, make sure your technology works. This is not optional.
8. Class disruptions, including but not limited to persistent talking while the

instructor or another student is speaking, could result in your being asked to leave the class. Rude behavior in discussion forums will similarly be considered a class disruption for which you may be removed from the section or even suspended from the school. The instructor will determine what constitutes rude behavior in discussion forums. Suffice it to say discussion forums are not social media posts. Your professional and academic communications must be clear, accurate, precise, deep, broad, relevant, and fair. These are [the universal intellectual standards](#), and we will study them and abide by them all semester.

9. College policy disallows visitors in the labs or classrooms.
10. If you are asked to leave class for violating class policies, you will be counted absent from class and may not be allowed to make up work from that day. Before returning to class, you must meet with the instructor.
11. Your instructors are not required to accept any late work. All work must be turned in when it is due without exception and without excuses. This policy will be strictly enforced, so don't ask for exceptions for whatever reason.

### Important Dates

<b>Classes Begin</b>	January 10 <sup>th</sup>
<b>Schedule Adjustment Ends</b>	January 16 <sup>th</sup>
<b>Last Day to Withdraw</b>	April 7 <sup>th</sup>
<b>Last Day of Term</b>	May 9 <sup>th</sup>
<b>MLK Day</b>	January 20 <sup>th</sup>
<b>Spring Break</b>	March 17 <sup>th</sup> to March 23 <sup>rd</sup>

### Extra Help

1. Instructor during office hours or by appointment
2. The Writing Lab offers free tutoring in writing and grammar to all Pensacola State College students on a walk-in basis.  
Pensacola Campus: Bldg. 4, Rm. 448 Milton Campus: Rm. 4401  
Warrington Campus: Rm. 3142B South Santa Rosa Center: Rm. 5130A  
Virtual Writing Lab:  
<https://pensacolastate.instructure.com/courses/1325752>
3. The Student Support Services Lab is located on the Pensacola Campus, Building 6, Room 620. It provides free tutoring to students who apply to the program and meet eligibility requirements. (484-2028)

4. The Student Resource Center for ADA Services office is located on the Pensacola Campus. Building 6, Room 603. It assists students who have any type of special situation that impacts their learning. (484-1637)
5. Library home page: <http://library.pensacolastate.edu/>
6. **Student HelpDesk for tech support: 850-471-4534**
7. **Canvas (eLearning) Support Hotline: 855-534-1843**

**Cheating and Plagiarism Policy:** Plagiarism is the use of anyone else's ideas or words without giving proper credit. Cheating and plagiarism can be as small as neglecting cite correctly to passing off the ideas of others as your own. Cheating includes, among other things, copying someone else's work, turning in work done by someone else, or turning in work that has been submitted in another class by you or anyone else. **Cheating also includes taking credit for work done, in whole or in part, by AI or any sort of chat bot. The consequences of either plagiarism or cheating are, at a minimum, an automatic zero (0) on the work in question, possible removal from the course, and possible failure of the course and/or disciplinary action by the college.** Please refer to the College Catalog for the college policy regarding cheating and plagiarism.

**Maximum Attempts:** Any student still on the official class roll after the drop period will be counted as having attempted the course whether or not he or she finishes the class. The third attempt to take a college course will cost three (3) times the cost of the first two (2) attempts.

**Student Perception Surveys – EvaluationKit:** During the term, you will receive a notification in PirateMail with a link to EvaluationKit, the online evaluation system used by Pensacola State College. Please take advantage of this opportunity to provide anonymous feedback to your instructors about their courses. Your opinions are valuable, and your evaluations enable instructors to assess their teaching style and help them decide what changes to consider in curriculum, textbooks, or assignments.

**Note:** I reserve the right to amend or revise aspects of the class schedule and assignments either as the result of unforeseen circumstances (hurricanes, floods, tornadoes, pandemics, ice storms, etc.), or if I feel these changes are in the best

interest of the class. Any changes made to the syllabus will be announced and explained.