NFC NORTH FLORIDA COLLEGE

Literature 1000 Mini B Syllabus
Spring 2025

Course Information

Course Title: Literature 1000

CRN: 20130

Course number with Section: LIT 1000, Section 2

Course Description 3 Credits, 3 Hours. In this course, students will be assigned readings representative of a broad range of literary genres and cultures. These readings will cover a variety of literary movements and historical eras. The readings will include selections from the western canon. Written analysis of literary works may be required. Students will be provided with opportunities to practice critical interpretation.

Course Location: Virtual

Course Day and Time: Asynchronous online

Prerequisites: Completion of ENC 1101 with a C or better.

Corequisites: None

Instructor Information

Name: Dr. Laura Hanna-Dixon

Office Location: Building 10, Room 12

Office Hours: Mondays- 12:15-4:15 Face-to-face AND

Tuesdays-10:00 am-2:00 pm by phone (call number on syllabus) or teleconference AND

Wednesdays- 10:00 am-2:00 pm by phone (call number on syllabus) or teleconference

Or, I am also available by appointment, but you must contact me at least 24 hours ahead of time to set up an appointment.

Phone Number: 850-778-1353

Email: hannal@nfc.edu

Instructor Response Time for Phone/Email: Expect a response from me within 24 hours on weekdays. Most weekends, I will check my email, but there are rare times where I may be out of town and may check my email on Monday morning if you do email me on the weekend.

Response Time for Posting Grades on D2L: I will do my best to post grades for most assignments within 7 days. Expect the response time for the major essays to be up to 14 days.

Department Chair: Professor Hillary Ring

Department Chair Email: ringh@nfc.edu

Required Curriculum/Textbook and Course Materials

Required Textbook: The instructor will provide all texts for this course in our D2L course shell, and it is required of the student to read each text closely and completely.

Required Course Materials/Supplies: A flash drive and a thesaurus. You will need daily access to the Internet and a computer. I also recommend that you use a jump drive to save your files, and periodically also store your documents drafts to an online cloud. You should also email yourself your drafts periodically so that if all else fails, you have a copy of your draft in your email. Losing your work is NOT an excuse to submit assignments late, and any assignments that are late as a result of technology problems ARE subject to the course late policy.

Minimum Technological Requirements and Skills:

D2L: Students need a thorough understanding of the college's online learning management system (LMS), Desire to Learn (D2L). This includes being able to access the course homepage and navigating the tabs within the course. Students should also understand the Turnitin program and the Turnitin Similarity reports generated through electronic submission of writing assignments.

Microsoft Word: Students are required to use Microsoft Word to compose and submit writing assignments; therefore, students should have basic computer skills in order to navigate and complete this portion of the curriculum in a timely manner. The ability to correctly format essays in MLA is a critical component to the course. ALL writing assignments are composed and submitted for grading electronically.

Grading Policy and Assessment Methods

Course Grading/Student Performance Evaluation:

6–8-page Final essay (scaffolded into several drafts and a planner)-500 points
Reading quizzes- 150 points (3 reading quizzes at 50 points each)
5 500-word responses 250 points (50 points each)
1 PowerPoint presentation on final paper (100 points)

Mid Term and/or Final Exam Information: The drafts of the final essay for this class essentially serves as the midterm and final in this course.

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

SLO 1: students will identify a variety of literary movements, historical eras, and/or cultural contexts.

SLO 2: students will demonstrate critical thinking and analytical skills.

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)
1,2,3,4	1,2,3,4	Literary Analysis Final
	1,2	Literary Analysis

Course Content and Schedule

Early Alerts: Mini Term B

April 1st – 3rd

NFC Course Policy Statements

At the beginning of the semester, the instructor must report "no show" students for this course. "No show" indicates the student will be removed from the course. To be considered as attending the online course, the student must log in to D2L and complete "Getting Started," step #1. Students will be prompted to complete the Mandatory Attendance quiz by the deadline as given on the course schedule; this quiz will verify students' attendance in the course.

Course Policy Statement on Plagiarism, Cheating and AI

I use Turnitin.com for all assignments in this course. If you plagiarize, you will receive a zero on the assignment and are subject to failing the course. You are also subject to your name being filed with Academic Affairs so they will have permanent record that you plagiarized.

Course Policy Statement on Cheating and AI

A note on Chat GPT and other AI writing platforms: This is a writing class, and you should be taking it with the intention of becoming a stronger writer and to develop more advanced critical thinking skills. If you choose to use Chat GPT or any other kind of generative AI, you are cheating yourself and wasting your money and time in this course. Also, the technology to spot this kind of cheating is quickly catching up, and I WILL be able to prove it using the Turnitin.com software. So just don't use ChatGPT or any other writing assistance outside of the NFC tutoring center or tutor.com. You are also prohibited from using Grammarly or any other related or similar programs. If you are caught using Chat GPT, Grammarly, or any other cheating service, you will receive a zero for that assignment and will be subject to your name being sent to Academic Affairs to go on record as a cheater. So just don't do it. If you find yourself struggling in the course, reach out to me, and together we will find a path to get you back on track. Any assignment found to be written with AI technology will be given a zero automatically.

Attendance Policy

This is a virtual course, so attendance will be based on assignment submission; thus, you must submit your work regularly and consistently. If you have extenuating circumstances that prevent you from submitting an assignment due to sickness or death in your immediate family, contact me as soon as possible, making sure to provide a documented proof of sickness or death of family member. This requirement of proof is not meant to be punitive or insensitive but to provide both instructor and students with parameters for what constitutes an excused absence to keep the course fair for all students. Students are responsible for material covered during times when they may be unable to complete work. Refer to instructor late work policy.

Statement for Online Instructors: At the beginning of the semester, the instructor must report "no show" students for this course. "No show" indicates the student will be removed from the course. In order to be considered as attending the online course, the student must log in to D2L and complete "Getting Started," step #1. Students will be prompted to complete the Mandatory Attendance quiz by the deadline as given on the course schedule; this quiz will verify students' attendance in the course.

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.

Course Late Work Policy
There will be a deduction of 5% PER DAY for every day an assignment is late for up to one week. Any assignment that is submitted later than one week after the deadline will receive a grade of 60%, pre-assessment. Make plans to submit work early if you cannot turn work in when it is due.

Late rough drafts: Paragraph and essay drafts must be submitted within the set timeframe to receive detailed instructor feedback. Drafts submitted outside of the timeframe are subject to receiving late feedback outside the regular timeframe of 7-14 days.

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. All cases of academic dishonesty will be reported to the Office of Academic Affairs.

 One method for the detection of academic dishonesty for written assignments is the use of Turnitin to review assignments for improper citation, plagiarism, and improper use of artificial intelligence, such as generative AI. Turnitin compares each student's submission against material on the internet, academic sources, and the repository of works submitted to Turnitin in the past. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. The *Similarity Report* also includes an AI-indicator percentage and highlights writing that is determined to be generated by artificial intelligence. Refer to instructor's course policy statements for usage details.

 Statement about Generative AI Technology:

 Individual course instructors are free to set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Course instructors should set such policies in their course syllabi and clearly communicate such policies to students. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification.

Use of or consultation with generative AI shall be treated analogously to assistance from another person. Absent a clear statement from a course instructor, using generative AI tools to complete an assignment or exam (e.g., for idea generation or for entering exam or assignment questions) is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt.

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
(850) 973-8546

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. 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):

Fall/Spring Term
Monday – Thursday 8:00 a.m. – 7: 00 p.m.
Fridays 8:00 a.m. – 4:30 p.m.

Summer Term
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. 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 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:

Fall/Spring Term
Monday – Thursday 8:00 a.m. – 5:30 p.m.
Fridays 8:00 a.m. – 4:30 p.m.

Summer Term
Monday – Thursday 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.

Academic Success Center Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through the Academic Success Center. The ASC offers 1 to 1 tutoring available on demand in a variety of subjects, 24/7 anytime, anywhere.

For more information about accessing the ASC online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at gonzalese@nfc.edu **or (850) 973-1719 and/or Brianna Kinsey at** 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
- Brianna Kinsey, Tutor Lab Manager (850) 973-9458 / kinseyb@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. Accommodation 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.

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 based on 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.

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 the 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.

North Florida College – Quality Enhancement Plan
Career Compass

QEP Outcome: NFC will increase the student success of first-generation PELL students seeking an associate in arts degree, with success defined as 150% completion and subsequent transfer into a baccalaureate degree program.