



FLORIDA GATEWAY COLLEGE

ENC1102 015 – Freshman Composition II Spring 2026 A16 Online

Instructor Information

Name: Kayla Knight, English Instructor

Email: kayla.knight@fgc.edu or through Canvas message. I should respond to your correspondence within one business day.

Office: Virtually in Microsoft Teams

Office Hours: Online; email and video conferences by appointment

Course Information

Credits: 3

Requirements Met: AATR, GE, GEC, GR

General Education Area: Group 2 Communications

Prerequisites: Completion of ENC1101 with a grade of C or better.

Course Description

This course requires documentation of collegiate-level essay writing as it relates to interpretation and analysis of a variety of texts. Students will learn and demonstrate an ability to comprehend, analyze, and synthesize meaning from texts of various styles while employing different modes of argumentation. Essay assignments will document the writing, critical-thinking, and research fundamentals learned and demonstrated through a completion of ENC1101.

Required Texts/Learning Resources

Lunsford, Andrea, et al.: *Everyone's an author (with readings)*. 4th edition. W.W. Norton & Company, 2020. ISBN-13: 978-0393420838.

General Learning Outcomes

- **Communication:** Students will effectively communicate through oral or written skills.
- **Critical Thinking:** Students will logically evaluate, analyze, and synthesize information.

Course Learning Outcomes

At the end of the course, you will be able to:

- Write essays free of major errors of standard written English.
- Use effective supporting details in an essay.
- Demonstrate mastery of traditional essay structures.
- Demonstrate mastery in formatting essays according to MLA conventions.
- Incorporate information from two or more distinct sources into an essay with an analytical or argumentative purpose.
- Learn that the process of writing requires working with drafts in order to achieve an effective final product.

Critical Dates – Spring 2026

Date	Event
Wednesday, December 10	Spring H Term start
Wednesday – Friday, December 10-12	Add/Drop period for Spring H
Monday, December 29	Deadline for student-initiated withdrawals – H
Tuesday, January 6	Course End Date – H
Monday, January 12	Spring A16 and A8 classes start
Monday – Wednesday, January 12-14	Add/Drop period for Spring A8
Monday – Friday, January 12-16	Add/Drop period for Spring A16
Monday, January 19	Martin Luther King, Jr. Day – No Classes
Monday, February 9	Spring B12 classes start
Monday – Wednesday, February 9-11	Add/Drop period for Spring B12
Monday, February 16	President’s Day – No Classes
Friday, February 20	Deadline for student-initiated withdrawals – A8
Monday, February 23	Spring B10 classes start
Monday – Thursday, February 23-25	Add/Drop period for Spring B10
Friday, March 6	Course End Date – A8
Monday, March 9	Spring B8 classes start
Monday – Wednesday, March 9-11	Add/Drop period for Spring B8
Friday – Friday, March 20-27	Spring Break
Friday, April 10	Deadline for student-initiated withdrawals – A16
Friday, April 17	Deadline for student-initiated withdrawals – B12
Monday, April 20	Deadline for student-initiated withdrawals – B10
Friday, April 24	Deadline for student-initiated withdrawals – B8
Wednesday, May 6	Course End Date – A16, B12, B10, B8

Schedule of Class Events

Week	Dates	Focus	Major Due Item
1	Jan 12 - 18	Getting Started	Intro Post (Attendance)
2	Jan 19 - 25	Asking Research Questions	Draft Research Question
3	Jan 26 – Feb 1	Planning Field Research	Field Research Plan
4	Feb 2 - 8	Collecting Data	Draft Narrative Research Log
5	Feb 9 - 15	Writing the Research Log	Final Narrative Research Log
6	Feb 16 - 22	Finding Secondary Sources	Preliminary Source List
7	Feb 23 – Mar 1	Evaluating Sources	First 3 Annotations
8	Mar 2 – 8	Annotated Bibliography	Final Annotated Bibliography
9	Mar 9 – 15	Developing a Thesis	Draft Thesis Statement
10	Mar 16 - 22	Outlining & Abstracts	Outline + Abstract + Intro Paragraph
11	Mar 30 – Apr 5	Drafting the Essay	Rough Draft (4–5 pages)
12	Apr 6 – 12	Peer Review	Peer Reviews
13	Apr 13 – 19	Revising & Polishing	Revision Plan
14	Apr 20 – 26	Final Essay	Final Research Essay (8–10 pages)
15	Apr 27 – May 4	Presenting Research	Final Presentation
16	May 6	Wrapping Up	Final Reflection

Student Expectations

Attendance

This class is an online course. Class runs on a rate of Monday to Sunday. Attendance is measured by the participation in weekly, timely completion of assignments. If you need to withdraw or stop participating for whatever reason, your date of last attendance will be marked as the date of the last assignment submission.

Courtesy and Student Conduct Code

Complete and submit all assignments on time.

Update personal information on Canvas (most importantly your email address).

Visit the course site multiple times per week to complete work and remain apprised of announcements.

Read over all of the posted materials including all handouts and assignment descriptions (These are key to understanding assignments and course standards such as MLA and essay topics. I do not post this material to give you more to read—I post it so you understand how I will evaluate you. I will evaluate all of your writing with the understanding that you have read over all of the material that I have posted).

Post questions about the course on the discussion board so all students can learn from the answers.

Since the class does not meet during the week like a traditional course, you should realistically expect to spend 10-15 hours a week on the class (including reading, writing, responding, posting, etc.).

Late Work

Students will have 7 calendar days to complete an assignment with no penalty. After the 7th calendar day past the due date, assignments will be penalized at a rate of one letter grade per week.

Rubric Grading and Assignment Feedback

All final drafts are graded using a rubric unique to each assignment. Grades in Canvas are posted according to the score received using the rubric for the assignment. You are expected to use the rubric to gauge your performance on an assignment. Detailed feedback will be provided on final drafts of assignments. If you would like more detailed feedback on your assignments or performance overall, please message me via Canvas and we can arrange a Microsoft Teams meeting to go over your work. ***Please read any provided feedback on assignments before contacting me with questions about the grade you received.***

Grading Policies (Student Performance Measures)

Learning Activities

Major Assignments(70%): This includes all final versions of assignments that are assigned throughout the term. To receive top marks on a final draft, it needs to be apparent that you followed prescribed feedback and input both from the instructor and on your peer reviews for each assignment.

Assignments (20%): This category includes several shorter, written assignments that do not receive peer reviews and our weekly class discussion topics. The journal entries will relate to whatever unit we are working on at the time, and discussion boards will be based off assigned readings and topics for the week. DB posts are due in their entirety on the Sunday of every week.

Drafts and Peer Reviews (10%): Each rough draft and revision draft of an assignment are expected to be completed. Part of your rough drafts and revisions assignment will include completing a peer-review form to be submitted as an assignment and to the student whose work you are reviewing for the assignment.

Grading Scale

- A – 90% - 100%
- B – 80% - 89.9%
- C – 70% - 79.9%
- D – 60% - 69.9%
- F – 59.9% or below

Returning Grades

I will grade most assignments within one week of the due date. For more expansive assignments, I will return them within two weeks. This gives me ample time to provide constructive, useful feedback to help you progress and grow as a student in this course.

Student Support and Tech Needs

This course requires students to have access to a computer and the internet. For those students who do not own a computer, computer labs are available on the FGC campus and in public libraries. Students without internet can come to the FGC campus, go to local public libraries, coffee shops, etc.

Minimal technical skills require for this course include the ability to use Microsoft Office products and navigate the Internet.

If you have any additional questions, please contact IT at 386-754-4408. You can also email the Florida Gateway College helpdesk at helpdesk@fgc.edu.

Florida Gateway College Policies and Statements

The Library

The Wilson S. Rivers Library is located in Building 200 and also includes millions of e-books and articles (<https://www.fgc.edu/academics/library/>). The library has more than 70 computers with 50 pages daily of free B&W or Color printing for students. There are also small and large study rooms available for two hours at a time. Click the link above for more information. Librarians are available to assist with research help, and there are helpful videos on library searching and citation help here: (<https://www.fgc.edu/academics/library/research-help-and-guides/>).

Phone- 386-754-4401

Email- library@fgc.edu

[Ask-A-Librarian](#) text and chat

Fall & Spring Semester Library Hours

Monday – Thursday: 7:30 am – 7:30 pm

Friday: 9:00 am – 4:00 pm

Saturday: CLOSED

Sunday: CLOSED

Summer Semester Library Hours

Monday – Thursday: 7:30 am – 6:30 pm

Friday: CLOSED

Saturday & Sunday: CLOSED

Student Success Center (SSC)

The Student Success Center (SSC) is located in Building 008. The SSC offers a variety of resources for students and faculty. Access to computers and limited printing is available. Copies of reference books, textbooks, access to course specific software, and access to tutors for all levels of math and writing are available in the SSC. Tutoring in other subjects is also offered. The SSC provides space for students to study in subject specific learning groups. Stop by or call the Student Success Center to request the most current tutor schedule (386-754-4382).

Fall Semester SSC Hours

Monday--Thursday: 8:00am – 7:30 pm

Friday: 9:00am – 4:30pm

Spring Semester SSC Hours

Monday--Thursday: 8:00am – 6:00 pm

Friday: 9:00am – 4:30pm

Summer Semester SSC Hours

Monday – Thursday: 7:30 am – 5:00 pm

If you have any questions, you may contact the center by phone at 386-754-4479, 386-754-4382, or by emailing Christina Slater at christina.slater@fgc.edu.

EAB Navigate

The SSC initiates student progress reports to the entire campus through EAB Navigate. EAB Navigate is an early-alert tool designed to identify students who may be susceptible to falling behind in their course before they actually do.

Twice during the semester, we provide instructors with the opportunity to ALERT students of their course progress. This is done through the FGC Wolves email account. Students may receive an email stating their success may be at risk in a specific course. If you receive this email, DO NOT PANIC. Please contact your instructor directly, your academic advisor, and the SSC. Your instructor's information is provided in the email.

Navigate Student is a mobile app designed to support students during their academic careers at FGC. Navigate Student is the ultimate student resource that acts as a personal advisor and provides students with the information they need, when they need it. Additionally, students may make an appointment with an advisor, view campus events, be alerted on important to-do's, view class schedules, explore their major, and much more.

Please do not allow yourself to struggle. We are here to help you achieve success. The mission of the SSC is to help encourage and promote your educational journey here at FGC and beyond.

Class Recording

A student shall not make a recording in class unless the recording is limited to the class lecture, and

1. the recording is made for the student's personal educational use,
2. in connection with a complaint to the college, **or**
3. as evidence in or in preparation for a criminal or civil proceeding.

Students are not permitted to record in class, through any means over any medium, any academic or other activity that is not a class lecture. A recording of any meeting or conversation between students, or between students and faculty, is strictly prohibited unless all parties have consented to such recording. A recording of a class lecture may not be published without the prior express written consent of the recorded faculty member.

Resource Information

Florida Gateway College has partnered with **BetterMynd**, (<https://www.bettermynd.com/students>) an online therapy platform for college students, to offer our students access to free video-therapy sessions with their diverse network of licensed mental health counselors.

Florida Gateway College students can now access free online therapy sessions on the BetterMynd platform with the counselor of their choice. These 50-minute, live video-sessions are private, confidential, and can take place from the convenience of your laptop, smartphone, or tablet. Sessions are available during the day, at night, and on the weekends.

To register and get started with a counselor that's a good fit for you, sign-up here.
(<https://app.bettermynd.com/register>)

If you have any questions about these services, you can email BetterMynd at students@bettermynd.com.

If you are in the need of additional resources please contact the Director of Student Life, Amy Dekle, at amy.dekle@fgc.edu, or by visiting Building 007.

Academic Appeal; Grievances; General Complaint

If a student wishes to file an academic appeal, grievance, or general complaint, please visit the college's website. Under Students and the Complaints & Appeals section (<https://www.fgc.edu/students/complaints-and-appeals/>), information regarding policy, procedure, and forms related to these topics is provided.

College Course Withdrawal and Drop Process

A course may be dropped only during the published add/drop period. After add/drop, students must withdrawal from their course. Please visit the [College Catalog](#) for more detailed information about the drop and withdrawal process.

Students are responsible for withdrawing by the published deadline. Students must allow sufficient time for the process to be completed. **The fully approved withdrawal form is due to Registration & Records by 4:30 p.m. on the deadline posted on the [Academic Calendar](#) or it is considered late.**

To withdraw from a course, the following steps must take place:

1. The student will log in to MyFGC and navigate to the Withdrawal form.
2. First, click the Student tab; next click Registration; and then click Course Withdrawal Form.
3. The student will enter the course information, the instructor's email address, and the advisor's name and email address. Once all information is entered, submit the form.
4. The form then routes directly to the instructor for approval and the last date of attendance. Once the instructor has completed their portion, the form will route to the advisor.
5. The advisor will complete their portion of the form and submit.
6. The form then routes to Registration & Records for processing. The student will receive an email notification to their FGC Wolves email account once this step is completed.
7. If the form is denied, the student will be notified by email and should contact the advisor with any questions.

Students are strongly encouraged to begin the withdrawal process the day **before** the withdrawal deadline to allow sufficient time for the process to be completed by all offices involved (Instructor, Advising Services, Financial Aid, Registration & Records).

It is the student's responsibility to understand all financial and academic implications of the withdrawal. Students are permitted a maximum of two (2) withdrawals per course. Upon the third attempt, a student must receive a grade for the course. Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing will receive a grade from the instructor.

Incompletes

Incomplete grades are reserved for students who are unable to complete a course and the withdrawal date has passed. A student should only be issued an incomplete if at least 75% of the course assignments have been submitted and the student can reasonably complete the remaining assignments **within the first three weeks** of the next term to earn a passing overall grade. Otherwise, students should be issued the earned letter grade in the course at the end of the current term.

The **Incomplete Grade Request Form** must be completed and submitted for approval by the **FIRST day of Final Exams and BEFORE** issuing the "I" grade. The instructor will describe the circumstances leading up to the requested "I" for the course, and list the missing assignments, quizzes, exams, and any other course requirements needed to satisfactorily complete the course **within the first three weeks** of the next term. The form must be signed by the instructor, student, and the Dean/Executive Director over the program. Once all participants have signed, an approval email will be sent to the instructor for authorization to assign the "I" grade.

Student Communication Standards

You are expected to communicate in a professional and respectful tone with the instructor and fellow classmates. All written communication (in email correspondence, discussion forums, assignments, quizzes and exams, etc.) must use proper written English. Please refrain from using online and texting abbreviations and language. Oral communications, if applicable, must be made with a respectful tone and body language. Use proper [netiquette](#) throughout!

Academic Honesty

At Florida Gateway College, we value the development of critical thinking, effective communication, and academic growth. To ensure fairness and uphold the principles of academic integrity, any instances of academic dishonesty (i.e., cheating, plagiarism, bribery, misrepresentation, fabrication, unauthorized use of AI technologies, etc.) are not permitted and will be dealt with severely. Students should make themselves aware of the student code of conduct found in the Student Handbook. We believe in your ability to think critically and develop your own unique perspectives. By adhering to these guidelines and committing to the principles of academic integrity, you will not only enhance your learning experience, but also foster an environment of trust and respect within our academic community.

Use of AI Technologies

The use of AI technologies to generate or assist in the creation and completion of assignments is strictly prohibited, unless explicitly allowed by the instructor as described in the course syllabus. It is your responsibility to read this thoroughly and carefully at the beginning of the semester.

Your assignments should reflect your own thoughts, analysis, and original work. Florida Gateway College employs the use of AI detection tools to assess the authenticity of your assignments. These tools are designed to identify instances of cheating and plagiarism, including the use of AI technologies. Any submissions that violate this policy will be subject to disciplinary action. If you have any questions or concerns regarding the use of AI technologies in your courses, please review your course syllabus or reach out to your instructor for clarification.

Civil Rights and Compliance Statement

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, sex, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The Civil Rights & Compliance Officer is Cassie Buckles, Associate Vice President of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at cassandra.buckles@fgc.edu or by phone at 386-754-4313.

Disability Statement

The Office of Accessibility Services (OAS) is a resource for both students with disabilities as well as faculty. Students with disabilities in need of academic accommodations must first be registered with the OAS to verify the disability, establish eligibility, and determine reasonable academic accommodations.

After registering with the OAS, students must request their academic accommodation letters be sent to them each semester to share with their instructors. Upon receipt of the letter, the instructor will be available during office hours or via email to discuss the accommodations a student will need during the course.

Students with disabilities who are not registered with the OAS or faculty who may have questions or concerns regarding an accommodation, please contact the office at the following:

In person: Building 007, Room 107

Phone: (386) 754-4393

Email: Accessibility.Services@fgc.edu

FERPA Statement

The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records. This information can be found in the College Catalog, at the Registration & Records Office in Building 015 or on the Florida Gateway College website (www.fgc.edu/students/registration-and-records/ferpa/).

SACSCOC Statement

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and associate degrees. Florida Gateway College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Florida Gateway College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane,

Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Honorlock Statement

Florida Gateway College has partnered with Honorlock, an online testing proctoring service. If off-campus remote proctoring is required during any course, Honorlock will be the online proctoring service that allows you to take your exam. You **DO NOT** need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

To get started, you will need to download the Honorlock Chrome Extension using Google Chrome. You can download the extension on the Honorlock website (www.honorlock.com/install/extension/). When you are ready to test, log into the LMS, go to your course, and click on your exam. Clicking **Launch Proctoring** will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact Honorlock by live chat, by phone at 844-243-2500, and/or by email at support@honorlock.com.

If you encounter a Canvas issue, please contact Canvas via the Canvas Help menu or by clicking the **Canvas Support** link within your course(s).

Turnitin Statement

Instructors may require writing assignments to be submitted to Turnitin when uploaded to Canvas. Turnitin is an internet-based service that looks for similarities and potential plagiarism by comparing your assignment submissions with its massive database of student work (including previous student submissions at Florida Gateway College), the Internet, and its entire archive, books, and journal and reference publications. Turnitin generates a [similarity report](#), which can help you and your instructor determine whether you used sources fairly and ethically, cited correctly, and paraphrased effectively.

You are encouraged to submit your written work to Turnitin prior to assignment deadlines, whether through Canvas or [Draft Coach](#). If needed, that would allow you time to review the [library's research and help guides](#) or seek writing assistance from your instructor or a tutor in the Student Success Center.

Mission Statement

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, foster career readiness, and enrich the diverse communities it serves through affordable, quality higher education programs and lifelong learning opportunities.