

**English Composition I**

ENC1101-P1153  
TR 9:30-10:45AM  
Room: 466

Instructor: Shannon Dullard  
Email: Use Canvas Messaging  
Phone: (850)484-1988 Office: Rm# 425  
Office Hours & Locations:  
TBD

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)  
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**Course Description**

English Composition I teaches the fundamentals of effective expression with emphasis on expository writing and logical thinking.

For additional information about prerequisites, course learning outcomes, special requirements, and statements (ADA, Equity, Security, etc.), please see the PSC district syllabus on page 5.

**Required Texts**

*The Writer's Mindset* by Lisa Wright Hoeffner, McGraw Hill, 2022 [ISBN: 9781260526349]

**Other Required Materials**

- Microsoft Office Suite: Available for free through your Pirate Mail account. To log in, go to: <https://www.pensacolastate.edu/piratemail/>. Then click on the app launcher button in the upper left-hand corner to access the cloud-based program.
- Pen and/or pencil
- College ruled loose-leaf paper and/or notebook

**Course Companion Site**

The course companion website is Canvas (eLearning) at <https://pensacolastate.instructure.com/>. 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.

**Papers/Projects, Word/Page Counts, Grade Distribution**

Paper/Project	Word/Page Count	Grade Distribution
Diagnostic Essay	400 words	5%
Rhetorical Analysis Essay	600 words	10%
Critical Analysis Essay	750 words	15%
Compare and Contrast Essay	850 words	15%
Argumentative Synthesis Essay	1000 words	20%
Final Exam	N/A	20%
Daily Work (Quizzes, Reading Responses, Drafts, etc.)*	N/A	15%

\*Daily Work is composed of class work that will be either completed in class or completed at home for class on a specific date. Such work may be composed of quizzes, drafts, surveys, peer reviews, group work, etc. Failure to participate, complete, or submit in-class materials results in deductions to that grade.

Final Exam Date: TBD

Last Date of Drop/Add (with refund): Thursday, January 16, 2025

Last Date for Student Withdrawals (without refund): Monday, April 7, 2025

### Attendance Policy

Successful students attend class regularly and are not tardy; however, occasionally life intervenes causing students to miss class.\* You are allowed 3 absences for this class. For these allowed absences, no penalty for any missed quizzes, writing exercises, participation, etc. will be incurred. Each class missed beyond the allowed number of absences will result in a zero for any missed quizzes, writing exercises, participation, etc. Any exceptions to this rule may be found listed below.

Students may make up missed major-grade work (such as papers, tests, etc.) beyond the allowed 3 absences if class was missed due to legitimate circumstances beyond their control (i.e., things that do not involve a choice, like documented illness or medical emergency, family funeral, activities at which you officially represent Pensacola State College, or PSC-sanctioned athletic travel). You should either make arrangements with your instructor regarding this make-up work in advance (when possible) or immediately upon returning to class. Major-grade work missed due to absences for other reasons (i.e., things that involve choice, like voluntary travel, club activities, poor planning, just not feeling well, etc.) cannot be made up.

\* Submitting work on Canvas does not count as attendance for an in-person class. In the instance that a student stops attending class, they are subject to the withdrawal policy listed below.

### Withdrawal from the Course

After the Attendance Verification period has ended, if a student is not able to complete a course or will receive an undesired grade for the course, it is the responsibility of the student to withdraw from the course prior to the established withdrawal deadline (see withdrawal deadline above). After withdrawing from a course, a 'W' will appear on your record. Students who have stopped attending a course without withdrawing will receive an early 'F' after the withdrawal deadline.\*

\*An instructor may assign a grade of 'F' at any point during the term for a student who has stopped attending a course that is being attempted for the third time.

### Grading Policy

Work (quizzes, essays, exams, etc.) that is not done or not turned in is recorded as a zero (0). Papers are graded A through F with pluses and minuses as necessary.

Paper grades can be converted to percentages like this:

A+=98, A=95, A-=92, B+=88, B=85, B-=82, C+=78, C=75, C-=72, D+=68, D=65, D-=62, F=50.

Final numeric grades will be converted to letter grades like this:

100-90=A; 89-88=B+; 87-80=B; 79-78=C+; 77-70=C; 69-68=D+; 67-60=D; 59 and below=F

### Policy on Late Papers

The standard penalty for late papers is a 5-point deduction for each day a paper is late. However, you are allowed to submit 1 late paper 1 week late with no penalty if it is accompanied by a Writing Lab Review.

For this Writing Lab Review paper you must take your draft/paper to the Writing Lab either in person or online (see "Writing Lab" below) during your extra week. For this visit, please have copies of: 1) your draft/paper; 2) the assignment directions (Canvas). Request a form for confirmation of your visit from the Writing Lab tutor and send a copy via Canvas message to your instructor within the extra week given to confirm completion of requirement. The paper must then be submitted to the assignment inbox by

11:59PM one week from the initial due date. If you choose to use this late paper option, you must inform me via Canvas message prior to the assignment due date and time.

The late paper must be submitted within 1 week to receive no penalty. Each additional day beyond the allocated time will result in a 5-point reduction.

If requirements are not met for the late paper without penalty option, the paper will receive the standard penalty for a late paper. To clarify, without completion of the Writing Lab visit, the paper will be treated as a standard late paper that will be docked 35 points, 5 points for each of the 7 days the paper was late.

#### Use of laptops, other technology in the classroom

Cellphones should be either off or set on silent. Laptop and tablet use in the classroom is acceptable if used for classroom activities. Please refrain from having material on-screen that is not pertinent to classroom activities and potentially a distraction for yourself and others.

#### Writing Lab

The Writing Lab is a wonderful resource for students, and they can assist with the structure, organization, and development of your paper. You can visit the Writing Lab in person or receive assistance online via Zoom meeting or email. Be sure to have a copy of the writing assignment directions and your draft when you meet with a Writing Lab tutor. For more information and to set up a meeting go to:

<https://pensacolastate.instructure.com/courses/1325752>.

#### Other Accommodations and Assistance

What follows is a brief list of other forms of accommodation and assistance that are provided:

- If you need to be absent from class for religious observance, please contact me within the first 2 weeks of class.
- Title IX protects against discrimination related to sex, gender, pregnancy, or parental status. For some quick information on Title IX go to: <https://www.pensacolastate.edu/documents/title-ix-facts-sheet/>.
- The Student Support Services (TRIO) provides free tutoring to students who apply to the program and meet eligibility requirements: <https://www.pensacolastate.edu/current-students/student-services/trio/#1469628978223-5907079d-8ba5> or (850-484-2028).
- The Student Resource Center for ADA Services is located on the Pensacola Campus in Building 6, Room 6 or at (850) 484-1637. It assists students who have physical, visual, hearing, speech, learning, and psychological disabilities. If you are uncertain if you qualify for assistance, please contact SRC/ADA.
- Student Technology Support: <https://pensacolastatecollege.freshservice.com/support/home> or (850) 484-1702
- Canvas (eLearning) Support Hotline: (855) 534-1843
- For additional student resources, including job services, tutoring services, student clubs, etc. see the Student Resource Guide: <https://www.pensacolastate.edu/documents/student-resource-guide/>.

#### Policy on Plagiarism & Academic Misconduct

All students in attendance at Pensacola State College are expected to observe standards of conduct appropriate to a community of scholars. Please refer to PSC's Student Code of Conduct located in the Academic Catalog and online (<https://pensacolastate.smartcatalogiq.com/2024-2025/catalog/student-handbook/student-responsibilities/code-of-student-conduct/>).

Plagiarism is presenting another person's or entity's work, ideas, and words as your own. Likewise, cheating is copying someone else's work or submitting someone else's work. All papers and assignments submitted in this class should be your original writing and written specifically for this class. You cannot reuse papers or assignments from a previous class. You cannot submit a paper or assignment you have submitted to another class this semester. The consequences of either plagiarism or cheating are an automatic zero (0) on the work in question and the incident will be reported to PSC as academic misconduct. Depending on the severity of plagiarism or cheating, you may face possible failure of the course or discipline by the college. Regardless of the severity, after two instances of plagiarism or cheating you will be assigned an early 'F' for the course.

#### Turnitin

Students agree that their enrollment in this course allows the instructor the right to use electronic devices to help prevent plagiarism. All course materials are subject to submission to TurnItIn.com for the purpose of detecting textual similarities and AI Writing. Assignments submitted to TurnItIn.com will be included as source documents in TurnItIn.com's restricted access database solely for the purpose of detecting plagiarism in such documents. TurnItIn.com will be used as a source document to help students avoid plagiarism in written documents.

#### 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 they finish 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 assignment.



Pensacola State College District Syllabus  
ENC 1101  
English Composition I

**Credits:** 3 cc

**Prerequisites:**

Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

**Course Description :** Teaches the fundamentals of effective expression with emphasis on expository writing and logical thinking.

**Offered:** FA, SP, SU.

**Distribution:**

Meets AA General Education Core, Communications requirement. A writing emphasis course.

**Notes:**

**Textbooks:**

*The Writer's Mindset*; Hoeffner, Lisa; 9781260526349; 1st; McGraw-Hill Education; 2022

**Supplemental Materials:**

**Special Requirements:**

Student Expectations – Students enrolled in this course can expect the following: 1) clearly identified course objectives; 2) productive class meetings; 3) a positive learning environment; 4) opportunities for appropriate student participation; 5) effective instruction; 6) positive and appropriate interactions; 7) assistance with meeting course objectives during and beyond class hours; 8) evaluation of student performance and appropriate and timely feedback; 9) clear and well-organized instruction

Writing that includes at least five multi-paragraph writing assignments, at least one of which may be written in class.

At least one of the papers integrates meaningful outside sources and correct citations into its content.

Other writing, which may include single-paragraph themes, journal assignments, and summaries of readings.

Quizzes and tests to be given at the instructor's discretion.

A final exam on grammar and rhetorical principles or an equivalent measure of ability.

A final essay exam written in class and counting 20% of the final grade.

Writing Emphasis Requirement: Instructors provide detailed feedback regarding the content, organization, and use of standard written English for each evaluated writing assignment before the submission of the next evaluated writing assignment.

Writing Emphasis Requirement: Grading rubrics will be used for each evaluated writing assignment. These rubrics will be shared with each student.

Writing Emphasis Requirement: The grades earned on the writing assignments must reflect student performance in college-level writing and significantly impact the grade.

**General Education Student Learning Outcomes:**

**Critical Thinking:** The student analyzes, evaluates, and, if necessary, challenges the validity of ideas, principles, or data in order to develop informed opinions, probable predictions, or defensible conclusions.

**Communication:** The student effectively communicates knowledge and ideas.

**Information Literacy:** The student effectively locates, evaluates, and applies information from a variety of sources.

**Course Learning Outcomes:**

1. Write essays with all parts – title, introduction, thesis, discussion, and conclusion – working together to communicate a single purpose to readers.
2. Develop papers using a recognizable, effective, and consistent organizational plan (e.g., the rhetorical modes of development by example, process analysis, comparison/contrast, causal analysis and argumentation). Paragraphs should have easily recognizable topics developed through specific details, explanation, and/or illustration that support the purpose. Appropriate transitions guide readers through the paper.
3. Develop college-level topics, with original content, and provide a depth of development beyond mere listing of paragraph sub-topics.
4. Use sentence structure and diction that reflect the patterns of Standard American English rather than the patterns of oral language.
5. Avoid errors that obscure meaning and cause readers to question the writer's credibility.
6. Demonstrate in papers the ability to critically analyze writing for effectiveness.

**Student Email Accounts:**

Pensacola State College provides an institutional email account to all students enrolled in courses for credit. PirateMail is the official method of communication, and students must use Piratemail when communicating with the College. In cases where companion software is used for a particular class, email may be exchanged between instructor and student using the companion software.

**Flexibility:**

It is the intention of the instructor to accomplish the objectives specified in the course syllabus. However, circumstances may arise which prohibit the fulfilling of this endeavor. Therefore, this syllabus is subject to change. When possible, students will be notified of any change in advance of its occurrence.

**ADA Statement:**

Students with a disability that falls under the Americans with Disability Act or Section 504 of the Rehabilitation Act, it is the responsibility of the student to notify Student Resource Center for ADA Services to discuss any special needs or equipment necessary to accomplish the requirements for this course. Upon completion of registration with the Student Resource Center for ADA Services office, specific arrangements can be discussed with the instructor.

**Equity Statement:**

Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, pregnancy, disability, sexual orientation, gender identity, or genetic information in its educational programs, activities, or employment. For inquiries regarding Title IX and the College's nondiscrimination policies, contact the Executive Director, Equal Opportunity Compliance at (850) 484-1759, Pensacola State College, 1000 College Blvd., Pensacola, Florida 32504.

**Security Statement:**

Pensacola State College is committed to encouraging all members of the College community to be proactive in personal safety measures. In case of emergency, students should ensure that they are aware of the building exit closest to each of their classrooms, as well as all alternative building exits in case circumstances require using a different route.

**Emergency Statement:**

In the case of severe weather or other emergency, the College administration maintains communication with appropriate state and local agencies and makes a determination regarding the cancellation of classes. Notices of cancellation will be made through the College's PSC Alert system and on the College's website.