



## ENC 0027 – Developmental Reading & Writing Syllabus Spring 2023

### Course Information

**Course Title:** Developmental Reading and Writing

**CRN:** 20083

**Course number with Section:** ENC 0027 02

**Course Description:** This developmental course provides integrated reading and writing instruction. The skills taught in this course include reading comprehension, vocabulary, and standard American English grammar and usage. Students will demonstrate mastery of these skills through reading activities and written responses to those readings developed into well-organized paragraphs and essays in various rhetorical modes. This course is designed for students whose assessment scores indicate a need for reading and/or writing remediation.

THIS COURSE DOES NOT MEET GENERAL EDUCATION REQUIREMENTS.

**Course Location:** Building 6, Room 101

**Course Day and Time:** Mon. & Wed., 3:00 – 4:50pm

**Prerequisites:** None

**Corequisites:** None

### Instructor Information

**Name:** Jamen Brock

**Office Location:** Building 4, Room 105 (Library)

**Office Hours:**

Mon., Wed. – Fri. 8:00 – 8:45am

I work on campus full time, so other times are available as well.

Make an appointment here: [calendly.com/brockja/30min](https://calendly.com/brockja/30min)

**Phone Number:** 850-973-9411

**Email:** [brockja@nfc.edu](mailto:brockja@nfc.edu)

**Instructor Response Time for Phone/Email:** I'll respond to phone calls and emails\* within 24 hours on business days. *\*Use your NFC GoMail, not your personal email.*

**Response Time for Posting Grades on D2L:** Cengage grades are uploaded to D2L automatically. Writing assignments and attendance/participation are graded within 14 days.

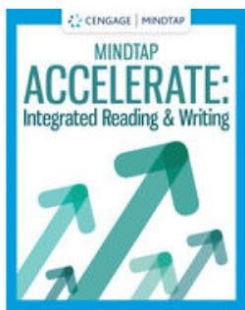
**Department Chair:** Kristin Summers

**Department Chair Email:** [summersk@nfc.edu](mailto:summersk@nfc.edu)

## Required Curriculum/Textbook and Course Materials

### Required Textbook:

You must navigate to Cengage through the course's D2L page to initially enroll in the MindTap course. You have the option to enroll in a short, free trial before purchasing. If you are using Financial Aid, purchase the Cengage course via the NFC bookstore (through the MyNFC portal) before the deadline to Drop. If you are purchasing out of pocket, it may be cheaper to purchase from Cengage.com directly. The MindTap course and ebook are also available via Cengage Unlimited, which gives you access to any other Cengage courses you are taking, too.



### MindTap Accelerate: Integrated Reading and Writing, 1 term Instant Access , 1st Edition

Cengage

ISBN-10: 0-357-02903-8

ISBN-13: 978-0-357-02903-9

### Required Course Materials/Supplies:

Computer access, Internet access, Microsoft Word & PowerPoint. Students must have access to their writing assignments both in-class and outside of class.

### Minimum Technological Requirements and Skills:

Familiarity with D2L, Cengage, and Microsoft Word is essential. Students should have basic computer and typing skills to navigate and complete assignments in a timely manner. It is most advantageous to have at-home internet access and a personal computer\* with Microsoft Word 2013\*\* or later—if they do not, students should plan to spend additional weekly hours somewhere that is properly equipped to stay on pace and complete course activities.

*\*Many have struggled to complete assignments on tablet-type devices. Desktops/laptops are ideal.*

*\*\*[Microsoft Word \(Office 365\)](#) is available for free through the MyNFC portal.*

For textbook questions, please contact [bookstore@nfc.edu](mailto:bookstore@nfc.edu)

## Grading Policy and Assessment Methods

### Grade Scale and Credit Requirements:

Successful completion of ENC 0027 requires students to pass the course with a grade of "C" or higher.

Overall Course Grade		
Grade	Percent	Points
A	89.5 – 100 %	1789 – 2000
B	79.5 – 89.4 %	1589 – 1788
C	69.5 – 79.4 %	1389 – 1588
D	59.5 – 69.4 %	1189 – 1388
F	0 – 59.4 %	0 – 1188

### Course Grading/Student Performance Evaluation:

Students must check grades via D2L regularly. A total of 2000 points is available to earn (800 points from Cengage assignments, 100 points for attendance, 100 points for participation, and 100 points for writing assignments). Grade details are dissected in this table:

Category & Subcategories	Point Value	% of final grade	Grading Method Details (All are manually graded unless otherwise noted. Manual grades are posted within 14 days.)
<b>CENGAGE HOMEWORK</b>	<b>800</b>	<b>40 %</b>	
• Pre-test	• 5	• .25 %	1 attempt per question. Automatically graded, but will later be manually graded for completion, not accuracy. To earn full credit, you must complete the full assignment.
• Mid-test	• 25	• 1.25 %	1 attempt per question. Automatically graded, but will later be manually graded for completion, not accuracy. To earn full credit, you must complete the full assignment.
• Post-test	• 75	• 3.75 %	1 attempt per question. Automatically graded.
• Video quizzes	• 106	• 5.3 %	1 attempt per question. Automatically graded. Can be reopened (see “Multiple Chances” below).
• Reading quizzes	• 100	• 5 %	1 attempt per question. Automatically graded. Can be reopened (see “Multiple Chances” below).
• Graded unit activities	• 489	• 24.45%	3 attempts per question. Automatically graded. Can be reopened (see “Multiple Chances” below).
<b>ATTENDANCE</b>	<b>100</b>	<b>5 %</b>	-5 points per <b>absence</b> (excluding the first). -2 points per <b>tardy/early departure</b> .
<b>PARTICIPATION</b>	<b>100</b>	<b>5 %</b>	-10 points per instance <b>if you don’t get tutoring</b> on each of the four (4) major writing assignments. -10 points per <b>planner or rough draft you fail to turn in</b> to the D2L Dropbox on time. -5 points per <b>planner or rough draft that</b> was turned in on time but <b>shows minimal effort</b> . +5 extra credit points for (1) completing the course evaluation, (2) completing an extra credit assignment, or (3) per approved NFC event you attend.
<b>PARAGRAPH 1 (Narrative)</b> Final draft	<b>150</b>	<b>7.5 %</b>	Graded with a rubric.
<b>PARAGRAPH 2 (Summary)</b> Final draft	<b>150</b>	<b>7.5 %</b>	Graded with a rubric.
<b>PARAGRAPH 3 (Argument)</b> Final draft	<b>150</b>	<b>7.5 %</b>	Graded with a rubric.
<b>FINAL ESSAY &amp; POWERPOINT</b>	<b>550</b>	<b>27.5 %</b>	
• Final draft	• 400	• 20 %	Graded with a rubric.
• Presentation	• 150	• 7.5 %	Graded by peers.
<b>TOTAL</b>	<b>2000</b>	<b>100 %</b>	

### Multiple Chances for Cengage Homework:

Students already have multiple attempts on a variety of assignments (see “Course Grading” above).

However, students may request for any Cengage assignment to be reopened for them if they are unhappy with their grade and the due date hasn't passed yet. Requests should be made early to give the instructor ample time to reopen an assignment. Previous scores are completely deleted and cannot be recovered if the student fails to redo the assignment or gets a worse grade than the original. See "Late/Makeup Work" for more.

### Letter/Numerical Grade Philosophy for Writing Assignments:

In writing, improvements are always possible; because writing assignment grades are subjective, a 100% is fairly unattainable, even with a rubric. Therefore, students who excel receive other "A" numerical scores on their writing assignments. Students may receive a "B" numerical score for above average work. In a similar fashion, "C" grades indicate basic mastery. "D" and "F" scores show that the student has not mastered the requirements of the assignment or has not included some or all of the components of an assignment.

***\*Specific rubrics are used in order to determine various writing assignment scores.***

### The Writing Process and Revision:

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

### Mid Term and/or Final Exam Information:

Students will take an online Cengage diagnostic midterm.

Instead of a final, students will write a final essay, present a PowerPoint based on their final essay to the class, and take an online Cengage diagnostic post-test.

## Outcomes/Objectives

### GENERAL EDUCATION PROGRAM LEARNING OUTCOMES/OBJECTIVES

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/Goals

Course Level SLO #	Gen Ed/Program Outcome #	Summative Assessments (A student artifact: A specific assignment that could be submitted as evidence of a General Education or program level competency)
1	1, 2, 3	Final Essay
2	1, 4	Final Essay and PowerPoint Presentation

3	1	Paragraph 2
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## Course Content and Schedule

A full semester schedule for all assignments will be on a separate document located in “Content” in D2L. Please review and plan accordingly.

Except for [NFC recognized holidays and breaks](#), this class meets Jan. 9 – May 1, 2023.

### Early Alerts:

#1: February 1-2, 2023

#2: March 1-2, 2023

### Deadline to drop: Jan. 13, 2023

This is also the last day to purchase textbooks using financial aid. If your fees/tuition are not paid for today, you will be dropped from the course.

### Deadline to withdraw: Mar. 10, 2023

### Final Grades Posted to D2L by: May 9, 2022

## NFC Course Policy Statements

### Attendance:

In order to gain complete comprehension of the subject matters taught and discussed, 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. Furthermore, attendance is necessary to complete major in-class activities, such as peer reviews or live instructor feedback on planners or rough drafts. Most in-class activities cannot be made up. Be on time. Do not leave before you are dismissed.

### Absences:

Students are allowed one (1) absence with no penalty, which should be saved for illness or other unforeseeable emergencies. Points are deducted per each additional absence (*see “Course Grading”*). **All absences count the same.** If you miss class, it is your responsibility to check D2L, Cengage, and the Course Calendar for missed assignments.

### Late / Make Up Work:

Assignments are usually due Mondays at 11:59pm unless otherwise noted. Assignments generally cannot be made up after the times listed below due to the quick pace of the course schedule. Select Cengage assignments may be made up during the last stretch of the term.

Assignment	0 – 24 hours late	24 – 48 hours late	48 – 72 hours late	More than 72 hours late
<b>Writing Assignment Planners and Rough Drafts</b> must be turned in electronically via D2L Dropbox.	-10 participation points if turned in late (see “Course Grading”)			

<b>Writing Assignment Final Drafts</b> must be turned in electronically via D2L Dropbox.	10% late penalty	20% late penalty	30% late penalty	Not accepted.
<b>Cengage Tests</b> (pre-test, midterm, and post-test)  <b>Cengage Reading Quizzes</b>  <b>Cengage Unit Quizzes</b> (classwork and homework) related to the day's lecture become available after class and are due the following Monday at 11:59pm. These weekly due dates are designed to help you keep pace with the course and complete activities as you learn them.	10% late penalty			Not accepted.
<b>Cengage Reading Quizzes</b>	Not accepted late.			

**Daily Classroom Expectations:**

- Cell phones should be muted and preferably stored away unless being used to take photos of lecture material.
- Stay on task. Students who repeatedly engage in non-ENC 0027 activities during class will be asked to leave.
- Students should not work on independent homework during lectures.
- 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 and other non-NFC registered guests may not accompany students to class.

**Tutoring Requirement:**

Frequently attending tutoring (online or in-person) through the [Academic Success Center](#) is required. See "Course Grading" for information on participation grades.

## 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](http://www.nfc.edu). All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use [www.turnitin.com](http://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

## **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](mailto: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 professional 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.

**Walk-in and by appointment services:** Students may visit the ASC (Bldg. 4) for in-person services or make an appointment to receive in-person or virtual academic support services during the posted 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](mailto:gonzalese@nfc.edu) or (850) 973-1719 and/or Brianna Kinsey at [kinseyb@nfc.edu](mailto:kinseyb@nfc.edu) or (850) 973-9458.**

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](mailto:gonzalese@nfc.edu)
- Academic Success Center (ASC) (850) 973-1624 / [asc@nfc.edu](mailto: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](mailto: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](mailto: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.